



Child Protection Safeguarding Addendum

Twin Sails & Infant School & Nursery and Hamworthy Park Junior School

Reviewed and Adopted	September 2020
Date for Review – when National guidance changes due to pandemic	Or September 2021

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Susannah Hill & Andrea Williams	01202 672377
Deputy DSL	Sara Coulter & Will Winton Katie Walker & Rachael Cox	01202 672377
Pastoral team if the DSL team are not on site	Helen Henstridge Anita Brown	01202 672377
Headteacher	Susannah Hill	01202 672377
Local authority designated officer (LADO)	Laura Baldwin John McLaughlin	01202 456744
Chair of governors	Debbie Brett	01202 672377

1.



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Safeguarding is defined in *Keeping Children Safe in Education (2020)* as:

- protecting children from maltreatment;
- preventing impairment of children’s mental and physical health and development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

It is everyone’s responsibility to safeguard children from harm, to provide a safe and nurturing environment where all children can thrive.

1. Scope and definitions

This addendum applies from the start of the autumn term 2020. It reflects updated advice from our local safeguarding partners named - Pan-Dorset Safeguarding Children Partnership. Those Partners are:

- BCP Council
- Dorset Council
- Dorset Clinical Commissioning Group
- Dorset Police

It sets out changes to our normal child protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there’s a local lockdown or if they need to self-isolate.

In this addendum, where we refer to vulnerable children, this means those who:

- Are assessed as being in need, including children:
 - With a child protection plan
 - With a child in need plan
- Looked after by the local authority
- Have an education, health and care (EHC) plan

Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:

- On the edge of receiving support from children’s social care services
- Adopted
- At risk of becoming NEET (‘not in employment, education or training’)
- Living in temporary accommodation
- Young carers
- Considered vulnerable by the school and/or LA

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)

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- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all the important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be on site, they can be contacted remotely via the school office 01202 672377 or via school email office@twinsailsinfant.co.uk and office@hpj.poole.sch.uk

On occasions where there is no DSL or deputy on site, a safeguarding trained member of staff will take responsibility for co-ordinating safeguarding, by contacting a member of the DSL team. This will be Helen Henstridge or Anita Brown – Pastoral Team. You can contact them by ringing the school office on 01202 672377

The Pastoral Team will be responsible for liaising with our off-site DSL (or deputies) to make sure they can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, if necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

5. Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority, about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

6. Monitoring attendance

We will resume taking our attendance register. We will also follow [guidance](#) from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up on their absence with their parents or carers, by an initial phone call from the school administration team. This may be followed up by a member of the DSL team.
- Notify their social worker, where they have one.

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We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible by sending half termly Parentmail reminders for parents to update their details.

7. Peer-on-peer abuse

We will continue to follow the principles set out in [part 5](#) of Keeping Children Safe in Education 2020 when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

8. Concerns about a staff member, supply teacher or volunteer

We will continue to follow the principles set out in [part 4](#) of Keeping Children Safe in Education 2020.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/supply teachers/volunteers working on site or remotely.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Contact plans

We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home.

Each child has an individual plan, which sets out:

- How often the school will make contact – this will be at least once a week
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both
- Whether contact has been made with the parent/ carer, if the child has been seen and/or spoken to or if no contact or visibility has been obtained.

We have agreed these plans with children's social care where relevant, and will review them. If we can't make contact, we will contact the LA attendance link worker or children's social care or the police.

10. Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above.

Right now, vulnerable children and adults may be particularly isolated, meaning that the family, community and professional networks they usually rely on may be unavailable or hard to access. At the same time, living under the current arrangements may increase the pressures that can contribute to abuse and neglect, or allow it to go unseen. Neighbours, volunteers and professionals can play a vital role in keeping adults and children safe.

The Home Office, in collaboration with a number of other Government departments, has produced information and guidance for those who are operating in communities and may not be trained to recognise the signs of abuse or neglect. The guidance covers signs to spot and what to do if there is a concern. Click [here](#)

10.1 Children returning to school

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The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before children return.

Where appropriate, the DSL team will also liaise with the school nurse(s) to gather relevant information about any support provided by school nursing services while children have not been in school.

The DSL (and deputy) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

10.2 Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number (141 prior to the number being dialled) or use the phone app as provided by the school.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, our contingency plan is to contact Hamwic Education Trust IT support team

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct and IT acceptable use policy. This follows guidance set out in Guidance for Safe Working Practices 2019, Code of Conduct and guidance from the Dfe in April 2020 and BCP Safeguarding Team, following the rapid need to use on-line teaching platforms.

1. **Class based** - Teaching should take place in a group setting e.g. whole class or group of pupils from a class. Even for music or language it would be preferable to set up teaching in small groups (even if these sessions would usually be one to one within school). Where one to one cannot be avoided a parent should agree to supervise throughout.
2. **Make Parents/Carers aware** - arrangements for the date and time of lessons should be made between the parent/carer and the teacher only, not the student themselves – it would be advisable to confirm the lesson time and date by email. Parents should also be made aware of the subject being taught with a time table available. The parent/carer should make or answer the video call at the start of the lesson or be available as is agreed between the teacher and parent when the online teaching sessions are agreed. This will depend on the age of the pupil.
3. **Senior leader approval** - The lessons will be set up with the approval of the Senior Leadership Team in conjunction with the Year Leader, who will be aware of the times of lessons and general content.
4. **Professional standards** must be maintained in teaching as for any class taking place in a school e.g. appropriate dress, acceptable language. See Guidance for Safer Working Practice, Teaching Standards and the School Code of Conduct/staff behaviour policy.
5. **Suitable teaching environment at home** - as cameras will be viewing the teacher's home environment it is important that this takes place against a suitable background e.g. blank wall, not displaying personal objects from the house. No other household member should be present or able to view any child on line. The teacher must ensure that there are no interruptions from other members of the house-hold, phones, background TV etc

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6. **The Online site** used for communication will have been set up/agreed by the Senior leadership team and IT lead for the school and used in line with school Online safety policy e.g. via school not personal links
7. **Pupils behaviour**- pupils must be advised about the expectations in relation to their behaviour online e.g. they will be dressed appropriately in day wear (school uniform is unlikely to be required), appropriate use of language, respect for other pupils, ensuring the camera is not revealing personal items or other house-hold members.
8. **Attendance record** - the teacher should take a record of attendance for each lesson. There should also be a lesson plan available if there is any challenge about the content of the lesson retrospectively.
9. **Professional communication** - there should be no direct communication of any kind between the teacher and the pupil outside of the teaching time. Any necessary communication, aside from the lesson itself, should be made through the parent/carer via accepted means from the school. No personal social media or other online contact is acceptable. If there are any exceptions to this for older pupils this must be with the agreement of a Senior leader and the parent/carer and should be via a school account.
10. **Visibility/Supervision**- the parent/carer should be in the same room as the student for at least some of the duration of the lesson, or the pupil should be in an area which is open. The parent must be present in the home throughout. Another teacher could be invited to attend the session which would be the virtual equivalent of a half open door.
11. **Recording** -the parent/carer may record the lesson if this is agreed in advance with the teacher, should the facility be available. As well as providing an additional safeguard for both pupil and teacher, this could also be useful for the pupil in reviewing the lesson. However, under no circumstances should the teacher take any recording or still images of any child in the lesson on personal equipment. If lessons are to be recorded (this may be thought by a school to be a protective factor for a teacher) this must be agreed by the school, recorded via the school system and all those present and their parents must be made aware.
12. **Safeguarding or other concerns** - If any safeguarding, emotional health or other issues relating to one child should occur during the teaching time, the teacher should follow up on these issues at the end of the session. They should be discussed with the DSL and any other appropriate services linked with e.g. safeguarding referral, early help services, advice given to parents about mental health support. Parents will be spoken with about any concerning issues unless to do so would potentially put the child at risk. If this is the case further advice should be sought from a Social worker via the MASH first.

All child protection and safeguarding procedures apply as at any other time.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum. We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides
- Know where else they can go for support to keep their children safe online
- www.thinkuknow.co.uk www.childnet-int.org www.kidsmart.org.uk

12. Mental health

12.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

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Children of concern may be referred to the Pastoral Team after discussions with them and the Assistant Heads. The class teaching team will be vigilant for signs of children who may be showing signs of anxiety or a concern about their well-being. Extra teaching resources are available to support whole class and group well-being teaching.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. The Pastoral Team will undertake regular phone calls to support the family and child. Resources will be sign posted on the website. We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum.

13. Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 183-188 of Keeping Children Safe in Education.

Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education.

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum each month by the Headteacher of the Federation. At every review, it will be approved by the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

- Child protection & Safeguarding policy
- Staff Code of Conduct
- IT acceptable use policy
- Social Media Policy
- Health and Safety policy
- Confidentiality Policy
- Online safety policy
- Whistle-blowing
- Anti-bullying

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