



The Gateway Primary Academy

Covid-19 Return to School: Child Protection Addendum



Written by: Jamiel Cassem on Friday 29th May

Reviewed: July 2020 in response to Government guidance for keeping children safe when widening the opening of schools.

Reviewed: January 2021 (in response to National lockdown).

Please note: This addendum will be reviewed and updated as necessary in response to government guidance.

This policy is written in line with best practice from Kent County Council and guidance published by the 'Education People'.

This addendum is to be read in conjunction with our 'Child Protection and Safeguarding procedures and policy document'.

Return to School/College Child Protection Policy: Covid-19

Addendum

1. Key School Contacts

	Name	School email	School Phone Number
Headteacher/Designated Safeguarding Lead (DSL)	Jamiel Cassem	headteacher@gateway-pri.kent.sch.uk	01322 220090
Deputy Designated Safeguarding Leads	Charlotte Warner	cwarner@gateway-pri.kent.sch.uk	01322 220090
Chair of Governors	Gaynor Oakes	oakesg@gateway-pri.kent.sch.uk	
Safeguarding Governor	Mark Leveson	levesonm@gateway-pri.kent.sch.uk	
Other key staff (SENCO/SLT)	Karen Gillard	kgillard@gateway-pri.kent.sch.uk	01322 220090

2. Policy Context

- From the week commencing 1 June 2020, the government is asking schools and colleges to plan to welcome back more children, as part of the response to coronavirus (COVID-19). *See [Educational and childcare settings to prepare for wider opening from 1 June](#) for more details. The DfE has published [Implementing protective measures in education and childcare settings](#) to support this.*
- Children will be able to return to Reception, Year 1 and Year 6. Children will be back in school in smaller sizes, at this point.
- The way The Gateway is currently operating in response to coronavirus continues to be different, however, as more children return, our safeguarding principles in accordance with '[Keeping Children Safe in Education](#)' (KCSIE) 2020, remain the same:
 - the best interests of children will always come first
 - if anyone has a safeguarding concern about any child they should continue to act and act immediately
 - a DSL or deputy DSL is available
 - unsuitable people are not allowed to enter the children's workforce and/or gain access to children
 - children should continue to be protected when they are online
- Our wider opening risk assessment (available on our school website) is based on [actions for education and childcare settings to prepare for wider opening from 1 June](#) and the other key guidance documents from the DfE. We have ensured our risk assessment addresses the Health and Safety implications of widening the opening of The Gateway and includes the information on safeguarding and how we will manage the risks to our pupils.

- *For further information on health and safety and advice linked to coronavirus see [managing school premises during the coronavirus outbreak and coronavirus information and advice from Health and Safety Executive](#).*
- This addendum of The Gateway Child Protection policy contains details of any amendments to our existing safeguarding arrangements and should be read alongside our current policies and procedures:
 1. Safeguarding: Child Protection and Safeguarding procedures and policy document.
 2. Child Protection Policy Addendum in response to Covid-19
- All staff and volunteers will be aware of the policy addendum and any revisions; the addendum will be made available on the school website, the staffroom notice board and in the school office.

3. Designated Safeguarding Leads (DSLs)

- Lead Designated Safeguarding Lead is: Jamiel Cassem
- Deputy Designated Safeguarding Lead(s) is: Charlotte Warner
- The DSL (or a deputy) will be available on-site. However, if in exceptional circumstances this is not be possible, a named DSL will be available to be contacted via phone or video call.
 - Should this not be possible The Gateway will share a DSL or deputy from another school who will be available to be contacted via phone or video call: Sarah Rye - Headteacher at The Brent (headteacher@brent.kent.sch.uk)
- If a trained DSL (or deputy) is not on site, in addition to the above, a senior leader (Karen Gillard) will assume responsibility for co-ordinating safeguarding on site.
 - This will include updating safeguarding files and liaising with the offsite DSL (or deputy) and as required liaising with social workers where they require access to children and/or to carry out statutory assessments at the school.
- All staff and volunteers on-site will have access to a trained DSL (or deputy) and know on any given day who that person is, and how they can speak to them.
 - Up to date details of the DSL/Deputy DSLs will be visible to staff and children.
- The DSL/Deputy DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.
- The Gateway will ensure that the DSLs (and deputies) have time to support staff and children regarding new concerns, and making referrals as appropriate, as more children return.

4. Vulnerable Children

- Vulnerable children in all year groups continue to be encouraged and expected to attend school where it is appropriate. (*[Read more in the guidance on vulnerable children and young people](#)*)
- Vulnerable children for the purposes of continued attendance during the coronavirus outbreak are those across all year groups who:
 - are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child.
 - have an education, health and care (EHC) plan and it is determined, following risk assessment, their needs can be as safely or more safely met in school.
 - have been assessed as otherwise vulnerable and could therefore benefit from continued attendance. *This might include children and young people on the edge of receiving support*

from children's social care services, adopted children, those living in temporary accommodation, those who are young carers and others at the school and local authority's discretion.

- There is an expectation that children with a social worker will attend, unless in consultation with the child's social worker and family it is agreed they are at less risk at home or in their placement for example due to underlying health conditions.
- Where vulnerable children are not attending *school*, we will regularly keep in contact with them via *fortnightly phone calls from the headteacher or deputy head teacher*.
- The Gateway will continue to work with professionals involved with children and share relevant information with them, such as social workers, early help workers and virtual school heads (VSH). This is especially important during the COVID-19 period.
 - This will include information about attendance and any welfare concerns.
 - If there is a safeguarding concern, this will be shared with the relevant professional as soon as possible.

5. Attendance

- From the 1st June, children in specified year groups and vulnerable children will be returning to school as agreed.
 - No one with symptoms should attend **school** for any reason.
 - Vulnerable children's attendance is expected, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan.
 - Parents and carers will not be penalised if their child does not attend educational provision whilst current Covid-19 restrictions are in place.
- For learners agreed to be in school, we will resume our usual day-to-day attendance registers and processes in accordance with existing policies.
 - **Full advice on children's attendance is available in 'Educational and childcare settings to prepare for wider opening from 1 June'.**
- The Gateway will continue to complete the Educational Setting Status form to keep a record which gives the DfE daily updates on how many children and staff are attending.
- The Gateway will:
 - continue to notify social workers where children with a social worker do not attend. The Gateway will also follow up directly with their parent/carer.
 - continue to follow up with any parent/carer whose child has been expected to attend and doesn't.
- The Gateway will ensure that regular contact is maintained with children (and their families) who are not yet returning to **school through google classroom and phone calls home**.
 - With support from the DSL, teaching and/or pastoral staff who are encouraged to make calls directly with children, where possible and appropriate.
 - Staff will make calls from the **school** site and/or via **school** phones and devices.
 - If a **school** phone is not available or accessible, phone calls will be made from withheld numbers so personal contact details are not visible.

- Staff will record the date, time and share the outcome of phone calls with the DSLs to be collated.
- To ensure contact can be maintained, The Gateway will confirm emergency contact numbers are correct with parents/carers and ask for any additional emergency contact numbers where they are available.

6. Reporting Concerns

- Where any concerns are raised about learners or staff, The Gateway will follow existing and updated local arrangements as set out by [Kent Safeguarding Children Multi-Agency Partnership \(KSCMP\)](#) and as outlined in our existing child protection policy.
- The Gateway recognises that new safeguarding concerns may arise regarding individual children as we see them for the first time in person following partial school closures.
- All staff will continue to look out for any signs that indicate a child may be at risk, both on and off site, including online.
 - If a member of staff/volunteer has any safeguarding concerns about a child, this will be reported to the DSL as soon as possible.
 - If the concern is urgent, the member of staff/volunteer will speak to a DSL in person or via phone/video call if they are not on site, immediately.
 - In the event a member of staff or volunteer cannot contact a DSL, this will not delay them taking immediate action to safeguard a child in line with our existing child protection policy.
 - Concerns will be recorded using existing *school* safeguarding processes (forms available in staffroom) as outlined in our Child Protection Policy.
- Prevent is a vital part of our work to safeguard children from radicalising influences; the school will continue to follow local processes where we have concerns during this challenging time. We will follow *DfE published information for schools and colleges regarding prevent management support where learners are receiving Channel support*.
- Learners are encouraged to report concerns via existing *school* systems, or to a trusted adult at home.
- Parents/carers are encouraged to report concerns via existing *school* systems.
- Where staff are concerned about an adult working with learners, they should report the concern to the *headteacher*.
 - If there are concerns about any member of staff or volunteer, the LADO service will be consulted with.
 - Concerns around the headteacher should be directed to the Chair of Governors.

7. Safer Working Practice, Including Safeguarding Training and Induction

- All staff will follow our existing staff code of conduct/behaviour policy and any addendum updates with regards to safer working practice, both on and off site. All staff have been briefed in terms of code of conduct linked to our risk assessment for widening the opening of The Gateway including Safeguarding links.

- Staff will continue to follow any updates to the school code of conduct/behaviour policy which have been made to reflect current Covid-19 measures and increased numbers of learners on site from 1st June.
- All staff have read KCSIE 2019 Part 1 and accessed safeguarding training during the COVID-19 period. This includes Online safety training and Prevent duty.
- Staff will be made aware if any local processes or arrangements have changed as more children return, so they know what to do if there are concerns about a child.
- Any new staff and volunteers will receive child protection induction training from the DSL and will be provided with a copy of the school Child Protection Policy and Covid-19 Addendums.
- Face to face DSL refresher training is unlikely to take place whilst there remains a threat of the Covid-19 virus. For the period Covid-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy), even if they miss their refresher training.
 - Formal DSL refresher training will be undertaken as soon as possible; the DSLs (and deputies) will continue to do what they reasonably can to keep up to date with safeguarding developments.

8. Safer Recruitment, volunteers and movement of staff

- It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.
- If The Gateway recruit new staff, we will continue to follow the relevant safer recruitment practices including those set up in part 3 of KCSIE 2019.
- If volunteers are recruited The Gateway will continue to follow the guidance in accordance with KCSIE 2019 and with a mind to updates to the [Safer Working Practice Guidance](#) produced as a response to Covid-19.
 - Volunteers who have not had the relevant checks will not be left unsupervised with a child.
- If staff from other settings volunteer or begin working at The Gateway we will ensure they have a relevant DBS check following DfE guidance at this time. The Gateway will risk assess staff from other settings, as we would for a volunteer.
- If staff are deployed from another education or children's workforce setting to our school, we will consider the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability if the current employer confirms in writing that:
 - the individual has been subject to an enhanced DBS and children's barred list check
 - there are no known concerns about the individual's suitability to work with children
 - there is no ongoing disciplinary investigation relating to that individual
- A new DBS check for returning staff who have continued to be employed but have not been working in regulated activity is not required, however, if for any reason the school have concerns about an individual, we may obtain a new check.
- In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on [standard and enhanced DBS ID](#) checking to minimise the need for face-to-face contact. The Home Office and Immigration Enforcement have also temporarily adjusted the [Right to work checks](#) due to coronavirus (COVID-19).

- The Gateway will continue to refer to the DBS anyone who has harmed or poses a risk of harm to a child in accordance with KCSIE 2019.
- The Gateway will continue to consider and make referrals to the Teaching Regulation Agency (TRA) where appropriate. During Covid-19 measures, all referrals will be made by emailing Misconduct.teacher@education.gov.uk.
- The Gateway will continue to update the single central record in line with KCSIE. (Paragraphs 148 to 156)
 - The SCR will provide the means to log everyone that will be working or volunteering in the school on any given day, including any staff who may be on loan from other institutions.
 - The SCR will be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

9. Supporting Wellbeing

- The Gateway recognises that staff, parents/carers and learners may experience some degree of emotional wellbeing or anxiety challenges as more children return to school.
- The Gateway recognises that many children consider school to be a safe place and the current situation may impact on learners', staff and parent/carers mental health.
- The Gateway will plan to ensure everyone feels supported through an inclusive culture and that everyone returns to a positive working environment to help relieve any anxiety or fear. We will use guidance from the DFE on mental health and behaviour to help us identify children who might need additional support, and to put this support in place.
- The Gateway will ensure the whole community are welcomed back. Staff and learners and will be given the opportunity for wellbeing check ins within trusted relationships.
- Where possible adults within Bubbles are familiar to the children. For example, the class teacher or TA.
- The Gateway has provided a guide for the return to school in order for parents to discuss changes at the school with their child. This includes a social story for children to read in preparation for their return, which is available on our website.
- The Gateway will ensure that all children who are categorised as vulnerable or children of critical workers, as well as those children returning to school from 1st June onwards, are appropriately supported.
 - Staff will address the wellbeing of learners through a range of approaches including age/ability appropriate activities.
 - Pastoral staff will be available for learners and will be given the time to provide support as required.
 - Senior leaders complete 'Mental Health in children and young people' first aid through MIND.
 - Headteacher undertaken 'Bereavement' training which he has shared with other staff members.
- The Gateway is conscious of the wellbeing of all staff and the need to implement flexible working practices in a way that supports staff and promotes good work-life balance.

- Senior leaders and the DSL (or deputy) will be available to provide support to staff as required.
- Teachers will be aware of the impact the current circumstances can have on the mental health of learners (and their parents) who are continuing to work from home, including when setting expectations of children's' work.
- The Gateway will continue to signpost staff, learners and parents/carers, on or off site, to a range of appropriate sources of support, internally and externally.

10. Supporting Children in School

The Gateway:

- Is committed to ensuring the safety and wellbeing of all its learners.
- Will be mindful of the specific needs of learners in Reception, Year 1 and Year 6 who have been identified as the first to return to school.
- Is aware that children of different ages with differing needs will be accepted as the weeks progress, so will keep this under review.
- Needs to be confident we have up to date information on learners returning to site which reflects any changes in circumstances which could impact on their welfare.
 - The Gateway has asked parents and carers to advise the school of any changes regarding welfare, health and wellbeing that we should be aware of before a child returns to school via the home school agreement to enable us to support their child effectively.
- Will be a safe space for all children to attend and flourish. A senior member of staff will ensure that there is an appropriate number of staff on site and that staff to learner ratios have been considered to maximise the safety of children.
- Will follow the current government guidance in relation to social distancing and all matters relating to public health from the respective authorities. We have followed guidance from the KCC ['Return to School'](#) document.
- Will continue to record any support provided to children in relation to safeguarding issues in line with our existing safeguarding recording system.

Peer on Peer Abuse

- The Gateway continues to recognise and respond to cases of peer on peer abuse by considering each incident on a case by case basis and basing any intervention on usual processes outlined within KCSIE 2019.
- The Gateway recognises that the current circumstances and the changeable nature of Government guidance may mean that the school needs to adapt elements of the process in some cases to ensure that they are able to respond in line with advice when required.
- Government guidance has recommended smaller class sizes, staggered lunch breaks, social distancing, and several adaptations to the school day that will require a range of strategies to help manage children's interactions with one another and their own understanding of what is appropriate behaviour at this time.

- The DSL will continue to consult as appropriate with multi-agency professionals to ensure that children's safety and wellbeing is not compromised when incidents of peer on peer abuse are brought to their attention.

Online safety

- The Gateway expectations with regards online behaviour and education when using school provided devices or internet access on site will continue to be implemented in line with existing policies.
 - Any concerns regarding onsite online behaviour or use will be responded to in line with existing policies.
- The Gateway will continue to provide a safe online learning environment where learners use school provided devices on site; appropriate filtering and monitoring will continue to be implemented.
 - Learners' internet use will be supervised by staff according to their age and ability and learners will be directed to use appropriate online resources and tools.
- Use of staff and learner personal devices, including mobile phones, will be managed in line with our acceptable user agreement.

11. Supporting children not in school

- The Government has strongly encouraged children in eligible year groups to return to school unless they are self-isolating or shielding, however there may be a significant number of children still not attending school.
 - The Gateway will continue to ensure the safety and wellbeing of all children and young people on the school roll but who may not be physically attending.
- All DSLs will continue to identify vulnerable children who would benefit from Early Help as identified in KCSIE 2019, provide pastoral support and consider whether they would benefit from external support.
- There will be clear plans around how best to communicate with learners who are identified as vulnerable, as well as those whom DSLs have concerns about, who do not receive a statutory service.
 - This could include telephone contact and/or doorstep visits at the discretion of the DSL.
- The Gateway and the DSL will work closely with all relevant agencies and professionals regarding safeguarding a child who has been identified as able to return but for whatever reason is not doing so.
 - Any plans will be reviewed regularly and if concerns become significant, the DSL will consider any requests for support if considered appropriate.
- Where parents/carers opt to supplement the school's remote learning offer, we emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.
- The school will utilise its website and ParentMail to ensure that safeguarding messages are shared with children and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.

Online safety away from school

- All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with the Child Protection Policy addendum.
 - Where necessary, referrals will be made to LADO, children's social care and as required, the police.
- Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
 - Childline: www.childline.org.uk
 - UK Safer Internet Centre's 'Report Harmful Content':
<https://reportharmfulcontent.com>
 - National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP):
www.ceop.police.uk/safety-centre
- On request, parents/carers will continue to be made aware of what their children are being asked to do online, including the sites they will be asked to access. Through Google Classroom children can only interact with their class teacher and emails are monitored by SLT and DSL.
- Parents/carers will continue to be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented.
- The Gateway will ensure any sharing of information, communication and use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- All communication with learners and parents/carers will take place:
 - within school hours as much as possible.
 - with staff using school devices over personal devices wherever possible and in line with our existing AUP. Where this is not possible, staff will speak with SLT.
 - using school provided or SLT approved communication channels; for example, school provided email accounts on Google Classroom
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our school behaviour policy/code of conduct.
- When delivering remote learning, staff will:
 - only use online tools that have been evaluated and agreed by leadership.
 - ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
 - revisit relevant policies such as our acceptable use of technology policy with learners as necessary.

For more information on remote learning please see the following links:

- **DfE:**
 - [Safeguarding and remote education during coronavirus \(COVID-19\)](#)
 - [Case studies](#)
- **TEP:**
 - [Remote Learning Guidance for SLT](#)
 - [Remote Learning/Communication AUP](#)

- [Online Safeguarding Resources for Educational Settings and Parents](#)

12. Additional support and links

- As well as through existing school mechanisms, learners, staff and parents/carers can access age appropriate and practical support and advice via a range of national and local services:
 - Childline: www.childline.org.uk
 - Kent Resilience Hub: <https://kentresiliencehub.org.uk>
 - NSPCC: <https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/>

DfE Guidance

- Closure of educational settings: information for parents and carers: www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers
- Vulnerable Children Guidance: www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people
- COVID-19: guidance for educational settings: www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers: www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers
- Coronavirus (COVID-19): attendance recording for educational settings: www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

Specific Links relating to Coronavirus for Learners and Parents/Carers

- Kent County Council: www.kent.gov.uk/social-care-and-health/health/coronavirus
- Childline: www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/
- Mind: www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/
- Young Minds: <https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/>
- Kent Children's University: Home Resources Learning Packs: www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/
- Children's Commissioner:
 - Children's guide to coronavirus: www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/
 - Resources for parents during coronavirus: www.childrenscommissioner.gov.uk/coronavirus/resources/
- Sport England: www.sportengland.org/stayinworkout
- Place2be:

- o www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/
- o www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/

Online Safety

- NCA-CEOP: www.thinkuknow.co.uk
- Internet Matters: www.internetmatters.org
- Childnet: www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19
- UK Safer Internet Centre: www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc
- NSPCC: www.nspcc.org.uk/keeping-children-safe/online-safety/
- Parent Info: <https://parentinfo.org/>
- BBC Own it: www.bbc.com/ownit

Domestic Abuse

- Domestic Abuse Services: www.domesticabuseservices.org
- Victim Support: 0808 16 89 111 www.victimsupport.org.uk/help-and-support/get-help/supportline
- Clarion Housing Association - Service provider for North and South Kent
 - o North Kent: (Dartford & Gravesham, Swale and Maidstone) Clarion DA confidential Helpline: 07376 637069 (Mon-Fri 9am - 5pm)
- National Women's Aid Domestic Abuse 24hr helpline: 0800 2000247