

ADDENDUM TO CHILD PROTECTION POLICY:

COVID-19  
SCHOOL CLOSURE ARRANGEMENTS  
FOR CHILD PROTECTION AT  
CAMS HILL SCHOOL



Date created: 31 March 2020

Review period: In line with changes to Government guidance

Last Reviewed: 12 January 2021

Ratified by Governors: 20 January 2021

Next Review Date: To be confirmed

## Context

From 5th January 2021 parents and carers were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response, who absolutely need to attend, or vulnerable children. As per previous stages of this ongoing pandemic, it is highly likely that new challenges will emerge. However, we must ensure that our robust systems to protect and safeguard children do not waiver and continue to remain a key priority throughout. All staff and volunteers have a legal responsibility to protect and safeguard children and young people, as outlined in Keeping Children Safe in Education 2020.

This addendum to the Cams Hill School Child Protection Policy contains details of our individual safeguarding arrangements in the following areas.

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## Key Contacts during COVID-19 School Closure

Role	Name	Contact number	Email
Designated Safeguarding Leads	Aly Potts and Sara Brooker	07741 197899 07780 613986	<a href="mailto:apotts@camshill.com">apotts@camshill.com</a> <a href="mailto:sbrooker@camshill.com">sbrooker@camshill.com</a> <a href="mailto:dsl@camshill.com">dsl@camshill.com</a>
Deputy Designated Safeguarding Leads	Jorden Anderson and Tanya Noble		<a href="mailto:janderson@camshill.com">janderson@camshill.com</a> <a href="mailto:tnoble@camshill.com">tnoble@camshill.com</a>
Headteacher	Gwennan Harrison-Jones	07833 251254	<a href="mailto:headteacher@camshill.com">headteacher@camshill.com</a>
Chair of Governors	Ann Williams	07746 123758	<a href="mailto:gwilliams@camshill.com">gwilliams@camshill.com</a>
Safeguarding Governor	Ann Williams	07746 123758	<a href="mailto:gwilliams@camshill.com">gwilliams@camshill.com</a>
Local Authority Virtual School Head	Hampshire: Anwen Foy  Portsmouth: Tina Henley		<a href="mailto:anwen.foy@hants.gov.uk">anwen.foy@hants.gov.uk</a>  <a href="mailto:Tina.Henley@portsmouthcc.gov.uk">Tina.Henley@portsmouthcc.gov.uk</a>

## Vulnerable Children

The definition of vulnerable children and young people includes children who have a social worker, an education, health and care plan (EHCP) or who may be vulnerable for another reason at local discretion (“otherwise vulnerable”).

Eligibility for free school meals in itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Leads, know who the most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children’s social care support.

Cams Hill School will continue to work with and support social workers to help protect vulnerable children. This includes working with and supporting children’s social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. Andy Haines (SENDCo and Designated Teacher) and Fay Axelsen (Designated Teacher) are the leads for this.

Vulnerable children who have a social worker may attend an education setting, so long as they do not have underlying health conditions that put them at increased risk and it is not safe for them to be cared for at home. In circumstances where a parent/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Cams Hill School will explore the reasons for this directly with the parent/carer.

Where parents/carers are concerned about the risk of the child contracting COVID-19, either a representative of Cams Hill School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Cams Hill School will encourage identified vulnerable children and young people, where appropriate, to attend the school, including remotely if needed.

For those pupils in care, the school will also liaise with the Virtual School to ensure a productive education is being undertaken.

We have in place secure safeguarding measures. All pupils at Cams Hill School will have a RAB rating (RED = High Risk, AMBER = Medium Risk, BLUE = Low Risk), based on welfare and safeguarding needs. This document, Safeguarding and Communication Plan, is essential in the smooth running of procedure and policy throughout this difficult time. It identifies vulnerable pupils, e.g. those pupils who are in care, have an EHCP, are subject to an existing welfare plan (Child Protection/Child in Need), those with social workers and those who we monitor internally as part of our Safeguarding Monitoring List.

## Critical Workers

Parents/carers whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following guidance from the government:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>

## Attendance Monitoring

If any identified vulnerable child offered a place during the pandemic does not attend, then the school should follow up their absence with their parents/carers. The school must inform the allocated social worker if the child has not attended or has discontinued to attend. It may be necessary for the school and social worker to agree a supportive strategy to help either engage or re-engage the family into their child attending school. All other systems currently in operation, for recording daily attendance, should continue throughout these exceptional times.

If the school is unable to make contact with a family, and all available avenues have been exhausted (telephone calls, home visits, checks with known sibling(s), and emergency contact numbers etc), the school should refer the matter to the Local Authority Education Welfare Service, as per the locally agreed protocols for Children Missing in Education.

In mainstream schools, all secondary-age pupils who are not expected to be in school, should be recorded as 'code X'. Children for whom on-site provision is being provided should be recorded in line with the normal school attendance requirements.

Shielding advice is currently in place, all children deemed clinically extremely vulnerable are advised not to attend school.

## Designated Safeguarding Lead

Cams Hill School has a team of Designated Safeguarding Leads (DSL).

The Designated Safeguarding Leads are: Sara Brooker and Aly Potts.

The Deputy Designated Safeguarding Leads are: Pippa Newman, Jordan Anderson, Tanya Noble, Andy Haines, Jayne Hale and Jenny Lawrence.

The optimal scenario is to have a trained DSL (or Deputy) available on site. Where this is not the case, a trained DSL (or Deputy) will be available to be contacted via phone or online video - for example when working from home.

Cams Hill Critical Worker Online School Provision (CWOSP) has a DSL on site every day. However, where a trained DSL (or Deputy) is not on site, in addition to the above, a Senior Leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to the child protection online management system, Safeguard my School, and liaising with the offsite DSL (or Deputy) and, as required, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

It is important that all Cams Hill School staff and volunteers have access to a trained DSL (or Deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL will continue to engage with social workers and attend all multi-agency meetings, which can be done remotely.

## CWOSP Class Bubbles

The Designated Safeguarding Lead will ensure that all staff working in individual 'Class Bubbles' are made aware of their vulnerable pupils. Vulnerable children include those who have a social worker and those children and young people with education, health and care (EHC) plans, plus other pupils who may be being monitored internally due to welfare concerns. Details of the child's vulnerability will be shared on a 'needs to know' basis, in order for effective monitoring to occur. It is vital that staff remain vigilant and report any issues or concerns without delay.

## Child Protection Policy

We will review our practices/policy to best meet this changing situation. This will be reviewed in line with Government guidance and local safeguarding advice.

Staff to be mindful of the following whilst pupils are not in school and in lock down:

- Domestic Abuse (predicted increase and exposure during isolation)
- Neglect and Abuse (increase where it already exists)
- Criminal/Sexual Exploitation (including online)
- Crime & Anti-Social Behaviour (involved/victim of)
- Online bullying, grooming and cyber risks (increase in screen time)

We also need to recognise that social distancing/disconnection and lock-down isolation could have a significant effect on young people's mental health and well-being, and/or that of other family members, which could also impact on them.

## Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school's Safeguarding Policy, this includes making a report via Safeguard my School and sending a backup email to Sara Brooker and Aly Potts, which can be done remotely.

In the unlikely event that a member of staff cannot access Safeguard my School from home, they should email the Designated Safeguarding Leads, Sara Brooker and Aly Potts. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they must report the concern to the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally on the telephone, followed up with an email to the Headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors, Ann Williams at [gwilliams@camshill.com](mailto:gwilliams@camshill.com).

## Concerns for the Safety and Welfare of a Child

If any member of staff is concerned about a child, he or she must inform the safeguarding team IMMEDIATELY.

This can be done via email: [dsl@camshill.com](mailto:dsl@camshill.com)

or by calling Sara Brooker: 07780613986

or Aly Potts: 07741197899

In the event that contact with the team cannot be made, staff are expected to refer directly to Children's Social Care (and the police if appropriate) if there is the potential for immediate significant harm.

Phone: 0300 555 1384

Out of hours: 0300 555 1373

**IF YOU KNOW A CHILD TO BE IN IMMEDIATE RISK OF DANGER CALL 999**

## Safeguarding Training and Induction

DSL training has continued virtually and as such all DSLs are up to date with this training.

All existing school staff have had Safeguarding training and have read Part 1 of Keeping Children Safe in Education (2020). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter Cams Hill School, they will be provided with a Safeguarding Induction.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability, as long as 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

Upon arrival, they will be given a copy of Cams Hill School's Child Protection Policy, confirmation of local processes and confirmation of DSL arrangements.

## 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. When recruiting new staff, Cams Hill School will continue to follow the relevant safer recruitment processes for their setting including, as appropriate, relevant sections in Part 3 of Keeping Children Safe in Education (2020) (KCSIE).

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.

Where Cams Hill School decide to utilise volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 182 to 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or be allowed to work in regulated activity.

Cams Hill School will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 179 of KCSIE.

Cams Hill School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 143 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral'.

During the COVID-19 period, all referrals should be made by emailing:

[Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

## Volunteers

If Cams Hill School Testing Centre requires the use of volunteers to assist in handing out and securing COVID-19 test kits to pupils and staff members, other duties may include building test kits, cleaning down areas and directing people. Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis, provide personal care on a one-off basis in Cams Hill School, will be in regulated activity. This means that if a volunteer is administering a COVID-19 test whilst unsupervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity;
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will follow safer recruitment processes.

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that the school is aware, on any given day, which staff/volunteers will be in school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Cams Hill School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE.

## Online safety in Schools and Colleges

Cams Hill School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where pupils are using computers in school, appropriate supervision will be in place.



## Children and Online Safety away from School and College

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and, where appropriate, referrals should still be made to children's social care and, as required, the police.

Cams Hill School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- 1:1s only if agreed with a member of SLT.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class must be recorded so that if any issues were to arise, the video can be reviewed.
- Live lessons should be kept to the specified length of time,
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by the senior leadership team and approved by the Director of IT services
- Staff should record, the length, time, date and attendance of any sessions held.

## Supporting Children not in School

Cams Hill School is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person. This is detailed on the COVID-19 Vulnerable List which is located in the COVID-19 file in Teams.

Details of these communication plans must be recorded by the link member of staff identified by the DSLs in the Covid-19 Vulnerable Group in Teams, as should a record of any contact that has been made with parents/carers/other agencies.

The communication plans can include: remote contact, phone contact or zoom calls. Other individualised contact methods must be approved by a DSL and should be recorded.

Cams Hill School and its DSLs will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight, once a week for pupils identified in the RED category) and, where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

Cams Hill School recognises that school is a protective factor for children and young people, and the current circumstances can affect the mental health of pupils and their parents/carers. Teachers at

Cams Hill School need to be aware of this in setting expectations of pupils' work where they are at home.

## Supporting Children in School

Cams Hill School is committed to ensuring the safety and wellbeing of all its pupils.

Cams Hill School will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Cams Hill School will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.

Cams Hill School will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be based on the need of the individual.

Where Cams Hill School has concerns about the impact of staff absence whilst pupils are on site – such as our Designated Safeguarding Leads or First Aiders being ill or unable to fulfil their role – we will discuss them immediately with the Headteacher.

## Safe Learning Environment

It is extremely important that we maintain a safe learning environment for children attending school, especially as there will undoubtedly be a mixture of different age groups, vulnerabilities and need. Therefore, Cams Hill School will ensure that thorough risk assessments are completed for areas in use, plus emergency evacuation/lockdown procedures are well known to all staff and pupils. If the school receives assistance from new volunteers, then they will be vetted accordingly and complete an induction process. As a minimum, volunteers will receive a copy of the COVID-19 Addendum to the Child Protection Policy, Staff Code of Conduct, Keeping Children Safe in Education (Part 1), the Online Safety Policy, Staff Acceptable Use of ICT Policy and the Health & Safety Policy. For any new staff starters joining the school during this period, all the safer recruitment procedures will be followed and mandatory checks undertaken, as per Keeping Children Safe in Education Part 3. In addition, all new entries will receive a comprehensive induction.

## First Aid Arrangements

Cams Hill School will use their best endeavours and ensure that a First Aid trained member of staff is on-site. If this is not possible, then advice needs to be sought from the Senior Leader on site to determine the best course of action. The School's first aid arrangements will be outlined in individual school risk assessments.

## What to do if you have concerns about another member of staff/volunteer, or unsafe safeguarding practice within school?

Current working conditions are very different to the norm, and daily school life is not simple. It is, therefore, important that during these challenging times, public trust and confidence continue to be

upheld and all actions taken are in the best interests of children and young people. However, if staff have any concerns about another member of staff/volunteer's conduct or behaviour towards a child or children, or they are worried about unsafe practice, this must be reported to either the DSL or the Senior Leader on site.

If staff do not feel comfortable using internal reporting systems then they must contact the Local Authority Designated Officer (LADO) tel: 01962 876364, or alternatively the NSPCC Whistle Blowing helpline tel: 0800 028 0285 or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk). Never rely on anyone else to make a report.

## Remote Learning

It is extremely important that the school's internet continues to be monitored regularly and that filtering systems are robust, in order to protect children whilst on-site. Any device loaned by the school, or donated to the school to support remote learning, is thoroughly checked and reset to the manufacturers setting before being issued to any pupil. If you become aware of an e-safety concern, please seek immediate assistance from the School's Director of IT Services or from the DSL and/or Senior Leader. For pupils who are accessing remote learning, there needs to be a clear mechanism in place for pupils to report back to the school if there are any concerns.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate the DSL will make referrals to the appropriate agencies. We have procedures in place to check that vulnerable children are able to access remote learning, support with access (as far as possible), and regularly check pupils are doing so. Furthermore, Cams Hill School will work collaboratively with families, putting in place reasonable adjustments as necessary, so that pupils with SEND can successfully access remote education alongside their peers.

The existing Online Safety Policy, Staff Acceptable Use of ICT Policy and Staff Code of Conduct are all still very much applicable during this period.

## Mental Health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers should be aware of this in setting expectations of pupils' work where they are at home. Support for pupils will be continued via phone calls and or emails from the Year Teams and the wider pastoral team.

## Peer on Peer Abuse

Cams Hill School recognises that during the closure, a revised process may be required for managing any report of such abuse and supporting victims.

Where the school receives a report of peer on peer abuse, they will follow the principles as set out in Part 5 of KCSIE and of those outlined within the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on Safeguard my School and be followed up in an email to the DSLs, Sara Brooker and Aly Potts, and any appropriate referrals made.

## Monitoring and Review

It is highly likely that these interim procedures will evolve over the coming weeks and months, as new guidance is issued by the DfE and Local Authority. This Covid-19 Addendum to the Child Protection Policy will be updated as necessary.

## Other Related Policies

This addendum replaces the previous interim COVID-19 Addendum to the Child Protection Policy, issued in March 2020. This addendum policy must be used and read in conjunction with policies such as: Anti-Bullying, COVID-19 Addendum to the Good Behaviour Policy, Bereavement Policy, Special Educational Needs Policy, plus any associated risk assessments.