

ADDENDUM TO CHILD PROTECTION POLICY:

COVID-19  
ARRANGEMENTS FOR CHILD PROTECTION  
AT CAMS HILL SCHOOL

(with effect from 8 March 2021)



Date created: 31 March 2020

Review period: In line with changes to Government guidance

Last Reviewed: 3 March 2021

Ratified by Governors: 10 March 2021

Next Review Date: To be confirmed

## Context

On Monday 22<sup>nd</sup> February 2021, the Prime Minister announced the Government's roadmap to cautiously ease lockdown restrictions in England. This included a direction that from 8 March 2021, all pupils should attend school.

Cams Hill School will continue to have regard to the statutory safeguarding guidance Keeping Children Safe in Education (as amended, Jan 2021).<sup>1</sup>

We will take advice and work with the local safeguarding partners.

We 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 the spread of coronavirus.

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.

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/954314/Keeping\\_children\\_safe\\_in\\_education\\_2020\\_-\\_Update\\_-\\_January\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)

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

Key Personnel	Name(s)	Email Address	Telephone Number
DSL	Sara Brooker (DSL 1) Aly Potts (DSL 2 - appointed member of SLT)	<a href="mailto:sbrooker@camshill.com">sbrooker@camshill.com</a> <a href="mailto:apotts@camshill.com">apotts@camshill.com</a>	Extension 1001 Extension 1048
Deputy DSL(s)	Jorden Anderson Andrew Haines Jayne Hale Amy Kendall (Maternity Leave) Jenny Lawrence Pippa Newman (DSL 3) Tanya Noble	<a href="mailto:janderson@camshill.com">janderson@camshill.com</a> <a href="mailto:ajhaines@camshill.com">ajhaines@camshill.com</a> <a href="mailto:jhale@camshill.com">jhale@camshill.com</a> <a href="mailto:akendall@camshill.com">akendall@camshill.com</a> <a href="mailto:jlawrence@camshill.com">jlawrence@camshill.com</a> <a href="mailto:pnewman@camshill.com">pnewman@camshill.com</a> <a href="mailto:tnoble@camshill.com">tnoble@camshill.com</a>	Extension 1049 Extension 1058 Extension 1034 Extension 1012  Extension 1062 Extension 1046 Extension 1072
School's named "Prevent" Lead	Jenny Lawrence	<a href="mailto:jlawrence@camshill.com">jlawrence@camshill.com</a>	Extension 1062
Nominated Safeguarding Governor/Chair of Governors	Ann Williams	<a href="mailto:GWilliams@camshill.com">GWilliams@camshill.com</a>	via Shirley Begg on extension 1021
Children's Reception Team			01329 225379
Out of Hours Social Care			0300 555 1373
Police			101 or in emergencies 999
Safeguarding Advisors/Local Authority Designated Officers (LADOs)	Barbara Piddington Mark Blackwell		HCC Safeguarding Unit 01962 876364
School Nurse	Sharon O'Farrell		01489 554992
Children's Services Department, District Service Manager			01329 222639
Early Help Hub Manager			02392 244023

## Vulnerable Children

Vulnerable children and young people include those who:

- Are assessed as being in need under section 17 of the Children Act 1989<sup>2</sup>, including children and young people 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;
- Have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
  - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
  - adopted children or children on a special guardianship order
  - those at risk of becoming NEET ('not in employment, education or training')
  - those living in temporary accommodation
  - those who are young carers
  - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
  - care leavers
  - others at the provider and local authority's discretion, including pupils and students who need to attend to receive support or manage risks to their mental health.

Cams Hill School will continue to work with and support children's 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. The lead person for this will be Sara Brooker (Designated Safeguarding Lead).

In circumstances where a parent/carer is hesitant about or 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, 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 all pupils to attend school.

## Attendance Monitoring

We expect all pupils to attend school.

If a child is absent, we expect parents/carers to contact the School as soon as possible on the first day of absence and on each subsequent day of absence, providing the reason for absence so that the correct attendance codes can be used in every case. We expect parents/carers to make us aware of the status of any COVID-19 tests that have become necessary and to update the school on the welfare of the pupil.

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<sup>2</sup> <https://www.legislation.gov.uk/ukpga/1989/41/section/17>

From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended)<sup>3</sup> for all pupils.

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding - this advice applies nationally.

Children self-isolating, quarantining or shielding will be recorded as Code X.

In compliance with the Remote Education, Temporary Continuity Direction<sup>4</sup>, the School will provide remote education to pupils who are unable to attend because they are complying with government guidance or legislation around coronavirus (COVID-19).

We will also offer pastoral support to pupils who are:

- self-isolating
- shielding
- vulnerable (and off-school)

The Department for Education expects schools to grant applications for leave in exceptional circumstances. This should be recorded as Code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

## Year and 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.

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<sup>3</sup> <https://www.legislation.gov.uk/uksi/2006/1751/contents/made>

<sup>4</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/923539/Remote\\_Education\\_Temporary\\_Continuity\\_Direction\\_-\\_Explanatory\\_Note.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf)

## Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the School's Child Protection 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.

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).

**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.

## 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 are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. 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.<sup>5</sup>

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<sup>5</sup> Paragraph 183. Keeping Children Safe in Education (2020) (as amended, Jan 2021)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/954314/Keeping\\_children\\_safe\\_in\\_education\\_2020\\_-\\_Update\\_-\\_January\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)

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

Cams Hill School Testing Centre will use 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

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.

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 (as they are following clinical or public health advice related to coronavirus (COVID-19))

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 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.

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.

## Mental Health

Under the lead of the Strategic Mental Health Lead, the School will ensure that appropriate support is offered to all students with respect to their mental health.

## Elective Home Education (EHE)

Cams Hill School will encourage parents/carers to send their children to school, particularly those who are vulnerable.

Where an application is made, Cams Hill School will consider whether a parent's/carer's decision to educate at home gives greater cause for concern compared to the child remaining in school.

Where we feel that there is additional cause for concern, the Designated Safeguarding Lead will consider making a referral to the local authority in line with existing procedures. This will happen as soon as Cams Hill School becomes aware of a parent's/carer's intention, or decision, to home educate.

Cams Hill School will work with local authorities and, where possible, coordinate meetings with parents/carers to seek to ensure EHE is being provided in the best interests of the child.

If a parent/carer wants to admit their child to Cams Hill School, we will follow our normal processes for in-year admissions applications.

## What to do if you have concerns about another member of staff/volunteer, or unsafe safeguarding practice within your 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 continues to be upheld and all actions taken are in the best interest 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.

## Contingency Planning

Cams Hill School will ensure that for individuals or groups of self-isolating pupils and pupils who are shielding, we follow government guidance related to coronavirus (COVID-19), remote education plans.

Cams Hill School will continue to operate as normally as possible. In the event that restrictions in schools are needed to help contain the spread of the virus, we will refer to the contingency framework<sup>6</sup>, which has been updated and outlines how schools should operate in the event of any restrictions.

## 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 January 2021. 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.

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<sup>6</sup> <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>