

## **Addendum to Child Protection Policy due to the circumstances of COVID-19**

Due to the current unprecedented circumstances of the COVID-19 virus it is necessary that all schools are prepared and have appropriate arrangements in place in relation to the management of any safeguarding or child protection concerns both on and off site during this time. Therefore, we have produced this cover note/addendum to our existing school's Child Protection Policy Template to ensure all staff, Governors and Parents understand our protocols for managing child protection concerns during this time.

### **Designated Safeguarding Leads and Deputies**

On Site: While our school site remains open for vulnerable children and children of key workers, the Designated Safeguarding Leads/Deputies are Lindsay Robertson (Headteacher) Elizabeth Mather (Well-being and Family Worker) and Suzanne Masons (Deputy DSL) and they continue to be our Designated Safeguarding Leads/Deputies due to their level of training and skill. However due to these unprecedented circumstances they may not physically be on our school site every day – however at least one DSL is timetabled to be in site at all times and all will be available via telephone.

Lindsay Robertson – 07376 328958

Elizabeth Mather – 07951070664

Suzanne Mason – via school office 0191 5491509

### **Availability and contact arrangements for families and professionals who wish to make contact with the Designated Safeguarding Leads/Deputies**

During these unprecedented circumstances the Designated Safeguarding Leads/Deputies will be available to be contacted by children, families and other services and agencies to ensure the safety and well-being of all our vulnerable children. They can be contacted via the school telephone number in the first instance (see above) and whether they are on or off site they will gain contact with any family or professional as soon as possible.

Alternatively they may be contacted via the school's office telephone number 0191 5491509

Should our school site be entirely closed then we will update our website and Child Protection Policy with our arrangements.

### **Arrangements for Contact with Vulnerable Children**

Where our school remain open, the Designated Safeguarding Leads and Deputies are fully aware of their vulnerable children and those they are expecting into school each day, should that child not arrive then the Designated Safeguarding Lead or Deputy will make contact with the parent or carer immediately and if no response contact front door services immediately. The contact arrangements for the front door are as follows:

**All referrals should be made to 0191 520 5560 where they will be triaged.**

Coalfields Duty Number	0191 561 6635
North Duty Number	0191 561 7088
Central Duty Number	0191 561 7129
Washington Duty Number	0191 561 3147
Assessment Team Duty Number	0191 561 7047
Out of Hours / Emergency Duty Team	0191 520 5552
Permanence Duty Number	0191 561 3007
Next Steps Duty Team Number	0191 561 7109
Fostering Duty Number	0191 561 2223
Adoption Duty Number	0191 561 2221
Designated Officer (Danielle Rose)	0191 561 7110
Early Help Advice and Allocations Team	0191 561 4084

Designated Safeguarding Leads/Deputies will continue to contact vulnerable children and their families in the following timescales if the school is closed or these children are not on site: children the subject of a Child Protection Plan (3 x per week), children who have a Child in Need Plan (3 x per week), Looked After Children (twice weekly dependent on the child's individual placement needs) or children with an Early Help Plan (3 x per week). If there are any issues raised during this time regarding their care, safety or ability to be contacted then the Designated Safeguarding Lead/Deputy will follow their local safeguarding procedures and contact their local front door services immediately (as per our Child Protection Policy).

<b>Category and priority</b>	<b>Suggested children</b>	<b>Describe who is responsible for making contact for pupils within this group, how often they are required to make contact etc.</b>
Red – pupils most at risk with few protective factors	<ul style="list-style-type: none"> <li>• Pupils on child protection plans</li> <li>• Pupils on child in need plans</li> <li>• Pupils open to early help</li> <li>• Pupils open to Youth Offending Service</li> </ul>	DSL's Lindsay Robertson Elizabeth Mather Suzanne Mason  Timescale 3x per week and chronology / response recorded on CPOMS
Amber – pupils at moderate risk with some	<ul style="list-style-type: none"> <li>• Children in care</li> <li>• Young carers</li> </ul>	DSL's Lindsay Robertson Elizabeth Mather Suzanne Mason

protective factors	<ul style="list-style-type: none"> <li>You may want to include some pupils on the 'edge' of children's social care intervention</li> </ul>	Timescale 2x per week and chronology / response recorded on CPOMS
Blue – pupils who you have some concerns about	<ul style="list-style-type: none"> <li>Pupils with a recent Operation Encompass/Endeavour notification</li> <li>Pupils who have recently closed to children's social care/EH</li> </ul>	DSL's Lindsay Robertson Elizabeth Mather Suzanne Mason  Timescale 3x per week and chronology / response recorded on CPOMS
Green	<ul style="list-style-type: none"> <li>All other pupils</li> </ul>	Class Teachers  Timescale 1 x per week

- Contact with the Designated Safeguarding Leads/Deputies should be within the hours of the school day 9am-3.30pm ONLY. Designated Safeguarding Leads/Deputies cannot be responsible for not receiving calls and messages outside of these times. In the event that children or families need support immediately please contact our front door services immediately (as per the information within the Child Protection Policy) or contact the Police.
- If a DSL is not available, any staff or volunteer who has a concern about a child's welfare should make a referral to Together for Children – Integrated Contact and Referral Team (ICRT) on 0191 520 5560.

### Key messages from Tfc [correct as of 04/01/2021]:

- It is 'business as usual' for our Children's Social Care Teams and Early Help Service. Social Workers and Early Help Workers are continuing to visit children and families within timescales.
- Social Workers and Early Help Workers have risk assessed each child and family to ensure they receive the appropriate level of support in these challenging times.
- All concerns (even if the child is already open to a Social Worker) should be shared via ICRT and followed up with a written referral.** Contacts and referrals received in this way will be triaged by ICRT and sent to the appropriate Social Worker and team.
- Do not assume Social Workers are at work and/or have access to their emails. If you need to contact a Social Worker you should call them directly or the respective duty number.
- The process for contacting the Designated Officer (Danielle Rose) have not changed.
- Thresholds and how to refer to Early Help and Children's Social Care **have not changed.** DSLs should continue to use [Sunderland Threshold Guidance](#).

- A DSL has risk assessed each pupil who is Red, Amber or Blue and has made a record of the risk assessment on CPOMS.
- A DSL will review each risk assessment weekly or where information is updated or concerns about the child are raised and record any changes to the risk assessment on CPOMS.
- If a child has a Social Worker or an Early Help Worker, a DSL will contact each professional to share the school's risk assessment and contribute to the ongoing plan to safeguard each child.
- If a child has a Social Worker or an Early Help Worker, a DSL has made all reasonable attempts to encourage the child to attend school, providing there's no significant risk to the child's health.
- Every contact with a child or family will be recorded on CPOMS.

## Children Looked After (CLA)

- Our Designated Teacher for CLA is Lindsay Robertson
- Our DT CLA has contacted each child's Social Worker, carer, those with PR (where appropriate) and the Virtual School to discuss the plan for the child's education.
- Children looked after will not be moved schools including to "hub schools" without first consulting the Virtual Headteacher.
- The Virtual School link worker will, in addition to school monitoring, make welfare calls twice per week.

## Increased risk

- We recognise that there is increased pressure on families at this time. There will be additional worries about health, finance and employment.
- We are aware some families will need extra support with things like food parcels and benefits advice.
- We recognise that the current situation will affect pupils and their parent's/carer's mental health.
- Any concerns will be reported to the DSL. See DSL arrangements above.

## Attendance

- We are following advice issued by DfE in relation to [attendance recording for education settings](#).
- Where a pupil who is expected to arrive does not arrive, we will try to make contact with the parent/carer by 9.30am.
- If we have been unable to contact the pupil's parent/carer or emergency contacts by 9.30am the DSL will be informed. See DSL arrangements above.
- The DSL will further attempt to make contact with the family. The DSL will also contact any other professionals involved with the pupil e.g. Social Worker.

- The DSL will undertake a risk assessment to decide on further action required.

## Peer-on-Peer Abuse

- We recognise the importance of responding to peer-on-peer abuse.
- We recognise some pupils will be at greater risk of peer-on-peer abuse due to spending more time at home and online.
- Staff and volunteers will remain vigilant to the signs and indicators of peer-on-peer abuse and will report any concerns to the DSL. See DSL arrangements above.

## Concerns about a member of the workforce

- **It could happen here.** Staff and volunteers should continue to report any concern, no matter how small to a DSL.
- If there is a concern about a member of staff or volunteer's behaviour, you should report it to Lindsay Robertson (headteacher) telephone 0191 5491509 / 07376 328958 [lindsay.robertson@willowfieldsprimary.org.uk](mailto:lindsay.robertson@willowfieldsprimary.org.uk)
- If the above person is not available then you should contact Elizabeth Mather 0191 5491509 / 07951070664 [swfemather@willowfieldsprimary.org.uk](mailto:swfemather@willowfieldsprimary.org.uk)
- If the concern is in relation to the Headteacher then you should report it to Cllr Paul Stewart Chair of Governors via the school office 0191 5491509 [pstewart@willowfieldsprimary.org.uk](mailto:pstewart@willowfieldsprimary.org.uk)
- Allegations about the workforce should be reported to the Designated Officer (Danielle Rose) by following the procedure available here: <https://www.togetherforchildren.org.uk/professionals/LADO>

## Response to safeguarding or child protection concerns

As always our school's duty of care is to keep children safe and while the arrangements of the physical care of children and physical presence of our Designated Safeguarding Leads/Deputies may be different during this time the school's response remains the same and follows the guidelines as set out in our school's Child Protection Policy.

### Further Guidance

This policy addendum will be reviewed following each receipt of updated guidance from the DfE.