

## Annex to Child Protection Procedures

### COVID-19 changes to our Child Protection Procedures

#### Response to COVID-19

There have been significant changes within our setting in response to the outbreak. Many young people are now at home and staffing is likely to be significantly affected through illness and self-isolation.

Despite the changes, the school's Child Protection Policy is fundamentally the same: **children and young people always come first, staff should respond robustly to safeguarding concerns and contact the DSL in line with our established safeguarding procedure.**

This annex sets out some of the adjustments we are making in line with the changed arrangements in the school and following [advice from government](#) and local agencies.

#### The current school position and local advice

SCC EDUCATION SAFEGUARDING ADVICE SERVICE and Ros Randall will continue to be available to schools for advice and guidance. Tel:- 01785 895836

#### Emergency Education and Childcare Support Network

The network offers support to **any registered childcare provider, including childminders, maintained or independent school or post-16 provider** providing care for the children of critical workers and vulnerable children and supporting learning outside the school or setting.

#### Children aged 4 and under

Contact the Early Education and Childcare Team

[eeac@staffordshire.gov.uk](mailto:eeac@staffordshire.gov.uk) or 01785 278 201

Professionals will then be signposted to district officer for support

## School-aged children

Contact the Locality Coordinators

Cannock Chase: Ersuline Whittle

[CannockeducationCovid19enquiries@staffordshire.gov.uk](mailto:CannockeducationCovid19enquiries@staffordshire.gov.uk)

East Staffordshire: Alison Duggan

[EastStaffseducationCovid19enquiries@staffordshire.gov.uk](mailto:EastStaffseducationCovid19enquiries@staffordshire.gov.uk)

Lichfield: Debbie Nash

[LichfielddeducationCovid19enquiries@staffordshire.gov.uk](mailto:LichfielddeducationCovid19enquiries@staffordshire.gov.uk)

Newcastle-under-Lyme: Craig Chorlton

[NewcastleeducationCovid19enquiries@staffordshire.gov.uk](mailto:NewcastleeducationCovid19enquiries@staffordshire.gov.uk)

South Staffordshire: Karen Armitt

[SouthStaffseducationCovid19enquiries@staffordshire.gov.uk](mailto:SouthStaffseducationCovid19enquiries@staffordshire.gov.uk)

Stafford Borough: Richard Hodgens

[StaffordeducationCovid19enquiries@staffordshire.gov.uk](mailto:StaffordeducationCovid19enquiries@staffordshire.gov.uk)

Staffordshire Moorlands: Lisa Wood

[MoorlandseducationCovid19enquiries@staffordshire.gov.uk](mailto:MoorlandseducationCovid19enquiries@staffordshire.gov.uk)

Tamworth: Sandra Bennet

[Tamwortheeducationcovid19enquiries@staffordshire.gov.uk](mailto:Tamwortheeducationcovid19enquiries@staffordshire.gov.uk)

## Post-16 EHCP/High Needs Learners

in FE colleges, specialist institutions or training providers

Contact the Skills and Employability Team

[sfl@staffordshire.gov.uk](mailto:sfl@staffordshire.gov.uk)

The network will **support schools and settings to**

- communicate and share information
- operate more resilient hubs between local schools and settings
- movement of children and staffing where applicable
- ensure childcare is available, where necessary
- liaise with social workers/targeted services, as required.

## Reporting arrangements

The school arrangements continue in line with our child protection policy.

The Designated Safeguarding Lead is:

**Julia Lloyd-Jones, [j.lloyd-jones@queenscroft.staffs.sch.uk](mailto:j.lloyd-jones@queenscroft.staffs.sch.uk)**

The Deputy DSL is:

**Rachel Bird, [r.bird@queenscroft.staffs.sch.uk](mailto:r.bird@queenscroft.staffs.sch.uk)**

The school's approach ensures that there is a Level 2 Safeguarding trained member of staff on the school site when it is open.. In the event that this is not the DSL or Deputy DSL will be contactable and the Headteacher or a member of the Senior Leadership Team will email all staff by 9am to advise they are acting in an on-site safeguarding role together with contact details for the DSL or Deputy DSL.

Staff will continue to follow the Child Protection procedure and advise the safeguarding leads immediately about concerns they have about any child, whether in school or not. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting children's services are:

### **Staffordshire First Response:**

**Phone:** [0800 1313 126](tel:08001313126)

Ideally we would want to receive all enquiries by telephone so that we can gather all necessary information in a timely manner and make sure that consent has been obtained from those with parental responsibility unless this places an adult or child at risk of harm.

If you cannot reach us by phone, please [make your enquiry online](#).

For your information before making your enquiry you may wish to [check the procedures online website for a glossary of relevant terminology](#).

### **Opening times**

- **Monday to Thursday** 8:30 a.m. to 5:00 p.m.
- **Friday** 8:30 a.m. to 4:30 p.m.

### **Out of hours**

Outside of the hours above, or on weekends and bank holidays, please contact the Emergency Duty Team by phoning [0345 604 2886](tel:03456042886).

Should a child in the school's view be at risk of significant harm and local agencies are not able to respond, the school will immediately follow the safeguarding children partnership escalation procedure, available here:

<https://www.staffsscb.org.uk/Professionals/Procedures/Procedures.aspx>

### Identifying vulnerability

Our Safeguarding Team have RAG rated all of our children:

Green children: Weekly phone call

Amber children: twice weekly phone call

Red children: daily phone call

These ratings are based on social care involvement and current and historical safeguarding concerns.

These ratings are subject to change and if you have a concern please raise it on myconcern. Where concerns are raised we will work with staff teams.

Where a child has a social worker, the DSL has discussed which children it is appropriate to come into school. The DSL is in regular communication with the Locality Manager for Lichfield and Cannock.

The Designated Teacher for Looked After Children and previously Looked After Children is in contact with the Virtual School Head for Looked After and previously Looked After Children. Every Friday, the communication logs for Looked After Children and previously Looked After Children are submitted to the appropriate Virtual School Head for Looked After and previously Looked After Children.

In addition, the following groups have specific arrangements around contact and support from the school.

- Children of key workers who may attend school – Pupil profiles and individual risk assessments are in place for these children.

The RAG rating for the children are constant checked and staff are to raise any concerns using myconcern. This may result in social care being contacted and the RAG rating and communication needs adjusting.

### Holiday arrangements

In line with the advice from Staffordshire County Council (below) Queen's Croft High School will remain partially open.

The government [guidance](#) is "asking schools, wherever possible, to maintain provision for children of workers critical to the COVID-19 response over the Easter holidays".

This is a huge ask of leaders and staff, but many schools have told us that staff rotas are in places

over Easter that allow staff some time off for themselves.

We have asked the DfE for guidance on the bank holidays and the rationale for [guidance](#) to special schools “to look after critical workers’ children *and* vulnerable children throughout the Easter holidays” (italics added).

The department tell us that they are updating their guidance based upon calls the DfE Helpline and in their contacts with local authorities and other representative organisations.

## Attendance

The school is following the [attendance guidance issued by government](#). Where a child is expected and does not arrive the school will follow our attendance procedure and make contact with the family. If contact is not possible by 9:30am the DSL must be informed. The DSL will attempt a range of methods to contact the parent (Skype, FaceTime, through a relative etc) but if necessary arrange a home visit by the school or another appropriate agency. A risk assessment will be undertaken to consider manage the implications of COVID-19 alongside other risks perceived to the child. The risk of COVID-19 **does not override** the duty on the school to ensure children and young people are safe.

The school will also follow the attendance procedure if contact proves impossible with children at home.

## Staff will be aware of increased risk

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, [poverty](#), and financial or health anxiety. These areas should be considered in the setting of any work for children to undertake at home (including recognising the impact of online learning – see below). Staff will be aware of the mental health of both [children](#) and their [parents and carers](#), informing the DSL about any concerns.

## Peer on peer abuse

We recognise the potential for abuse to go on between young people, especially in the context of a school closure or partial closure. Our staff will remain vigilant to the [signs of peer-on-peer abuse](#), including those between young people who are not currently attending our provision. Extra care should be taken where groups have mixed age, developmental stages, are attending other schools as an interim measure and similar. When making contact with these families our staff will ask about relationships between learners.

## Risk online

Young people will be using the internet more during this period. The school may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of [cyberbullying](#) and [other risks online](#) and apply the same child-centred safeguarding practices as when children were learning at the school.

- The school continues to ensure [appropriate filters and monitors are in place](#)

- Our governing body will [review arrangements](#) to ensure they remain appropriate
- The school has taken on board guidance from the [UK Safer Internet Centre](#) on safe remote learning and guidance for [safer working practice](#) from the Safer Recruitment Consortium. We have reviewed the code of conduct and information sharing policy accordingly.
- Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the school's code of conduct and importance of using school systems to communicate with children and their families.
- Children and young people accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the school, [Childline](#), the [UK Safer Internet Centre](#) and [CEOP](#).
- Parents and carers have received information about keeping children safe online with peers, the school, other education offers they may access and the wider internet community. We have set out the school's approach, including the sites children will be asked to access and set out who from the school (if anyone) their child is going to be interacting with online. Parents have been offered the following links:
  - [Internet matters](#) - for support for parents and carers to keep their children safe online
  - [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
  - [Net-aware](#) - for support for parents and carers from the NSPCC
  - [Parent info](#) - for support for parents and carers to keep their children safe online
  - [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
  - [UK Safer Internet Centre](#) - advice for parents and carers
- Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](#).

### **Allegations or concerns about staff**

With such different arrangements young people could be at greater risk of abuse from staff or volunteers. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

Any staff or volunteers from outside our setting will complete an induction to ensure they are aware of the risks and know how to take action if they are concerned.

We have confirmed the arrangements to contact the LADO at the local authority remain unchanged who can be contacted through First Response.

If necessary, the school will continue to follow the duty to refer to DBS any adult who has harmed or poses a risk of harm to a child or vulnerable adult, and to the Teacher Regulation Agency in line with paragraph 166 of Keeping Children Safe in Education 2019 using the address [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).

### **New staff or volunteers**

New starters must have an induction before starting or on their first morning with the DSL or a deputy. They must read the school child protection policy, the behaviour policy, the whistleblowing policy and the code of conduct. The DSL or deputy will ensure new recruits know who to contact if worried about a child and ensure the new starters are familiar with the child protection procedure.

If staff or volunteers are transferring in from other registered education or childcare settings for a temporary period to support the care of children, we will seek evidence from their setting that:

- the member of staff has completed relevant safeguarding training in line with other similar staff or volunteers,
- they have read Part I and Annex A of Keeping Children Safe in Education, and
- where the role involves regulated activity and the appropriate DBS check has been undertaken by that setting we will undertake a [written risk assessment](#) to determine whether a new DBS would need to be undertaken. It may be in these exceptional times we can rely on the DBS undertaken by their setting.

New starters will complete their induction to Safeguarding which include Level 1 Safeguarding training and reading Keeping Children Safe in Education Part 1.

Our child protection procedures hold strong:

- Volunteers may not be left unsupervised with children until suitable checks have been undertaken. People supervising volunteers must be themselves in regulated activity, able to provide regular, day to day supervision and reasonable in all circumstances to protect the children.
- The school will undertake a written risk assessment on the specific role of each volunteer to decide whether to obtain an enhanced DBS check (with barred list information) for all staff and volunteers new to working in regulated activity in line with [DBS guidance](#).
- When undertaking ID checks on documents for the DBS it is reasonable to [initially check these documents online](#) through a live video link and to accept scanned images of documents for the purpose of applying for the check. The actual documents will then be checked against the scanned images when the employee or volunteer arrives for their first day.
- The school will update the Single Central Record
- of all staff and volunteers working in the school, including those from other settings. This will include the risk assessment around the DBS.

### **New children at the school**

Where children join our school from other settings we will require confirmation from the DSL whether they have a Safeguarding File or SEN statement/EHCP. This file must be provided securely **before** the child begins at our school and a call made from our DSL or a deputy to the placing school's DSL to discuss how best to keep the child safe. In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed social worker and where relevant for the Virtual School Head. Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.