



Ashton House School

Child Protection and Safeguarding: COVID-19 addendum

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Policy Title:	Child Protection and Safeguarding – Covid 19 Addendum
Version:	1.0
Policy Summary:	The Ashton House School Child Protection and Safeguarding – Covid 19 Addendum addresses issues for the Safeguarding of children arising from HM Government directed school closure, including provision for Vulnerable Children and Remote Working. The Safeguarding of Children is everyone’s responsibility.
Policy Owner:	Head Teacher/DSL
Relevant to:	All staff, Contractors and Visitors
Date introduced:	April 2020
Next review date:	May 2020
Related School Documents:	<ul style="list-style-type: none">• Safeguarding Policy• Online Safety and Acceptable Use of ICT Policy• Staff Code of Conduct• Remote Learning Policy• Anti Bullying Policy• Whistleblowing Policy• Health and Safety Policy
Date(s) modified/reviewed:	



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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Angela Stewart	020 8560 3902 safeguarding@ashtonhouse.com
Deputy DSL	Jasmin Deol	020 8560 3902 safeguarding@ashtonhouse.com
Designated member of senior leadership team if DSL (and deputy) can't be on site	Simon Turner	020 8560 3902 safeguarding@ashtonhouse.com
Headteacher	Angela Stewart	020 8560 3902 safeguarding@ashtonhouse.com
Local authority designated officer (LADO)	Interim Safeguarding Advisor covering LADO duties: Matilde Enriquez	Tel: 0208 583 2565 Email: matilde.enriquez@hounslow.gov.uk Email: lado@hounslow.gov.uk for referrals and LADO advice. New referrals 0208 583 5730
Proprietor	Simon Turner	020 8560 3902 safeguarding@ashtonhouse.com



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1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners

Overview of Hounslow Safeguarding Children Partnership

Chapter 3 paragraph 6 of Working Together to Safeguard Children 2018 states that “all three partners have equal and joint responsibility for local safeguarding arrangements”. In Hounslow, these agencies, including education have formed the **Hounslow Safeguarding Children Partnership Executive**. The members of this group are Hounslow Council Chief Executive, Borough Commander for the West Area BCU and Chief Accountable Officer of North West London Collaboration of CCG’s. These members and their nominated advisors will have equal and joint responsibility for the delivery of the partnerships to key objectives, agree its priorities and the strategic business plan. In addition, they are ultimately responsible for all services delivered or commissioned by them to help safeguarding and promote the welfare of vulnerable children and young people in Hounslow. and local authority (LA) Hounslow].

It sets out changes to our normal child protection policy in light of the Department for Education’s guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education’s (DfE’s) definition of ‘vulnerable children’ includes those who:

- › Have a social worker, including children:
 - With a child protection plan
 - Assessed as being in need
 - Looked after by the local authority
- › Have an education, health and care (EHC) plan

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- › The best interests of children must come first
- › If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- ›
- › A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- › It’s essential that unsuitable people don’t enter the school workforce or gain access to children
- › Children should continue to be protected when they are online



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3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be in school, they can be contacted remotely by: emailing astewart@ashtonhouse.com

We will keep all school staff and volunteers informed by email/groupcall as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that the DSL (and deputy), wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Simon Turner. You can contact him by: emailing sturner@ashtonhouse.com

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments
- Record/Refer any Safeguarding concerns as applicable

5. Working with other agencies

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

The following guidance is currently in place:

6. Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.



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The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by telephone/email. Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible onto Engage.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately. Recognise, Respond, Record, Report and Refer using the Yellow or Green Safeguarding forms. Discuss with DSL, DDSL or nominated SLT member.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

Recognise, Respond, Record, Report and Refer using the Yellow or Green Safeguarding forms. Discuss with DSL, DDSL or nominated SLT member, who may seek advice from or immediately refer to the LADO (see contact details above)

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.



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10. Safeguarding for children not attending school

10.1 Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact

We have agreed these plans with children's social care where relevant, and will review them monthly.

If we can't make contact, we will alert children's social care.

10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online (see section 11 below).

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If there is an IT issue our contingency plan is contact Active IT for a resolution.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/Code of Conduct/IT Acceptable Use policy and Remote Learning Policy. Staff members will not contact individual children on a video conference, these will be for groups, classes, Lower School, Upper School or Whole School.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.



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11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. This will be by regular contact with the children remotely via video conferencing for in class contact and assemblies. We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

13.2 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1



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13.4 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

Staff members on site each day will enter and exit the school using the fob system.

14. Children attending other settings

In the event where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum 3-4 weeks by Angela Stewart, DSL. At every review, it will be approved by the SLT.

16. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding policy
- Staff code of conduct
- Health and safety policy
- Online safety and Acceptable Use of ICT policy
- Remote Learning policy
- Whistleblowing policy
- Anti Bullying policy