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**FOREST HILL SCHOOL**

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**Child protection and  
safeguarding: COVID-  
19 addendum**

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*May 2020*

*Review: as required, or  
if a situation occurs  
which necessitates  
amendment*

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<b>Approved by:</b>	Keeley Graham	<b>Date:</b> 05-05-2020
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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Iain Haresign	<a href="mailto:i.haresign@forsthillschool.co.uk">i.haresign@forsthillschool.co.uk</a> 0208 613 8413
Deputy DSL	Jana Jones	<a href="mailto:j.jones@foresthillschool.co.uk">j.jones@foresthillschool.co.uk</a>
Designated member of senior leadership team if DSL (and deputy) are not on site and cannot be contacted.	Michael Sullivan Rachel Woolf George German Alpha Kai- Samba Hannah Thomas	<a href="mailto:m.sullivan@forsthillschool.co.uk">m.sullivan@forsthillschool.co.uk</a> <a href="mailto:r.woolf@forsthillschool.co.uk">r.woolf@forsthillschool.co.uk</a> <a href="mailto:g.german@forsthillschool.co.uk">g.german@forsthillschool.co.uk</a> <a href="mailto:a.kai-samba@forsthillschool.co.uk">a.kai-samba@forsthillschool.co.uk</a> <a href="mailto:h.thomas@forsthillschool.co.uk">h.thomas@forsthillschool.co.uk</a>
Headteacher	Michael Sullivan	<a href="mailto:m.sullivan@forsthillschool.co.uk">m.sullivan@forsthillschool.co.uk</a>
Local authority designated officer (LADO)	Finola Owens	<a href="mailto:LewishamLADO@lewisham.gov.uk">LewishamLADO@lewisham.gov.uk</a>
Chair of governors	John Perry	<a href="mailto:j.perry@foresthillschool.co.uk">j.perry@foresthillschool.co.uk</a>

## 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 the Southeast Basic Command Unit of the Metropolitan Police, Lewisham Clinical Commissioning Group and local authority (LA) Lewisham.

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

## 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, both for children still attending school and those at home.

If you are concerned about a child please contact Iain Haresign on the email/phone number shown in the important contacts section of this policy document.

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 of our 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 telephoning 0208 613 8413 – When the DSL is not on site this number will divert to his mobile phone.

If our DSL (or deputy) is unavailable, we will ensure that a member of SLT is always on site. Staff will be sent a supervision rota each week that shows which member of SLT is on duty each day. The nominated member of SLT can be contacted via the emails listed above.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be the member of SLT on the supervision rota You can contact them by email. Please refer to the important contact section on page 3.

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

## 5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

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 most up to date guidance can be found [here](#)

## 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.

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- this will be done by the member of SLT on duty each day
- 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.

## 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 – about both children attending school and those at home.

## 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 – whether those concerns are about staff/volunteers working on site or remotely.

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).

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](mailto: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. The Inclusion Team are working to encourage these students to attend school and take advantage of the support that is on offer during the school closure.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10 below.

## 10. 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

Each child has an individual plan which sets out

- How often the school will make contact – this will be at least once a week
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both

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

If we can't make contact, we will take appropriate action to ensure that the children are safe and well, for example conducting a home visit, contacting children's social care or the police.

## 11. 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 line with the procedures set out in section 3 above

For children at home, they will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

Children are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support pupils' mental health.

## 12. Online safety

### 12.1 In school

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

If you require IT support please log it with TURNITON in the usual way

### 12.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct which you can find [here](#)

Please remember that

If you are calling home using your private number you should block your caller ID

if you are communicating with a child via email you should only use your official school email and the students school email to communicate with the children.

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.

### 13.3 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

Information for parents about online safety can be accessed [here](#)

### 13.4 Delivering online sessions

The delivery of sessions and online learning has become an increasingly useful tool to support students remotely. The following guidelines must be adhered to at all times. Online sessions will always

- Be carried out through Microsoft Teams using students and teachers school logins. No personal contact details should be shared by teachers or students.
- Be carried out with parental permission. Teachers should send a standard email via In Touch to the parents inviting their son's to attend. The email will be clear that their son's attendance will be counted as parental consent. Parents will also be made aware that the sessions will be recorded.
- Be carried out during the normal school day (8:30am-3:00pm).
- Involve more than one student unless there is prior agreement with the Head Teacher (ie counselling, mentoring etc). If only one student attends a session it will need to be rearranged.
- Be recorded by the teacher. This recording should not be shared.
- Be delivered by the teacher from a quiet, private space with a neutral background. If this is not possible to achieve then the online lesson should not go ahead. The students participating should also not be able to see into a teacher's home. This can be achieved by
  - Delivering the session from school
  - Delivering the session with a blank background in a private room
  - The teacher sharing their screen to show a PowerPoint or other resource (though you should still turn your camera off as students will still see you)
  - Using a standard background from Microsoft Teams
  - Turning the teachers camera off and delivering the lesson as a voice call
- Follow the same professional expectations that we have of staff within school in terms of their conduct, communication with children and responding to any issues that arise.
- Have an expectation that students will adhere to the same behaviour expectations as set out in the school behaviour policy. Teachers have the right to ask students to leave the lesson if they are behaving in an inappropriate way.
- Report any child protection and/or bullying concerns that arise from the online session using CPOMs and ensuring the DSL is informed.

## 13. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

We have set up the option of remote counselling for students- information about this went out to parents before the Easter break in our newsletter. Our new **remote counselling policy** is available on the school website.

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.

## 14. Staff recruitment, training and induction

### 14.1 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.

### 14.2 Staff 'on loan' from other schools

We will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

### 14.3 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

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

### 14.4 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.

We will use the single central record to log:

- Everyone working or volunteering in our school each day, including staff 'on loan'
- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

## **15. Children attending other settings**

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.

## **16. 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 every 3-4 weeks by I. Haresign DSL. At every review, it will be approved by the SEN/safeguarding link Governors.

## **17. Links with other policies**

This policy links to the following policies and procedures:

- Child protection policy
- Staff code of conduct
- Relationship & Behaviour Policy
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Whistle-blowing policy
- Anti-bullying policy