

Addendum-North Tyneside School Safeguarding and Child Protection policy-April 2020

This document provides an addendum to the North Tyneside School Safeguarding and Child Protection policy guidance to be used during the Covid-19 pandemic. It should be used as a reminder to all staff in school of their safeguarding responsibilities and safer working practices including staff working at different locations at this time.

Introduction

This document provides an addendum to our School Safeguarding and Child Protection policy during the Covid-19 pandemic as suggested in the DfE safeguarding guidance for schools which can be [found here](#). The guidance is under review and will be updated. The document is set out in two parts.

Part 1: Safeguarding Practice

Part 2: Sharing of Staff or Working at a different location (incorporating Safer Recruitment principles)

Throughout this document, 'DSL' will refer to the designated safeguarding lead in school who may be the DSL, a deputy DSL or acting in place of the DSL. A trained and experienced DSL should always be available where possible even if shared with another school and if needed can be contactable via phone.

Part 1: Safeguarding Practice

All staff in school must

- share concerns about a child's safety and welfare with the DSL in school and understand they have a professional responsibility to do this
- understand the need to be vigilant in identifying cases of harm/abuse, immediately report concerns when they arise including written record where necessary
- know that information a child/young person discloses regarding harm/abuse of themselves or another child/young person must be shared as appropriate, and cannot be kept secret
- ensure confidentiality protocols are adhered to and information is shared appropriately

Staff training and induction

All North Tyneside school staff should have accessed child protection training within the last three years with regular updates where relevant from their DSL or deputy DSL.

For staff who have not accessed this or need an update, an e-learning session is [available here](#)

Staff who are working in different settings should be given a safeguarding induction. Staff remaining in their own schools would also benefit from an update. This should include but is not limited to the following

- Re-read Part 1 of Keeping Children Safe in Education (KCSE) 2019, which outlines types of abuse and neglect and what to do about it
- Current and ongoing change of DSL arrangements
- Contact details for the MASH helpline and Front Door should they not be able to contact a DSL and need to directly report a concern
- An awareness of how to record concerns should they need to document safeguarding concerns
- The code of conduct for that setting

All visitors to the school including staff shared from another setting, will be required to sign in at reception in accordance with the visitor's protocol and will be required to adhere to the conditions contained in this document. In addition to child protection, safeguarding and health and safety, this visitor's protocol is noted as being part of our 'induction' for visitors to the school. This is [available here](#) on the school's HR page on the Education Services website.

Further information regarding safer working principles is available in Part 2 of this document. These should also be applied where sharing of staff with other settings is needed. We expect these standards to be in place for visiting staff coming into our school or schools receiving our staff and will liaise with all settings our staff work from to ensure these safer working principles are applied.

What to do if you're worried about a child or young person

Receive

- React calmly; be aware of your non-verbal communication such as facial expressions
- If you don't understand the child's communication method, reassure the child, and find someone who can
- Don't interrogate the child, try to observe and listen, use active listening techniques
- Don't stop a child who is freely recalling significant events
- Keep responses short, simple, slow, quiet and gentle
- Don't end the conversation abruptly

Reassure

- Tell the child they are not to blame; and have done the right thing by telling you
- Tell the child what will happen next; be honest about what you can and can't do
- Don't promise confidentiality; say to the child, 'Some things are so important I might have to tell them to somebody else who can help'

React

- Explain what you have to do next and whom you have to tell
- Inform the DSL immediately
- Make a record of the conversation if asked to do so. Your DSL will help you with this if needed.

Also remember that

- Information about a pupil may sometimes only be shared with other staff on a need to know basis
- Children are also capable of abusing their peers and further information can be found in Part 5 of the current Keeping Children Safe in Education 2019
- Abuse can happen online

What will continue?

The school will continue to work with relevant multi-agency professionals at this time to support pupils with child protection plans or any such agreed plans regarding pupil welfare. The school will be working closely with those with special education needs such as those with Education, Health and Care Plans (EHCPs) and will make close links with the virtual school head (VSH) for looked-after and previously looked-after children.

Operation Encompass, a system which reports incidents of domestic violence to schools and Operation Endeavour, a system which reports incidents of missing children to schools will continue as normal but timings of the notifications to schools may vary slightly during this time.

Pupils not in school

Schools should also safeguard children not physically attending the school where possible. 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.

Almost all children defined as vulnerable will already have an allocated Children's Services Family Partner or Social Worker and they will have their welfare monitored by Children's Services for the duration of the public health crisis. However, there will be a few children without a worker deemed vulnerable by a school or a child or young person deemed vulnerable may not attend school despite the school making a placement available. In these cases, the concerned professional should make contact in the first instance with the MASH professionals helpline on 0191 643

5555. Schools may also at this time have decided to provide support for children they deem vulnerable and on the edge of children's social care interventions.

During this time, you may be asked to make remote contact, phone contact and/or doorstep visits. All contact should be documented. Any remote contact or online teaching should follow the same principles as set out in the code of conduct and Acceptable Use Policy. The school will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements and safeguarding protocols.

Reporting concerns about a child/young person

- If you have concerns about a child's welfare, contact the available DSL in the first instance if available, even by phone.
- If not available, staff should then speak to another member of senior staff. This could be someone acting in place of the DSL.
- If a DSL is not available and advice is needed, staff should call the **MASH professionals helpline on 0191 643 5555**.
- If a safeguarding referral is needed (MASH advice line can support this decision), staff should ring the **Front Door number on 0345 2000 109**.
- Report any actions to the DSL as soon as is practically possible.
- Document all records of decisions made and actions taken.
- Each setting will have allocated a person acting as a DSL each day. If that person is not a trained and experienced DSL, another DSL will be allocated, even if contactable via phone for additional advice and support if needed.

Code of conduct/staff behaviour policy

All school staff should already be aware of their own school code of conduct in terms of staff behaviour in school. Please continue to apply these principles and discuss any potential modifications with your DSL prior to any change in practices.

Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report and record any such incident.

If you are working in a different setting, ask the DSL to update you on their code of conduct as every school can have different safer working practices. General guidance is [available here](#).

Whistleblowing

If you have information that indicates that a staff member in school has engaged in unsafe or harmful behaviours, you have a duty to report this concern. This usually is reported to the Head Teacher. If at this time, they are not available, contact your DSL or you can report these concerns yourself to the Local Authority Designated Officer (LADO) who is contactable on the Front Door number 03452000109.

Further guidance is available from the Local Authority on the following

- Attendance monitoring
- Staffing and recruitment
- Single Central Records
- Information Governance
- Health and Safety

Part 2: Sharing of Staff or Working at a different location (incorporating Safer Recruitment principles)

In the event staff are asked to work from another location, e.g. from another school in our locality or in another local school to support a wider/ borough based locality model, the need to support the sharing of resources, or for children to access a different learning/ child care opportunity, etc and they are therefore operating from another setting for that day; we would expect our normal code of conduct and behaviour for staff, teachers standards (as applicable), safeguarding practice, policy and guidance to operate for those staff supporting our children at another location. In the event that we choose to put in place an arrangement where a member of our schools team was 'loaned/ provided' to another school as a 'worker' and the staff member was in agreement with our expectations would continue to operate but we would accept that these could be in addition to/ would complement the existing arrangements in place in the school where our employee had been loaned to. Where such arrangements were put in place, we would ensure that appropriate secondment arrangements were enacted.

For the remainder of this document the advice contained therein refers to a member of staff from our School working on another schools site and not a 'loan' arrangement as noted above, and which would only be applied in exceptional circumstances, and with agreement of the member of staff.

Prior to our staff and children going to another school or location we will have undertaken a number of safeguarding checks – as we would do when our children and staff go off our school site to another location as part of wider curriculum offers, transition days, school trips, borough wide or locality activities, theatre trips, sport fixtures, inter-school competitions, etc. This preparation as it does now will also include both our staff and children being aware that they will be a visitor on another school's premises and what our expectations of them are in relation to safeguarding, adult and children's behaviour, looking after their health, safety and wellbeing. For staff this will additionally include overseeing our children when they are on the host site at all times as part of our team and we will also assign a senior team member who will also be the liaison between the host school and our school.

To support us to ensure the above and meet our expectations/ requirements we will have in place an appropriate school visit guidance agreement and risk assessment which confirms that our children and staff on another Schools premises remain our responsibility. This is the same process that we would follow when our children and staff undertake a school trip/ visits away from our school site.

For the host school we will give assurance in writing that our staff have been subject to an enhanced DBS and children's barred list check to work with children and have up-to-date safeguarding/ KCSE19 training. Where a member of staff (or a volunteer) has a DBS risk assessment on file or where we have put in place measures to correct/ improve behaviours/ practice at work linked to suitability to or relevant disciplinary matters that are active on file, we will not automatically disclose this information to the host school – we will have however, a conversation with the individual regarding potential sharing of information and what that could mean¹. An employee, agency/ supply worker or volunteer will also continue to have a right for their data not to be disclosed and in this event, they could not be part of a shared resource/ working from another location support framework.

We will also ensure that the staff member, worker or volunteer has a School photo ID card that they will carry with them at all times and they will present this with them when they arrive at the host school. We will also provide on a

¹ It is important to note: disclosure of such information in line with safer recruitment guidance should not be confused with this situation - as this is not recruitment and therefore, we cannot disclose this information without the individuals express consent. We do accept that the host school may not wish to accept individuals onto their site where such information is known– as if this were a supply agency/ worker this information would be disclosed for the host school to determine relevance and the host school retains the right of refusal. In this situation the host school are not recruiting, we retain full accountability, responsibility for our staff member when they are on the host schools site and it is not appropriate to disclose such information under GDPR requirements without the individual staff member providing their full-express consent to such data being shared. We also accept that in the event that such information was shared (with the employees' consent) the host school may choose to decline to receive that employee. For a worker (agency or supply) we would need to discuss such matters with the supply agency as this is not our data to share and we would therefore need to ask that they talk to their worker and agree with the worker next steps. For a volunteer we would discuss the matter with our volunteer as we would for an employee and again, we would require express consent and accept that the host school have a right of refusal.

daily basis in writing details of which staff will accompany which children at the host school and how the ID of those members of staff can and will be validated.

From the host school we would require that both our staff and children as they arrive at school that a number of standard practices to take place:

1. Both adults and children are provided with a welcome and an induction which will include a tour of the school facilities in use (as a minimum the visitors checklist for adults should be used for this as referenced above), guidance on access and facilities, introduction to key members of the host school team, updates on evacuation protocols (and testing), etc.
2. Made aware of the days activities and how adults and children are to be included in this as applicable, this may include activities or may be limited to access to facilities of the host school such as break times, toilets, etc – this will be dependent upon what provision/ support the co-joining arrangements have been set up to support.
3. Both adults and children will be made aware of who they talk to if they wish to raise concerns when they are on the host schools' site and also how to ensure that such concerns are also recorded with our (the home) school.

In the event we choose or have need to appoint additional members of staff either via standard recruitment or workers via agency/ supply or volunteering arrangements we accept that it remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. In the event that we are recruiting new staff, we will continue to follow the relevant safer recruitment processes, including relevant sections in part 3 of KCSE.

We are aware that 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, however, we will not accept an individual coming on to our site unless an appropriate DBS process has been concluded/ received and if applicable a DBS risk assessment undertaken.

Where using volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSE which refers to supervised contact and appropriate risk assessments being in place. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

We will continue to refer to the LADO under KCSE Section 4 Allegations Management and follow up actions including DBS referrals for anyone who has harmed or poses a risk of harm to a child (para 163 KCSE) and make referrals to the Teaching Regulation Agency as appropriate (para 166 KCSE).

It remains essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. We understand that our requirement to maintain our single central record (SCR) and to keep this up to date as outlined in paragraphs 148 to 156 in KCSE remains in place and in the event we recruit employees, accept agency workers or appoint volunteers we will carry out all pre-employment or pre-placement checks and will record such on our SCR ensuring that it is up-to-date at all times. In the event we enter into a 'loan' arrangement as referenced previously (e.g. loaning a member to our staff to another school) the requirements for SCR recording will change and in this rare instance we will provide to the school to which we have loaned our employee sufficient data to allow that school to note appropriate information on its SCR. For reference in these instances we would deem our employee to be similar to an agency/ supply worker (although we would retain their full employment responsibilities including the payment of benefits) and would provide this standard of information being mindful of GDPR requirements.

We will also maintain a record of which staff, workers or volunteers and which students went to a host site on each day and maintain this record until the COVID-19 Pandemic has concluded/ we return to our normal day-to-day operation. We will also retain a record of this activity within the School records in accordance with our School retention policy on staff, worker and student/ pupil records/ data.

