



Safeguarding & Child Protection: COVID-19 Addendum

Stepping Stones School

Approved by:	Jacqueline Silver	Date: January 2021
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Key Safeguarding Contacts:

Role	Name	Email
Designated Safeguarding Lead/DSAL	Julie Goodyear Director of Safeguarding, Welfare and Pastoral Care	julie.goodyear@steppingstones.org.uk
Deputy DSL	Nanci Doyle School Nurse	nanci.doyle@steppingstones.org.uk
Deputy DSL (Undershaw)	Ben Bastin Assistant Head (Undershaw)	ben.bastin@steppingstones.org.uk
Deputy DSL (Tower Road)	Sarah Hatherall-Good Assistant Head (Tower Road)	sarah.hatherall-good@steppingstones.org.uk
Deputy DSL	Clare Wickens Job Coach	clare.wickens@steppingstones.org.uk
Deputy DSL	Katherine Bourne Family Liaison Officer	katherine@steppingstones.org.uk
Head Teacher	Jacqueline Silver	jacqueline.silver@steppingstones.org.uk
Designated Safeguarding Governor	Claire Cookson	claire.cookson@steppingstones.org.uk

The phone number for Stepping Stones School and to contact any member of the safeguarding team is: 01428 609 953.

You can also e mail: safeguarding@steppingstones.org.uk and all named DSL/DDSL staff will receive notification.

Other Key Contacts:

Role	Name	Contact number	Email
Designated Teacher	Ben Bastin	01428 609 953	ben.bastin@steppingstones.org.uk
Head Teacher	Jacqueline Silver	01428 609 953	jacqueline.silver@steppingstones.org.uk PA: karen.marshall@steppingstones.org.uk
Designated Safeguarding Governor	Claire Cookson	01428 609 953	claire.cookson@steppingstones.org.uk

1. Scope and definitions

This addendum is updated for the Spring Term 2021 to reflect personnel changes within Stepping Stones School and Government guidance.

It sets out changes to our normal child protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there’s a local lockdown or if they need to self-isolate.

According to government guidance, vulnerable children and young people include those who:

Are assessed as being in need under section 17 of the Children Act 1989, including children:

- With a child protection plan
- With a child in need plan
- Looked after by the local authority

Have an education, health and care (EHC) plan

Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:

- On the edge of receiving support from children’s social care services
- Adopted
- At risk of becoming NEET (‘not in employment, education or training’)
- Living in temporary accommodation
- Young carers
- Considered vulnerable by the school and/or LA

The Department for Education also confirmed in January 2021 that pupils with no access to laptops can still come to school for classes during lockdown.

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- › The best interests of children must come first
- › If anyone has a safeguarding concern about any child, they should 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 at school and those at home.

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

Stepping Stones School has a Designated Safeguarding Lead and 5 Deputy Designated Safeguarding Leads (see page 2).

We will endeavour to have a trained DSL or deputy DSL available on site at all times when pupils are present. Where this is not the case, a trained DSL or deputy will be available to be contacted via phone or online video - for example, when working from home.

Where a trained DSL or deputy is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to the child protection database, liaising with the offsite DSL (or deputy) and, if required, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

Whatever the scenario, it is important that all School staff have access to a trained DSL or deputy. On each day, staff on site will be made aware of who that person is and how to contact them.

5. Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

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:

Local Authority	Contact Details
Surrey https://www.surreycc.gov.uk/social-care-and-health/childrens-social-care/contact-childrens-services	Availability: 9am to 5pm, Monday to Friday phone: 0300 470 9100 Out of hours phone: 01483 517898 to speak to our emergency duty team . cspa@surreycc.gov.uk
Hampshire https://www.hampshirescp.org.uk/report-a-concern/	For urgent Child protection enquiries, professionals can phone: 01329 225379. For children living in the Hampshire Local Authority Area, the Interagency Referral Form should be used when making a referral. The Hampshire Safeguarding Children Partnership and Children's Trust Thresholds Chart can help you to identify the risks and types of services a family may need.
West Sussex http://www.westsussexscb.org.uk/professionals	If you are worried about a child contact the Multi Agency Safeguarding Hub (MASH) on 01403 229900 or email MASH@WestSussex.gov.uk
Prevent	Report concerns that a pupil may be at risk of radicalisation or involvement in terrorism, following the Prevent referral process and use the Prevent referral form to refer cases by e-mail to preventreferrals@surrey.pnn.police.uk . If the matter is urgent then Police must be contacted by dialling 999. In cases where further advice from the Police is sought dial 101 or 01483 632982 and ask to speak to the Prevent Supervisor for Surrey The Department of Education has also set up a dedicated telephone helpline for staff and governors to raise concerns around Prevent (020 7340 7264)
Inter-Agency Escalation For the resolution of professional disagreements and instigation of responses to exceptional issues in work relating to the safety of children.	SSCP multi-agency escalation procedures , enquiries under section 47 of the Children Act 1989 and police investigations.

6. Monitoring attendance

We will resume taking our attendance register. We will also follow [guidance](#) from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up on their absence with their parents or carers, by Parent Liaison Officer Katherine Bourne or most relevant person

- › Notify their social worker, where they have one

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

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 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 for the duration of the COVID-19 period, in line with government guidance.

9. Contact plans

We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home.

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 as a minimum termly or if there are any changes.

If we can't make contact, we will follow usual safeguarding protocol (eg contacting children's social care or the police).

10. Safeguarding all children

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

Staff 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.

10.1 Children returning to school

The DSL or Deputy DSL will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before children return.

They will also liaise with the school nurse to gather relevant information about any support provided by school nursing services while children have not been in school.

Staff will be alert to any new safeguarding concerns as they see pupils in person.

10.2 Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff and volunteers 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

11. Online safety

11.1 In school

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

Staff are able to contact icthelpdesk@steppingstones.org.uk for all IT issues.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our Code of Conduct for Staff and IT Code of Conduct Policy.

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.

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, where relevant, 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 teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

12. Mental health

12.1 Children returning to school

Staff will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils and offer emotional therapy over the phone instead of face-to-face.

We will also signpost all pupils, parents/carers 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.

Staff will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum.

13. Staff recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff 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.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

14. Safeguarding induction and training

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

New staff will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education.

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum every 4 weeks by Julie Goodyear, Director of Safeguarding (DSL), Welfare & Pastoral . At every review, it will be approved by the Headteacher and Chair of Governors.


16. Links with other policies

This policy links to the following policies and procedures:

- Acceptable Use of ICT (ESafety Policy)
- Anti Bullying Policy
- Code of Conduct Staff Policy
- E Safety Policy
- IT Code of Conduct Policy
- Safeguarding Child Protection Policy
- Student Mental Health & Wellbeing Policy

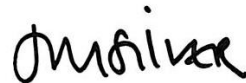
› Whistleblowing Policy

Claire Cookson
Chair of Governors



Date 11th January 2021

Jacqueline Silver
Headteacher



Date 11th January 2021

This policy will be reviewed regularly during the pandemic.