

This additional guidance is Trust policy in line with guidance ‘Schools coronavirus (COVID-19) operational guidance’, February 2021. It also contains an update about preparing to respond to online hoaxes and challenges.

1. The Trust’s Child Protection Policy (2020) and Keeping Children Safe in Education (2020) updated January 2021, remain in place and should be followed unless exceptional circumstances mean this is impossible or likely to lead to a child being harmed.
2. While the procedures identified in the Policy remain unchanged, staff should be alert to the following issues during the outbreak and as children return to schools:
 - 2.1 Safeguarding concerns will be identified as children return to school or through remote learning, and leaders will need to ensure there is capacity to respond to these.
 - 2.2 Leaders will do all they reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and wellbeing before a child returns.
 - 2.3 Concerns about staff and volunteers may arise on return to the workplace or while working remotely and should be reported to the Headteacher or DSL following the procedure in the policy.
 - 2.4 Online safety remains a priority for staff and pupils both on and off-site.
 - 2.5 Links established with external agencies during the period will need to be sustained and/or adapted as children return to school
 - 2.6 Staff should be aware of the impact the current circumstances can have on the mental health of pupils, parents and colleagues and seek support for them from school leaders.
3. This guidance provides clarification about how the Trust will adapt current arrangements to support the safeguarding of children during the current COVID-19 outbreak. It remains in force **from 8 March 2021** until superseded by a later update or rescinded.
4. Schools are encouraged to **keep under review the identification of** children they consider to be vulnerable during the outbreak.
 - 4.1 As well as those with a child in need plan, a child protection plan or who are looked after, children with an EHC, those on the edge of receiving support from children’s social care services, adopted children, those at risk of becoming NEET, those living in temporary accommodation, those who are young carers and others at the Headteacher’s discretion.
 - 4.2 If any of our vulnerable children do not attend, the school will work together with the local authority (and social worker where applicable) to follow up with the parent or

carer to explore the reason for absence, discussing their concerns and considering the child's circumstances and best interest.

5. As part of planning for return, staff induction and training must include an update to safeguarding procedures. This should include awareness of acceptable use of IT and the Code of Conduct in relation to online behaviour. If staff are moving between schools, they must receive a school-specific briefing in each location they are working.
6. This guidance is Trust policy and schools are expected to follow it.

7. ARRANGEMENTS FOR DESIGNATED SAFEGUARDING LEADS

- 7.1 The Trust will identify a Duty Designated Safeguarding Lead (DSL) who will be available for schools if no DSL is available on a given day. The Duty DSL will be a fully-trained DSL from a Trust school, undertaking duty on a rotation in agreement with their Headteacher. They will be available for telephone consultation during the working day. This is intended to support staff in schools who don't have access to a DSL.
- 7.2 For the duration of this outbreak, a DSL or Deputy DSL who has been trained, but whose training is up for renewal, can continue to be classed as a trained DSL or Deputy DSL even if they miss refresher training.
- 7.3 If a school's Designated Safeguard Lead is not available, a Deputy DSL should take charge and check decisions according to your school's routine. If required, they may consult the Duty DSL at any time.
- 7.4 If there is no suitably trained DSL or Deputy DSL available onsite, the Trust must be informed by emailing unicat@chi.ac.uk and the duty DSL will be notified and get in touch with the relevant school lead onsite to establish contact should any concerns arise during the day.
- 7.5 Remember that at any point, if you cannot contact a DSL, Deputy DSL or Duty DSL, **anyone** can alert the appropriate authorities if they have concern about a child:
Phone 999 if the child is at risk of immediate danger and urgent action is required.
Phone your Local Authority MASH for other concerns:
 - Portsmouth: 0845 671 0271
 - Hampshire: 0300 555 1384
 - West Sussex: 01403 229900 (0330 222 6664 out of office hours)You must make a record of the conversation and its outcome and inform the DSL or Duty DSL immediately.
- 7.6 The poster below should be updated as required and displayed at reception if the DSL or deputy is not available on site so all staff and visitors know what to do if they have any concerns.

8. PEER -ON-PEER ABUSE

- 8.1 Section 7 of the Trust Child Protection Policy deals with allegations against pupils, including peer-on-peer abuse. Staff should be particularly alert to incidences of such abuse during the outbreak.
- 8.2 Section 7 states that in most instances the conduct of pupils towards each other will be covered by the behaviour policy. This may not work where children are being educated at home. Staff should be particularly aware of the **continuing** possibility of online abuse

taking place and encourage parents to inform the school if such incidents arise and the procedure remains unchanged:

7.1 The procedure

When an allegation is made by a pupil against another student, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern a factual record of the allegation should be made, but no attempt at this stage should be made to investigate the circumstances. The designated safeguarding lead (DSL) should be informed and the procedure in Annex 8 should be followed.

9. ATTENDANCE

9.1 From 8 March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended)³ for all pupils. A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

9.2 The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.

9.3 For children self-isolating or quarantining or shielding – we will use code X.

9.4 In compliance with the Remote Education, Temporary Continuity Direction we will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).

10. DISCLOSURE AND BARRING SERVICE (DBS)

10.1 If schools are recruiting new staff, the existing procedures remain in place.

10.2 Where school staff are administering tests unsupervised, they should be clear this is regulated activity. This activity must only be undertaken by someone with an Enhanced DBS and Barred List check.

11. ONLINE SAFETY

11.1 Where staff are interacting with children online, they must continue to be alert to any signs of a child may be at risk and follow the Trust Child Protection procedures.

11.2 All staff should be made aware of the guidance on online safety:

<https://swgfl.org.uk/resources/safe-remote-learning/>

If a school is considering providing live-streaming lessons this must be read:

<https://static.lgfl.net/LqflNet/downloads/digisafe/Safe-Lessons-by-Video-and-Livestream.pdf>

11.3 Staff must know their school's expectations for working online with children and as a minimum will ensure:

- 11.3.1 Your workspace is suitable and the risks of unplanned interruptions are minimised
- 11.3.2 Wherever possible, use work devices for remote learning. If not possible, ensure you are following your school's 'own device' policy.
- 11.3.3 Care is taken to ensure there are no data breaches in line with the Trust Data Protection Policy

- 11.3.4 Any platforms, apps or systems you use are fully approved by your school. Do not use unapproved social media to communicate with parents and pupils and NEVER use your private accounts. If you have a private account of an approved app (eg: YouTube you should set up a separate account to use for work purposes).
 - 11.3.5 Consider the most appropriate method of providing instruction and contact and if live delivery is chosen, seek advice and approval from school leaders before proceeding.
 - 11.3.6 Make sure you follow your school's expectations around use of cameras, microphones, chat facilities and other online features (eg: audience settings and accessibility). If in doubt, seek advice and training before proceeding.
 - 11.3.7 If presenting (recorded or live) use a neutral background, dress as if you were at work, close all tabs and documents not required for the session.
 - 11.3.8 Expect pupils to be in a shared space rather than their bedroom if at all possible and be dressed appropriately and/or turn off their cameras
 - 11.3.9 Tell children/parents/others in the household to remember others might hear/see them and that you will be recording the session
 - 11.3.10 Keep records of online contacts as required by your school and consider use of recording/presence of other adult where appropriate.
 - 11.3.11 If phoning children, use the parent's phone, not the child's and ask the parent to be present during the call. Call in school hours wherever possible, make sure a colleague is aware and make a record of the call details. Where possible use your work phone or an app which allows you to route calls through the school or if not possible, block your number.
- 11.4 Schools should continue to ensure any use of online learning tools and systems is in line with privacy and data protection requirements and a Data Impact Assessment has been made.
- 11.5 School staff processing any data involving test allocations and results must be made aware of and follow, the data protection requirements for this information.
- 11.6 The DfE has released new guidance on dealing with harmful online challenges and hoaxes ([February 2021](#)). Our plan for dealing with any such material is as follows:
- 11.6.1 Heads/DSLs will raise awareness of challenges and hoaxes with staff and inform them to check out any concerns with the DSL before responding to any concern - specifically, not to alert groups of children or parents to material of concern until this has been done this and instruction has been received from the DSL to do so.
 - 11.6.2 Heads/DSLs will bring any concerning material to each other's attention by emailing the Trust Safeguarding Lead.
 - 11.6.3 Heads should direct relevant curriculum leads to check that their online safety curriculum provides opportunities for children to raise any concerns they have about any material they have seen or heard of and encourages them to be questioning of things they see online.

12. ELECTIVE HOME EDUCATION (EHE)

- 12.1 EHE does not automatically put children at greater risk of harm. If a request for EHE raises concerns, DSLs will consider whether to refer to the local authority in line with existing procedures.

12.2 The agreed EHE protocols in place with each Local Authority must be followed as swiftly as possible.

	SCHOOL LOGO
NAME OF SCHOOL	

The DSL is not on site today.

If you have any safeguarding concerns, you must report them to:

NAME	ONSITE/OFFSITE	CONTACT

