



Safeguarding and Child Protection: COVID-19 Addendum

Contents

Important contacts	1
Scope and definitions	2
Core safeguarding principles	2
Reporting concerns	3
DSL (And Deputy) Arrangements.....	3
Working With Other Agencies.....	Error! Bookmark not defined.
Monitoring Attendance	3
Peer-on-peer abuse	3
Concerns About A Staff Member, Supply Teacher Or Volunteer	4
Contact Plans.....	4
Safeguarding all children	4
Online safety.....	5
Mental Health.....	5
Staff and volunteer recruitment.....	6
Safeguarding Induction And Training	6
Monitoring Arrangements.....	6
Links With Other Policies.....	6

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL) Headteacher and Chair of Trustees	Hawwa Mbombo	h.mbombo@uniqueacademy.education Telephone: 07306180312
Deputy DSL	Sana Khan	s.khan@uniqueacademyu.education Telephone: 0208 004 5481 (Option 4)
Designated member of senior leadership team if DSL (and deputy) can't be on site	Tahreem Sabir	t.sabir@uniqueacademy.education Telephone: 0208 004 5481 (Option 4)
Safeguarding Trustee	Beverley Thorpe Raghdo	b.raghdo@uniqueacademy.education Telephone: 0208 004 5481 (Option 2)
Local authority designated officer (LADO)	Grace Murphy	lado@hounslow.gov.uk Grace.Murphy@hounslow.gov.uk Telephone: 0208 583 5730 0208 583 4933 / 07975 820 130

Scope and definitions

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

This guidance will provide all staff with a detailed understanding of how to follow safeguarding procedures when planning remote education strategies and teaching remotely during the coronavirus (COVID-19) outbreak.

In this addendum, where we refer to vulnerable children, this means those who are identified as being at risk of harm, abuse, exploitation or radicalisation. They also include children who:

- Have a child protection plan
- 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
 - Living in temporary accommodation
 - Considered vulnerable by the school and/or LA

Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#), 2021.

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
- 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

Safeguarding Training and induction

Newly recruited teachers, or new volunteers enter the school, will continue to be provided with a safeguarding induction by the Head teacher.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, Unique Academy will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (September 2020) (KCSIE).

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. Where our School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE.

Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Unique Academy will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult.

Full details can be found at paragraph 163 of KCSIE, in line with advice from the LADO where appropriate. Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that on any given day, which staff/volunteers will be in the school, that appropriate checks have been carried out, especially for anyone engaging in regulated activity.

As such, Unique Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

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:

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

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.

Where teachers have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy; this includes making a report h.mbombo@uniqueacademy.education which can be done remotely.

In the unlikely event that a member of staff cannot access our normal reporting systems from home, they should email the Designated Safeguarding Lead. This will ensure that the concern is received.

Teachers are reminded of the need to report any concern immediately and without delay. Where teachers are concerned about an adult working with children in the school, they should continue to follow our normal procedures and alert the DSL immediately. The DSL will follow normal allegation management procedures as detailed in Keeping Children Safe in Education and liaise with Hounslow Local Authority Designated Officer; as detailed in our main policy.

If there is a requirement to make a notification to the DSL whilst away from school, this should be done verbally and followed up with an email to the DSL.

Concerns around the Headteacher should be directed to the Safeguarding Trustee: Beverley Thorpe Raghdo.

DSL (And Deputy) Arrangements

We aim to have the DSL or deputy DSL always onsite. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL, Hawwa Mbombo can't be on site, they can be contacted remotely by emailing: h.mbombo@uniqueacademy.education. Our Deputy DSL, Sana Khan, can be emailed at: s.khan@uniqueacademy.education.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be **Tahreem Sabir** (SLT). You can contact them by emailing: t.sabir@uniqueacademy.education.

The senior leader will be responsible for liaising with our 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
- › Overseeing remote learning arrangements
- › Ensuring that the school's policies and procedures are upheld

Monitoring Attendance

We will resume taking our attendance register.

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 calling and following this up with an email

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. We do this annually by sending a continuing enrolment pack which parents must complete with their most up to date contact details.

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.

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

Contact Plans

We have contact plans for 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 will review these plans as and when necessary.

If we can't make contact, we will contact the next of kin identified on the registration form and if this fails, we may contact the police.

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.

Children returning to school

The DSL (or deputy) 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.

The DSL (and deputy) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

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

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

Online safety

In school

We will continue to have appropriate filtering and monitoring systems in place in school. The school administrator is responsible to ensuring that remote education platform settings are secure and safe to use by staff and pupils.

Outside school

Where staff are interacting with children online, they will continue to follow our existing Online Safety and IT acceptable use policy, as well as the schools remote education and social media policy.

All staff and pupils using video communication must adhere to the following safeguarding practices:

- Communicate in groups
- One-to-one sessions are permitted for children with additional needs, however, the parent must be present during the lesson.
- Wear suitable clothing – this includes others in their household
- Be situated in a suitable ‘public’ living area within the home with an appropriate background – ‘private’ living areas within the home, such as bedrooms, are not permitted during video communication
- Use appropriate language – this includes others in their household
- Maintain the standard of behaviour expected in school
- Use the necessary equipment and computer programs as intended
- Not record, store, or distribute video material without permission
- Ensure they have a stable connection to avoid disruption to lessons
- Always remain aware that they are visible

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 2 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.

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, including setting up home filtering in a child friendly way and setting up age-appropriate parental controls on digital devices:
 - Thinkuknow by the National Crime Agency - Child Exploitation and Online Protection command (NCA-CEOP) provides resources for parents and carers and children of all ages to help keep children safe online
 - [Childnet](#) has developed [guidance for parents and carers](#) to begin a conversation about online safety, as well as [guidance on keeping under-fives safe online](#)
 - [Parent Info](#) is a collaboration between Parent Zone and NCA-CEOP, providing support and guidance for parents and carers related to the digital world from leading experts and organisations
 - National Society for the Prevention of Cruelty to Children (NSPCC) has [guidance for parents and carers](#) to help keep children safe online
 - [UK Safer Internet Centre](#) provides tips and advice for parents and carers to keep children safe online - you can also [report any harmful content found online through the UK Safer Internet Centre](#)

Mental Health

Children returning to school

Staff will be aware of the possible effects of any lockdown restrictions whereby schools are closed for face-to-face learning for the majority of pupils 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.

We will provide support through:

- Problem solving activities
- Comments boxes - where children can anonymously share concerns
- Monitor behaviour, attendance and sanctions
- Buddy system
- Be alert to behavioural and emotional changes
- Enforce classroom code of conduct
- PSHE curriculum will include lessons on mental health and wellbeing, as well as the importance of relationships and self-care; getting sufficient sleep, eating well and activities
- PSHE will help to build resilience by: helping children to have positive self-view, how to manage difficulties and how to make appropriate and good choices.

Children at home

Where possible, we will continue to offer our support for pupil mental health for all pupils where a member of the senior leadership team will offer catch up calls with pupils over the telephone, when this cannot take place 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 and volunteers 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.

Staff and Volunteer Recruitment

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

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.

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 183-188 of Keeping Children Safe in Education.

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 in line with the expectations of Keeping Children Safe in Education 2021.

Monitoring Arrangements

This policy will be reviewed as government guidance is updated.

Links With Other Policies

This policy links to the following policies and procedures:

- Safeguarding and child protection policy
- Staff code of conduct
- Health and safety policy
- Online safety policy and IT acceptable use policy
- Whistle blowing
- Anti-Bullying

Useful Telephone Numbers and Further Information

- NSPCC Child Protection Helpline - 0808 800 5000
- Child-Line - 0800 1111
- Children Protection Advisors – 0208 489 5426/1449/5462/1061
- Child Protection Advisors – Allegations against professionals – 0208 489 1406

For more Information:

- 'What to do if you're worried a child is being abused', December 2006, HM Government:
<http://www.everychildmatters.gov.uk/files/34C39F24E7EF47FBA9139FA01C7B0370.pdf>

Visit the www.gov.uk to access government publications on the following:

- Working together to safeguard children 2015 <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- Keeping children safe in education 2021
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418686/Keeping_children_safe_in_education.pdf
- Bullying including cyber bullying 2014
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/288444/preventing_and_tackling_bullying_march14.pdf
- Peer on peer abuse;
- Sexual violence and sexual harassment between children in schools and colleges
- Sexually harmful behaviour covered in DSN meeting October 2017
- https://www.birmingham.gov.uk/downloads/file/8183/sexual_behaviour_whole_school_approach
- The guidance developed, and the Brook traffic lights can be found at
- https://www.birmingham.gov.uk/downloads/download/790/safeguarding_documentation
- Area conference Winter 2017
- Presentation on Harmful sexual behaviours
- https://www.birmingham.gov.uk/downloads/file/8599/sexual_harmful_behaviour
- The school safety plan for Students who pose a risk to other students can be found
- https://www.birmingham.gov.uk/downloads/file/9504/children_who_pose_a_risk_to_children
- A Panorama 30 min film you could use with staff 'When children abuse children'
- https://www.youtube.com/watch?v=QHxCBdiJ_Lk
- Equality Act 2010
<https://www.gov.uk/search?q=Equality+Act+2010>
- Domestic violence 2013
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/142701/guide-on-definition-of-dv.pdf
- Fabricated or induced illness 2008
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277314/Safeguarding_Children_in_whom_illness_is_fabricated_or_induced.pdf

- Faith abuse 2012

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175437/Action_Plan_-_Abuse_linked_to_Faith_or_Belief.pdf

- Female Genital Mutilation (FGM) 2011

<https://www.gov.uk/government/publications/female-genital-mutilation-guidelines>

- Child Exploitation and Online Protection Centre

<http://ceop.police.uk/>

- Forced Marriage 2014

<https://www.gov.uk/forced-marriage>

- Gangs and youth violence

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/226293/](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/226293/Advice_to_Schools_and_Colleges_on_Gangs.pdf)

Advice_to_Schools_and_Colleges_on_Gangs.pdf

- VAWG 2014

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/287758/VAWG_Action_Plan.pdf

- Mental health 2011

<https://www.gov.uk/government/publications/the-mental-health-strategy-for-england>

- Radicalisation 2012

<https://www.gov.uk/government/publications/channel-guidance>

Policy updated : 17.02.2022