



Addendum to Child Protection and Safeguarding Policy:

COVID-19 arrangements

Context:

The way Maplewell Hall School is currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first;
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately;
- a DSL or deputy should be available. The lead DSL and Deputy DSLs are available in person, online, via email and phone at all times. Staff should contact the lead DSL (Rob Cooper) out of hours in the first instance (07549 288253 or 01509 812305);
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children in accordance with usual procedures. This includes signing in procedures at reception. Visitors to the site are severely restricted in response to the virus to reduce the risk of spreading the virus;
- children should continue to be protected when they are online.

The school should, as far as is reasonably possible, take a whole institution approach to safeguarding. This will allow them to satisfy themselves that any new policies and processes in response to COVID-19 are not weakening their approach to safeguarding or undermining their child protection policy.

Child Protection and Safeguarding policy temporary revisions and clarification.

How is school supporting children who are vulnerable?

All children who attend Maplewell Hall School are vulnerable. However, to reduce the risk of the spread of the corona virus, it is not advisable that all students attend school daily. The risk of their vulnerability has to be balance against the risk they face from the virus.

The number of children attending school has been kept to a minimum. This means that a lot of vulnerable children are not attending school.

To minimise the safeguarding risks:

- All children have been categorised according to their additional vulnerability and child protection concerns. The majority of children are safe at home with their families and are on the 'green list'. These children will receive a phone call from school staff at the beginning and end of each week.
- Children on child protection or child in need plans, and those children with a named social worker, will receive daily phone calls from SLT. Additionally, students who have been assessed by our own staff as being more vulnerable will also receive this daily phone call. The students receiving daily phone calls are on the 'red list'.
- Looked after children are on a separate list and are called by Karen Rafferty the keyworker for LAC students.
- Paula Wardle, the home school link worker, will contact students Educated Otherwise.
- Where possible, staff will talk to the student as well as their parents/carers. However, the additional learning needs of the students may mean that they are unable to speak on the phone.

Safe and Well calls:

- All staff have been provided guidance on conducting safe and well calls (See appendix 1);
- All calls, regardless of outcome, should be recorded on MyConcern. Specific instructions on how to do this have been provided (See appendix 2);
- Staff working from home should use 141 to withhold their personal number. This means that parents and carers who have 'withheld number' blocks applied may not be able to answer the call. This should be recorded on MyConcern as a concern and sent to DSL Notification Group. The DSL will check against the student's chronology and make a call from school if previous contact was a week or more ago;

If parents do not answer calls:

- Record on MyConcern as a concern and send to DSL notification group;
- The DSL will check against the student's chronology;
- If no contact has been made for over a week for Green list students, 5 days for amber list students, or 2 days for Red list students, additional calls will be made by SLT in school. Each attempt should be recorded on the original concern's chronology;
- If contact is not possible, then the DSL will need to make a risk assessment, record this risk assessment on the concern's chronology and take appropriate action. Appropriate action may include:
 - A doorstep visit;
 - A referral to Social Care;
 - A referral to the police.

Absence:

The normal follow-up arrangements for children who should be attending school but are absent should be followed. This includes use of the text message service if staff in school are able to use this software. If not, a call home should be made.

Sharing Safeguarding information:

If, as part of their safe and well calls, staff become aware that Maplewell students are attending other education settings, they should record this as a concern on MyConcern and send to the DSL notification group. The DSL triaging this concern should ensure that a phone call is made to the educational setting and arrangements made to share relevant information as necessary.

Online "code of conduct":

It's clear that staff and students will be having more contact online than is usual. Online contact is an important part of the safeguarding process and should be encouraged. However, staff are reminded:

- Use school email accounts to communicate with students and parents. Do not delete any email communication. Record communication using MyConcern by cutting and pasting the body of the email. Where there are no safeguarding concerns, email communication can be recorded on the student's profile chronology. Where there are concerns, the email can be pasted onto a new concern and sent to the DSL notification group;
- If any family members, volunteers or new staff are used, existing safer recruitment procedures must be followed and robust risk assessments completed.
- Procedures for raising concerns about the conduct of staff and adults in school remain the same;

Supporting support children online

- All students are part of Google classrooms. Additional e-safety material is made available via google classrooms;
- National Online Safety information is made available regularly to parents and carers via WEDUC

Children with a Social Worker

The expectation is that these children will attend school unless it has been decided by the SW and the family that it is not in the best interests of the child.

Where concerns are raised about students on Child protection plans, child in need plans, or for students who have a named social worker, a DSL should contact the social worker using details taken from the student's profile notes. If the contact details are not available, the duty social worker can be contacted.

Mental Health

We will continue to be vigilant and aware of children's mental health and how this may present in changes in their behaviour. We will continue to support within school and use the white "Services Directory" (on LTS and in DSL pack) to signpost parents who are struggling with specific issues.