



## Child Protection and Safeguarding

### COVID-19 Addendum

<b>SLT Lead:</b>	Headmaster	<b>Date Reviewed:</b>	18/06/21
<b>Ratified</b>	Rossall School Council COVID Committee 18/04/20	<b>Next Review:</b>	18/06/22

## KEY CONTACTS

Rossall School Tel: 01253 774201

### Designated Safeguarding Lead (DSL) onsite

Mrs Emma Williams (Senior Houseparent)  <b>onsite</b>	email:  <a href="mailto:e.williams@rossall.org.uk">e.williams@rossall.org.uk</a>	01253 774201  07979 220800
Mr Matt Turner (Head of Prep School and DSL for EYFS & Prep School) <b>onsite</b>	email: <a href="mailto:m.turner@rossall.org.uk">m.turner@rossall.org.uk</a>	01253 774248 07872 469585

### Deputy Safeguarding Leads

Mrs Katie Lee (Director of Boarding)	email: <a href="mailto:k.lee@rossall.org.uk">k.lee@rossall.org.uk</a>	Tel: 07885 312650
Mr Lawrence Condon (Deputy Head of Prep)	email: <a href="mailto:l.condon@rossall.org.uk">l.condon@rossall.org.uk</a>	01253 774222
Mr Stephen Prest, Director of Sixth Form (Key Stage 5)	email: <a href="mailto:s.prest@rossall.org.uk">s.prest@rossall.org.uk</a>	01253 774262
Mrs Stephanie Capstick, HR (Support Staff and Holidays)	email: <a href="mailto:s.capstick@rossall.org.uk">s.capstick@rossall.org.uk</a>	01253 774257
Mrs Catherine Stacker, Head of Lower School (Key Stage 3)	email: <a href="mailto:c.stacker@rossall.org.uk">c.stacker@rossall.org.uk</a>	01253 774298
Mr Andrew Veitch, Head of Year (Key Stage 4)	email: <a href="mailto:a.veitch@rossall.org.uk">a.veitch@rossall.org.uk</a>	01253 774201
Ms Nikola Stott, Head of Nursery (Nursery and Infants)	email: <a href="mailto:n.stott@rossall.org.uk">n.stott@rossall.org.uk</a>	01253 774298

## Other Contacts

Mr Jeremy Quartermain (Headmaster)	email: <a href="mailto:j.quartermain@rossall.org.uk">j.quartermain@rossall.org.uk</a>	Tel: 01253 778959 07702 571748 (mobile)
Mr Chris Holt (Chair of Council)	Postal Address % Mrs O Roberts, Rossall School, Broadway, Fleetwood, FY7 8JW	Tel: 01253 774247 (school office)
Mr David Ewart (Member of Council with responsibility for safeguarding)	Postal Address % Mrs O Roberts, Rossall School, Broadway, Fleetwood, FY7 8JW	Tel: 01253 774247 (school office)

## Multi-agency Contacts

### **Lancashire Safeguarding Children's Board (renamed Safeguarding Children Partnership for Blackburn with Darwen, Blackpool and Lancashire from 29th September 2019)**

Tel: 01772 530283/530329  
email: [lsch@cyp.lancscc.gov.uk](mailto:lsch@cyp.lancscc.gov.uk)

### **Schools' Safeguarding Team**

Lancashire County Council Safeguarding Unit  
Lancashire House  
3 Enterprise Way  
The Globe Centre  
Accrington  
BB5 0FL  
Tel: 01772 531196  
email: [jennifer.ashton@lancashire.gov.uk](mailto:jennifer.ashton@lancashire.gov.uk)

### **Referrals (Lancashire Children's Social Care): for Children in Need and Children at Risk**

Tel: 0300 123 6720/6722 (out of hours)  
email: [mash.education@lancashire.gov.uk](mailto:mash.education@lancashire.gov.uk)

### **Local Authority Designated Officer (LADO)**

Tim Booth  
Lancashire County Council Safeguarding Unit  
Room B16  
County Hall  
Preston  
PR1 8RJ

Tel: 01772 536694/07826 902522 (mobile)  
email: [tim.booth@lancashire.gov.uk](mailto:tim.booth@lancashire.gov.uk)

### **Children Missing Education**

The Education Support Centre  
Union Street  
Chorley  
Lancashire

Tel: 01257 517333

email: [eme@lancashire.gov.uk](mailto:eme@lancashire.gov.uk)

As the School lies close to authority boundaries, many students live in the Blackpool Council area.

Their details are:

Blackpool Children's Social Care

Number One

Bickerstaffe Square

Talbot Road

Blackpool

FY1 3AH

Tel: 01253 477299

email: [social.services@blackpool.gov.uk](mailto:social.services@blackpool.gov.uk)

### **Prevent Duty**

Department for Education (Extremism advice)

Tel: 0207 340 7264

email: [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

Channel Co-ordinator (Lancashire)

DS1436 Maxine Monks

Tel: 01722 413029

email: [concern@lancashire.pnn.police.uk](mailto:concern@lancashire.pnn.police.uk)

Police non-emergency number Tel: 101

Crimestoppers Tel: 0800 555 111

Anti-terror~helpline Tel:0800 789 321

## 1. Scope and definitions

This addendum applies during any period that the school operates partially or entirely remotely due to COVID-19, and reflects updated advice and is in accordance with Lancashire Local Safeguarding Children Board (LSCB) guidance.

This addendum supplements rather than replaces the School's Safeguarding and Child Protection Policy which can be found at: [Safeguarding and Child Protection Policy](#)

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

Have a social worker, including children:

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

Have an education, health and care (EHC) plan

## 2. Core safeguarding principles

We still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Whilst we may at times operate in a different way to normal, we will always adhere strictly to these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead is 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**

## 3. Reporting concerns

When the School is operating remotely, all staff and volunteers must continue to act on any concerns they have about a child immediately. It is vitally important to do this, both for children still attending school and those at home.

All concerns should be reported to the Designated Safeguarding Lead in line with normal procedures.

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**

We have a trained DSL available at all times. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

In the key contacts section of this document, you will find listed our DSLs, Deputy DSLs and other important contacts including the Headmaster and Chair of Governors. Initially, concerns should be reported directly to Emma Williams.

We will keep all school staff and governors informed should there be any change to our DSL arrangements (e.g. due to illness etc.)

We have ensured that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

If there were no DSL or deputy on site, then the Headmaster would take responsibility for coordinating safeguarding.

In such circumstances, the Headmaster will be responsible for liaising with the 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
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

#### **5. Working with other agencies**

In such circumstances, we will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

Our 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.

#### **6. Monitoring attendance**

As most children will not be attending school during any period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance. However, we do report numbers on site to the Department of Education. All subject teachers check that children are turning up to their lessons. Similarly, all teachers are recording who attends lessons and tutor meetings remotely. An email is sent to parents in those circumstances where children do not attend. Heads of Years and Heads of Section then follow up with parents, guardians and the pupils concerned from a safeguarding/pastoral perspective.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will follow up on their absence with their parents or carers or 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 and learning online.

## **8. 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](mailto:Misconduct.Teacher@education.gov.uk) for the duration of the COVID-19 period, in line with government guidance.

## **9. Support for children who aren't 'vulnerable' but where we have concerns**

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this. This might include children who do not meet the threshold for referral or for whom a referral has been made in the recent past.

If these children will not be attending school, we will put in place an enhanced contact plan which will augment the very regular opportunities for contact, as explained in section 10 below.

## **10. Enhanced Contact plans**

We have contact plans for all children and enhanced contact plans for children with a social worker and children whom we have safeguarding concerns about. In these circumstances. Individual enhanced contact plans set out:

- How often the tutor and Head of Year will make contact and with whom (parent/guardian/social worker)
- How this contact will be made
- Any other contextual information relevant to this period
- We have agreed these plans with children's social care where relevant, and will review them every month.

## 11. 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

For children at home, they 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
- Children are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside school.
- See section 13 below for information on how we will support pupils' mental health.

## 12. Online safety

### 12.1 In school

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

### 12.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing acceptable use policy. See:

<https://www.rossall.org.uk/wp-content/uploads/2015/05/Pupils-Use-of-ICT-Mobile-Phones-and-Electronic-Devices-Policy.p>

Similarly, they will adhere to:

1. Our Safeguarding and Child Protection Policy
2. Staff Code of Conduct
3. E-Safety 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 school, and signpost them to other sources of support too.

### 12.3 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, including what sites they will be using and who they will be interacting with from our school

Know where else they can go for support to keep their children safe online

Our PSHE Co-ordinator and Deputy Head (Teaching and Learning) and Director of Professional Development will provide regular updates to parents and pupils regarding online safety.

### **13. Mental health**

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

We will also signpost all pupils, parents 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.

### **14. Staff recruitment, training and induction**

#### **14.1 Recruiting new staff and volunteers**

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

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

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 167-172 of Keeping Children Safe in Education.

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
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1
- Confirmation of local processes
- Confirmation of DSL arrangements

#### 14.2 Keeping records of who is on site

We will keep a record of which staff and volunteers are on site and ensure that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

Everyone working or volunteering in our school each day, including staff 'on loan'

Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

### **15. Monitoring arrangements**

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum this review will be conducted once every three weeks by Stephanie Capstick and Matt Turner. If the review results in substantive changes to this document, then, it will be re-approved by the full governing board

### **16. Links with other policies**

This Addendum to our Child Protection and Safeguarding Policy should be read in conjunction with the following School policies. These can be found on the School Intranet or available on request from the School office.

- Safeguarding and Child Protection Policy
- Anti-Bullying Policy
- Behaviour Policy
- Code of Conduct for Staff
- Complaints and Appeals Procedure
- Data Protection (both for Staff and for Pupils and Parents)
- Disclosure and Barring Service (DBS)
- Safer Recruitment
- E-Safety (including Acceptable Usage for Pupils and Staff and Use of Social Media)
- Induction of New Staff in Safeguarding Children
- Interaction with Pupils
- Missing Pupils
- PSHE
- Pupils' use of ICT, Mobile Phones and Electronic Devices
- Pupils' Confidentiality
- Restraint
- Taking, Storing and Using Images of Children
- Supervision of Pupils
- Visitors
- Whistleblower

The following policies are applicable to the EYFS:

- Administering Medicines
- Behaviour Management Policy
- Child Protection Safeguarding Pupils & Promoting Their Welfare
- Confidentiality
- Health And Hygiene
- Health And Hygiene: Toilet Use & Nappy Changing Policy
- Missing Child
- Parental Partnership
- Risk Assessment
- Student Placement
- Sun Safety
- Supervision Of Pupils
- Supporting Children with Special Educational Needs