

**COVID – 19 Child Protection and Safeguarding Policy Addendum
January 2021
Local advice – Portsmouth Safeguarding Children Partnership (PSCP)**

Portsmouth MASH (Multi-agency Safeguarding Hub) team is 'open as usual'. Any concerns regarding a child should still be reported by designated staff here: <https://www.portsmouthscp.org.uk/worried-about-a-child-suffering-from-harm/>

In school referrals will be made by the Designated Safeguarding Officer (DSL) or Pastoral Manager (PM).

If required the DSL or Headteacher can contact the Portsmouth Local Authority Designated Officer (LADO): Hayley Cowmeadow on 02392 882500 or email: LADO@secure.portsmouthcc.gov.uk

Students described as 'vulnerable' include those outlined by the DfE in the document linked below: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

During any period of closure, vulnerable children will continue to need careful attention and monitoring. To support this process Heads of Achievement, supported by the Pastoral Managers, are required to make at least weekly contact with all 'vulnerable' students not attending school (including those defined in the document link below). A shared Google document is to be used to capture records of these communications. Designated pastoral staff should also keep in regular contact with 'Link Coordinators' and make use of associated support. All pastoral teams must maintain regular contact with any social workers who may be working with children within their year group. Some students with EHCP's will continue to receive specialist support within our on-site provision (having been appropriately risk assessed).

For children looked after by Portsmouth Local Authority Heads of Achievement, Pastoral Managers and link designated staff should continue to liaise and work closely with social workers and virtual school staff where possible (including providing guidance to support on-going learning).

Staff must also recognise that other children may present as 'vulnerable' at this time even though they do not fit into the DfE published lists. For children who present with safeguarding related concerns the referral routes described below should be followed.

We must recognise that safeguarding concerns will continue to arise and the principle of 'it could happen' must be maintained by all staff. Staff are asked to refresh/remind themselves of the contents of the September 2020 iteration of Keeping Children Safe in Education including part 1 and part 5 (peer on peer abuse) which can be found [here](#). For those children on-site, the normal routines and policy guidance will apply and staff should remain vigilant at all times. For the majority of children not attending school during any period of closure it is likely that staff may become aware of safeguarding concerns in alternative ways including (not exhaustive): email/google classroom disclosure (or content causing



concern), messages from parents, messages from other students/friends, lack of any contact/work, messages from other agencies and information/concerns raised during routine 'check-up' calls.

It remains of utmost importance that all safeguarding concerns are still shared promptly with relevant staff. Any concerns should be referred to the DSL (Jon Wilburn) on 07740 252058 and/or: jonathan.wilburn@springfield.uk.net and also Jo Holbrook at: jholbrook@springfield-sec.portsmouth.sch.uk

If unavailable, Sara Spivey can also be used as a referral contact at: sara.spivey@springfield.uk.net

If the report is urgent staff should also immediately contact members of SLT on site (Mon-Fri). In the case of an emergency and in the absence of a school SLT contact staff should use 999 and/or the MASH referral contact above.

Concerns about other members of staff

If any staff have safeguarding concerns about another member of staff during this period they should refer this immediately to the DSL, Jon Wilburn or to the Headteacher as soon as practicably possible. If they are unable to contact either they should consult another member of the Senior Leadership Team.

Online safety

All staff have a responsibility to teach and practise online safety and during this period of closure this is more important than ever. Staff will be using different online platforms and communicating with students via software like Google classroom and Google meet (live lessons). Staff must adhere to the conduct guidance set out in the safeguarding/child protection policy and appendices and the guidance contained within the 'Remote Education: Expectations at Springfield' booklet. The DSL will remind students and parents of how they can stay safe online and ensure that the school website has relevant and up to date information, guidance and links to reliable resources. Individual concerns about students' safety online should be reported using the routes described above. Further information about being safe online can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/811796/Teaching_online_safety_in_school.pdf

This online safety guidance should be observed with reference to the Springfield e-learning policy found here: https://springfield.uk.net/images/files/policies/E-Safety_Policy_2020-2021.pdf

Mental Health

It is the responsibility of all staff to encourage and promote positive wellbeing and mental health for our students. Students are also encouraged to take responsibility for their own mental health and wellbeing. This is done as part of our Personal Development Learning curriculum, extra-curricular activities and is also facilitated more directly via Year Office teams and Form Tutors. Broader communications including assemblies and newsletters to parents and students are also used to promote positive wellbeing messages and strategies.

When concerns do arise regarding individual students, staff take these seriously and make referrals as required via a Designated Safeguarding Lead.

Students have access to trained pastoral staff including Mental Health First Aiders within school who can provide appropriate support and signpost them to other resources and support services should it be deemed appropriate.



For students who require further support, timely referrals are made to outside agencies such as the Mental Health Support Team and CAMHS (Child and Adolescent Mental Health Services).

Additional support resources for staff and students include:

MindEd: Staff guidance and information

<https://www.minded.org.uk/>

Young Minds: Student support

<https://youngminds.org.uk/>

U Matter/Relate: Portsmouth based counselling for 11-18 year olds

<https://www.relate.org.uk/hampshire-and-isle-wight/portsmouth-relate>

Kooth: An online 'mental wellbeing community' and app for students

<https://youngminds.org.uk/>

Attendance

Daily attendance (am/pm) is logged using the Google tracker 'Critical Worker and Vulnerable Student REGISTER' shared and accessed via Google drive. We are also required to keep SIMS registers updated in line with DfE COVID school attendance procedures (see link below):

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>

For those children attending school (on-site provision), accurate records of attendance are to be kept for each day school is open and shared using the process below:

- Completion of an internal Google based attendance tracker once at 9.00am (period 1) and once at the start of period 4 by the duty staff
- The attendance assistant transfers all Google based attendance data onto SIMS using the coding outlined in the linked document above
- Completion of the DfE daily attendance totals taken directly from the 'live' Google attendance sheet (uploaded daily by Rebecca Millar)
- For all vulnerable students (who have an allocated Social Worker), Pastoral Managers will make weekly contact with the child's named Social Worker (in addition to contacting Parents/Carers). They will share attendance data and discuss the welfare of the child

This addendum must be read in conjunction with the school's safeguarding and child protection policy and the updated (2020) Keeping Children Safe in Education guidance.