



Child Protection and Safeguarding: COVID-19 addendum

British Forces School Naples

September 2020

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Rebecca Robinson	Rebecca.robinson@modschools.org
Deputy DSL	Leanne Wortley	Leanne.wortley@modschools.org
Headteacher	Rebecca Robinson	Rebecca.robinson@modschools.org
Chair of governors	Alexandra Mason	Alexandra.Mason@jfcnp.nato.int
Designated Safeguarding Governor	Anthony Gregory	Anthony.Gregory@jfcnp.nato.int

1. Scope and definitions

This addendum applies from the start of the Autumn term 2020.

It sets out changes to our normal Safeguarding and Child Protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

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

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

In this addendum, where we refer to vulnerable children, this means those who:

- Are assessed as being in need, including children:
 - With a child protection plan
 - With a child in need plan
 - Looked after by the local authority
- Have an education, health and care (EHC) plan or SCAN
- 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
 - Young carers
 - Considered vulnerable by the school and/or LA

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#) September 2022.

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 (see section 4 for details of our arrangements)
- 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

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 a concern exists, the procedure in the Safeguarding and Child Protection Policy will be followed. All concerns are recorded using MyConcern.

Concerns about any adult working with children must be raised directly with the Headteacher. In the event that the Headteacher is not on site, this must be done via a phone call and a follow up email.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be on site (for example during a local/national lockdown), they can be contacted remotely by telephone and email. All staff have an up to date contact list.

5. Working with other agencies

We will continue to work with the BFSWS and with any other relevant safeguarding and welfare partners, to help keep children safe.

6. Monitoring attendance

We will resume taking our attendance register. We will also follow [guidance](#) from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies. Please see the attendance policy.

We continue to 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.

8. Concerns about a staff member, supply teacher 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/supply teachers/volunteers working on site or remotely](#).

9. Contact with all children during partial school closure or local/national lockdown

We recognise that children may be at greater risk during this period.

Concerns surrounding signs of abuse or effect on a child's mental health will be raised with the DSL via the procedures outlined in section 4 and recorded using MyConcern.

Children who are at home due to a partial school closure will be contacted via email on a weekly basis for safe and wellbeing checks.

Parents will be asked: How is the child/ren? How are the family? How are they finding the home-schooling offer? Do they require any further support? Do they have any further questions? Would they like to arrange a virtual meeting? All contact will be made via school email addresses only and logged. Where contact cannot be made, the DSL will be informed.

During a local/national lockdown children will be contacted daily via a morning registration video call attended by the class teacher and LSA. A weekly register will be kept of children who attend.

The class teacher and LSA will look out for signs like:

- Children not completing assigned work or logging on to the school systems
- No contact from children or via families via email or eSchools messages
- Seeming more withdrawn during any class check ins or video calls.

10. Contact with vulnerable children during partial school closure or local/national lockdown

Vulnerable children will be contacted at least weekly by the Designated Safeguarding Lead. The DSL will [liaise with the SESW and other external agencies as appropriate](#).

11. Online safety

11.1 In school

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

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct policy, Remote Learning policy and IT acceptable use 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 our school, and signpost them to other sources of support too.

11.3 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, 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 by following the links on the school website.

12. Mental health

12.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including (but not limited to) pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

All staff will continue to follow the Safeguarding and Child Protection Policy and raise any concerns with Designated Safeguarding Lead and record using MyConcern.

12.2 Children at home

We will 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.

13. 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.

14. 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.

15. Monitoring arrangements

This policy will be reviewed as guidance is updated, and as a minimum every half term by the Designated Safeguarding Lead. At every review, it will be shared with Safeguarding Lead on the SGC.

16. Links with other policies

This policy links to the following policies and procedures:

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Whistleblowing Policy
- Attendance Policy