



# Rosh Pinah Primary School

## **Addendum to Rosh Pinah Primary School Child Protection and Safeguarding Policy**

**Date for Review: 01.09.21**

## **Covid 19 Addendum to Rosh Pinah Primary School Child Protection and Safeguarding Policy**

Our School's Child Protection and Safeguarding Policy applies to whatever provision the school is providing for its pupils and can be found on the School's Website. The usual safeguarding duties apply while the school is closed to pupils and any concerns must be shared in the usual way with the Designated Safeguarding Lead (DSL).

### **Interim Safeguarding Procedures:**

- A DSL is always available in-person or by phone at all times. They are:  
Sarmila Roy - DSL: Contact Number 020 8958 8599  
Hayley Ordman - Deputy DSL: Contact Number 020 8958 8599
- The Headteacher or a member of SLT is on site daily. They are:  
Jill Howson – Headteacher  
Hayley Ordman ( Deputy Headteacher – Curriculum / Assessment)  
Sarmila Roy- (Assistant Headteacher – Inclusion / Safeguarding)
- The Headteacher or a member of SLT is always available by phone or email
- The First Aiders are on site daily
- There is a list of children who should be in school and this will be followed up by Alyson O'Connor where they do not attend.
- A morning register is taken by the Bubble Leader and submitted to Alyson O'Connor daily
- Alyson O'Connor will submit a daily register to DfE
- Contact numbers for pupils attending are available on SIMS
- Staff must always sign in when on the school site
- Health and Safety concerns about the school site should be reported to:  
Jill Howson – Headteacher  
Hayley Ordman – Deputy Headteacher  
Pravin Vekaria– Site Manager  
Ramesh Jethva - Assistant Site Manager
- Details for which staff are onsite daily are known to staff in advance.

### **Working onsite or remotely with children:**

- Staff phones should not be used in front of children as stated in the Schools Mobile Phone and Smart Device Policy
- Staff still report concerns to the onsite DSL
- Concerns about another member of staff should still be reported to the Headteacher
- The normal rules regarding safe use of the Internet apply and the Acceptable Use Policy is still in place
- Staff dress although may be relaxed should be appropriate e.g Not revealing or have inappropriate logos, pictures or wording
- The Staff Code of Conduct still applies.

### **Staff Conduct:**

- All staff members are made aware of the boundaries of appropriate behaviour and conduct and the principles in our Staff Code of Conduct still apply during this emergency period. We have adapted our policies to reflect the current arrangements to ensure they cover online / remote learning. The usual processes for reporting concerns about a member of staff apply (staff report to Headteacher or the Chair of Governors if the concern is regarding the Headteacher).

**Vulnerable children:**

- A RAG rated list of vulnerable children and EHCP children in place
- For pupils not attending School, regular phone calls will be allocated to them at least every fortnight or more frequently if required to ensure there are no concerns. Any concerns are to be reported to the DSL. Persons responsible are:  
Sarmila Roy  
Hayley Ordman  
Debra Olsen  
Class teacher
- Staff phoning should ideally be on school phones but if not possible should call 141 first to protect and hide number
- Phone numbers are to be treated as data and stored carefully with paper copies of numbers avoided
- Any calls to parents that cause a safeguarding alarm should be reported immediately to the DSL
- Any calls to parents that cause alarm because you are concerned about the emotional wellbeing of a parent or child should be reported to either the DSL/Deputy DSL/Family Liaison Officer/ Mental Health First Aider (MHFA) who will pass on the information to the School's Pastoral Support Team
- The relevant persons will continue to attend CP and CIN meetings wherever practical or possible which will most likely be virtual
- Annual reviews will be carried out by phone or Microsoft Teams etc if the parent agrees to avoid delays.

**Mental Health and Wellbeing:**

- The mental health and wellbeing of all our pupils is always a priority and it is recognised that, without the protective factor of attending school, some of our children may be more vulnerable. Understandably, this is a worrying and challenging time for everyone, and we understand that families may be placed under considerable additional pressures, potentially coping with issues such as increased anxiety, financial difficulties, caring for children at home fulltime and illness or bereavement
- We want to continue to do all we can to support our pupils and it is vital, therefore, that we work in partnership with parents / carers to do so. Parents / carers should share any concerns about the wellbeing of their child with school, so appropriate support and interventions can be identified and implemented.

**Interagency Working:**

- It is the responsibility of the designated safeguarding lead to ensure that the school is represented at, and that a report is submitted to, any statutory meeting called for children on the school roll or previously known to them. Where possible and appropriate, any report will be shared in advance with the parent(s) / carer(s)
- The member of staff attending the meeting will be fully briefed on any issues or concerns the school has and be prepared to contribute to the discussions. During this closure period, there are temporary arrangements in place and meetings will take place virtually (online).

**Online Safety:**

- We will continue to have appropriate filtering and monitoring systems in place in school
- Where staff are interacting with children online, they will continue to follow our existing Online Safety Policy and Staff Code of Conduct
- 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

- Parents are reminded about how to keep their children safe online. It is important for parents to be vigilant about their child's online activity and to inform the school of any concerns they may have about their child in this respect. Particularly useful websites are CEOP, Childnet, Internet Matters, Net Aware, NSPCC, Parent Info and Safer Internet
- When using Google Meet we will ensure 2 adults are linked to each virtual classroom to enable them to monitor the activity during the session
- When making videos staff will be aware of safeguarding procedures e.g. recordings are not made in a bedroom and appropriate clothing is to be worn etc
- We will make sure children know how to report any concerns back to school
- Parents or pupils will not be spoken to via social media
- Personal email address or phone numbers will not be given out
- Emails will be directed through the office email addresses. However, the school will permit parents to use Staff's school email for classroom correspondence for example: attaching completed work where using Google Classroom is proving challenging for the family
- Senior staff will not have automated replies on their emails as they are working even though the school is closed.

#### **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 and report to the DSL / Deputy DSL – about both children attending school and those at home.

#### **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 to the Headteacher – whether those concerns are about staff/supply teachers/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) in line with government guidance.

#### **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.

**Useful Numbers & Contacts:**

Where a child is at immediate risk of significant harm the DSL or Deputy DSL should call:

- MASH on 020 8359 4066 or call the Police on 999.
- Education Welfare Team 020 8359 7716 - [ewt@barnet.gov.uk](mailto:ewt@barnet.gov.uk)
- MASH Education Welfare – [EWTMASH@barnet.gov.uk](mailto:EWTMASH@barnet.gov.uk)
- MASH – 020 8359 4066 [MASH@barnet.gov.uk](mailto:MASH@barnet.gov.uk)
- Accessing Early Help remains the same, through a MASH referral. The 0-19 Early Help Hubs are also a source of advice for schools.

**West Hub** (Covers the postcodes of: HA8, part of NW7, part of NW9)

- Main Hub office: Barnet and Southgate College- Colindale, 7 Bristol Avenue (formerly Lanacre Avenue) London NW9 4BR, Telephone 020 8359 3510.

**Looked After Children:**

For Children Looked After the allocated Social Worker must also be informed.

Virtual School contacts:

Sarah Deale [sarah.deale@barnet.gov.uk](mailto:sarah.deale@barnet.gov.uk)

Julie Locke [julie.Locke@barnet.gov.uk](mailto:julie.Locke@barnet.gov.uk)