

Bitterne CE Primary School Addendum to Safeguarding Policy March 2020
Shared with governors electronically 30-3-2020 UPDATED 20-4-20, 28-4-20,18/05/20 and 27/05/20

This addendum should be read alongside the current Safeguarding and Child Protection policies.

Context

From 1st June 2020 schools have been asked to reopen for Year R, 1, 6 and to continue running Critical Worker School. The school will follow DfE guidance in order to do this.

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable with a social worker or who have an EHCP, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

The principles of Keeping Children Safe in Education 2019 remain in place, however this addendum of Bitterne CE Primary Safeguarding and Child Protection policies contains details of our individual safeguarding arrangements in the following areas:

Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989. At Bitterne CE this group will include children with a Child in Need or Early Help plan as well as those previously looked after.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority, where appropriate, and parents, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home. Children who are midway through an EHCP assessment or where the school is gathering evidence, as part of the plan, do and review cycle, in order to submit for an EHCP in the near future will also be risk assessed and parents will be part of this. For these children it will be the school's decision, as to whether a place can safely be offered.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge receiving children's social care support or Early Help. The school will keep in contact with families where vulnerability may be increasing, as circumstances are changing quickly in the current situation, in order to determine current support and need.

Bitterne CE Primary will continue to work with and support children's social workers and to help protect vulnerable children. This includes working with and supporting children's social workers and family engagement workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: Andy Peterson.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Bitterne CE Primary will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Bitterne CE Primary or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Bitterne CE Primary will encourage all vulnerable children to attend school.

Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. Attendance numbers will be submitted to the DfE on a daily spreadsheet until notified otherwise by the DfE.

Bitterne CE Primary and social workers will agree with parents/carers when children in need should be attending school – Bitterne CE will then follow up on any pupil that they were expecting to attend, who does not. The school will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) who subsequently do not attend.

Parents and carers of eligible Yr R,1 6, and critical worker school children, including carers of vulnerable children, are strongly encouraged to bring their children in to school from the 1st June 2020, but they will not face fines or other sanctions if they don't.

What will this look like for Bitterne CE Primary?

To support the above, Bitterne CE Primary will, when communicating with parents/carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the school will notify their social worker.

The school aims to contact the families of vulnerable children as follows:

- Children on a child protection plan – daily phone contact each day, if not in school.
- Children with a Child in Need plan—twice weekly phone call
- Children with Early Help plan – weekly contact
- Children looked after – daily contact
- Children with EHCP weekly contact

If school is unable to make contact, particularly for children on a child protection plan, the social worker will be emailed and the team lead social worker will be copied in. They will also be emailed

where the contact raises any concern. There is a rota for when calls need to be made on the private server. All contacts and attempted contacts to a vulnerable child's parents/carers will be recorded on CPOMs, with all DSLs copied in.

If the SEN team, social worker or line manager cannot be reached the school will notify:

SEN – child or young person with EHCP:

Tammy Marks tammy.marks@southampton.gov.uk

Child on CP plan, CIN or other pupils with additional professional involvement:

Alison Philpott Alison.philpott@southampton.gov.uk

Bitterne CE Primary School will observe the government guidance on social distancing wherever possible when children attend school.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

Designated Safeguarding Lead

Andy Peterson HT, Liz Allen DHT, Clare Bailey AHT, James May AHT and Clare Horan Business Manager. The Safeguarding Governor is Tessa Hurst.

The optimal scenario, as per our schedule, is to have a trained DSL (or deputy) available on site. Where this is not possible a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home (including out of hours and holiday time).

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

It is important that all Bitterne CE Primary have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them.

If for any reason Bitterne CE Primary is unable to sustain DSL availability then a senior member of staff will contact Derek Wiles derek.wiles@southampton.gov.uk and cc Alison.philpott@southampton.gov.uk to inform Southampton City.

Any trained DSL will remain considered as trained during this period, even if their two-year role specific training runs out during this time.

Any amendment to practices and processes will be considered by the DSL with the Headteacher, or senior lead in the absence of the head teacher in the context of safeguarding and child protection prior to their implementation. The safeguarding Governor will be kept up to date.

Meetings of professionals for safeguarding purposes

The DSL will continue to engage with MASH, social workers, and attend all multi-agency meetings, which can be done remotely.

The DSL/ Deputy DSL will prepare reports for ICPC and RCPC meetings as usual and send these at least 48 hours ahead of the meeting.

The DSL will ensure that wherever required partners are able to carry out assessment and interviews where needed with children and young people where they are a statutory duty or in the

best interests of the child. This may be through using 'Zoom' to facilitate social distancing requirements.

Core group meeting input will be via a phone call to the social worker prior to the planned meeting. The school will follow the revised child protection guidelines (see Appendix 1 for guidance from Laura Trevett CP conf lead.)

DSL Oversight

Oversight by DSLs must be undertaken regularly so that any information noted by staff can be considered in context for each individual child and referred on where necessary.

At Bitterne CE Primary School any contextual notes will be added to CPOMs, with actions clearly set out, with a time frame. The Headteacher and DSLs will check they have been completed and any outcome. This will support contextual safeguarding, if the DSL with the most knowledge of an individual child becomes ill, unable to access records.

Sharing of information

Whilst Bitterne CE Primary School continues to have due regard to Data Protection Act 2018 and GDPR, this does not prevent the sharing of information where that is strictly necessary for the purposes of keeping children safe – Keeping Children Safe in Education 2019 paragraphs 76-83.

Bitterne CE Primary school will record sharing information and the retention and transfer of records using CPOMs.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely. In the unlikely event that a member of staff cannot access their CPOMS from home, they should phone the Designated Safeguarding Lead/ Headteacher. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should use a yellow form to report the concern to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally with a phone call to the headteacher.

SCC MASH will continue to operate as usual where concerns and referrals should be shared.
023 80832300

SCC LADO (Jemma Swann) will continue to operate as usual where there is a concern relating to an adult working in school.

Email : LADO@southampton.gov.uk Please use the LADO email only, this box is monitored by cover if Jemma is away.

Phone: 02380 382693

Mobile: 07500952037

For the MASH, Early Help and LADO please refer to the more detailed sections in the overall safeguarding policy (p39 and appendix 2).

Concerns around the Headteacher should continue to be directed to the Chair of Governors:
Amanda Humby.

Intelligence information

If information is intelligence for the Police, non-urgent and not clear if any crime has been committed but indicates that a young person or vulnerable adult may be at risk, or a crime may be/may have been committed staff will use the online CPI form found at:

<https://www.safe4me.co.uk/portfolio/sharing-information/>

This should also be reported to the DSL and recorded on CPOMs. The CPI form should not be kept once submitted.

Referrals to MASH are separate and may be required as well depending on the information needing to be referred.

Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. However, Southampton City are developing support, advice and guidance for DSL in line with government guidance and local needs and this will be reviewed regularly. Updates will be provided through training support and safeguarding weekly updates. This is not training but will help DSLs to keep up to date with any guidance and common local queries.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, they will continue to be provided with a safeguarding induction which includes reading and signing the declaration for key policies and the code of conduct, also confirming that they have read and understood KCSiE 2019 part1, and know it is their responsibility to ask any questions if they are unsure.

If it is unlikely that staff are deployed from another education or children's workforce setting to our school. However, if this is needed to remain open, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, Bitterne CE Primary will continue to follow the relevant safer recruitment processes for our setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSiE).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact. <https://www.gov.uk/government/new/covic-19-changes-to-standard-and-enhanced-id-checking-guidelines>

It is unlikely due to current social distancing measures, but if Bitterne CE Primary is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in

paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Bitterne CE Primary will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

Bitterne CE Primary will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSiE 2019 and the TRA's 'Teacher misconduct advice for making a referral'. www.go.uk/guidance/teacher-misconduct-referring-a-case
During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

All referrals will continue to be considered, but no hearings will be scheduled at this time. If a serious safeguarding concern is referred and it is deemed it is in the public interest consideration will be given by the TRA as to whether an interim prohibition order (IPO) should be put in place.

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Bitterne CE Primary will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

Bitterne CE Primary will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place.

Children and online safety away from school and college

It is important that all staff who interact with children, including by phone, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Staff at Bitterne CE Primary school will also be aware of supporting the mental health and well-being of children and will familiarise themselves with the government document so that they can refer parents and carers to it should they consider it will be helpful for them as well.

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-youth-peoples-mental-health-and-wellbeing>

Bitterne CE Primary will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

At Bitterne CE Primary school the headteacher will be responsible in ensuring that staff understand the update or changed processes with respect of distance learning and communication methods and that the schools code of conduct is followed.

The following links support governing bodies to assure themselves that any new/changed arrangements continue to effectively safeguard children on-line.

<https://www.gov.uk/government/publications/online-safety-in-schools-and-colleges-questions-from-the-governing-board>

The following link provides support for professional with any online safety issues they face.

Risk assessments may need additional elements to ensure that no member of staff places themselves at risk of allegations through using technological means to communicate or teach at this time.

At no time should a staff member use personal social media channels to communicate with a pupil.

School year group email accounts have been set up for parents and children to contact their year group teachers. Protocols for the use of the emails have been created for teachers and parents so that they know their responsibilities in keeping the children safe. All other communication should be sent to the office email address.

Staff will need to ensure that any sensitive information is stored or discussed in as secure a manner as is possible given each worker's home working circumstances. As all staff have access to CPOMs then any sensitive information will be stored on this system and reported to DSLs.

Videos can be a great way to keep in touch and make learning fun for children remotely. This could be of an adult reading a story, a PR activity, key learning points for maths or English, instruction for a task

While the school is still open to critical worker children, videos should ideally be created in school when the critical worker school is in session and supervising teachers can be released to do this for some time in the day. However, where this is not possible, and a video is created at home the guidance below must be adhered to-

- Staff must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- Videos should be kept to a reasonable length of time and be succinct.
- Language must be professional and appropriate, including any family members in the background.
- Videos will be for the class or group – Please don't create or send videos that are a 1 to 1 message
- Staff must not send the video out themselves. All videos will be sent via Clare H who will view them first before emailing or adding to the website.

Due to the age of our children, we do not plan to do live streaming teaching sessions that require the children to be online at a certain time.

Year R use videos to further learning through Tapestry. These are sent out via the phase leader using the Tapestry App who ensures that:

- They do not feature children, only consenting staff members
- All are vetted by the Phase Leader
- They are filmed in appropriate locations
- The content is appropriate and follows teaching code of conduct

At Bitterne CE Primary daily lessons plans will be placed on the school's website for parents to access. Plans will have links to trusted sites that the teachers use as part of their teaching. The Oak National Academy and BBC Bitesize will also be listed as learning platforms for parents to access.

Information for parents is shared on the school website to help keep children safe when working on-line.

Supporting children not in school

Bitterne CE Primary is committed to ensuring the safety and wellbeing of all its children. Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type ELSA support in school, they should ensure that a clear communication plan is in place for that child. Details of this plan must be recorded on CPOMS, as should a record of contact have made.

The communication plans can include, phone contact, door-step visits where safe to do so, taking into account current social distancing measures. Other individualised contact methods should be considered and recorded.

Bitterne CE Primary and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concern arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and through emails to parents/ children.

Bitterne CE Primary recognises that school is a protective factor for children, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Bitterne CE need to be aware of this in setting expectations of pupils' work where they are at home.

Bitterne CE will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them, such as access to ELSA. This will be bespoke to each child and recorded on CPOMS.

Contact by phone to support a family with learning or making a vulnerable child call, will ideally be done in school. However, where this is not possible, calls can be made from home (making sure that teachers are on their own in a room and are not with others) but 141 must be used prior to dialling as this will withhold the number of the caller. Contact by phone should be recorded by the teacher on a class list and recorded on CPOMS, if there are concerns, which would also be reported to the DSL. Teachers will only have the numbers of parents in their class that they are contacting. DSLs will record phone calls made to the parents of vulnerable children and concerns raised with social workers by email or phone will be logged on CPOMS.

Email communication between teachers, children and parents can be made using year group email accounts or the ELSA email account. Protocols created for teachers and parents must be followed. Any concerns raised should be recorded on CPOMS and the DSL informed.

Supporting children in school

Bitterne CE is committed to ensuring the safety and wellbeing of all its pupils. We will continue to be a safe space for all children to attend and flourish.

The head teacher will ensure that all risk assessment have been completed, and amendments to key policy before the school opens to wider year groups on the 01/06/20. All members of staff will work their normal hours. Induction briefing will be held with members of staff before children

attend. Senior Leaders will be available to support teaching colleagues and children during the early part of the wider opening to offer reassurance and be easily available to pick up any issues.

The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The school will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

Where Bitterne CE Primary has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Local Authority.

Maintaining a safe environment in school

In order for the building and environment to continue to be a safe place for all children and staff, the usual statutory testing schedule will continue, including Health and Safety assessments.

Southampton City Council deem all compliance services as essential work.

For fullness of information, these relate to:

- Gas safety
- Electrical safety
- Asbestos
- Fire Risk
- Water safety / Legionella

All health and safety matters should continue to be reported to Paul James and in his absence Clare Horan or Andy Peterson or the DSL on site for that day.

Hidden Harms

Police colleagues request, together with safeguarding partners that education staff remain aware that breast flattening, FGM, faith-based abuse will be possibly more difficult to consider at this time, but that does not mean it is not occurring. The risks of home-based breast flattening and FGM remain. All concerns should be recorded on CPOMs and discussed with the DSL. If a teacher knows that FGM has occurred the statutory duty remains in place that it is their personal responsibility to report this to the police directly. If the teacher is unclear if it has occurred then the referral route to MASH should be followed.

Peer on Peer Abuse

Bitterne CE Primary recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that child. Concerns and actions must be recorded on CPOMS and appropriate referrals made.

Sharing this Addendum with staff

The information in this addendum has been disseminated to all staff via email. Through the use of 'Google forms' staff have confirmed that they have read and understood. This is monitored by Clare Horan Business Manager.

Contact information

As of (10/4/2020) All referral routes into the Local Authority are as below:

Multi-agency safeguarding hub:

<https://www.southampton.gov.uk/health-social-care/children/child-social-care/multi-agency-safeguarding-hub.aspx> (online referral form here)

Telephone number for professionals: 023 8083 2300

Email address: MASH@southampton.gov.uk

Early Help hub:

Telephone number: 02380833311 offer of discussion at this time, which may then lead to needing a referral

<https://www.southampton.gov.uk/health-social-care/children/children/child-social-care/early-help.aspx>

LA designated Officer: Jemma Swann

Email address: LADO@southampton.gov.uk

TEL: 023 80 382693 Mobile: 07500952037

Operation Encompass remains operational and same process

Lead for Education: Derek Wiles

Derek.wiles@southampton.gov.uk

Lead for safeguarding in School improvement team: Alison Philpott

Alison.philpott@southampton.gov.uk

TEL: 07500050277

Contact details for Solent- 0-19 Public Health Nursing Services (Health Visiting and School Nursing)

Families and professionals - Health Visiting and School Nursing Duty Line:

Monday to Friday 9-4pm through our direct line: 0300 123 6629

Family Nurse Partnership direct line is: 0300 123 6627.

Or via Solent Pulse Text messaging service:

Health Visiting Solent Pulse Text messaging service: 07491163275

School Nursing Solent Pulse Text Messaging service: 07491163276

Educational neglect guidance

In the current Covid-19 crisis schools are currently directed to work differently by government so guidance issued for colleagues regarding "Educational Neglect" must be used taking in to account the fact that provision will be different and may change regularly. More so than ever, open

discussion between colleagues will be important in establishing, for example, offers made, take-up, and any reasons for non-attendance until the school closure situation changes.

CAMHS referral pathway

CAMHS is now delivering a community pathway for the delivery of urgent assessments (within 24 hours) of young people who may have previously been directed to Southampton General Hospital. This is an extension of the current service offer and will be provided 7 days a week. In order to achieve this enhanced service safely, the service will not be in a position to respond to routine referrals over the next few months. What that means is that we will only be in a position to respond to referrals where there is evidence of significant mental illness impacting upon risk and safety. Further details are in the attached letter.

It is important to note that that CAMHS will not be triaging by phone so the information provided within the referral form/letter will be key to next steps for the child/young person as triaging will be based on the information provided in the referral letter/form, and not by routinely calling families/referrers to complete the full triage phone assessment as happens now.

Schools need to be aware that there is a need to ensure if making a referral that it is detailed referral information stating a young person’s presenting need. This will be key in helping CAMHS to determine the best next steps for the young person and their family. If you are unsure if a referral is appropriate during this period then colleagues from our triage team will still be available to discuss these. They can be contacted on the CAMHS West direct dial number 023 8103 0061 or through the main reception on 0300 123 6661.

Please note this change of service process will need to be communicated to staff who may contact CAMHS/ refer to CAMHS and included below, and attached is helpful information to aid decision making and support for young people and their parents at this time provided by CAMHS.

The table below gives some examples of what we look for in an urgent referral and therefore what we will be responding to.

Routine to Moderate Level of Need	Urgent to Crisis Intervention Level of Need
<ul style="list-style-type: none"> • Neurodevelopmental differences (ND) such as autism spectrum disorder, tics or attention deficit disorder / ADHD assessments. • Anxiety and/or low mood which is impacting upon functioning and where young people have accessed other avenues for support this could include suicidal thoughts BUT with no intention or planning. 	<ul style="list-style-type: none"> • Eating disorders, specifically anorexia nervosa and where there is evidence of physical health being compromised. • Early signs of Psychosis – young person reporting hearing voices and/or seeing things that others can’t and unable to be explained in other ways. • Mental health problems leading to suicidal thoughts WITH intention and planning. • Severe self-harm (deep cuts requiring immediate medical attention, burning, attempted suicide)

This addendum will be reviewed upon further DfE guidance.

Appendix 1 Child protection conference guidance 27 March 2020

- All ICPCs and RCPCs will continue to be held in line with current legislation and guidance regarding information sharing, quoracy and timescales. Conferences will be considered quorate if there is up-to-date information available from all key agencies. In order to enable this, I am pleased to say that we will be distributing the pack of reports for conferences electronically over secure email 24 hours prior to conferences, starting on Monday 30th March for the conferences on 31st March.
- Reports should continue to be provided to CP Conference Admin (cp.conference.admin@southampton.gov.uk) or through alternative systems such as anycoms. Please can all reports submitted include on the front page a contact phone number for the professional completing it.

- For an Initial Child Protection Conference, the chair will endeavour to speak to all professionals involved and relevant family members during the scheduled time of the meeting. In the coming weeks, this may be through a conference call facility, please keep an eye out for details of this on the formal ICPC invitations.
- For Review Child Protection Conferences, the chair will speak to the allocated social worker and if there is sufficient information within the reports, a review may be completed without all professionals being spoken to additionally. If a professional wishes to speak to the chair, please email the chair directly to request this. Attempts will be made to speak to all core group members if the plan is stepping out of CP planning.
- Chairs will speak to key family members for all conferences where possible.
- If a confidential slot is required, please discuss this with the conference chair directly at least 24 hours prior to the conference. The Chair will then decide how best to disseminate this information to the other attendees.
- Please include in your report any views of the children or parents that they have shared with you, as well as your view on the basis of the information you have, whether a further period of child protection planning is required.
- There will be a focus within the discussions looking at any additional risks and safety plans required related to current social isolation restrictions. If any household is expected to be “shielded” under the NHS guidance, this should be identified too.

All reports be submitted at least 48 hours prior to a conference

If there are any issues with providing reports in a timely way, please either contact myself Laura Trevett or the CP chair of the conference directly:

Jemma Swann: 07500 952 037 jemma.swann@southampton.gov.uk
 Kate Gibbons: 07393 143 797 kate.gibbons@southampton.gov.uk
 Jo Williams: 07393 143 654 jo.williams@southampton.gov.uk
 Jos Axon: 07392 864 539 jos.axon@southampton.gov.uk
 Laura Trevett: 07771 670 307 laura.trevett@southampton.gov.uk