CHILD PROTECTION AND SAFEGUARDING POLICY – ADDENDUM (COVID-19)

Version:	1.0
Approved:	15 April 2020
Shared with staff:	16 April 2020
Review:	This addendum will be reviewed following any updates to national and local guidance and procedures
Co-ordinator:	Lucy Wanstall/Andy Fisher

1   Context

- On 20 March 2020 parents were asked to keep their children at home, wherever possible, as part of the response to coronavirus (COVID-19). Schools and childcare providers were asked to provide care for a limited number of children – children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.
- The way Sandwich Technology School is currently operating in response to coronavirus is fundamentally different; however, our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2019, remain the same:
  - the best interests of children will always come first;
  - if anyone has a safeguarding concern about any child they should continue to act and act immediately;
  - a DSL or Deputy DSL is available;
  - unsuitable people are not allowed to enter the children's workforce and/or gain access to children;
  - children should continue to be protected when they are online.
- This addendum to the Sandwich Technology School Child Protection and Safeguarding Policy contains details of any amendments to our existing safeguarding arrangements.

2   Key School Contacts

	Name	Email	Phone Number
Designated Safeguarding Lead (DSL)	Lucy Wanstall	lucy.wanstall@sandwich-tech.kent.sch.uk	01304 610103
Deputy Designated Safeguarding Lead	Stacy Kemp	stacy.kemp@sandwich-tech.kent.sch.uk	01304 610044 07827442232
Headteacher	Tracey Savage	tracey.savage@sandwich-tech.kent.sch.uk	01304 610008
Chair of Governors	Terence Porter	c/o lynn.walters@sandwichtech.kent.sch.uk	01304 610005
Safeguarding Governor	See above		

3   Designated Safeguarding Leads (DSLs)

Sandwich Technology School's Designated Safeguarding Lead is Lucy Wanstall.

Sandwich Technology School's Deputy Designated Safeguarding Lead is Stacy Kemp.

- Ideally a DSL (or deputy) will be present on site; however, if this is not possible, a named DSL will be available to be contacted via phone or online video – for example, when working from home.
  - In the unlikely event of this not being possible then Sandwich Technology School will share a DSL or deputy from another school, who will be available to be contacted via phone or video call.

- Where a trained DSL (or deputy) is not on site, in addition to the above, a member of the Senior Leadership Team will assume responsibility for co-ordinating safeguarding on site.
  - o This will include updating safeguarding files and liaising with the offsite DSL (or deputy) and as required liaising with social workers where they require access to children in need and/or to carry out statutory assessments at the school/college.
- All staff and volunteers on site will have access to a trained DSL (or deputy) and know on any given day who that person is and how they can speak to them.
  - o Up-to-date details of the DSL/Deputy DSL will be visible to staff and children.
- The DSL/Deputy DSL will continue to engage with social workers and attend all multi-agency meetings, which can be done remotely.

4   Vulnerable children

- Ensuring that vulnerable children remain protected is a top priority for Sandwich Technology School.
  - o 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. (Please see DfE guidance for further information on vulnerable children.)
- There is an expectation that children with a social worker will attend a provision, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child. Where parents are concerned about the risk of the child contracting COVID-19, professionals will talk through these worries with the parent/carer following the advice set out by Public Health England.
- Children with an EHC plan will be risk-assessed in consultation with the Local Authority and parents and a decision will be made about whether they should continue to attend school.
- If vulnerable children are not attending school, we will regularly keep in contact by telephone with them.
- Sandwich Technology School will continue to work with those professionals involved with children and share relevant information with them such as social workers, early help workers and virtual school heads (VSH). This is especially important during the COVID-19 period.
  - o This will include information about attendance and any welfare concerns.
  - o If there is a safeguarding concern, this will be shared with the relevant professional as soon as possible.
- Sandwich Technology School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

5   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.
- Sandwich Technology School and social workers will agree with families/carers whether children in need should attend and Sandwich Technology School will follow up with family/carers where a child/children are supposed to be attending but do not.
- In all circumstances where a vulnerable child/children does not take up their place, or discontinues, Sandwich Technology School will notify their social worker and follow up with the family/carer.
- Sandwich Technology School will also follow up with families/carers that have arranged a place for their child/children, namely keyworkers or children that are considered vulnerable but not open to any agencies and do not attend.
  - o Staff will continue to work with and support children's social workers to help protect vulnerable children.
- Sandwich Technology School will complete both the KCC and Government daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school/college.

6   Reporting concerns

- All staff will continue to look out for any signs that indicate a child may be at risk, both on and off site, including online.
    - o If a member of staff/volunteer has any safeguarding concerns about a child, this will be reported to the DSL as soon as possible.
    - o If the concern is urgent, the member of staff/volunteer will speak to a DSL in person or via phone/video call if they are not on site, immediately.
    - o In the event a member of staff or volunteer cannot make contact with a DSL, this will not delay them taking immediate action to safeguard a child.
    - o Concerns will be recorded using existing safeguarding processes as outlined in our Child Protection and Safeguarding Policy.
- Learners are encouraged to report concerns via existing school systems or to a trusted adult at home.
- Parents/carers are encouraged to report concerns via existing school systems.
- Where staff are concerned about an adult working with learners, they should report the concern to the Headteacher.
    - o If there are concerns about any member of staff or volunteer, the LADO service will be consulted.
    - o Concerns around the Headteacher should be directed to the Chair of Governors.

7   Safeguarding training and induction

- DSL training is unlikely to take place whilst there remains a threat of the COVID-19 virus. 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.
    - o Formal DSL refresher training will be undertaken as soon as possible. DSLs will continue to keep their knowledge up to date through other means.
- All existing staff have read KCSIE 2019 Part 1 and accessed safeguarding training.
    - o Staff will be made aware if any processes have changed with the sharing of this addendum and the DSL will communicate any changes to local processes directly.
- All new staff and volunteers will have an induction provided via the DSL and will be provided with a copy of the school Child Protection and Safeguarding Policy and COVID-19 Addendum.
- Staff may move between schools on a temporary basis and consideration will be given by the DSL as to what induction they need on a case by case basis, dependent on existing skills and knowledge.

8   Safer recruitment

- It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.
- During COVID-19, if Sandwich Technology School recruits new staff we will continue to follow the relevant safer recruitment practices.
- If volunteers are recruited, Sandwich Technology School will continue to follow the guidance in accordance with KCSIE 2019 and volunteers who have not had the relevant checks will not be left unsupervised with a child.
- If staff from other settings volunteer or begin working at Sandwich Technology School we will ensure they have a relevant DBS check following DfE guidance at this time. Sandwich Technology School will risk assess staff from other settings, as we would for a volunteer.
- If staff are deployed from another education or children's workforce setting to our school, 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:
    - o the individual has been subject to an enhanced DBS and children's barred list check;
    - o there are no known concerns about the individual's suitability to work with children;

- o there is no ongoing disciplinary investigation relating to that individual.
- 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.
- Sandwich Technology School will continue to refer to the DBS anyone who has harmed or poses a risk of harm to a child in accordance with KCSIE 2019.
- Sandwich Technology School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) where appropriate. During the period of COVID-19 all referrals will be made by emailing Misconduct.teacher@education.gov.uk.
- Sandwich Technology School will continue to update the Single Central Record and will log details of any risk assessment carried out on volunteers and staff on loan from elsewhere.

9 Supporting children in school

Sandwich Technology School:

- is committed to ensuring the safety and wellbeing of all of its learners;
- will be a safe space for all children to attend and flourish – a senior member of staff will ensure that there are appropriate staff on site and that staff-to-learner ratios have been considered to maximise the safety of children;
- will follow the current Government guidance in relation to social distancing and all matters relating to public health from the respective websites and outlets;
- will ensure that all children who are either categorised as vulnerable or children of critical workers and are in attendance are appropriately supported;
- will continue to record any support provided to children in relation to safeguarding issues on their respective safeguarding recording system.

Peer-on-peer abuse

- Sandwich Technology School continues to recognise and respond to cases of peer-on-peer abuse by considering each incident on a case-by-case basis and basing any intervention on usual processes outlined within KCSIE 19.
- Sandwich Technology School recognises that the current circumstances and the changeable nature of current Government guidance may mean that the school may need to adapt elements of the process in some cases to ensure that they are able to respond in line with Government advice when required.
- The DSL will continue to consult as appropriate with multi-agency professionals to ensure that children's safety and wellbeing is not compromised when incidents of peer-on-peer abuse are brought to their attention.

Online safety

- Sandwich Technology School's expectations with regard to online behaviour and education when using school provided devices or internet access on site will continue to be implemented in line with existing polices. Any concerns regarding onsite online behaviour or use will be responded to in line with existing policies.
- Sandwich Technology School will continue to provide a safe online learning environment where learners use school provided devices on site; appropriate filtering and monitoring will continue to be implemented.
  - o Learners' internet use will be supervised by staff according to their age and ability and learners will be directed to use appropriate online resources and tools.
- Use of staff and learner personal devices, including mobile phones, will be managed in line with our existing mobile technology policy.

10 Supporting children not in school

- Sandwich Technology School will continue to ensure the safety and wellbeing of all children and young people that remain on the school roll.
- All DSLs will continue to identify those vulnerable children that would benefit from Early Help as identified in KCSIE 2019, provide pastoral support and consider whether they would benefit from external support also.
- There will be clear plans around how best to communicate with learners who are identified as vulnerable, as well as those about whom DSLs have concerns but who do not receive a statutory service.
  - o This could include telephone contact and/or doorstep visits but is at the discretion of the DSL.
- Sandwich Technology School and the DSL will work closely with all relevant agencies and professionals regarding safeguarding a child who is not on site.
  - o Any plans will be reviewed regularly and, if concerns become significant, the DSL will consider any requests for support if considered appropriate.
- Sandwich Technology School recognises that this is a difficult time for children and young people who consider school as a safe place and the current situation may impact on the mental health of learners, staff and parent/carers.
- The school will utilise its website and social media presence to ensure that safeguarding messages are shared with children and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.

<u>Online safety away from school</u>

- All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with the Child Protection and Safeguarding Policy addendum.
  - o Where necessary, referrals will be made to the LADO, children's social care and, as required, the Police.
- Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
  - o Childline: www.childline.org.uk;
  - o UK Safer Internet Centre's 'Report Harmful Content': https://reportharmfulcontent.com;
  - o National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): https://reportharmfulcontent.com.
- Parents/carers are encouraged to ensure children are appropriately supervised online and that appropriate parental controls are implemented.
- All communication with learners and parents/carers will take place using school provided or approved communication channels; for example, school provided email accounts.
  - o Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Sandwich Technology School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our school behaviour policy/code of conduct.
- When delivering remote learning, staff will:
  - o only use online tools that have been evaluated and agreed by leadership;
  - o ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account;
  - o where possible, pre-record content.
- If remote learning is taking place 'live', using webcams or chat facilities, staff and learners will ensure a professional environment is maintained. This means:
  - o staff will record the length, time, date and attendance of any online lessons/contact held or made;

- ο live sessions will involve at least two members of staff where possible;
  - sessions will not be delivered in any 1:1 situation, unless pre-approval has been given by the DSL and/or Headteacher and the session is auditable;
- ο staff will record any online lessons so they can be audited or accessed later if required; learners and staff should be made aware that lessons are being recorded;
- ο staff will agree online behaviour expectations with learners at the start of lessons;
  - staff will revisit our acceptable use of technology policy with learners as necessary;
- ο all participants will wear suitable dress, use professional language, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate;
  - staff and learners should ensure personal information and/or, inappropriate or unsuitable personal items are not visible;
  - where possible, other household members should not be in the background or shot; if this is unavoidable, they should follow appropriate language and behaviour expectations;
  - If 'live' streaming, staff will mute and/or disable learners' videos and microphones, as required.

Additional support and links

- As well as through existing school mechanisms, learners, staff and parents/carers can access age appropriate and practical support and advice via a range of national and local services:
  - ο Childline: www.childline.org.uk
  - ο Kent Resilience Hub: https://kentresiliencehub.org.uk
  - ο NSPCC: https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/

DfE Guidance

- Closure of educational settings: information for parents and carers: www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers
- Vulnerable Children Guidance: www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people
- COVID-19: guidance for educational settings: www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers: www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers
- Coronavirus (COVID-19): attendance recording for educational settings: www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

Specific links relating to coronavirus for learners and parents/carers

- Kent County Council: www.kent.gov.uk/social-care-and-health/health/coronavirus
- Childline: www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/
- Mind: www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/
- Young Minds: https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/
- Kent Children's University: Home Resources Learning Packs: www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/
- Children's Commissioner:
  - ο Children's guide to coronavirus: www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/

- ο Resources for parents during coronavirus:
  www.childrenscommissioner.gov.uk/coronavirus/resources/
- Sport England: www.sportengland.org/stayinworkout
- Place2be:
  - ο www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/
  - ο www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/

Online Safety

- NCA-CEOP: www.thinkuknow.co.uk/
- Internet Matters: www.internetmatters.org/
- Childnet: www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19
- UK Safer Internet Centre: www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc
- NSPCC: www.nspcc.org.uk/keeping-children-safe/online-safety/
- Parent Info: https://parentinfo.org/
- BBC Own it: www.bbc.com/ownit

Domestic Abuse

- Domestic Abuse Services: www.domesticabuseservices.org
- Victim Support: 0808 16 89 111 www.victimsupport.org.uk/help-and-support/get-help/supportline
- Look Ahead Care & Support – Service provider West Kent (Sevenoaks, Tunbridge Wells, Tonbridge and Malling): www.lookahead.org.uk/
- Oasis Domestic Abuse service – Service provider, East Kent. (Thanet and Dover): www.oasisdaservice.org/home
- Clarion Housing Association – Service provider for North and South Kent
  - ο North Kent: (Dartford & Gravesham, Swale and Maidstone) Clarion DA confidential Helpline: 07376 637069 (Monday to Friday, 9.00 am – 5.00 pm)
  - ο South Kent: (Ashford, Folkestone & Hythe and Canterbury) Rising Sun Domestic Abuse service helpline: 01227 452852 (Monday to Friday, 9.00 am – 5.00 pm)
- National Women's Aid Domestic Abuse 24 hour helpline:0800 2000247