

## COVID-19 Annex to Safeguarding and Child Protection Policy (March2020)

This annex has been produced as a response to the safeguarding issues presented by the closure of schools due to the COVID-19 outbreak and is open to review as circumstances develop. It is intended as an addition to the existing Safeguarding and Child Protection policy, and all general principals of that policy continue to apply. This annex has been produced using government guidance found at:-

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

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1. The basic principles of KCSIE 19 remain unchanged:-
  - with regard to safeguarding, the best interests of children must always continue to come first;
  - if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately;
  - a DSL or deputy should be available (although not necessarily on-site);
  - it is essential that unsuitable people are not allowed to enter the children's workforce/workplace and/or gain access to children:-
  - children should continue to be protected when they are online.

2. Modifications in response to school closure:-

Key Points:-

- This annex addresses the changed circumstances to Safeguarding and Child protection brought about by the enforced closure of schools due to COVID-19 and will be kept under review incorporating addition information, advice or updates from Police, Social Services, and Health; also reviewed with information, advice or updates regarding education, health care plans, and LADO;
- This Annex applies to all circumstances when the school site is open, and so includes periods when the school would otherwise have been closed for school holidays and/or bank holidays;
- All staff and volunteers are to be made aware of this annex and its implications and operation, and any future revision. The annex (and any future revision) will be made available on the School web site;
- DSL (and/or deputy) will continue to be accessible during period of closure (although not necessarily on site);
- All staff should continue to act immediately on any safeguarding concerns and will be aware of the procedures for raising and reporting concern about safeguarding risks to students whether from within or outside the school community (elaborated below);
- The school will continue to support children's social workers, and the local authority VSH for looked-after and previously looked-after children;
- Peer-on-peer abuse issues will need to be handled by remote communication with allegations handled on a case by case basis depending on the specific nature of the issue (elaborated below);

- There will be arrangements in place for supporting “vulnerable students” but also for supporting students where concern exists but where “vulnerable” definition is not strictly met (*see Safeguarding risk assessment for COVID-19 document*);
- Arrangements have been made to address on-line safety (elaborated on below)

### 3. Detailed elaboration:-

- **Availability of DSL:** While it would be optimal for any school providing care for children to have its trained DSL or deputy available on site it is recognised this may not always be possible. In this case:-
  - the trained School DSL or deputy is be available to be contacted via phone or online video from home:-
    - when staff and students are on-site (school open to vulnerable students and key workers with staff rota operating), DSL will be directly available by telephone or e-mail;
    - when students and staff are not on site and school is physically closed web page, and voicemail message will direct enquiries either to Social Services or Police or DSL e-mail contact;
    - DSL (delegating where appropriate) will maintain contact lists of students to be contacted routinely as on-going “check-in” for their wellbeing (*see Safeguarding risk assessment for COVID-19 document*);
    - DSL remains available for contact by appropriate external agencies who will have contact number and e-mail available to them (on school web site and voicemail) if Office unstaffed.
- **Provisions for Vulnerable Students:** Government expectation is vulnerable children, including those who have a social worker (in consultation with the social worker), EHC, and also the children of key workers, will have access to school site (in consultation with their parents). This is met by Sir Roger Manwood’s School procedures put in place, with adequate supervision being provided by staff on rota basis.
  - Families of eligible families are contacted by Sir Roger Manwood’s School to assess level of need, or to check if place not taken up by families if vulnerabilities are known (*see School’s Safeguarding Procedures for COVID-19 document*);
  - If vulnerable children are not attending school, we will regularly keep in contact by e-mail and or telephone with them;
  - During the period of closure when students are on site only existing staff will have contact with them – all these staff will already hold up-to-date DBS and have received relevant and up-to-date safeguarding training;
  - Sir Roger Manwood’s School, principally DSL, will continue to liaise with Children’s Service, Police and all other relevant external agencies during periods of closure, and DSL will be available for relevant meetings via telephone link;
  - Sir Roger Manwood’s School will confirm contact details with parents where necessary and maintain as up-to-date contact details as possible under the circumstances.
- **Supporting children in school:-**
  - Sir Roger Manwood’s School is committed to ensuring the safety and wellbeing of all its learners;
  - Sir Roger Manwood’s School 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.
  - Sir Roger Manwood’s School will follow the current government guidance in relation to social distancing and all matters relating to public health from the respective websites and outlets (add links here)
  - Sir Roger Manwood’s School will ensure that all children who are either categorised as vulnerable or children of critical workers and are in attendance are appropriately supported.
  - Sir Roger Manwood’s School will continue to record any support provided to children in relation to safeguarding issues on their respective safeguarding recording system.

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

- **Attendance monitoring:** -
  - Local authorities and education settings do not need to complete their usual day-today attendance processes to follow up on non-attendance.
  - Sir Roger Manwood's School and social workers will agree with families/carers whether children in need should attend and the 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, the school will notify their social worker and follow up with the family/carer (responsibly of DSL or deputies).
  - Sir Roger Manwood's 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.
  - Staff will continue to work with and support children's social workers to help protect vulnerable children.
  - Sir Roger Manwood's 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.
  
- **Staff reporting:** Staff will be reminded of procedures for raising safeguarding concerns during the period of closure:-
  - All staff have received safeguarding training on what to do if worried about a child;
  - All staff continue to have access to *My Concern* on-line safeguarding reporting site;
  - All staff will have contact telephone numbers and e-mail address for DSL;
  - Procedures for contacting DSL/deputies are held in School Office for use by staff on-site;
  - All staff are briefed on emergency responses (i.e. call 999);
  - All staff been given contact details for Children's Services and also brief on how to complete Front Door referral should it not be possible for DSL or deputies to do this;
  - Where staff are concerned about an adult working with learners, they should report the concern to the headteacher through whatever remote means are available
    - If there are concerns about any member of staff or volunteer, the LADO service will be consulted with (by telephone).
    - Concerns around the headteacher should be directed to the Chair of Governors (by telephone or e-mail).
  
- **Interschool transfer:** The DSL will continue to forward relevant safeguarding material and other information relevant to a child's wellbeing should that child transfer to another institution (although this is considered unlikely at this time, this might become an issue towards the end of the academic year, and also consideration needs to be given to Yr6/7 transition). Any move of school for a Child in Care would be overseen by the relevant VSH.
  
- **Safeguarding Training:** At present all the Sir Roger Manwood's School DSL and deputies are trained and accredited up to 2020. The DSL will continue to issue safeguarding advice and up-dates to staff as appropriate.
  
- **Volunteers on site/on-line:** At this time there are no voluntary staff interacting with students either in person or remotely. It is not anticipated this situation will change before the end of the closure period (see below for policy on permitting volunteers on site).
  
- **Safe recruiting:**

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 Sir Roger Manwood's recruit new staff we will continue to follow the relevant safer recruitment practices.
  - If volunteers are recruited Sir Roger Manwood's 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 Sir Roger Manwood's we will ensure they have a relevant DBS check following DfE guidance at this time. Sir Roger Manwood's 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/college, 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
  - 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.
  - Sir Roger Manwood's 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.
  - Sir Roger Manwood's will continue to consider and make referrals to the Teaching Regulation Agency (TRA) where appropriate. During the period Covid-19 all referrals will be made by emailing Misconduct.teacher@education.gov.uk.
  - Sir Roger Manwood's 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.
- **Peer-on-peer abuse:** It is recognised that abuse can still occur during the school's closure or partial closure and between those children who do attend the school site during these measures. Staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our Safeguarding and Child Protection Policy section on Peer-on-peer abuse. 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.
- **Supporting children not in school** (some of this has been referenced elsewhere in this document)
  - Sir Roger Manwood's School will continue to ensure the safety and wellbeing of all children and young people that remain on the school/college 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 about who do not receive a statutory service.
  - This will include e-mail and telephone contact and/or doorstep visits but is at the discretion of the DSL (especially respecting staff welfare where there is the expectation of social distancing)
  - Sir Roger Manwood's School and the DSL will work closely with all relevant agencies and professionals regarding safeguarding a child who is not on site.
  - Any plans will be reviewed regularly and if concerns become significant, the DSL will consider any requests for support if considered appropriate.
  - Sir Roger Manwood's School recognises that this is a difficult time for children and young people who consider school/college as a safe place and the current situation may impact on learners', staff and parent/carers mental health (see below).
  - Sir Roger Manwood's 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.

#### 4. Online safety in schools and colleges.

- For students in school using the school network and facilities:-
  - Statement of Acceptable Use applies;
  - Sir Roger Manwood's School maintains robust filter and monitor system that would remain in place;

- For students using Google Classroom:-
  - Statement of Acceptable Use applies, and has been amended to reflect on-line, remote working.
  - Use of Google Classroom is monitored and risk assessment of its use has been made; staff and parents are aware of acceptable use and staff have been briefed on how to report concerns (which would also be envisaged to include safeguarding concerns raised by students through Google Classroom, either directly – e.g. through e-mails and comments, or indirectly – e.g. through lack of contact and submission);
  - Students have clear lines of communication with both subject and pastoral staff through Google Classroom through which they can raise concerns (they have also been given a school e-mail address through which concerns can also be raised);
  - Google Classroom has been assessed for GDPR and staff advised accordingly;
  - Student activities on Google Classroom are also covered by the School’s Behaviour Policy.
  
- For students are home accessing their own devices, networks and social media use:-
  - All students have been briefed on safe internet use and will continue to receive refreshers and up-dates through Google Classroom;
  - Parents/carers have received advice on on-line and social media safety from school – also available on web site;
  - DSL (or deputies) are available to be contacted with concern about on-line abuse (details on web site);
  - Staff and parents/carers are aware of on-line abuse reporting and how to do this - police, CEOP (with the CEOP link being available on School web site);
  - School – principally DSL – maintains contact with police/CEOP/Children’s Services to address any on-line abuse.

However, under present conditions it is felt the School is limited in its ability to supervise internet and social media use in the home. Government advice regarding off-site use of digital media states: *All schools and colleges should be doing what they **reasonably** can to keep all of their children safe.*

Useful links for on-line safety:-

- UK Council for Internet Safety;
- UK safer Internet Centre;

Students are also aware of the opportunity to report concerns via:-

- Childline;
- CEOP.

Other useful links are-

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

##### 5. Use of private tutors:-

In line with KCC advice parents have been advised to use caution and judgement if employing private tutors (who are expected to operate on-line). Parents have been advised of an increase in unsolicited contact being made by individuals claiming to be private tutors, and parents have been advised to check (as far as possible) the credentials of these individuals before employing them. However, it is noted the School has no powers to regulate the activities of private tutors (those used by KHNES are regulated by this and would be separate from this advice), nor parents employing them.

## 6. Mental Health:-

It is recognised the present circumstances pose serious issues for the mental health of both children and adults (including both parent and staff. The government has issues guidelines for addressing these concerns and offering advice on how to maintain good mental health:-

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19>

- **Child mental health:** Concerns regarding a child's mental health is considered a safeguarding issue.
  - staff are advised to report concerns about a child's mental health to the DSL or deputies, in the same way are reporting any other safeguarding concern (as set out above); staff might become aware of a concern:-
    - through direct contact with the child through Google Classroom communication;
    - from another child through Google Classroom;
    - through indirect routes, including concerns picked up through a child's submitted work or failure to submit work;
    - HoY would also maintain routes of concern from children via Google Classroom;
  - the DSL (or deputies) would also be available to be contact directly by parents or students;
  - children have been given:-
    - point of contact through which they e-mail concerns directly (info@srms.kent.sch.uk)
    - contact staff with concerns through Google Classroom;
    - have been provided with contact details for telephone and internet counselling services;
    - have been provided with mental health information and verified mental health apps.
  - Parents have been given:-
    - advice on good mental health practices for the home at this time;
    - are also aware of how to contact DSL if they have a concern.
- **Staff mental health:** Staff have been advised of available telephone or on-line counselling services. Contact will also be maintained with members of staff through group chats, on-line meetings and telephone calls.

## 7. Additional support and links

- As well as through existing **school/college** mechanisms, learners, staff and parents/carers can access age appropriate and practical support and advice via a range of national and local services:
  - Childline: [www.childline.org.uk](http://www.childline.org.uk)
  - Kent Resilience Hub: <https://kentresiliencehub.org.uk>
  - 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](http://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](http://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](http://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](http://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](http://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](http://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/](http://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/](http://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/](http://www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/)
- Children's Commissioner:

Children's guide to coronavirus: [www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/](http://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/)