

Annex 1



**COVID-19 school closure arrangements for
Safeguarding and Child Protection**

Policy owner: Tanya Lee, KSC DSL

Date shared with staff: 30/03/2020

Context

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, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the King's School's Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

Vulnerable children
Attendance monitoring
Designated Safeguarding Lead
Reporting a concern
Safeguarding Training and induction
Safer recruitment/volunteers and movement of staff
Children and online safety away from school
Supporting children not in school
Peer on Peer Abuse

Key contacts

Designated Safeguarding Lead is Miss Tanya Lee: tl@kings-school.co.uk, 07841235098 (working remotely)

Deputy Designated Safeguarding Leads who are **resident on site** are:

Mrs Elizabeth Worthington: eaw@kings-school.co.uk, 07887 823609

Mr Matthew Thornby: mjt2@kings-school.co.uk, 07825 014750

Major Adam Vintner: arv@kings-school.co.uk, 07710 025718

Rev Lindsay Collins: lrfc@kings-school.co.uk, 07793 442552

Father Martin Robbins: mcr@kings-school.co.uk, 07770 678057

International College: Mrs Jo Prior: jap@international.kings-school.co.uk, 07923382345

All other contacts as per page 11 of the main policy.

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 the King's School, Canterbury we currently do not have any pupils with an EHC plan.

However, should this arise during this next period of time, those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college 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. 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 DDSLs) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

The King's School, Canterbury will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: **Tanya Lee**

The King's School will encourage our vulnerable children and young people to attend school online.

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. However, the King's School will maintain contact with all students through the online learning system during published term time and will record attendance via this means.

The optimal scenario is to have a trained DSL (or DDSL) available on site. These are all listed on page 2 of this document. The DSL remains available to be contacted via phone or online video call throughout this next period.

The DSL continues to monitor all CPOMS entries and the alternative reporting system of safeguarding@kings-school.co.uk

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

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 email the Designated Safeguarding Lead via safeguarding@kings-school.co.uk 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 the DSLs direct email address and mark the email confidential: tl@kings-school.co.uk unless the complaint is about the DSL in which case the Headmaster must be informed.

Safeguarding Training and induction

DSL training is very 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 DDSL) who has been trained will continue to be classed as a trained DSL (or DDSL) 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 communicated with staff via the email below all new online arrangements on 18/03/2020 in order to ensure that they know what to do if they are worried about a child:

Dear teaching colleagues,

You've received guidance from a number of sources, but I feel it's essential that I highlight the need to keep good safeguarding practices in mind when you participate in 'King's online learning'. I do apologise that many of these points are simply common sense and hope that you won't mind my pointing them out.

- When using live webcams for teaching lessons, staff and children must wear suitable clothing – if a pupil appears in your vision in PJs for example do please ask them to either switch to audio only or to go and get changed.
- Also with visual lessons do think about the background in your image – a plain wall or a bookshelf full of suitable books is preferable to pupils being able to see around your home (if you are working from home). Similarly, if a pupil is sitting on their bed, do please ask them to move to a more suitable and appropriate broadcasting space.
- If you are teaching by 'live' class, do record your class in case it needs to be referenced for any reason at all later.
- I'm sure you won't forget, but many pupils will be unable to log in to 'live' lessons due to significant time zone differences, and therefore recorded lessons are probably a preferable format for many.
- Language online should remain professional and appropriate just as it would be in your actual classroom.
- If you are talking to a pupil by phone, and you do not have access to a school phone, please place the call yourself and block your number so that they cannot record it.
- If at any point during any lesson you have any concerns about what a pupil has said or written please report the matter via CPOMS as you would usually do.

Where new staff are recruited, or new volunteers enter The King's School, they will continue to be provided with a safeguarding induction through policy and online training.

If we find that 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: -

- 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

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. If recruiting new staff, The King's School will continue to follow the relevant safer recruitment processes for their 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.

If the King's School are 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.

The King's School 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.

The King's School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that 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, The King's School 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

The Kings' School will continue to provide a safe environment, including online. This includes the use of an online filtering system where students are using computers via the school network, and appropriate supervision will be in place via the school's monitoring systems which link directly to the DSL.

Children and online safety away from school

It is important that all staff who interact with children, including online, 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.

Online teaching should follow the same principles as set out in the email above.

The King's School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below is a reminder of some things to consider when delivering virtual lessons, especially where webcams are involved:

- 1:1s are not advised, group lessons should be the main way of teaching.
- Staff and children 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 if that makes the setting more appropriate.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms advised by the King's School to communicate with pupils.
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

The King's School is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure via the Housemaster/mistress (HsM) that a robust communication plan is in place for that child or young person. Details of this plan must be recorded on CPOMS, as should a record of contact have made. The communication plans can include remote contact and phone contact. Other individualised contact methods may be considered and recorded.

The King's School 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 during term time) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages as appropriate.

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

Peer on Peer Abuse

The King's School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where a colleague receives a report of peer on peer abuse, they will follow the principles as set out above, and in part 5 of KCSIE and of those outlined within of the Peer on Peer Abuse policy.

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