



Glendower Preparatory School

Annex 1 – Key COVID-19 Related Changes to the Safeguarding Policy and Procedures

Reviewed: February 2021

Written by Sharon Maher: April 2020

Reviewed and updated by Donna Sweeney: February 2021

Approved by Board of Governors: April 2020

Context of this Annex

It is likely that the safeguarding policy will not accurately reflect new arrangements in response to COVID-19. This annex provides interim policy changes and adaptations to key areas, in response to COVID-19.

The policy continues to have regard to all the local and national guidance, advice, procedures and practice as set out in the main body of this policy. It also has regard for relevant Department for Education guidance provided in response to COVID-19:

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers and;

Coronavirus (COVID-19): guidance on vulnerable children and young people

To be read in conjunction with:

Safer Recruitment Policy

Behaviour Policy

Anti-Bullying Policy

Acceptable User and Information Security Policy for Staff

Taking, Using and Storing Images of Children Policy

Staff Induction Policy

Staff Performance and Dealing with Capability Issues Policy

Staff Code of Conduct: Promoting Safe Practice

Teachers' Standards

Employee Handbook

GDPR Policy for Parents May 2020

SEND Policy

Trips Policy

Key Areas

- Vulnerable children
- Local safeguarding arrangements
- Attendance monitoring
- Designated Safeguarding Lead – interim arrangements
- Reporting a concern
- Safeguarding training and induction
- Safer recruitment/volunteers and movement of staff
- Online safety in schools and colleges
- Children and online safety away from school and college
- Peer on peer abuse
- Children moving schools

Vulnerable Children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

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 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). The School 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: Mrs Donna Sweeney.

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 school will explore the reasons for this directly with the parent. The school will encourage vulnerable children and young people to attend a school, including remotely if needed.

Local Safeguarding Arrangements

The School will respond immediately to any updated advice received from local safeguarding partners regarding children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need. Currently local safeguarding arrangements remain consistent with the main body of this policy.

Attendance Monitoring

The School does not need to complete the usual day-to-day attendance processes to follow up on non-attendance. The School will work with social workers to agree with families whether children in need should be attending and the School will then follow up on any child that they were expecting to attend, who does not. The School will follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend. To support the above, the School will take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and to 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 the School, or discontinues, the School will notify their social worker.

Designated Safeguarding Lead – Interim Arrangements

The optimal scenario for any school or college providing care for children is to have a trained DSL or deputy DSL available on site. It is recognised by the Department for Education that this may not be possible. The School will have the following interim arrangements in place:

A trained DSL (Mrs Donna Sweeney) or deputy DSL (Mr Dominic Tucker or Mrs Sarah Dennis) are available to be contacted via email or Zoom.

If/when a trained DSL or deputy is not on site, in addition to the above arrangements, a member of the senior leadership team will take responsibility for coordinating safeguarding on site. This might include updating and managing access to child protection files, 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.

All school staff will be provided with a copy of the School's interim arrangements, which will include the names of DSLs and contact details.

Designated Safeguarding Lead – Mrs Donna Sweeney (sweeneyd@glendowerprep.org)

Deputy Designated Safeguarding Lead – Mr Dominic Tucker (tuckerd@glendowerprep.org)

Deputy Designated Safeguarding Lead – Mrs Sarah Dennis (denniss@glendowerprep.org)

It is acknowledged by the Department for Education that DSL training is very unlikely to take place during this period. 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.

Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the School's Safeguarding and Protecting Children Policy and Procedures, provided they can do this remotely (if required).

If a member of staff is working remotely and cannot report a concern, they should email the Designated Safeguarding Lead via their school email and if unable to do this contact the DSL via phone. This will ensure that the concern is received.

Any concern should be reported immediately and without delay.

Where staff are concerned about an adult working with children in the School, they should report the concern to The Headmistress. If there is a requirement to make a notification to The Headmistress whilst away from school, this should be done verbally and followed up with an email (from school email) to The Headmistress. If The Headmistress is the subject of the allegation, The Headmistress must not be informed of the allegation prior to contact with Chair of the Governing Council.

Safeguarding Training and Induction

All existing school staff have already had safeguarding training and have read part 1 of KCSIE. The important thing for these staff will be awareness of any new local arrangements so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter the School, they will be provided with a safeguarding induction. An up-to-date child protection policy will support this process as will part 1 of KCSIE.

The existing school workforce may move between schools on a temporary basis in response to COVID-19. The receiving school will judge, on a case-by-case basis, the level of safeguarding induction required. In most cases, the existing workforce will already have received appropriate safeguarding training and all they will require is a copy of the school's Safeguarding and Protecting Children Policy and Procedures, confirmation of local processes and confirmation of DSL arrangements.

Safer Recruitment/Volunteer 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, the 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 (Updated Jan 2021).

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.

Where the 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 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 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 any school is aware, on any given day, which staff/volunteers will be in school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the 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 and Colleges

The School will continue to provide a safe environment, including online. The School will use Smoothwall to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on school IT systems or recommended resources.

Children and Online Safety Away from School

It is important that all staff who have contact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be reported consistent with the Safeguarding and Protecting Children Policy and Procedures.

Remote/online teaching should follow the same principles as set out in the School's code of conduct.

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

Please note:

Staff and children must wear suitable clothing, as should anyone else in the household.

Any computers used should be in appropriate areas, and the background should contain no personal information.

Some live classes may 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.

Language must be professional and appropriate, including any family members in the background.

Staff must only use agreed platforms.

Staff should record the length, time, date and attendance of any sessions held with pupils outside the timetabled school day.

The School will be in regular contact with parents and carers and will use these opportunities to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the School (if anyone) their child is going to be interacting with online.

Parents and carers may choose to supplement the School's online offer with support from online companies and in some cases individual tutors. The School will emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

Support for Children Not in School

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 that a robust communication plan is in place for that child or young person in accordance with the School Closure.

Pastoral support protocol for staff

The 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. Staff need to be aware of this in setting expectations of pupils' work where they are at home.

Support for pupils and students in the current circumstances can include existing provision in the School e.g. counselling services (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services.

Peer on Peer Abuse

Where the 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 the Safeguarding and Protecting Children Policy and Procedures.

Children Moving Schools

It will be important for any school or college whose children are attending another setting to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information. This will be especially important where children are vulnerable. For looked after children, any change in school should be led and managed by the Headmistress. The receiving institution should be aware of the reason the child is vulnerable and any arrangements in place to support them. As a minimum the receiving institution should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked after children, their personal education plan and know who the child's social worker (and, for looked after children, who the responsible VSH is). This should ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs coordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case, senior leaders should take responsibility.