

## Coronavirus (COVID 19) Annex A Safeguarding and Child Protection Policy and Procedures

### Table of Contents

Coronavirus (COVID 19) Annex A Safeguarding and Child Protection Policy and Procedures .....	1
Quick reference guide.....	2
Worried About A Pupil? .....	2
Step 1 .....	3
Step 2 .....	3
Step 3 .....	3
Step 4 .....	3
The Role of the Designated Safeguarding Lead and Deputy DSL/DDSL.....	4
Step 1 .....	4
Step 2 .....	4
Step 3 .....	5
Step 4 .....	5
Step 5 .....	5
Arrangements to support vulnerable pupils/students .....	5
Support for these pupils includes: .....	5
Pupils who are living in households where there is domestic abuse .....	6
Keeping Pupils Safe Online .....	6
Keeping staff safe online.....	7
Behaviour related to Covid-19.....	7

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The way schools are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however a number of important safeguarding principles remain the same:

- With regard to safeguarding, the best interests of pupils must always continue to come first.
- If anyone in school or working remotely from home has a safeguarding concern about a pupil they should act immediately.
- All safeguarding and child protection concerns should be reported to the Designated Safeguarding Lead or deputy DSL/s.
- Recruitment of staff and/volunteers continues to follow safer recruitment procedures to ensure that unsuitable people are not allowed to enter the children’s workforce or gain access to pupils.
- Pupils continue to be protected online.

This annex summarises key COVID-19 related changes and sits alongside our main school safeguarding and child protection policy. The annex draws on existing statutory guidance and a number of additional COVID-19 documents published by the DfE, including ‘COVID-19 - Safeguarding in schools, colleges and other providers.’

## Quick reference guide

Please note that the DSL is available 24/7 during this period and should be your first port of call, however, if you cannot make contact with anyone from school and it is an emergency, please then use the numbers for the external organisations. If you cannot get through by phone you should email [gsce@gloucestershire.gov.uk](mailto:gsce@gloucestershire.gov.uk). **If it is an emergency dial 999**

Name/Position	Contact
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Community social worker	Cotswolds 01452 328101; Cheltenham 01452 328246
LADO – Nigel Hatton (allegations)	01452 42 6994
MASH Front door	01452 42 6565 Option 1

## Worried About A Pupil?

These procedures apply to situations:

- Which arise on school site, where you may be worried about a pupil because you have seen or heard something. You may have noticed a change in their behaviour;
- Where you are working remotely from home and have concerns about a pupil you are communicating with. This may include communications from a parent or pupil via email;
- Where you are completing a welfare check, either via a home visit/’door knock’ or via a telephone call.

## Step 1

If you are concerned that a pupil might be in immediate danger or at risk of significant harm you must act immediately.

- Consider phoning 999 or contacting social services directly.
- Report your concerns as soon as possible to a member of the safeguarding team. This should be done by phone.
- In the first instance report to the DSL – Michelle Lucas-Halliwell. If the DSL is unavailable, please report to our deputy DSLs:
- If you are on school site and where neither the DSL nor deputy DSLs are on site, speak to the most senior member of staff on site.
- In the event that both the DSL and deputy DSLs are uncontactable, for example, due to illness, for staff working remotely, this will be communicated via email and details of who to contact will be provided.

## Step 2

- If you do not believe that the pupil is at immediate risk please record your concerns using MyConcern as soon as possible.
- Record the full date and time, location, your name and role and keep your record as factual as possible. Make it clear whether you have seen the child first-hand or whether this is a concern arising from remote working.
- Use full names, not initials as we need to be able to identify who individuals are.
- Use the pupil own words where applicable and enclose any direct quotes in quotation marks.
- If marks or injuries have been observed, record these on a body map – this is available through MyConcern.

## Step 3

- Record what action you have taken, for example whether or not parents/carers have already been spoken to.

## Step 4

- In line with the school's main safeguarding policy, you should receive feedback about what action, if any is being taken in response to your concern. A recommended timescale for this is within 24 hours. However please be mindful that this timescale may not be met under the current circumstances. If you do not receive feedback or you feel that the situation is not improving for the pupil/student, you have a duty to challenge the DSL / deputy DSL.

## The Role of the Designated Safeguarding Lead and Deputy DSL/DDSL

Our Designated Safeguarding Lead is Jonnie Howorth who works in line with the requirements of the role, as set out in Annex B of Keeping Children Safe In Education Sept 2020.

Our deputy DSLs are Caroline Collett, Catherine Breare and Fiona Auster. They are available in the absence of the DSL.

The members of our safeguarding team continue to work in partnership with a range of other agencies, including Children's social care, to keep pupils safe.

### What happens once a concern /disclosure has been reported to a member of the safeguarding team?

The DSL/deputy DSL will follow the steps below to respond appropriately to the concern and safeguard the pupil.

#### Step 1

- If there is concern that the pupil is in immediate danger, Children's Social Care will be contacted or 999 depending on the circumstances.
- If the pupil is not currently known to social care, a referral will be completed in line with local safeguarding partnership advice.
- If the pupil is already an open case to social care, the child's allocated social worker will be contacted by the DSL/deputy. If the allocated social worker is unavailable, contact will be made with a team manager to alert them to the concern.
- Safeguarding team members will ensure they keep up to date with local safeguarding partnership advice and guidance, as it may change.
- The DSL/deputy DSL will record the names of external staff involved in communications. This is particularly important where the child's social worker is unavailable and school have to share information with an alternative member of social care staff.

#### Step 2

- Contact the parent/s or carer/s of the pupil concerned, if this has not already been done. You may wish to take advice from Children's Social Care before contacting the parent/carer.
- If, having sought advice, you believe that sharing this information may increase the risk of harm to the pupil do not share with parents at this stage. The additional stresses on families at this time will need to be considered here, to ensure that a child is not being placed at greater risk by informing parents/carers.
- If the decision is made not to share information with parents/carers, you must document your decision-making. In the majority of cases informing the parents/carers of the concern/disclosure which has been reported will not increase risk.
- Ensure that the parent/carer understands that a record will be kept by the school.

### Step 3

- If the concern does not require immediate contact with Children’s Social Care, consider this latest concern within the context of any wider concerns / disclosures.
- Discuss and share information, on a ‘need to know’ basis with the pupil’s teacher. What additional safeguards can the teacher put in place to safeguard the pupil?
- Are there any wider environmental factors present in the pupil’s life which pose a threat to their safety/welfare? (Contextual safeguarding – see Part 1 of KCSIE Sept 19) Are there any external agencies who may be able to offer support? Is it appropriate to communicate concerns to the police?

### Step 4

- Where possible, ensure that the member of staff reporting the initial concern has received feedback about actions and outcomes (if applicable). This will be done through Myconcern.

### Step 5

- Update record-keeping with information about identified actions, completed actions, decision-making (where applicable) and outcomes (if appropriate).

## Arrangements to support vulnerable pupils/students

Vulnerable children includes children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, ‘looked after’ children, young carers, disabled children and those with education, health and care (EHC) plans, although many pupils on EHCPs can remain safely at home.

See also for further guidance

<https://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>

### Support for these pupils includes:

- Regular communication with, and agreed support from, DSL/social worker/Counsellor
- Continued involvement with Children’s Services and other external professionals as part of review cycle e.g. Child protection conference involvement and core group reviews. These will take place in line with local safeguarding partners’ advice;
- Regular (daily or every other day) welfare contact to families from DSL/DDSL/SENCO
- Doorstep safe and well checks to be carried out if DSL feels this is necessary.

## Pupils who are living in households where there is domestic abuse

Support includes:

- Telephone contact (frequency dependant on each family);
- Links to support available on school website, including contact numbers for National Domestic Abuse Helpline;
- Ensuring victims are aware of the Government advice that they are able to leave their house to seek refuge if their safety is at risk;
- Regular review to monitor whether risk is increasing by pupils remaining at home and provision of school place if required.

## Keeping Pupils Safe Online

For those pupils who continue to attend school on site, the school's policies and procedures on online safety continue to apply.

This school recognises:

- the increasing role technology has to play in education and children's daily lives, and the increased use during this time of lockdown;
- the wide-range of content which is available to children via the internet;
- that alongside the benefits of technology, there are also risks.

For those who are not physically attending school, we recognise that these pupils will be spending increased time online, either participating in school work, taking part in live streaming of lessons and/or as part of extended 'free-time' due to lockdown procedures in place nationally.

We recognise that this will pose increased risk to children, including:

- Grooming;
- Exploitation, both criminal and sexual;
- Radicalisation;
- Peer on peer abuse, including cyber-bullying;
- Sexual harassment.

All staff who interact with pupils, including remote interactions, will continue to be vigilant and look out for signs that a child's safety and welfare might be at risk. Staff are reminded that further information about the safeguarding themes listed above can be found in Annex A of 'Keeping Children Safe In Education' (Sept 2020).

In addition, pupils are sign-posted to age appropriate practical support should they have worries or concerns whilst online. Links to support are available via our school website and have been communicated to families via email.

## Keeping staff safe online

Staff and volunteers will continue to work in line with our school's policy and procedures on online safety, our staff code of conduct and acceptable use policy.

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

## Pupil behaviour upon reopening

Staff and volunteers will need to be vigilant upon the College's reopening to ensure that no Covid-19 related behavioural matters surface. Amongst others things, this might include mock symptoms, lack of empathy towards those affected, racial profiling and accusations of illness. Any behavioural and disciplinary matters should be dealt with in the normal procedural manner, with incidents recorded on iSams and if serious the pupils tutor, houseparent and the Deputy Head (Pastoral) notified.

This update to the school's safeguarding policy (version 1) was compiled on 31.03.2020 by Michelle Lucas-Halliwell (former DSL). This annex was updated by the incumbent DSL, Jonnie Howorth on 18.08.2020.

Signed:.....(Head of School)

Date:

Signed:.....(Chair of Governors)

Date

Version 1 Shared with all staff and regular volunteers on:- 02/04/2020

Version 2 Shared with staff via the online portal and email on TBC

