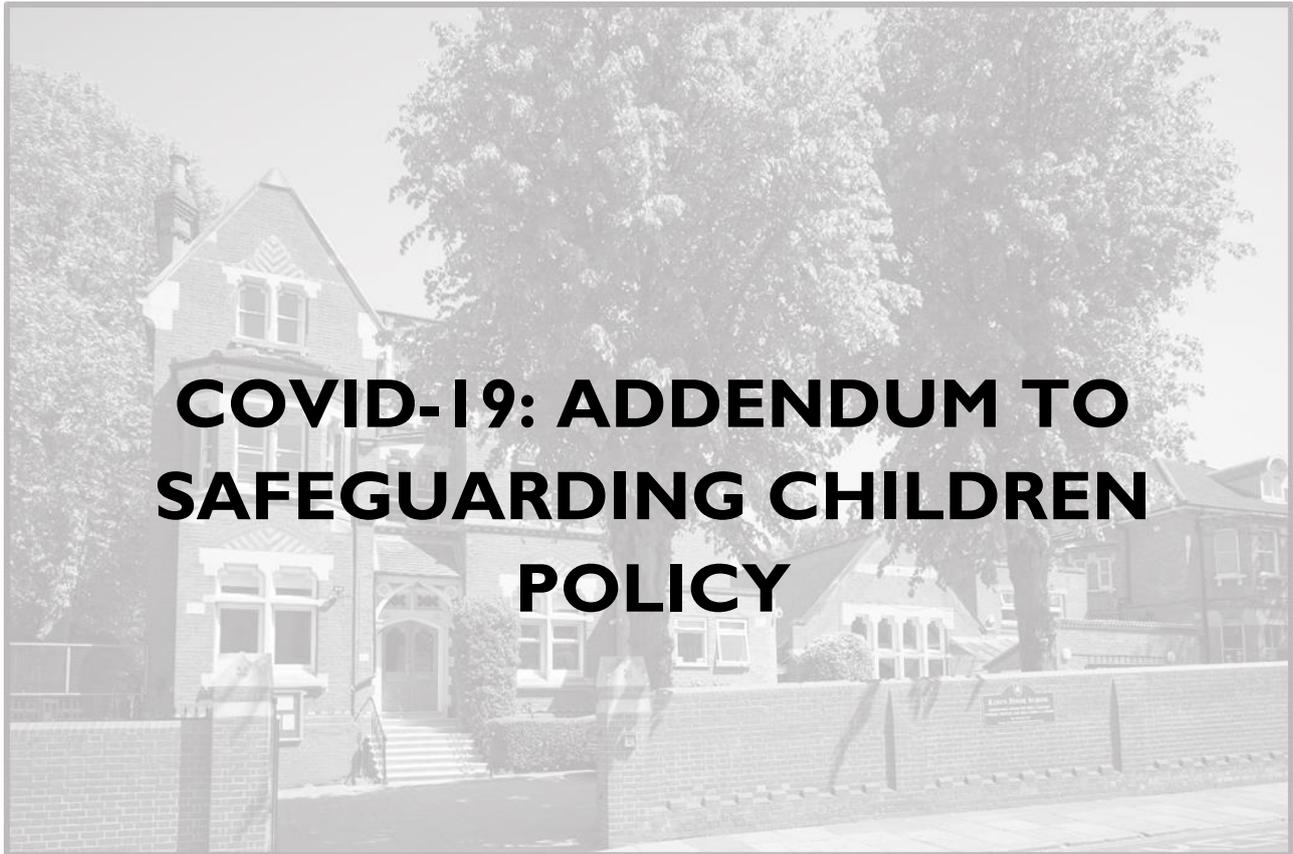




KING'S HOUSE SCHOOL
RICHMOND



**COVID-19: ADDENDUM TO
SAFEGUARDING CHILDREN
POLICY**

Member of staff responsible:	Head and Child Protection Governor
Date of policy review:	October 2020
Date of next review:	Pending
Approved by Governors:	October 2020



ADDENDUM – COVID-19

SCHOOL CLOSURE ARRANGEMENTS FOR SAFEGUARDING AND CHILD PROTECTION

This policy applies to the whole school including EYFS and is available to the public on the School's website.

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1. 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.

From 1 June 2020 certain year groups were allowed to return, and from September 2020 it is envisaged that there will be a full return of all year groups. However, it is conceivable that further outbreaks could result in parents being asked to keep their children at home again. This policy will be kept under review as the Government's guidance for schools' COVID-19 response develops.

2. KEY CONTACTS

KING'S HOUSE SCHOOL				
Name	Role	Responsibility	Telephone	Email
Mr Mark Turner	Headmaster	Designated Safeguarding Lead (DSL) and Prevent Lead	0208 939 2529	turner.m@kingshouseschool.org
Mr Martin Shore	Deputy Head	Deputy Designated Safeguarding Lead (DDSL)	020 8940 1878	shore.m@kingshouseschool.org
Mr Simon Gower	Head of Junior Department	Deputy Designated Safeguarding Lead with responsibility for the Junior Department (DDSL – JD)	020 8940 7015	gower.s@kingshouseschool.org
Mrs Jane O'Brien	Head of Nursery	Deputy Designated Safeguarding Lead with responsibility for EYFS and Before and After School (DDSL-Nursery)	020 8948 5655	obrien.j@kingshouseschool.org
Mrs Chris Lavery	Governor	Chair of Governors	0208 939 2529	
Mr Nick Watkins	Governor	Safeguarding and Prevent Governor	020 8746 5325	ngdw@stpaulsschool.org.uk
Mr Richard Ward	Governor	Vice-Chair of Governors	0208 939 2529	



ACHIEVING FOR CHILDREN			
AfC Education Safeguarding Adviser	Linda Sheehan	07774686362	linda.sheehan@achievingforchildren.org.uk
AfC Adviser for Online Services and Safety	Peter Cowley	07595173975	peter.cowley@achievingforchildren.org.uk
AfC Virtual School Headteacher	Suzanne Parrott	07827895894	suzanne.parrott@achievingforchildren.org.uk

SPA: 020 8547 5008 **Out of Hours:** 020 8770 5000

LADO: 020 8891 7370
07774332675
lado@achievingforchildren.org.uk

3. VULNERABLE CHILDREN

There is a possibility that the Government could require schools to close their physical premises again, and provide access only to vulnerable children and children of critical workers. If that were to happen, the following provisions would apply to 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.

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 deputy) 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.

King's House 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 Headteacher (VSH) for children looked-after and previously looked-after. The lead person for this will be: Jane O'Brien.

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 King's House School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, King's House School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

King's House School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

4. ATTENDANCE MONITORING

The Government has announced that from September 2020, attendance at school will be mandatory again. In the event that future developments in the Government's response to COVID 19 means that this ceases to be the case, the following provisions will apply.

King's House School and social workers will agree with parents/carers whether children in need should be attending school – King's House School will then follow up on any pupil that they were expecting to attend, who does not. King's House School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, King's House School will, when communicating with parents/carers confirm emergency contact numbers are correct and 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 school, or discontinues, King's House School will notify their social worker.

King's House School will complete the Government's [daily online attendance form](#) and supply any information regarding attendance requested by Achieving for Children.



5. DESIGNATED SAFEGUARDING LEAD

King's House School has a Designated Safeguarding Lead (DSL) and Deputy DSLs.

The Designated Safeguarding Lead is: Mark Turner- Headteacher

The Deputy Designated Safeguarding Leads are: Martin Shore – Deputy Head, Simon Gower – Head of Junior Department, Jane O-Brien – Head of Nursery

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating 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 King's House School.

It is important that all King's House School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them.

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

6. REPORTING A CONCERN

Where staff have a concern about a child, they should continue to follow the process outlined in the King's House School's Safeguarding Children Policy. 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 King's House School, they should report the concern to the Headteacher immediately upon becoming aware of it. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the Headteacher.

Concerns regarding the Headteacher should be directed to the Chair of Governors: Chris Laverty. The School's Whistleblowing Policy continues to apply should staff wish to make a protected disclosure.



7. SAFEGUARDING TRAINING AND INDUCTION

DSL training is very unlikely to take place whilst there remains a threat of the COVID19 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.

All existing School staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL will communicate with staff 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 King's House School, they will continue to be provided with a safeguarding induction.

8. 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. When recruiting new staff, King's House School will continue to follow the relevant safer recruitment processes, including relevant sections in part 3 of Keeping Children Safe in Education (2020).

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 King's House School is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of Keeping Children Safe in Education (2020). Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

King's House 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 179 of Keeping Children Safe in Education (2020).

King's House School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 of Keeping Children Safe in Education (2020) and the TRA's 'Teacher misconduct: referring a case'. 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 the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, King's House School will continue to ensure that all staff, volunteers and essential visitors sign in and out of the premises and will continue to keep the Single



Central Record (SCR) up to date as outlined in paragraphs 164 to 171 in Keeping Children Safe in Education (2020).

9. ONLINE SAFETY

King's House School's Online Safety Lead is: Mark Turner. If the Online Safety Lead is unavailable, advice can be sought from Peter Cowley (AfC Adviser for Online Services and Safety).

King's House School will continue to ensure that appropriate filters and monitoring systems are in place to protect pupils when they are online on the school's IT systems or recommended resources.

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 in line with the Safeguarding Children Policy and where appropriate referrals should still be made to children's social care and as required, the police.

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

Below are some things to consider when delivering virtual tutor times or lessons, especially where webcams are involved:

- The Staff Code of Conduct, Safeguarding Children Policy, ICT Acceptable Use Policy and Anti-Bullying Policy continue to apply at all times to all staff when working remotely;
- For pupils, the School's Behaviour, Rewards and Sanctions Policy and procedures apply at all times when engaging with staff and other pupils.
- In particular, pupils must not record or circulate sound, video or capture images on any device unless under the direction and with the permission of the supervising teacher. Malicious circulation of any such material, whether of pupils or of staff, will be treated as a serious breach of the pupil behaviour code.
- Staff and pupils must wear suitable clothing when engaged in video lessons or video meetings. Language must be professional and appropriate.
- Any computers used should be in appropriate areas, and, as far as possible not in bedrooms. The background should be well-considered and, in particular, must not contain inappropriate images or other inappropriate material.
- Any resources shared with pupils should be appropriate to their age and directly related to the curriculum, scheme of work or approved by a relevant HoD or Deputy Head.
- 1:1 video/phone 'meetings' with pupils should be restricted to only those times where necessary, but may include Learning Development intervention, counselling, LAMDA lessons and peripatetic music lessons. A note of such meetings must always be taken, detailing the time, duration and (brief details of) the substance of any interaction and passed onto the Head of Junior Department or Deputy Head, as appropriate.



- Should anything occur during a 1:1 'meeting' that causes concern, colleagues should immediately draw the meeting to a close and report their concern to the DSL via Neutral Notification.
- Please note: there is no need from a safeguarding perspective for staff to video record (or sound record) meetings. Doing so raises substantive data protection and accountability issues and is therefore forbidden.

10. SUPPORTING CHILDREN NOT IN SCHOOL

King's House School is committed to ensuring the safety and wellbeing of all its pupils. It is conceivable that there may be a future period of closure, and that any pupils who fall ill or who are required to isolate due to Track and Trace may have to have a period of absence from school.

Where the DSL has identified a pupil to be on the edge of social care support, or who would normally receive pastoral-type support in school, we will ensure that a robust communication plan is in place for that pupil. All contacts with the pupil must be recorded.

The communication plans can include: remote contact; phone contact; door-step visits. Other individualised contact methods should be considered and recorded. King's House 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) and where concerns arise, the DSL will consider any referrals as appropriate.

King's House School will share safeguarding messages on its website and in any communications to families.

King's House 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 at King's House School will take this into consideration when setting expectations of pupils' work where they are at home.

11. SUPPORTING CHILDREN IN SCHOOL

King's House School is committed to ensuring the safety and wellbeing of all its pupils. King's House School will continue to be a safe space for all children to attend and flourish.

The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

King's House School will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.



Where King's House School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with our School Improvement Partner (SIP)/Link Adviser

12. CHILDREN MOVING SCHOOLS

If any pupils are temporarily attending other schools or transfer to another school, King's House School will ensure that they provide the receiving school with all relevant welfare and child protection information.

Any change of school for children looked after will be led and managed by the Virtual School Headteacher with responsibility for the child.

King's House School continues to have appropriate regard to data protection and GDPR and are aware that they do not prevent the sharing of information for the purposes of keeping children safe.

13. MENTAL HEALTH

King's House School is aware that negative experiences and distressing life events such as the current circumstances can affect the mental health of pupils and their parents.

King's House School will continue to offer support to pupils who are not on site due to future school closures or who are required to isolate, this will be done remotely or by phone.

King's House School will ensure that all pupils have contact details for appropriate support services. KOOTH is an online counselling and emotional well-being platform for children and young people <https://www.kooth.com/>

14. PEER ON PEER ABUSE

King's House School recognises that during any future period of school closure a revised process may be required for managing any report of such abuse and supporting victims.

King's House School will follow the principles as set out in part 5 of Keeping Children Safe in Education (2020) and our Safeguarding and Child Protection Policy.

The school will listen 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 using the school's procedure and appropriate referrals made.