



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:	November 2021
Date of next review:	Pending
Approved by Governors:	November 2021



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

Since March 2020, the Covid 19 pandemic has resulted in periods of enforced school closure. Whilst we are hopeful that there will be no future periods of school closure, we are nevertheless alive to the possibility that the school may be forced to close its premises again. This policy sets out the school's procedures for remote learning where pupils are unable to attend school due to school closure, or where an individual pupil is required to self-isolate at home but is not too unwell to do schoolwork.

Staff should refer to the health and Safety Policy for details of our contingency plans in the event that we are forced to reintroduce bubbles and/or face coverings and for the process to follow if someone develops Covid 19 symptoms whilst at school.

This policy will be kept under review to take into account the most up to date safeguarding guidance from the Government on remote learning as a result of Covid 19.

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 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

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.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are.

During previous periods of enforced school closure, we were allowed to continue offering in-person education to vulnerable children. During any future periods of school closure it is likely that similar rules would apply, however in the event that there is the need to close again then the school will issue updated guidance which would take into account the Government's rules at that time for the education of vulnerable children.

Where a vulnerable child is required to self-isolate or quarantine, King's House School will continue to work with all relevant third parties to support that child. This includes working with and supporting 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: Simon Gower.



4. ATTENDANCE

Attendance at school is now mandatory for all pupils. Where a pupil is required to self-isolate or quarantine then it should be discussed with the pupil's parent(s) whether or not the pupil is well enough to do some schoolwork from home. Where the pupil is well enough, then the procedures for remote learning set out in this policy should be followed.

In the event of any future enforced school closure, we will issue guidance on attendance in accordance with the latest Government guidance at that time.

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 always have a trained DSL (or deputy) available on site. In exceptional cases where this is not possible (for example in the event of a future school closure or self-isolation or quarantine) a trained DSL (or deputy) will always be available to be contacted via phone or online video. In such circumstances, the DSL would continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

In exceptional cases 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. On each day staff on site will be made aware of who that person is and how to speak to them.

It is important that all King's House School staff and volunteers always have access to a trained DSL (or deputy).

6. REPORTING A CONCERN

If children are not seeing trusted adults at school every day, it is more important than ever that staff are able to identify any child protection concerns and take appropriate action.

For example, concerns may arise when:

- a staff member sees or hears something worrying during an online lesson
- a child discloses abuse during a phone call or via email.



Where staff have a concern about a child (regardless of whether that concern may seem trivial), 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 during any period of closure, should staff wish to make a protected disclosure.

School closure or absence from the school's premises must never be a barrier to reporting and escalating concerns.

7. SAFER RECRUITMENT/VOLUNTEERS AND MOVEMENT OF STAFF

It is essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children, and this applies regardless of whether pupils are learning in-person in school or whether it is necessary for pupils to undertake remote learning. If it is necessary to recruit new staff during any period of school closure, King's House School will continue to follow its usual procedures and the relevant safer recruitment processes, including relevant sections in part 3 of Keeping Children Safe in Education (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 King's House School is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 287 to 294 of Keeping Children Safe in Education (2021). 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 paragraphs 329 to 332 of Keeping Children Safe in Education (2021).

King's House School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 333 to 334 of Keeping Children Safe in Education (2021) 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 pandemic, 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 250 to 256 in Keeping Children Safe in Education (2021).

8. 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.

Pupils are likely to spend more time online while there are Covid restrictions in place. Staff should talk to pupils regularly about the benefits and risks of the online world and give them space to ask questions and talk about anything that worries them.

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 on occasions where it is necessary to deliver virtual tutor times or lessons, or when it is necessary to deliver remote learning to children who are self-isolating, especially where webcams are involved:

- The Staff Code of Conduct, Safeguarding Children Policy, ICT Acceptable Use Policy and Anti-Bullying Policy continue to apply to staff at all times;
- 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 Learning Development intervention, counselling, LAMDA lessons and peripatetic music lessons. If a 1:1 video/phone 'meeting' is required for any other reason, approval should be sought from a member of SMT. 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. As an alternative to a 1:1 meeting, staff should consider whether it may be appropriate to include a parent or additional staff member in the meeting.
- 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.
- Staff should only contact pupils during normal school hours, or at times agreed by the school leadership team.
- Staff must use parents' or carers' email addresses or phone numbers to communicate with pupils, unless this poses a safeguarding risk. Staff should use their school accounts to communicate via email or online platforms - staff must never use their personal accounts. Staff must make sure any phone calls made from a personal phone are made from a blocked number so that their personal contact details are not visible.

9. SUPPORTING CHILDREN NOT IN SCHOOL

King's House School is committed to ensuring the safety and wellbeing of all its pupils.

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, and where that pupil is unable to attend school due to school closure or self-isolation, 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.



10. 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 Government guidance is currently that all pupils should be taught on the school's premises, unless pupils are self-isolating or quarantining. King's House School will continue to refer to the latest Government guidance and will 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, for example due to staff self-isolating – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with our School Improvement Partner (SIP)/Link Adviser

In the event of a further enforced school closure where vulnerable pupils or the children of key workers are permitted to continue attending the school premises, the Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. Further guidance on how this would be managed would be issued in the event that the school is forced to close.

11. CHILDREN MOVING SCHOOLS

As ever, if any pupils are temporarily attending other schools or transfer to another school during any future period of school closure, 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.

12. MENTAL HEALTH

King's House School is aware that negative experiences and distressing life events such as the Covid 19 pandemic 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/>



13. 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. Staff must be aware that peer on peer abuse can take place online and outside of school, as well as in school, and that the risk of online peer on peer abuse is heightened during periods of remote learning.

King's House School will follow the principles as set out in part 1 and part 5 of Keeping Children Safe in Education (2020) in relation to peer on peer abuse 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.