



Old Vicarage School

Child Protection and Safeguarding Policy

Covid-19 Annex

This Annex applies to the whole school including the EYFS. It is available to the public in the Policy section on the School website.

Context

From 20 March 2020, parents were asked to keep their children at home wherever possible. Schools were asked to remain open only for those children who are vulnerable and for children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

On 27 March 2020, the DfE issued interim safeguarding guidance to supplement Keeping Children Safe in Education 2019 (KCSIE) and to provide clarity on the processes to be followed during this period of uncertainty during the pandemic.

The purpose of this Covid-19 Annex is to confirm the interim child protection & safeguarding procedures that we, and our local safeguarding partners, have now put in place to safeguarding and protect our pupils during this period. This document has been circulated to all school staff and they will be made aware of any further revisions.

Summary

The key message from the new guidance is that whilst schools are currently operating differently in response to the pandemic, a number of important safeguarding principles remain the same:

1. The best interests of children must continue to come first.
2. If anyone has a safeguarding concern about any child, they should continue to act immediately.
3. A Designated Safeguarding Lead (DSL) or Deputy, should be available at all times.
4. It is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children.
5. Children should continue to be protected when they are online.

Key contacts

Old Vicarage School		
Head & Designated Safeguarding Lead (DSL)	Gill Linthwaite	Mobile number on notice board in OVS office. g.linthwaite@oldvicarageschool.com
Deputy Head & Deputy DSL	Dan Robinson	Mobile number on notice board in OVS office. d.robinson@oldvicarageschool.com
Head of Little Vic & Deputy DSL	Lizzy Grayson	Mobile number on notice board in OVS office. l.grayson@oldvicarageschool.com
Safeguarding Governor	Claire Nightingale	c.nightingale@oldvicarageschool.com
Chair of Governors	Greg Caplan	g.caplan@oldvicarageschool.com

Achieving for Children (AfC) - Local Safeguarding Partner (Richmond & Kingston)		
Education Safeguarding Adviser	Linda Sheehan	07774686362 linda.sheehan@achievingforchildren.org.uk
Adviser for Online Services and Safety	Peter Cowley	07595173975 peter.cowley@achievingforchildren.org.uk
Virtual School Headteacher	Suzanne Parrott	07827895894 suzanne.parrott@achievingforchildren.org.uk
Richmond SPA (Referrals)	-	020 8547 5008 Out of Hours: 020 8770 5000
Richmond SPA LADO	-	020 8891 7370 or 07774332675 lado@achievingforchildren.org.uk

Vulnerable children

Vulnerable children include those who have a social worker and those with education, health and care (EHC) plans. A child may also be considered vulnerable if they have been assessed as being 'in need'. The Designated Safeguarding Lead and Deputies know the identity of our vulnerable children and will continue to monitor them, encourage them to attend school/engage in remote learning (as appropriate) and provide pastoral support.

Attendance monitoring

The Head/Deputy Head will agree with parents whether children should or may attend school during this period. They will follow up on any pupil that they were expecting to attend, who does not.

Emergency contact numbers for parents/carers of those children attending will be confirmed and supplemented as necessary.

The School will complete the Government's daily online attendance form and supply any information regarding attendance requested by Achieving for Children (AfC).

Designated Safeguarding Lead

Although the optimal scenario is to have a trained DSL on site at all times when children are present, this may not be possible. Where a trained DSL (or deputy) is not on site, a member of the Senior Management Team will assume responsibility for co-ordinating safeguarding on site. All members of staff have the contact details for the DSL and/or Deputy DSL's and may contact them at any time.

Local authorities will continue to have the key day to day responsibility for delivery of children's social care. The DSL will continue to engage with the School's local safeguarding partners and social workers and attend all required multi-agency meetings, which can be done remotely.

Reporting concerns

If any member of staff or the School community has a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy. Staff and volunteers are reminded of the need to report any concern to a DSL or Deputy DSL immediately and without delay.

Concerns about a member of staff or another adult working with children in the school, should be reported to the Head. Concerns about the Head should be reported to the Chair of Governors.

Safeguarding training and induction

All existing school staff have had the appropriate safeguarding training and read Part 1 of KCSIE (Keeping Children Safe in Education). The DSL will advise staff of any new local arrangements.

As DSL training is very unlikely to take place during this period, the current DSL and Deputies will continue to be classed as trained, even if they miss their scheduled refresher training.

If new staff or volunteers are recruited, we will continue to provide safeguarding induction.

Safer recruitment

If new staff or volunteers are recruited, the School will continue to follow the safer recruitment processes set out in our recruitment policy. Where necessary, we will follow the recent guidance, issued by the Disclosure and Barring Service (DBS) to minimise the need for face-to-face contact when undertaking DBS checks.

Under no circumstances will a volunteer who has not been checked be left unsupervised with children.

We will continue to follow our legal duty and refer to the DBS, anyone who has harmed or poses a risk of harm to a child, and continue to consider making referrals to the Teaching Regulation Agency (TRA) where required under KCSIE.

We will keep records of the staff who work at the School each day during the closure period and will continue to keep the Single Central Record (SCR) up to date.

Clustering & Safeguarding Responsibilities

If Old Vicarage needs to collaborate and cluster resources with another school, safeguarding will be the responsibility of the host school. If members of staff are required to move between schools, it will be the responsibility of the receiving school to ensure that staff and volunteers have been appropriately checked and risk assessments carried out as required. The receiving school will also determine the level of safeguarding induction required on a case by case basis.

Teaching & Mental Health

Staff recognise that school is a protective factor for children and that the current circumstances can affect the mental health of pupils and their parents/carers. Teaching staff will take this into consideration when setting expectations of pupils' work.

Remote Working

All staff who interact with children remotely must continue to look out for signs a child may be at risk and deal with those concerns in accordance with the School's Child Protection and Safeguarding Policy.

When planning remote working, teachers must ensure that children have very clear reporting routes in place so they can raise any concerns regarding online content or activities.

The School is aware that some parents may want to supplement the school resources with support from online companies and, in some cases, individual tutors. The School should make parents aware of the importance of using reputable organisations/individuals who can provide evidence that they are safe and can be trusted to have access to children.

Online safety

It is more important than ever that schools provide a safe environment online. Old Vicarage 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.

The School will continue to reinforce, to parents, the importance of children being safe online. Staff must ensure that parents are aware of what their children are being asked to do online, including the sites they will be asked to access.

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

Staff should follow the principles set out in the Staff Handbook and the Code of Conduct (in the Child Protection & Safeguarding Policy) in relation to acceptable use of technologies, staff/pupil relationships and communications, including the use of email, personal mobiles and social media.

Schools may contact Richmond AfC's Adviser for Online Services and Safety for advice (contact details on p2).

The following points should be considered when delivering virtual lessons, especially where webcams are involved:

- Teaching sessions should be for groups only, no 1:1s
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Computers should be used in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- Live lessons 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 that of any family members in the background.
- Staff should record all virtual lessons and log the length, time, date and pupil attendance of any sessions held.
- Parents must be advised if 1-1 on-line contact between a member of staff and a child is being planned. Teaching staff must obtain written permission from the parents for this 1-1 contact to take place.

Pastoral support

The School will continue to offer pastoral support to pupils who are not on site and this will be done remotely or by phone. Parents must be advised in advance of any planned contact.

We recognise that during this period of school closure, a different approach may be required for managing any report of peer on peer abuse.

The School will ensure that all pupils have access to contact details for appropriate support services e.g. Childline, on the School VLE (Firefly).

Children in need

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, the School must ensure that a robust communication plan is in place for that pupil.

The plan can include: remote contact; phone contact; door-step visits and must be reviewed regularly (at least once a fortnight). Where concerns are identified, the DSL will consider any referrals as appropriate.

All contact with the pupil must be recorded on their record on the School database (ISAMS).

Supporting children in school

The school will remain open to children who are vulnerable and for those whose parents are critical to the COVID-19 response and cannot be safely cared for at home. The Head will ensure that the necessary staff are on site, that the staff to pupil ratio numbers are appropriate for safety and that individual and appropriate pastoral support is available.

The 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 hand-washing and other measures to limit the risk of spread of the virus.

Children moving schools

If any pupils are temporarily attending other schools, the Head will ensure that the receiving school is provided with all relevant welfare and child protection information.

Gillian Linthwaite, Head & Designated Safeguarding Lead

16 April 2020