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.

The purpose of this Covid Annex is to confirm the interim child protection & safeguarding procedures that we, and our local safeguarding partners follow to safeguard and protect our pupils during a pandemic. We will continue to refer to latest Government Health and Safety guidance for education and childcare settings and to follow the advice from Public Health England. The information below remains pertinent, notwithstanding that considerable changes were made to the Covid guidance in England from 1 April 2022. The Schools Operational Guidance and the Actions for Early Years guidance were both withdraw on 31 March, in line with the Government's "Living with Covid 19" plan, so there is now no specific schools' operational guidance. Nonetheless it remains possible that we will need to re-visit Covid procedures, by way of example (only) in the event that it is necessary to re-introduce remote working and / or monitor positive test results.

Summary

Whilst schools operate differently in response to a 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	g.linthwaite@oldvicarageschool.com
Deputy Head & Deputy DSL (DSL in Head's absence)	Mandy Fawcett	m.fawcett@oldvicarageschool.com
Head of Little Vic & Deputy DSL	Lizzy Grayson	l.grayson@oldvicarageschool.com
Deputy DSL	Franky Hendry	f.hendry@oldvicarageschool.com
Safeguarding Governor	Lucy Barnes	l.barnes@oldvicarageschool.com
Chair of Governors	Christian Heidl	c.heidl@oldvicarageschool.com
Achieving for Children (AfC) – Richmond and Kingston Local Safeguarding Partner		
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

Attendance monitoring

School attendance has been mandatory from the beginning of the Autumn 2020 term and the usual rules of school attendance apply.

The Head/Deputy Head will advise parents of children on testing and attendance requirements (including if applicable those who have been in close contact with individuals who have tested positive for Covid-19, as to whether they should attend school or are required to undertake a lateral flow or PCR test or follow the Government's self-isolation requirements.) The School will follow up on any pupil who is unexpectedly absent.

The School will complete the Government's daily online attendance form if applicable- the data collected is being used to help manage the impact of and response to Covid-19 in the Education Sector. The School will 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 (if the School is operating wholly or partially remotely) . 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.

The Local Authority continues 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 follow the process outlined in the school Safeguarding and Child Protection Policy.

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.

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 if they are unable to attend school due to self-isolation requirements, will continue to monitor them, encourage them to engage in remote learning and provide pastoral support.

Safeguarding training and induction

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

The School will continue to provide safeguarding induction for new staff and volunteers.

Safer recruitment

The School will continue to follow the safer recruitment processes set out in our recruitment policy. We will follow the latest guidance, issued by the Disclosure and Barring Service (DBS) 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. We will continue to consider making referrals to the Teaching Regulation Agency (TRA) where required under KCSIE.

We will continue to keep the Single Central Record (SCR) up to date.

Teaching & Mental Health

Staff recognise that the circumstances of a pandemic and self-isolation requirements 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

Where a class, group or small number of pupils need to self-isolate, remote education provision will be made for them.

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.

Online safety

We 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. Parents must be made 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 are on page 1 of this document.

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 for pupils who are in isolation

The School will continue to offer pastoral support to pupils who are in isolation and this will be done remotely or by phone. Parents must be advised in advance of any planned contact.

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

<u>Children in need</u>

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, a robust communication plan must be put in place for that pupil. This plan must be reviewed regularly (at least once a fortnight) and can include remote contact, phone contact and door-step visits. 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 continue to refer to the latest Government health and safety guidance for education and childcare settings and continue to follow the advice from Public Health England to limit the risk of spread of the virus.

Gillian Linthwaite, **Head & Designated Safeguarding Lead**

July 2022