

Child protection and safeguarding: COVID-19 addendum

[Kingsbury High School]



Owner; Sarah Purtil
Date : 11 February 2021

Review 2nd December 2020

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Important contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Sarah Purtill	07908417436	Safeguarding@kingsburyhigh.org.uk
Deputy Designated Safeguarding Leads	Alexander Yeung Cresta Hurt Anton Mclean Sandip Das Catrin Williams Chris Gibson Gary Froy	07908417483	Safeguarding@kingsburyhigh.org.uk
Headteacher	Alex Thomas		head@kingsburyhigh.org.uk
Chair of Governors	Jag Minhas		chair@kingsburyhigh.org.uk
Safeguarding Governor	Mary-Ann Allison		mary-ann.allison@kingsburyhigh.org.uk

1. Scope and definitions

This addendum applies from the start of the autumn term 2020. It reflects updated advice from our 3 local safeguarding partners [Brent Social care, NHS Brent CCG and London Metropolitan Police] and local authority (LA) [Brent].

It sets out changes to our normal child protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

In this addendum, where we refer to vulnerable children, this means those who:

- Are assessed as being in need, including children:
 - With a child protection plan
 - With a child in need plan
 - Looked after by the local authority
- Have an education, health and care (EHC) plan
- Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:
 - On the edge of receiving support from children's social care services
 - Adopted
 - At risk of becoming NEET ('not in employment, education or training')
 - Living in temporary accommodation
 - Young carers
 - Considered vulnerable by the school and/or LA

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site at all times, we currently have 8 members of staff trained. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputies) can't be on site, they can be contacted remotely by phone 07908417436/07908417483 or by email safeguarding@kingsburyhigh.org.uk

5. Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority, about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

At the moment all meetings are taking place remotely but social workers are welcome to see the students within the school site as we recognise the importance and value of having these one to one meetings.

6. Monitoring attendance

We will resume taking our attendance register. We will also follow [guidance](#) from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up on their absence with their parents or carers, by firstly alerting them via text and follow up telephone conversation
- Notify their social worker, where they have one

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

8. Concerns about a staff member, supply teacher or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/supply teachers/volunteers working on site or remotely.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above

9.1 Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before children return.

They will also liaise with the school nurse(s) to gather relevant information about any support provided by school nursing services while children have not been in school.

The DSL (and deputy) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

9.2 Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

10. Contact Arrangements

We have contact arrangements for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home.

A member of the safeguarding/pastoral team will make contact at least once a week. The staff member will speak to both the family and the child to touch base. The child's social worker will be informed of their engagement in home learning and be updated on the school welfare check. If we are not able to get through to the family, the school will make a doorstep visit and contact the child's social worker.

We have agreed these plans with children's social worker where relevant, and will keep them under constant review. If there is a school closure all vulnerable children will be expected to attend the key worker/vulnerable school provision, social workers will be informed if a child does not attend. .

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct.

For online lessons staff should only use a KHS Google Meet set up through your Google Classroom (not a personal Google account) as the video platform, we will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Staff not able to use any other video conferencing technology..

Only school emails can be used by pupils to join the lessons no non school emails will be allowed to join any online lesson

The live class should be recorded (for safeguarding purposes) so that if any issues were to arise, the video can be reviewed. The video must be stored on your Google drive for 30 days after which it should be deleted unless you have been expressly informed otherwise by a member of SLT. The meet recording will automatically appear in your 'Meet recordings' folder in your google drive. This must not be shared with pupils.

All online activities should be in groups and not one to one. However, there are exceptions where one-to-one is necessary, such as teaching of some A-Level subjects, support of SEN students, counselling sessions, welfare checks and interviews for option choices. Line managers will be informed of all arrangements and all sessions will be recorded.

Staff and children must wear suitable clothing (including for staff, a KHS lanyard), as should anyone else in the household who might become visible on the screen.

Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be checked to ensure nothing inappropriate is visible or distracting Staff can blur your background

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

12. Mental health

12.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed. We are in the process of trying to increase our specialist hours of support for students

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Students with parental agreement will still be able to have counselling online or through telephone counselling.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum

13. Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 183-188 of Keeping Children Safe in Education.

14. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education.

15. Monitoring arrangements

This addendum will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum every four weeks by Sarah Purtill, Designated Safeguarding Lead. At every review, it will be approved by the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff Code
- IT acceptable use policy
- Health and safety policy
- Behaviour Policy