

AMDG



Donhead Preparatory School

**COVID-19 arrangements for Safeguarding and Child Protection
at Donhead Preparatory School**

Addendum 2

Donhead: Donhead Preparatory School

Policy owner: P J J Barr

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Date shared with staff: 27/5/20

1. Context

This is an addendum to Donhead’s School Child Protection and Safeguarding Policy in response to the Coronavirus (Covid-19) outbreak. This policy will be under constant review as guidance and information will change.

This additional policy should be read alongside the school’s Safeguarding Policy and the Department of Education guidance issued to all schools on Wednesday 20th May 2020.

This is in response to the Government decision to allow a phased return to school for children attending Reception, Years 1 and 6 from the 1st June 2020.

In addition, the school will remain open for Vulnerable Children from all year groups and whose parents are “key workers”. A list of those Key Workers can be found [here](#).

This addendum to the Donhead Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context	2
2. Key contacts	3
3. Vulnerable children	3
4. Attendance monitoring	3
5. Designated Safeguarding Lead	4
6. Reporting a concern	5
7. Safeguarding Training and induction	6
8. Safer recruitment/volunteers and movement of staff	6
9. Online safety in schools and colleges	7
10. Children and online safety away from school and college	6
11. Supporting children not in school	7
12. Supporting children in school	7
13. Peer on Peer Abuse	8
14. Support from the Province	8

2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Katy Brady	07943 081648	katy.brady@donhead.org.uk
Deputy Designated Safeguarding Leads	Becky Jackson	07967 209852	becky.jackson@donhead.org.uk
Headmaster	Phil Barr	07591 203804	headmasterpa@donhead.org.uk
SENDCo	Magda Plech-Blair	07939 168774	magdalena.plech-blair@donhead.org.uk
Chair of Governors Safeguarding Governor / Trustee	Paul Chitnis	07982 742952	paul@jesuitmissions.org.uk

3. Vulnerable children

Vulnerable children are defined as who:

- are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHCP) plan and it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment
- have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion

Merton Council have issued emergency arrangements during this lockdown period. Details of which are:

The **Multi Agency Safeguarding Hub (MASH)** will continue to function as normal.

First Response will continue to run as a Duty Team for incoming work.

Family Wellbeing Duty will be set up to respond to open and high need families in their service to prevent escalation to social care. The team will also offer parenting guidance and advice via phone support to the families of all children open to Children's Social Care.

A new **Central Duty Team** will undertake visits for High Risk children.

4. Attendance monitoring

Vulnerable children's attendance is expected, where it is appropriate for them (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan), so that they can gain the educational and wellbeing benefits of attending.

Vulnerable children – regardless of year group – that have not been attending in the recent period are expected to return to early years or school provision where this would now be appropriate for them to do so.

Vulnerable Children who have a social worker are expected to attend unless the child/household is shielding or clinically vulnerable.

Vulnerable Children who have an EHCP, attendance is expected where it is determined, following risk assessment, that their needs can be as safely or more safely met in the school.

Vulnerable Children who are deemed otherwise vulnerable, at the school or local authority discretion, attendance is expected unless the child/household is shielding or clinically vulnerable.

Donhead school will continue to inform and work with social workers where children (with a social worker) do not attend. We will continue to follow up with any parent or carer of a child who is expected to attend and fails to do so.

Schools are expected to report daily attendance figures to the Department for Education by 12 noon every day. Detailed guidance is [here](#). Schools are also expected to send vulnerable children information to the Education Welfare Service using the **Emergency Attendance Monitoring Group** in USO-FX. From 2nd June 2020 Donhead school will resume recording pupil's daily attendance.

5. Designated Safeguarding Lead

Donhead Preparatory School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Katy Brady

The Deputy Designated Safeguarding Lead is: Becky Jackson

A trained DSL (or deputy) will be available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone.

This might include updating and managing access to child protection records, Pastoral Concerns List and liaising with the offsite DSL (or deputy) and, as required, liaising with child's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

All school staff and volunteers will 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 contact them.

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

If the DSL is nearing or is over the two yearly statutory update, for these emergency provisions, that DSL may continue in their duty.

If a school does not have a DSL due to sickness or staff in self-isolation, assistance can be sought from a nearby school or cluster group of schools to provide DSL cover.

The DSL will ensure that all CP records relating to a child attending another setting will be communicated and transferred if necessary. It is recommended that both settings discuss any concerns involving a Vulnerable Child. This will include access to child protection records and the Pastoral Concerns List.

The DSL will continue to keep herself informed through LA briefings as they arise about local issues that could impact on our pupils.

6. Reporting a concern

All school staff must understand that the majority of children will have been at home during the period of enforced lockdown and the partial return to school will be the first time that they will be in the company of their friends and teachers/ school staff. Children will want to talk about their experiences of being at home and in some cases, this may be difficult and stressful. Staff need to be aware that some of these conversations could result in a disclosure of abuse against a parent/ carer or other adult. In addition, it may also include a sibling or other child.

We are aware that during this lockdown period there have been an increase in the reporting of domestic abuse and criminal exploitation of children through county lines.

School staff must be also aware when working children who have additional needs including SEN and disabilities, or if children have communication issues and be alert as to any drawings or pictures which may indicate that something has happened.

In all cases any drawings or body maps must also be passed to the DSL/ Deputy along with original notes of the disclosure.

If staff do receive an allegation of abuse or harm, then they must follow the procedure detailed in the main Safeguarding Policy. All allegations of abuse or harm must be recorded, signed, dated and timed and passed immediately to the DSL or Deputy DSL.

School staff may contact parents before children arrive on 1st June to enquire of any incidents or issues affecting their child. This would include any illness involving themselves or family members, any incidents of a safeguarding nature or the death of a family member especially involving Covid-19. All child protection records must be kept up to date with information gathered during the lockdown period for all children whether they are returning or not.

The phased return of children to the school will enable the DSL and the DDSL to have more time to support staff and children with any new safeguarding concerns.

If any member of staff has a concern about an adult working in the school, they must immediately inform the Headmaster. If the concern is about the Headmaster, then the Chair of Governors must be informed. The Headmaster, on receipt of an allegation against a member of staff, will contact the Local Authority Designated Officer, John Shelley (Tel: 020 8545 3187. Email: lado@merton.gov.uk) immediately.

7. Safeguarding Training and induction

Any new staff recruited during these emergency procedures will require safeguarding induction in line with Keeping Children Safe in Education 2019 which includes receiving:

- Part 1 of KCSiE 2019
- A copy of the Child Protection and Safeguarding Policy including this addendum
- A copy of the Staff Code of Conduct/ Staff Behaviour Policy
- A copy of the School Behaviour Policy, and
- The Safeguarding response to Children who are missing education.

The induction will also include a meeting with the Designated Safeguarding Lead to understand her role.

All staff will require to be made aware of safeguarding updates during the emergency period.

8. Safer recruitment/volunteers and movement of staff

It is essential that all staff and volunteers who work at Donhead are subject to safer recruitment processes and vetting and this includes ensuring that unsuitable people are not permitted to enter the children's workforce or gain access to children.

During this emergency period Donhead will continue to follow their policies and procedures set out in the Safeguarding Policy and part 3 of Keeping Children Safe in Education 2019.

The Disclosure and Barring Service (DBS) has made changes to its guidance to minimise the need for face to face contact.

We will continue to follow the checking and risk assessment process for volunteers as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that the school is aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE 2019.

All staff who may be working together in a hub/ cluster will not require to undergo a further DBS check. The SCR for the hub/ cluster lead school must include all new staff who are transferred from other schools.

Any member of teaching staff who is dismissed for serious misconduct will be reported to the Teaching Regulation Agency and any member of staff who is withdrawn from a role involving regulated activity for a safeguarding reason will be referred to the Disclosure and Barring Service.

9. Online safety in schools and colleges

Donhead will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

10. Children and online safety away from school

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 as per the Child Protection Policy and, where appropriate, referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the Acceptable Use Policy (AUP) and Remote Learning – small groups and 1:1.

Donhead will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

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

- No 1:1s, groups only. The only exception is for 1-1 TA's, Music or other SEND requirements that have been approved by the Headmaster and the Parents.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas; and the background should be blurred if possible.
- The live class may be recorded by the member of staff so that if any issues were to arise, the video can be reviewed.
- 'Live classes' 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 any family members in the background.
- When communicating with pupils, staff must only use platforms specified by senior managers and approved by our IT network manager.

11. Supporting children not in school

Donhead is committed to ensuring the safety and wellbeing of all its children and young people.

Children who are not affected by the phased return from 1st June 2020 will remain at home and will continue with the successful remote learning.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Details of this plan must be recorded on Pastoral Concerns List, as should a record of contact have made.

At all times staff look out for any signs or indications that a child may be at risk and report this immediately to the DSL.

Staff will continue to monitor any remote learning that may involve logging on to online learning or submitting work on time. Any indications that children are not logging on must be followed up.

Donhead recognises that school is a protective factor for children and young people - and that current circumstances can affect the mental health of pupils and their parents/carers. Staff at Donhead need to be aware of this when setting expectations of pupils' work while they are at home.

12. Supporting children in school

Donhead is committed to ensuring the safety and wellbeing of all pupils and will continue to provide a safe space for all pupils to attend and flourish. The Headmaster will ensure that appropriate staff are on site, and that staff to pupil ratio numbers are appropriate, to maximise safety.

Donhead 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.

Donhead undertakes to care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be particular to each child and recorded on the Pastoral Concerns List.

Where Donhead has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Board of Governors/ Local Authority.

13. Peer on Peer Abuse

Donhead recognises that a revised process may be required for managing any report of such abuse and, subsequently supporting victims.

Where the school receives a report of peer on peer abuse, they will follow the principles as set out in Part 5 of KCSIE and of those outlined within the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multi-agency partner required, to ensure the safety and security of that young person.

Concerns and actions must be recorded on the Pastoral Concerns List and appropriate referrals made.

14. Support from the Province

All staff can access the Safeguarding support of the Jesuit Province by contacting them at the main offices. The contact is Jo Norman. To contact Jo, email safeguarding@gbsj.org or phone 07715 669128.