

Gad's Hill School

Safeguarding Policy-

APPENDIX CREATED: **March 2020**
REVIEW SCHEDULE: **As and when required by update to guidance**
STAFF RESPONSIBLE: **PS**
GOVERNOR RESPONSIBLE: **Kirsty Hillocks**

COVID-19 APPENDIX

1. Introduction

While the way in which Gad's Hill School currently operates in response to coronavirus (COVID-19) is fundamentally different to business as usual, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

This appendix to the Safeguarding (Child Protection) Policy sets out interim measures to ensure that any new processes in response to COVID-19 are not weakening the School's collective approach to safeguarding or undermining the main Safeguarding policy.

2. Key School Contacts

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Chair of Governors / Designated Governor for Safeguarding	Mrs Kirsty Hillocks	01474 822366	k.hillocks@gadshillschool.org
Headmaster / Lead DSL	Mr Paul Savage	01474 822366	p.savage@gadshillschool.org
Head of Senior School / Deputy DSL	Mr Jack Tyler	01474 822366	j.tyler@gadshillschool.org
Head of Junior School / Deputy DSL	NB: Position Vacant from 24/2/20 Pupils, parents, colleagues in Junior School instructed to refer concerns to Headmaster.		
Head of Kindergarten / Deputy DSL	Mrs Victoria Grant	01474 822366	v.grant@gadshillschool.org
Manager of EYFS / Deputy DSL	Mrs Debbie Mills	01474 822366	d.mills@gadshillschool.org
Medical and Welfare Manager / Deputy DSL	Mrs Christie Godding	01474 822366	c.godding@gadshillschool.org

3. Keeping Updated

The School remains up-to-date with advice and guidance on COVID-19 response and safeguarding from a number of sources, including:

- [Department for Education / Cabinet Office / Public Health England](#)
- [Kent County Council](#)
- Local safeguarding partners, including Medway Children’s Services

Guidance from our local authority includes information regarding children with Education, Health and Care Plans and any changes in procedures relating to the School’s inter-agency work, including reporting mechanisms, referral thresholds and children in need.

Key guidance from the DfE informing this appendix can be found [here](#).

4. Reporting Safeguarding Concerns

All staff and volunteers retain the responsibility for working within the scope of the School’s Safeguarding Policy and acting immediately on safeguarding concerns.

While colleagues may increasingly be working remotely from school, the Designated Safeguarding Lead or a Deputy DSL will remain contactable at all times.

This has been facilitated by a number of measures:

- All staff have been given the direct mobile number of the DSL
- Calling the school number 01474 822 366 out-of-hours, or when a member of staff is not available to take the call, offers the caller an option to be connected directly to the DSL
- An email address help@gadshillschool.org has been created and shared in a number of updates to all staff and to all parents. This mailbox is directly accessed by the DSL and two DDSLs, as well as other members of the Senior Leadership Team

All staff are reminded of the usual reporting procedures as set out in the main Safeguarding Policy, including the requirement to report concerns as soon as possible. Concerns about a child should be reported to a DSL or DDSL. Concerns about a member of staff or volunteer should be reported to the DSL/Headmaster. Concerns about the Headmaster should be reported to the Chair of Governors. A member of staff or volunteer becoming aware of an act (or imminent act of) Female Genital Mutilation should report directly to the police. All contact details are available in the main Safeguarding Policy.

Safeguarding Concern Forms can be accessed online from an appendix to the main Safeguarding Policy, but in any case, this should not be a barrier to timely reporting of a concern to the relevant person. All staff are also, as ever, able to make a referral directly to Children's Services using the contact details set out in the Safeguarding Policy, but should inform the DSL of this as soon as they are able to.

The Kent Safeguarding Children's Service telephone number is 03000 411111.

All parents have been made aware that in cases where there is imminent risk of harm to a child, they should call 999 rather than following the communication methods above.

5. Provision for Vulnerable Pupils

The School continues to remain open for the provision of care to pupils who are [considered to be vulnerable](#) and to the children of [critical workers](#). However, it is important to note that **every child who can be safely cared for at home should be.**

All families of children considered to be vulnerable have been given the opportunity to register for the provision of this care in school, should they be unable to arrange appropriate and safe care at home. The DSL, DDSLs and other members of the Senior Leadership Team, taking advice from Inclusion Co-ordinators where appropriate, have risk assessed the safety and welfare of pupils considered vulnerable who have not registered for in-school provision.

Provision of care in school has continued to be offered throughout the holiday period as well as term time.

Support for vulnerable – and, in fact, all pupils – who are not in school during this time will be provided in a number of ways, including:

- contact (eg. via email or telephone) from form tutors
- contact from DSL or DDSLs
- contact from subject teachers in setting distance learning tasks. Subject teachers should raise concerns with a DSL or DDSL if a pupil does not respond to communications regarding work, particularly for pupils on the School's Vulnerable Watchlist
- contact from Inclusion Co-ordinators
- updates provided by SLT/the DSL to families sharing latest guidance from public authorities or the School, including safeguarding strategies

6. Attendance

Although the School does not follow its usual attendance procedures during the partial closure, it is complying with the DfE's measures to record the daily attendance of children of critical workers and vulnerable children.

Additionally, staff on site are issued a register of expected attendees for each day of in-school provision and parents making use of the service are required to follow strict signing in and signing out procedures, through the main school reception.

7. Supporting Children in School

The School is committed to ensuring the safety and wellbeing of all its learners and will be a safe space for eligible children to attend and flourish. The Senior Leadership Team will ensure that there are appropriate staff on site and that staff to learner ratios have been considered to maximise the safety of children.

When EYFS pupils are on the school site, the school will follow the usual procedures with regard to safeguarding these children, including the requirement to have a member of staff on site with a current paediatric first aid qualification, and the usual rules applying to the use of mobile phones and other devices.

The School will follow the current government guidance in relation to social distancing and all matters relating to public health from the respective websites and outlets.

The School will ensure that all children who are either categorised as vulnerable or children of critical workers and are in attendance are appropriately supported and will continue to record any support provided to children in relation to safeguarding issues on their respective safeguarding recording system.

8. Online Safety

8.1. Keeping Children Safe Online

Social distancing and online learning is likely to give rise to a considerable increase in the use of the internet by young people to work and to communicate with others. Advice will be shared with parents on a regular basis regarding ways in which to ensure their child is safe online. Useful resources for parents can be found in a number of places, including:

- <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>
- <https://www.internetmatters.org/schools-esafety/parent-online-support-pack-teachers/>
- <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
- <https://www.thinkuknow.co.uk/parents/>

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. The School will signpost children to age-appropriate practical support from the likes of:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

The School will be in regular contact with parents and carers. Those communications will be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access. Parents have all been issued with login details to access the Homework page of the SIS and so they are additionally able to verify tasks set themselves.

8.2. Distance Learning

School staff are reminded that all the usual e-safety and online safeguarding measures and procedures apply. In fact, these become even more important at a time when increasing amounts of work will be conducted remotely.

The following key principles should be adhered to:

- Only use school email addresses when communicating with pupils or parents
- If you use your personal phone number to call a parent, dial 141 to block caller ID

- Work should be set through the School's SIS or Microsoft Teams
- The School strongly advises against live streaming from home using media not integrated through the School's platforms
- If a pupil submits work (or otherwise contacts a member of staff) through a non-school email address, staff should not reply directly to the same address.
- Emails should not be sent directly to pupils during late evenings or at night (after 7pm)

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 Safeguarding Policy.

The starting point for Distance Learning should be that the same principles as set out in the School's Staff Code of Conduct, including the acceptable use of technologies, staff pupil/student relationships and communication including the use of social media.

Similarly, the Behaviour Management Policy continues to apply in the expectations that staff should have of pupils when interacting online, either with the member of staff or with other pupils (eg. through Microsoft Teams discussion boards).

Although the School may not have access to the full range of rewards and sanctions specified in the Behaviour Management Policy, the School will still seek to recognise exemplary work, effort and behaviour. Examples of poor behaviour, and particularly indications of potential peer-on-peer abuse should be reported as usual on iSams Reward & Conduct. SLT will continue to monitor this log, and will maintain a safeguarding concern log, including any ongoing peer-on-peer abuse issues.

9. Safeguarding Training

DSL training is unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training. Formal DSL refresher training will be undertaken as soon as possible. DSLs will continue to keep their knowledge up to date through other means.

New staff recruited during the period that this appendix to the Safeguarding Policy applies will still be required to complete the usual Safeguarding Induction training.

Additionally, all staff have been directed to make completion of online safeguarding training modules, via Educare, part of their working from home arrangement. The use of Educare allows this training to continue even with limited time spent in school.

10. Safer Recruitment

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.

During Covid-19 if Gad's Hill School recruits new staff we will continue to follow the relevant safer recruitment practices.

If volunteers are recruited we will continue to follow the guidance in accordance with KCSIE 2019 and. Volunteers who have not had the relevant checks will not be left unsupervised with a child.

Gad's Hill School will continue to update the single central record and will log details of any risk assessment carried out on volunteers and staff.

11. Additional Support and Links

DfE Guidance

Closure of educational settings:
information for parents and carers: www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers

Vulnerable Children Guidance: www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people

COVID-19: guidance for educational settings:
www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers:
www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers

Coronavirus (COVID-19): attendance recording for educational settings:
www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

Specific Links relating to Coronavirus for Learners and Parents/Carers

Kent County Council: www.kent.gov.uk/social-care-and-health/health/coronavirus

Childline: www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/

Mind: www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/

Young Minds: <https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/>

Kent Children's University: Home Resources Learning Packs:
www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/

Children's Commissioner:

o Children's guide to coronavirus:

www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/

o Resources for parents during coronavirus:

www.childrenscommissioner.gov.uk/coronavirus/resources/

Sport England: www.sportengland.org/stayinworkout

Place2be:

o www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/

o www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/

Online Safety

NCA-CEOP: www.thinkuknow.co.uk/

Internet Matters: www.internetmatters.org/

Childnet: www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19

UK Safer Internet Centre: www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc

NSPCC: www.nspcc.org.uk/keeping-children-safe/online-safety/

Parent Info: <https://parentinfo.org/>

BBC Own it: www.bbc.com/ownit

Domestic Abuse

Domestic Abuse Services: www.domesticabuseservices.org

Victim Support: 0808 16 89 111 www.victimsupport.org.uk/help-and-support/get-help/supportline

Look Ahead Care & Support – Service provider West Kent (Sevenoaks, Tunbridge Wells, Tonbridge and Malling): www.lookahead.org.uk/

Oasis Domestic Abuse service – Service provider, East Kent. (Thanet and Dover): www.oasisdaservice.org/home

Clarion Housing Association – Service provider for North and South Kent

North Kent: (Dartford & Gravesham, Swale and Maidstone) Clarion DA confidential Helpline: 07376 637069 (Mon-Fri 9am – 5pm)

South Kent: (Ashford, Folkestone & Hythe and Canterbury) Rising Sun Domestic Abuse service helpline: 01227 452852 (Mon-Fri 9am – 5pm)

National Women's Aid Domestic Abuse 24hr helpline:0800 2000247