



KINGSWOOD HOUSE SCHOOL

CHILD PROTECTION AND SAFEGUARDING SUB POLICY DURING SCHOOL CLOSURE AND PHASED REOPENING BECAUSE OF COVID-19

Created by: Katie Edwards
Date: 30th March 2020
Review date: Ongoing

Introduction

This policy has been created in line with government and local authority advice to ensure Kingswood House School's current Child Protection and Safeguarding policy reflects new arrangements in response to COVID-19. This policy is constantly reviewed as circumstances continue to evolve and will be an appendix to the School's existing Child Protection and Safeguarding policy.

Aims of this policy

- to detail all changes in procedures in order to communicate them to the wider school community
- to ensure staff and volunteers know what to do if they have any concerns about a child
- to stress the importance that all staff and volunteers act immediately on any safeguarding concerns
- to detail DSL and Deputy DSL arrangements
- to ensure continued importance for school staff to work with and support children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children
- to ensure peer on peer abuse, even in these very different circumstances, has a revised process for reporting such abuse and supporting victims as set out in the principles in part 5 of KCSiE
- to ensure the School continues to support vulnerable children and to advise on adapted processes
- to detail what arrangements are in place to keep children not physically attending school safe, especially online and how concerns about these children should be progressed.
- to detail the phased return and link into the relevant risk assessments and parent/staff guidelines.

It is important that all staff and volunteers are aware of this new sub policy and are kept up to date as it is revised. The revised policy will be emailed to all staff and volunteers and made available to parents and pupils via the School's website.

Designated Safeguarding Lead (DSL)

The Kingswood House School Designated Safeguarding Lead (DSL) is:

Liam Clarke, DSL

**Email address: kingswoodactive@kingswoodhouse.org
(Note that email is the preferred contact please)**

Mobile number: 07741 654857

The optimal scenario for any school providing care for children is to have a trained DSL or Deputy available on site. It is recognised that this may not be possible due to the school site being closed and therefore Liam Clarke is contactable while working from home on the above methods.

Where possible, the School Bursar, Sally Witts (Deputy DSL), can co-ordinate safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the School.

Sally Witts, Deputy DSL

School number: 01372 746592

Email address: s.witts@kingswoodhouse.org

Whatever the scenario, it is important that all school staff and volunteers have access to a trained DSL or Deputy DSL and know on any given day who that person is and how to speak to them.

The following Deputy DSL's will be available in the absence of Liam Clarke or Sally Witts:

Ian Mitchell

Email: i.mitchell@kingswoodhouse.org

Jamie Rudkin

Email: j.rudkin@kingswoodhouse.org

Sachin Sukhdeo

Email: s.sukhdeo@kingswoodhouse.org

The Deputy DSL (EYFS) is:

Eleanor Henery

Email: e.henery@kingswoodhouse.org

Vulnerable children

Ensuring that vulnerable children remain protected is one of Kingswood House School's top priorities. Vulnerable children include those who have a social worker and those children and young people with EHC plans although we are committed to support all our pupils.

Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and VSHs will continue to work with vulnerable children in this difficult period and should support these children to access this provision. There is an expectation that children with a social worker will attend provision, unless in consultation with the child's social worker and family, it is agreed this is not in the best interests of the child.

Our staff will continue to work with and support children's social workers to help protect vulnerable children. This will be especially important during the COVID-19 period.

The Government have published advice for parents/carers on keeping children safe from harm during the coronavirus pandemic, which can be found via the following link:

<https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-from-abuse-and-harm/advice-to-parents-and-carers-on-keeping-children-safe-from-abuse-and-harm>

Attendance

During school closure, all form teachers will take a register of their class on Engage in the usual way and the school office will follow up with parents if necessary. Parents are requested to contact the form teacher by 8.30am if their child is unwell so that teachers are able to manage expectations on work set.

Known vulnerable children and children with an EHCP will be contacted to see if they should or need to attend school. If the decision is made that it is in their best interest to attend school, then we will follow-up on any absenteeism in line with the School's normal procedures. If it is agreed that a vulnerable child or a child with an EHCP will be home-schooled then we will also follow up with the parents or carers throughout that period.

In order to support the above, we will take the opportunity when communicating with the parents or carer to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, we will notify their social worker.

Kingswood House School will complete the government [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows us to provide accurate, up-to-date data to the DfE on the number of children taking up places.

Phased return

Kingswood House School would like to see all our pupils back into school as soon as the scientific advice allows because it is the best place for them to learn, and because we know how important it is for their mental wellbeing to have social interactions with their peers and teachers. Children returning to educational settings in greater numbers will also allow more families to return to work.

With this in mind and considering all the Government advice, we have implemented a phased return to school for our pupils.

The Governments latest published advice includes actions for schools during the coronavirus outbreak and can be found via the following link:

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

From the week commencing the 1st June 2020, Kingswood House School, in line with Government advice and with insurer's agreement, invited Years 1 & 6 back into school. A detailed risk assessment ensuring social distancing rules and hygiene protocols are followed at all times can be found on the school's website. Parent/carers guidelines and procedures have been emailed to the relevant parents/carers and staff and are available on request.

The second phase return was for week commencing the 15th June 2020, Kingswood House School, in line with Government advice and with insurers agreement, invited Years 2 & 10 back into school. The risk assessment has been updated and parent/carers guidelines and procedures have been emailed to the relevant parents/carers and staff. These are also available on request.

The third phase return was for week commencing 22nd June 2020, Kingswood House School, in line with Government advice and with insurers agreement, invited Years 3, 4 & 5 back into school. The risk assessment was updated and parent/carers guidelines and procedures have been emailed to the relevant parents/carers and staff. Again, these are also available on request.

The final phase of the term was for week commencing 6th July when Kingswood House School, in line with Government advice and with insurer's agreement, invited Years 7, 8 and 9 back into school for one day a week each giving every pupil the opportunity to have some face-to-face time with teachers. The risk assessment was updated again and the parent/carers guidelines and procedures were emailed to the relevant parents/carers and staff. These are also available on request.

The school's latest risk assessment for reopening the school after Covid-19 closure can be found on the school's website and via the following link:

<https://www.kingswoodhouse.org/wp-content/uploads/2020/05/Risk-Assessment-Covid-19-School-Reopening-June-2020.pdf>

Staff training and safeguarding induction

All existing school staff will already have had safeguarding training and have read part 1 of KCSiE. Kingswood House School will ensure these staff will be aware of any new local arrangements so that they know what to do if they are worried about a child if we are unable to provide training in school. We will continue with the EduCare E-learning, which all staff can access remotely.

Where new staff are recruited, or new volunteers enter the school, they will continue to be provided with a safeguarding induction by reading the School's Safeguarding and Child Protection policy and part 1 of KCSiE remotely. We will judge on a case-by-case basis, the level of safeguarding induction required.

Safer recruitment of staff or volunteers

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. If Kingswood House School recruits new staff during the period of school closure, we will continue to follow the relevant safer recruitment processes for our setting, including, as appropriate, relevant sections in part 3 of KCSiE. In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its [guidance on standard and enhanced DBS ID checking](#) to minimise the need for face-to-face contact.

Where Kingwood House School utilises volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSiE. Under no circumstances should a volunteer who has not been checked, be left unsupervised or allowed to work in regulated activity.

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that any school or college is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Kingswood House School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSiE.

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Kingswood House School teachers should be aware of this in setting expectations of pupils' work where they are at home.

Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them. Government guidance on mental health and behaviour in schools sets out how mental health issues can bring about changes in a young person's behaviour or emotional state which can be displayed in a range of different ways, and that can be an indication of an underlying problem. Support for pupils and students in the current circumstances can include existing provision in the school (although this may be delivered in different ways, for

example over the phone) or from specialist staff or support services. You can read the guidance on [mental health and behaviour in schools](#).

Online safety

It will be more important than ever that Kingswood House School continues to provide a safe environment, including online, for our pupils. We have communicated advice and support to both pupils and parents/carers. Our staff will be doing what they reasonably can to keep all our children safe. In most cases, the majority of children will not be physically attending the school and it's important that all staff who interact with our children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per our Safeguarding and Child Protection policy and where appropriate referrals should still be made to children's care and as required, the police.

When lessons are provided by livestream or pre-recorded, Kingswood House School insist the location and dress of the teacher and pupil is appropriate. Teachers have strict guidelines to adhere to and parents are requested to ensure their children are dressed and in a suitable location (not a bedroom).

All Kingswood House School parents/carers and pupils have to sign the attached 'At Home E-Learning Safeguarding Consent Form' (appendix A) and return to Katie Edwards, Compliance Officer at k.edwards@kingswoodhouse.org.

All Kingswood House School key worker parents/carers and pupils have to sign an additional attached form 'At School E-Learning Safeguarding Consent Form' (appendix B) and return to Katie Edwards, compliance Officer at k.edwards@kingswoodhouse.org.

The government is providing separate guidance on providing education remotely. It will set out 4 key areas that teachers should consider as part of any remote learning strategy. This includes the use of technology. Recently published [guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) could help plan online lessons and/or activities and plan them safely.

All staff should consider the safety of our children when they are asked to work online. The starting point for online teaching should be the same principles as set out in the School's Staff Behaviour and Code of Conduct Policy. This policy, amongst other things, includes acceptable use of technologies, staff pupil relationships and communication including the use of social media. The policy applies equally to any existing or new online and distance learning arrangements, which are introduced.

All staff or volunteers are to ensure any use of online learning tools and systems are in line with the School's Privacy Policy and data protection/GDPR requirements.

We are to continue to ensure children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school this should also 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

Kingswood House School staff are likely to be in regular contact with parents and carers. Those communications should 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 and be clear who from the school (if anyone) their child is going to be interacting with online.

We receive IT support from Eduthing who are following government advice to keep their staff healthy and can continue supporting us remotely.

Parents and carers may choose to supplement the school online offer with support from online companies and in some cases individual tutors. In their communications with parents and carers, staff should emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

Parent/carer consent

I understand that my child needs to follow the Kingswood House School behaviour code and any safety rules (including online) so that we can keep them and other children safe.

Parent or carers print name:

Signature and date:

Child consent

I understand that I must follow the Kingswood House School behaviour code and any safety rules (including online) so that I and other children can be kept safe.

Child print name:

Signature and date:

Please return form to Katie Edwards, Compliance Officer at k.edwards@kingswoodhouse.org

Any medical conditions or allergies?

If yes, please provide details of the condition(s) and any medication needed:

Is there anything else you think we should know?

Information for all parents and carers

Kingswood House School aims to provide a safe and enjoyable experience for every child or your person. To help us do this, please note the following important information:

- All parts of the consent form must be completed and signed by the parent/carer and child before e-learning takes part.
- Parents and carers must ensure they notify us of any changes to the information given on the form.

Further information for key worker parents and carers:

- Parents and carers must arrange for their children to be brought to and from school safely and on time if e-learning is at school. If a parent or carer is not able to collect their child, they need to let us know in advance, who will be doing so.
- We can not take responsibility for any damage to clothing and/or personal items during activities at school.
- Parents and carers should ensure children have sufficient water, food, clothing, sun lotion and medication (where mentioned on the consent form) for the duration of the activities.

Key workers - I agree to (please tick):

- my child taking part in the stated activity
- Kingswood House School keeping a record of this form for health and safety reasons
- any medical treatment that my child may need being given in an emergency
- my child being filmed or photographed during the activity, with the possibility that these photographs/media recordings may be used for school publications or marketing publicity.

Parent/carer consent

I understand that my child needs to follow the Kingswood House School behaviour code and any safety rules (including online) so that we can keep them and other children safe.

Parent or carers print name:

Signature and date:

Child consent

I understand that I must follow the Kingswood House School behaviour code and any safety rules (including online) so that I and other children can be kept safe.

Child print name:

Signature and date:

Please return form to Katie Edwards, Compliance Officer at k.edwards@kingswoodhouse.org