

Safeguarding and Child Protection Policy Addendum Coronavirus (Covid-19)

Whole School Policy including EYFS

“Twickenham Preparatory School seeks to create a safe, caring and happy Christian environment in which all pupils are valued and can thrive personally, socially and academically.”

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1. Introduction

Twickenham Preparatory School (TPS) currently has a Safeguarding and Child Protection Policy. This addendum to our Safeguarding and Child Protection Policy is to encapsulate key Coronavirus (Covid-19) related changes. It reflects:

- Any updated advice received from the local 3 safeguarding partners
- Any updated advice received from the local authority (LA) regarding children with education, health and care (EHC) plans, the local authority designated officer (LADO) and children's social care, reporting mechanisms, referral thresholds and children in need
- What staff and volunteers should do if they have any concerns about a pupil
- What staff and volunteers should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to pupils
- The continued importance of all staff and volunteers acting immediately on any safeguarding concerns
- DSL and deputy DSL arrangements
- The 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
- Peer on peer abuse
- Any arrangements to support pupils the school is concerned about who do not meet the 'vulnerable' definition
- What arrangements are in place to keep pupils not physically attending the school safe, especially online and how concerns about these pupils should be progressed.

2. Safeguarding Priority

The School is currently operating in response to Coronavirus (COVID-19) however, a number of important safeguarding principles remain the same:

- With regard to safeguarding, the best interests of pupils continues to come first
- If anyone in the School has a safeguarding concern about any pupil they should continue to act and act immediately
- A DSL or deputy will be available
- Unsuitable people are not allowed to enter the pupils' workforce and/or gain access to pupils
- Pupils will continue to be protected when they are online.

3. Current School Position

TPS is currently open to children of key workers and vulnerable children. No staff or volunteers from other educational establishments are currently working on site.

4. Designated Safeguarding Leads (DSLs)

The roles and responsibilities for safeguarding in the School remain in line with the School's Safeguarding & Child Protection Policy.

Whilst the School remains partially closed the DSL and/or Deputy DSL will be available on site or contactable via phone or email. Where the DSL or the Deputy DSL cannot be on site, then in addition to these arrangements a member of the Senior Leadership Team (SLT) from the School will take responsibility for

coordinating safeguarding on site.

The DSL team can be contacted as below.

Designated Safeguarding Lead Mrs Barbara Barnes

- School Office: 020 8979 6216 (Ext 208)
- Mobile: 07949 038703
- Email: bbarnes@twickenhamprep.co.uk

Deputy Designated Safeguarding Lead Mrs Amanda Hepburn

- School Office: 020 8979 6216
- Mobile: 07947 935003
- Email: ahepburn@twickenhamprep.co.uk

5. Vulnerable Children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority (LA). A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.

Those with an EHC plan will be risk-assessed in consultation with the LA and parents, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home. TPS currently has no pupils on EHC plans.

TPS will encourage our vulnerable pupils to attend school, including remotely if needed.

The SLT, especially the DSL and Deputy DSL know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

TPS will continue to work with pupils' social workers and the VSH for looked-after and previously looked-after children.

6. Attendance

Where a pupil is expected on site but does not arrive at School, the School will follow the procedure as detailed in the School's Missing Pupil & Collection Policy.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the School will notify their social worker.

TPS will complete Government attendance reporting requirements and supply any information regarding attendance requested by Achieving for Children.

7. Reporting Concerns about Pupils or Staff

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow the School's Safeguarding & Child Protection Policy and advise the DSL of any concerns they have about any pupil, including those who are not attending school.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that pupils may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending the School are dealt with thoroughly and efficiently and in accordance with the School's procedures as set out in our Safeguarding & Child Protection Policy.

8. Staff Safeguarding Training and Induction

DSL refresher training is currently up to date at TPS.

All existing staff have received safeguarding training and have read Part 1 of Keeping Children Safe in Education (2019). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a pupil.

Where new staff are recruited they will continue to be provided with a safeguarding induction from the DSL, this may be by remote platforms if necessary.

9. Safer Recruitment

It remains essential that people who are unsuitable are not allowed to enter the pupils' workforce or gain access to pupils. When recruiting new staff, the School will continue to follow the Recruitment & Selection Policy.

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.

Whilst TPS remains partially closed no new volunteers will be appointed. When school premises open fully the School will continue to follow the checking and risk assessment process as set out in the School's Recruitment & Selection Policy. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

The School will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of Keeping Children Safe in Education (2019).

TPS will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of Keeping Children Safe in Education (2019) and the TRA's Teacher misconduct advice for making a referral. During the COVID-

19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that the School is aware, on any given day, which staff will be on site and that appropriate checks have been carried out, especially for anyone engaging in regulated activity.

As such, the School will continue to ensure that all staff and individuals carrying out works on site, sign in and out of the premises and will continue to keep the Single Central Record (SCR).

10. Mental Health

The School is aware that negative experiences and distressing life events such as the current circumstances can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils' work where they are at home.

The School will ensure that appropriate support is in place for the children of critical workers and vulnerable children whilst on site.

Staff will continue to offer support to pupils who are not on site, this will be done remotely (via online platforms) through pastoral lessons/contact with Class Teacher/Form Tutor.

Staff will be aware of the mental health of pupils and their parents and carers and will contact the DSL or the Deputy DSL if they have any concerns.

11. Peer on Peer Abuse

The School recognises that pupils can abuse their peers and staff are clear about the School's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. The School also recognises that abuse can still occur during a school closure or partial closure and between those pupils who do attend the school site during these measures.

Staff remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in the Safeguarding & Child Protection Policy and Anti-Bullying Policy for reporting concerns.

12. Online Safety

TPS 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.

The SLT are responsible for maintaining safe IT arrangements.

13. Pupils and Online Safety Away From School

It is important that all staff who interact with pupils, including online, continue to look out for signs a pupil may be at risk. Any such concerns should be dealt with in line with the Safeguarding & Child Protection Policy and where appropriate referrals will still be made to children's social care and as required, the police.

All staff should ensure they follow guidance regarding online safety as set out within the Online Safety Policy, Acceptable Use Agreement and Staff Code of Conduct.

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

The School ensures that pupils working online have clear reporting routes (back to the School), in place so they can raise concerns whilst online. Age appropriate practical support is also made available to pupils with external providers including:

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

Regular communication with parents reinforces the importance of pupils being safe online. External support for parents 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

14. Supporting Children not in School

Where the DSL has identified a pupil to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support the pupil. Details of that plan will be recorded in the pupil's safeguarding file. It will be reviewed regularly to ensure it remains current during these measures.

The School will share safeguarding messages on its website, within the weekly bulletin and any other communications to families.

15. Supporting Children in School

The School is committed to ensuring the safety and wellbeing of all its pupils. TPS will continue to be a safe space for children of key workers and vulnerable children to attend and flourish.

When open for children of key workers and vulnerable children, the Head will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. Where the School cares for such children on site appropriate support will be in place for them.

The School 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 hand washing and other measures to limit the risk of spread of COVID19.

16. Related Policies

Links to policies referenced within this document can be found below.

- [Safeguarding & Child Protection Policy](#)
- [Keeping Children Safe in Education](#)
- [Anti-Bullying Policy](#)
- [Staff Code of Conduct](#)
- [Online Safety Policy](#)
- [Acceptable Use Agreement](#)
- [Recruitment & Selection Policy](#)
- [Missing Pupil & Collection Policy](#)