

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

In March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only those children of workers critical to the Covid-19 response, who absolutely needed to attend and vulnerable children.

From 5th January 2021 parents were once again asked to keep their children at home and for schools to remain open only for children of critical workers and vulnerable children.

This is an updated addendum to Twickenham Preparatory School's (TPS) current Safeguarding & Child Protection Policy and encapsulates key Coronavirus (Covid-19) related changes to deal with this further period of national lockdown. 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 critical 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.

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

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 and young people include those who:

- Are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- Have an education, health and care (EHC) plan (TPS currently has no pupils on EHC plans)
- Have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - Children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - Adopted children or children on a special guardianship order
 - Those at risk of becoming neet ('not in employment, education or training')
 - Those living in temporary accommodation
 - Those who are young carers
 - Those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - Care leavers
 - Others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

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, TPS will discuss this with the social worker and explore the reasons for this directly with the parent.

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.

Where parents are concerned about the risk of their child contracting Covid-19, TPS or the social worker will talk through these anxieties with the parent or carer following the advice set out by Public Health England.

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

6. Critical Workers

A critical worker is an individual whose work is critical to the coronavirus (Covid-19) and EU transition response include those who work in health and social care and in other key sectors. Further details regarding key sectors can be found [here](#).

Pupils with at least one parent or carer who is a critical worker can go to school if required, but parents and carers should keep their children at home if they can.

7. Attendance

Pupils for whom on-site provision is being provided will be recorded in line with the normal school attendance requirements.

TPS and social workers will agree with parents/carers whether children in need should be attending school.

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.

8. 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 the School's Safeguarding & Child Protection Policy.

Staff are reminded of the need to report any concern immediately and without delay.

9. 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 (KCSIE) 2020. 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.

10. 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, including, as appropriate, the relevant sections in Part 3 of KCSIE 2020.

Should TPS utilise volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE 2020. 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 179 of KCSIE 2020.

TPS will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 of KCSIE 2020 and the TRA's Teacher Misconduct Advice for making a referral.

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that TPS 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, log in and out of the premises and will continue to keep the Single Central Record (SCR) up to date.

11. Volunteers

TPS may use volunteers to assist in the following activities:

- handing out Covid-19 test kits to pupils and staff members
- administration of Covid-19 testing
- cleaning down areas and directing pupils and staff members

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

In appointing volunteers, the School will follow safer recruitment processes.

Volunteers will receive appropriate training for the roles they will be conducting, this would include shadowing of staff currently undertaking the duties. Volunteers will receive a Safeguarding Induction from the DSL and will be required to comply with the School's policies and procedures on Confidentiality and General Data Protection Regulations.

12. 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.

13. Peer on Peer Abuse

TPS recognises the during this period staff must remain vigilant to the signs of peer-on-peer abuse.

Where TPS receives a report and/or identifies peer on peer abuse, the principles as set out in Part 5 of KCSIE 2020 and of those outlined within of the Safeguarding & Child Protection Policy and the Anti-Bullying Policy will be followed.

TPS will listen and work with the pupil, parents/carers and any multi-agency partner required to ensure the safety and security of the child.

Concerns and actions must be recorded immediately and appropriate referrals made.

14. 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.

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

15. 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.

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

TPS 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

16. Supporting Children not in School

TPS is committed to ensuring the safety and wellbeing of all its pupils.

Where the DSL has identified a pupil to be on the edge of social care support, or who would normally receive additional pastoral-type 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.

TPS recognises that school is a protective factor for pupils, and the current circumstances, can affect the mental health of pupils and their parents/carers.

Teachers at TPS are aware of this in setting expectations of pupils' work where they are at home.

17. Supporting Children in School

TPS will continue to be a safe space for children of critical workers and vulnerable children to attend and flourish. The Headmaster will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

TPS continues to 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.

Should TPS have concerns about the impact of staff absence the matter will be raised with the Board of Governors immediately.

18. Related Policies

All policies referred to within this addendum can be found on the Reference Drive or on request from the Business Office.