



Temporary Policy Addendum:

School arrangements for Safeguarding and Child
Protection at
Richard Challoner School for students who may be
self-isolating at home

This Policy addendum is effective from 23rd March 2021



Context

To support public health efforts to arrest the rising cases of Covid-19 (Coronavirus), on 4th January 2021, the Prime Minister announced a new national lockdown for England, with people instructed to "stay at home" as they did during March's first lockdown.

All Primary Schools, Secondary Schools and Colleges were instructed to move to online learning.

Since then students have been advised to return to school with extra safety measure however some children and staff may have to self-isolate or shield at home.

This addendum of the Richard Challoner School Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Remain as per the School Safeguarding and Child Protection Policy.

Attendance monitoring

In mainstream schools, all secondary-age children who are not expected to be in school, should be recorded as 'code X'.

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

Shielding advice is currently in place, all children deemed clinically extremely vulnerable are advised not to attend school.

Richard Challoner School and social workers will agree with parents/carers whether children in need should be attending school – Richard Challoner School will then follow up on any student that they were expecting to attend, who does not.

Phone calls will be made to the parents/carers in these circumstances.

To support the above, Richard Challoner School will, when communicating with parents/carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

Designated Safeguarding Lead

Richard Challoner School has a Designated Safeguarding Lead (DSL) and 4 Deputy DSL's.

The Designated Safeguarding Lead is: Mrs Ailish Southall

The Deputy Designated Safeguarding Leads are: Mr N Henderson, Mr I O'Brien, Mr M Cox, and Mrs C Verdin.

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.



Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) 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.

Richard Challoner School staff and volunteers will have access to a trained DSL (or deputy).

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

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding & Child Protection Policy, this includes making a report via CPOMS, which can be done remotely. This must be logged by 4pm on the day the concern is raised.

If a concern is raised out of hours, the staff member should report the concern on CPOMS and alert the Delegated Safeguarding Lead using the contacts outlined in the school Safeguarding and Child Protection Policy. If a response is not received, you must continue to exhaust all contacts in the key contact section of the Policy.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead and Headteacher. This will ensure that the concern is received.

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

Where staff are concerned about an adult working with children in the school, they should inform the headteacher as soon as possible.

If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally over the phone and followed up with an email to the Headteacher to confirm the discussion.

Concerns around the Headteacher should be directed to the Chair of Governors via email.



Safeguarding Training and induction

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter Richard Challoner School, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will consider the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that: -

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, they will be given a copy of the receiving setting's Safeguarding & Child protection Policy, Staff Code of Conduct, Staff ICT User Policy to read and sign.

Designated Safeguarding Lead training

The DSL and members of the Safeguarding team will be fully trained and attend refresher courses every two years.

Safer recruitment/volunteers and movement of staff

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

When recruiting new staff, Richard Challoner School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020) (KCSIE).



If staff are deployed from another education or children’s workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that: -

- the individual has been subject to an enhanced DBS and children’s barred list check
- there are no known concerns about the individual’s suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Where Richard Challoner School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Richard Challoner 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.

Richard Challoner School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) considering ‘Teacher misconduct advice for making a referral.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that our 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, Richard Challoner School will continue to keep the single central record (SCR) up to date as outlined in KCSIE (2020).

Volunteers

Richard Challoner School have used volunteers to assist in handing out and securing COVID-19 test kits to students and staff members. Other duties have included building test kits, cleaning down areas and directing people.

Should volunteers be called upon again, 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.



Volunteers who, on an unsupervised basis provide personal care on a one-off basis in Richard Challoner School, will be in regulated activity. This means that if a volunteer is administering a COVID-19 test whilst un-supervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

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

Online safety in school

Richard Challoner School 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.

Students and online safety away from school

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

If 1:1 meetings are being conducted and staff have any concerns about anything that happened during the meeting, they should report it to a member of SLT immediately.

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



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

- Staff must only use platforms approved by the school and must use their school credentials at all times. Specifically, the platforms used to communicate with students during remote learning include: Zoom, Satchel One (Show My Homework), Showbie, School Email
- All Zoom meetings are logged through our managed account and logs are available to senior leaders as required to check attendance and what meetings are taking place.
- Specified senior staff have access to join any meeting unannounced (this bypasses waiting rooms and the host does not need to approve entry to the meeting). If there are safeguarding concerns, this would be implemented immediately.
- Staff and students must wear suitable clothing, as should anyone else in the household.
- Language must be professional and appropriate, including any family members in the background.
- Staff and students are encouraged to host meetings in appropriate areas and a school 'virtual background' has been made available to all staff and students to maintain privacy where necessary (i.e. if others are working within the same room or there are other family members in the background).
- Live lessons are taking place every day, but staff are encouraged to set tasks to complete independently during longer lessons, to reduce screen time on Zoom meetings. Staff will remain available to assist either on Zoom or other platforms highlighted above.

Supporting students not in school

Richard Challoner School is committed to ensuring the safety and wellbeing of all its students.

Where the DSL has identified a student 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 student.

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



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

Richard Challoner School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

Richard Challoner School recognises that school is a protective factor for students, and the current circumstances, can affect the mental health of students and their parents/carers.

Teachers at Richard Challoner School need to be aware of this in setting expectations of students' work where they are at home.

Home visits

In the past partial school closures, some home visits were required where no contact could be made for a particular student or where deep concerns were in place.

The necessity for these home visits was established by the DSL/leadership through monitoring the vulnerable students calls, CPOMS and non-engagement.

Leaders will continue to dynamically risk assess any home visit and seek advice from the Designated Safeguarding Lead or Headteacher if concerns arise around the safety of staff making the visit.

Supporting students in school

Richard Challoner School is committed to ensuring the safety and wellbeing of all its students.

Richard Challoner School will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.



Richard Challoner 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 handwashing and other measures to limit the risk of spread of COVID19.

Where Richard Challoner School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – it will be discussed with the Senior Leadership Team and appropriate cover arranged.

Peer on Peer Abuse

Where Richard Challoner School receives a report of Peer on Peer Abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Safeguarding & 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 CPOMS and appropriate referrals made.

Review due: On-going

Review Cycle: Annual (Temporary)