

Covid-19 Addendum



**COVID-19 school closure arrangements for Safeguarding and Child
Protection at
Sunninghill Prep School**

School Name: Sunninghill Prep School
Policy owner: Sarah Smith
Date: 6th April 2020
Date shared with staff: 21st April 2020
Updated: 1st June 2020

Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Sunninghill Prep School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Mrs Sarah Smith	07923227703	dsl@sunninghill.dorset.sch.uk
Deputy Designated Safeguarding Leads	Mr Ian Stazicker: Deputy Head Pastoral Mrs Karen King: Wellbeing Coordinator Mrs Lecca Moss Miss Sophie Blair Mrs Danielle Stone (Clark)	07851094841 (emergency pastoral number)	istazicker@sunninghill.dorset.sch.uk kking@sunninghill.dorset.sch.uk lmoss@sunninghill.dorset.sch.uk sblair@sunninghill.dorset.sch.uk dclark@sunninghill.dorset.sch.uk
Headmaster	Mr John Thorpe	07468488044	jthorpe@sunninghill.dorset.sch.uk
Chair of Governors	Miss Jean Walker		jwalker@sunninghill.dorset.sch.uk
Safeguarding Governor	Dr Hay-Ming Blunt		hblunt@sunninghill.dorset.sch.uk

Vulnerable children

At Sunninghill Prep School, senior leaders, especially the Designated Safeguarding Lead (and deputies) know who our most vulnerable children are. We currently have no children on an EHC plan or any who require free school meals.

Attendance monitoring

From 1st June local authorities and education settings need to complete their usual day-to-day attendance processes to follow up on non-attendance. We will record attendance as normal on 3sys.

In addition we will continue to submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

How this will look in Sunninghill Prep School

To support the above, Sunninghill Prep 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.

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 email 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 records, 3sys 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 or college.

It is important that all Sunninghill Prep School staff and volunteers have access to a trained DSL (or deputy).

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy, this includes making a report via 3sys, which can be done remotely or by contacting the DSL/DDSL directly.

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 follow the process outlined in the Safeguarding and Child Protection policy.

Supporting children not in school

Sunninghill Prep School is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child 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 child.

Details of this plan must be recorded on 3sys and a record of contact should be made.

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

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

This plan must be reviewed regularly (at least once a fortnight) 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.

Sunninghill Prep School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Sunninghill Prep School need to be aware of this in setting expectations of pupils' work where they are at home.

In exceptional circumstances it may be necessary for a child to attend school rather than remain at home if they are deemed to be vulnerable.

Supporting children in school

Sunninghill Prep School is committed to ensuring the safety and wellbeing of all its students.

We will continue to be a safe space for all 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.

Sunninghill Prep 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.

Sunninghill Prep School will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

All children coming back into Sunninghill Prep School from 1st June will be offered support via class tutor sessions and through an individual tutor meeting, which will be completed within two weeks of their return. Tutors will be given guidance via a short template form of questions which will be returned to the DSL as evidence of completion/for follow up. This is to help each child make the transition from home back into the school environment. Any issues revealed by any child will be reported and recorded in the usual way on 3sys and ensure appropriate support is given.

Peer on Peer Abuse

Sunninghill Prep School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Safeguarding and 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 and appropriate referrals made.

Children and online safety away from school

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 Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Sunninghill Prep 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 delivering virtual lessons, especially where webcams are involved:

- 1:1s between a member of staff and a pupil can take place as long as a parent is present in the room.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- 'Google Hangouts Meet' will be used for any video conferencing. Any live sessions, such as circle times or tutor meetings, should be recorded so if any issues arise the video can be reviewed. This should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager/provider to communicate with pupils. Staff should use pupil school email addresses not personal addresses.

Online safety in school

Sunninghill Prep School will continue to provide a safe environment, including online. This includes the use of an online filtering system. **Where children are using iPads in school, appropriate supervision will be in place. From June 1st the IT room and computers will not be used by children.**

Children will only be able to bring in mobile phones if they are walking to and from school independently.

Safeguarding Training and induction

DSL training is very 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.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). 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 Sunninghill Prep School, they will continue to be provided with a safeguarding induction.

Safer recruitment/volunteers and movement of staff

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.

Sunninghill Prep 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 KCSIE.

Sunninghill Prep School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 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 National emergency, it is essential from a safeguarding perspective that any school 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, Sunninghill Prep School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.