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**COVID-19 Addendum**

**Safeguarding and Child Protection Policy**

School name: Sir William Borlase's Grammar School

Policy owner: Sir William Borlase's Grammar School

Date: 8 April 2020

Date shared with governors and trustees: 14 April 2020

Date DfE information shared with staff : 2 April 2020

Date policy shared with staff: 19 April 2020

Review Date : As per DfE guidelines

The safety and welfare of all children must always be Sir William Borlase's Grammar School's priority and the principles within the Keeping Children Safe in Education (KCSiE) 2019 and the school's Child Protection and Safeguarding Policy still apply.

## Designated Safeguarding Lead Information

| Role | Name | Phone | Email |
|---|---|---|---|
| Designated Safeguarding Lead (DSL) | Miss Rhian Williams | 07384 678214 | rhwilliams@swbgs.com |
| Headteacher if not DSL or DDSL | Ms Kay Mountfield | 07709944892 | kmountfield@swbgs.com |
| Deputy Designated Safeguarding Lead (DDSL) | Miss Nicola Day | 07384 676508 | nday@swbgs.com |
| Chair of Governors/Trustee | Ms Charlotte Redcliffe | 01628 816500 | credcliffe@swbgs.com |
| Safeguarding Governor/Trustee | Mr William Evans | 01628 816500 | wevans@swbgs.com |

## Safeguarding County Information

Buckinghamshire

- First Response (9am-5pm)  - 01296 383962
- Emergency Duty Team (OOH) - 0800 999 7677 / 01865 902000
- Secure email - secure-cypfirstresponse@buckscc.gov.uk
- Local Authority Designated Officer (LADO) - 01296 382070
- Secure LADO email secure-LADO@buckinghamshire.gov.uk
- Virtual School  - 01296 387047  - thevirutalschool@buckscc.gov.uk

Oxfordshire

- Multi Agency Safeguarding Hub (MASH) team - 0345 050 7666 (8.30-5 Mon-Thur and 8.30-4 Fri)
- Emergency Duty Team (OOH) - 0800 833 408
- Secure email - mashchildrens@oxfordshire.gcsx.gov.uk
- Local Authority Designated officer (LADO) - 01865 815956

Slough

- Multi Agency Safeguarding Hub (MASH) team - 01753 875362
- Emergency Duty Team (OOH) - 01344 786543
- Secure email - child.protection@slough.gcsx.gov.uk
- LADO - 01753 474053 / 07885 828387

## Prevent Information – all Counties

- Concerns about an Adult should be reported to:
- Safeguarding Adults Team on 0800137 915 or safeguardingadults@buckscc.gov.uk
- Concerns about a child (under 18) should be reported to:
- Children's & Young People's First Response on 01296 383962 or securecypfirstresponse@buckscc.gcsx.gov.uk
- Out of normal office hours concerns about an Adult or a Child:
- 0800 999 7677
- Preventreferrals@thamesvalley.pnn.police.uk
- To report information call the Anti-Terrorist Hotline 0800 789321
- To report information anonymously call Crimestoppers 0800 555 111

**School Information**

A member of the DSL team will always be available during school hours

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

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

## Responsibilities

We continue to take a whole school approach to safeguarding and it is the responsibility of all staff to report any concerns that they may have for the safety and/or welfare of any children with whom they have contact. This contact may be via phone call to the DSL, CPOMs or through the child.

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

A written notification, Letter of Assurance, will be obtained from the DSL at Sir William Borlase's Grammar School if any staff members come to work at Sir William Borlase's Grammar School and a risk assessment will be put in place.

Any volunteers coming into Sir William Borlase's Grammar School, will be subject to relevant checks being completed as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. A risk assessment will be put in place on an individual basis.

Any staff or volunteers, carrying out duties in this school, who are usually based in another setting, will read the school's Child Protection Policy and KCSIE 2019, Part 1 and annexe A. They will be informed of who the DSLs are and made aware of the school and local procedures for reporting concerns and complete the school's safeguarding written assessment.

Induction to safeguarding training will be completed by the DSL (Rhian Williams) or Deputy DSL (Nicola Day) for any volunteers who are not familiar with the school.

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that Sir William Borlase's Grammar School is aware, on any given day, which staff/volunteers/ contractors will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Sir William Borlase's Grammar School will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE and an internal log of staff / volunteers and contractors on site.

The DSL (Miss Rhian Williams) and Headteacher (Ms Kay Mountfield) will ensure that they keep informed of any up to date information, both at a local or national level, as a result of COVID-19, that will impact the welfare of all students within Sir William Borlase's Grammar School and will ensure that relevant information is shared with all staff, including any staff who may be carrying out temporary duties.

The DSL will ensure that the child protection files are kept up to date and any required information is shared with the relevant agencies.

All staff continue to have a duty to report any concerns about the conduct or actions of any other member of staff. This report will be made to the Headteacher or Chair of Governors in accordance with the school's Whistleblowing Policy.

**Vulnerable children**

Vulnerable children include:

- Children who have a social worker
- Children with Child in Need (CIN) Plans
- Children on Child Protection (CP) Plans
- Looked after children
- Young carers
- Disabled children
- Pupils with Education, Health and Care (EHC) Plans (0-25)

Children who are known to our school and are deemed to be vulnerable will be offered a place in order to continue to attend, so long as they do not have underlying health conditions that put them at risk. If, however, we are unable to staff our school due to illness a place will be sought at a nearby setting.

Sir William Borlase's Grammar School will offer support to those children and parents/carers who have concerns about the child contracting Covid-19 through attendance at school. School will also refer to the guidance published by Public Health England and follow this advice.  In cases where the child has a social worker, school must make contact with them to discuss the concerns. Guidance will also be sought from the Virtual School Head (Emma Owens) for children who are looked after (CLA).

Sir William Borlase's Grammar School has identified those children who are a concern, but do not meet the criteria to be classed as a vulnerable child.

A clear system of communication with the students and form tutor / student support / pastoral teams is in place and logged.  If a concern is raised that may require a phone call home the request should be put into the DSL and a member of staff will contact home.

If a door step visit is considered necessary then a full risk assessment, including advice on appropriate PPE, should only be carried out with the express approval of the Head Teacher and engagement with the DSL and relevant pastoral team.

Those with an EHCP should be risk-assessed by the school in consultation with the local authority (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.

As at April 2020 there are no students with EHCPs at SWBGS

Sir William Borlase's Grammar School will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority Virtual School Head for looked-after and previously looked-after children. Sir William Borlase's Grammar School will regularly review CP/CIN cases to determine vulnerability and prioritise resources accordingly. The lead person for this will be the DSL Miss Rhian Williams.

Sir William Borlase's Grammar 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.

## Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers at our school will be aware of this in setting expectations of pupils' work whilst they are at home. Sir William Borlase's Grammar School will refer to the separate guidance on providing education remotely.

Appropriate support is in place for children of critical workers and vulnerable children attending school. The government guidance mental health and behaviour in schools will be referred to in order to support mental health issues that can bring about changes in a child'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 will include existing provision in the school, although this may be delivered in different ways, or from specialist staff or support services. Further advice on support can be found on schoolsweb at
https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-mental-health-and-well-being/

## Online Safety

All staff are aware of the Sir William Borlase's Grammar School on line approach, however during this period of the COVID-19 outbreak, there are other aspects of e-safety that need to be considered.

- Staff and students should be appropriately dressed for all lessons
- Staff and students should ensure they google meet in appropriate rooms in their homes
- Staff and students should only drink water during lessons, not eat meals or hot drinks unless for medical reasons
- Phone calls home are directed via the DSL who may refer to the on duty member of SLT and all phone calls are logged
- Should a google meet student 121 need to take place the arrangements in place must be followed – request logged on the staff sheet, DSL informed, second member of staff agreed to sit in.

All staff at Sir William Borlase's Grammar School must be reminded to familiarise themselves with the following policies:

- o Child Protection and Safeguarding policy
- o Staff code of conduct
- o Acceptable users' policy
- o Social media guidance

## Children and online safety away from school and college

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

Sir William Borlase's Grammar School will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

- o Some live classes may be recorded so that if any issues were to arise, the video can be reviewed.

o   Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.

o   Language must be professional and appropriate, including any family members in the background.

o   Staff must only use platforms provided by Sir William Borlases's Grammar School to communicate with pupils

o   Staff should record, the length, time, date and attendance of any sessions held.

o   Parental consent will be obtained prior to any pupil taking part in a virtual lesson.

o   Teachers must not engage in any 1:1 virtual teaching / meeting sessions.

o   Ensure that ground rules are in place so that the students have a good understanding of how the sessions will be organised and run.

o   Consider the needs of vulnerable pupils, such as SEND and the sharing of information.

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  is available which could help plan online lessons and/or activities and deliver them safely.

Sir William Borlase's Grammar School will ensure that 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 school, children will be signposted to age-appropriate practical support from, for example:

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

Parents and carers may choose to supplement the school online offer with support from online companies and in some cases individual tutors. In the communications with parents and carers, Sir William Borlase's Grammar School will 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.

For those students who are still accessing computers at school and therefore are online, school will still continue to ensure that the appropriate filters and monitoring systems are in place.

## Supporting children not in school

- Sir William Borlase's Grammar School and its Headteacher and 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.

## Supporting children in school

Sir William Borlase's Grammar 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 pupil ratio numbers are appropriate, to maximise safety.

Sir William Borlase's Grammar 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.

## Peer on Peer Abuse

Sir William Borlase's Grammar School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims**.** Pupils and parents will be reminded of the procedures to report any concerns .

Sir William Borlase's Grammar School recognises that during the period of school closure, children may have more frequent access to online devices, which has the potential to lead to online peer on peer abuse. These would include, but are not exclusive:

- Sexting
- Online abuse
- Peer-on-peer grooming
- Distribution of youth involved sexualised content
- Harassment

Where a school receives a report of peer on peer abuse, it will be addressed promptly and appropriately, following the principles as set out in part 5 of KCSIE and of those outlined within the Child Protection Policy.

The school will listen and work with the child, parents/carers and multi-agency partners, including a report to the police, if required, to ensure the safety and security of that young person.

Concerns and actions will be recorded, and appropriate referrals made.

## Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.  However, Sir William Borlase's Grammar School will be

undertaking a daily register and require staff, when at online lessons, to record attendance and report concerns under the Sir William Borlase's Grammar School Covid 19 Attendance approach.

For those children where it has been agreed between Sir William Borlase's Grammar School, social workers and parents/carers that children will be attending school, the school will follow up on any pupil who does not arrive at the agreed time.

Sir William Borlase's Grammar School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

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

To support the above, Sir William Borlase's Grammar 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 Department for Education has introduced a [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 schools to provide accurate, up-to-date data to the department on the number of children taking up places and is completed by the DSL on a daily basis.


## Children moving schools and colleges

If any children are attending another setting, all relevant welfare and child protection information will be shared with that school. All relevant contacts, including social care contacts will also be shared with the school.

For looked-after children, any change in school must be led and managed by the Virtual School Head. The receiving school must be made aware of the reason the child is vulnerable and any arrangements in place to support them.

The receiving school will have access to a vulnerable child's EHC Plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker is (and, for looked-after children, who the responsible Virtual School Head is). All medical information must be shared with the receiving school and suitable arrangements made for any children requiring medication to be administered. A risk assessment and protocol will be drawn up to cover individual cases. Contact telephone numbers will be shared with any receiving school. Wherever possible this will take place prior to the child arriving or as soon as possible following their arrival.

Any exchanges of information will ideally happen at DSL level, and likewise between Special Educational Needs Co-ordinators with oversight of SEND provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders must take responsibility.

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR this legislation does not prevent the sharing of information for the purposes of keeping children safe.

Schools must follow the advice about information sharing that can be found at paragraphs 76-83 of KCSIE.

**Linked Documents**

[Code of Conduct](#)

[ICT acceptable usage policy](#)

[SWBGS Safeguarding and Child Protection](#)

[DfE Covid advice](#)

[Safer Recruitment Consortium - safer working practice advice](#)