

St. John's Prep. & Senior School



Safeguarding & Child Protection Policy

**Child Protection on return to school
in September and in the event of
further lockdowns during COVID-19**

(w.e.f. September, 2020)

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open and 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.

Although all our pupils have now returned to school, this addendum of the St. John's Prep. & Senior School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the event of further lockdowns in the future in the following areas:

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Context

From the Autumn Term 2020, it is expected that all our pupils will return to full time education at school. This addendum to our Safeguarding & Child Protection Policy seeks to advise staff and parents how we intend to keep St. John's Prep. & Senior School a safe place for our children to attend and how we will operate in the event of further 'lockdowns'. This guidance also aims to:

- support our proprietors, senior leadership teams and designated safeguarding leads (DSLs) so they can continue to have appropriate regard to KCSIE and keep their children safe

[Keeping Children Safe in Education](#) (KCSIE) is the statutory safeguarding guidance that we will continue to have regard to as required by legislation.

The way St. John's Prep & Senior School will operate in response to a further coronavirus 'lockdown' will once again be different to business as usual. However, a number of important safeguarding principles remain the same:

- the best interests of children must always continue to come first;
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately;
- a DSL or deputy should be available;
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children;
- children should continue to be protected when they are online.

St. John's Prep & Senior School will, as far as is reasonably possible, take a whole institution approach to safeguarding. This will allow us to satisfy ourselves that any new policies and processes in response to coronavirus are not weakening our approach to safeguarding or undermining our child protection policy. It is especially important that our risk assessments are appropriately linked into our safeguarding and child protection policy (see Risk Assessment – 'Return to School in September 2020, during the Coronavirus pandemic').

If necessary, St. John's Prep. & Senior 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 (VSH) for looked-after and previously looked-after children.

Attendance monitoring

From the start of the Autumn Term, we will resume completing the daily educational settings status form and send it to the DfE by 12 noon. In the event of further lockdowns, St. John's Prep. & Senior School and social workers will agree with parents/carers whether children in need should be attending school – St. John's Prep. & Senior School will then follow up on any pupil that they were expecting to attend, who does not. St. John's Prep. & Senior 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. Children of key workers will be registered at school on the days that their parents need them to attend and this will be forwarded to the DfE by lunchtime.

Designated Safeguarding Lead

St. John's Prep. & Senior School has two Designated Safeguarding Leads (DSL) and several Deputy DSL.

The Designated Safeguarding Leads are: Linda Robinson-Farenden (Prep. School) & Virginie Hopp (Senior School)

The Deputy Designated Safeguarding Leads are: Mrs. Tardios, Mrs. Richardson, Mrs. Brandon (Prep) & Mr. Tardios, Miss Tardios, Mrs. Li Tetera (Senior)

In the event of a further lockdown, 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 may assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, 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. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely. It is important that all school and college staff and volunteers have access to a trained DSL (or deputy) and know on any given day who that person is and how to speak to them.

The DSL (or deputy) will provide support to all staff to ensure that contact is maintained with children (and their families) who are considered vulnerable. Where possible staff should try and speak directly to children to help identify any concerns. Staff should be encouraged (where possible) to make calls from the school. Where staff use personal phones to make calls, they should withhold their personal number.

Reporting a concern

Where staff have a concern about a child during a further lockdown, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report, which can be done remotely via email to the Designated Safeguarding Lead and the Head Teacher. 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 whilst away from the school, this should be done verbally and followed up with an email to the headteacher.

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 within the last two years and are due for refresher training at Christmas. They have all read part 1 of Keeping Children Safe in Education (2020). The DSL will 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 during a lockdown, they will continue to be provided with a safeguarding induction remotely. An up to date child protection policy (described above) will support this process as will Part 1 of [KCSIE](#).

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, St. John's Prep. & Senior 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).

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. The Home Office and Immigration Enforcement have also temporarily adjusted the *right to work checks* due to the ongoing coronavirus pandemic.

There is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during partial

school closures. If, however, we have concerns about an individual, we may obtain a new check in the usual way.

We 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 in KCSIE 2020.

Our 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 emergency, 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, we will continue to keep the single central record (SCR) up to date.

Online safety in schools and colleges

Our School will continue to provide a safe environment, including online for those who remain at home. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place.

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 Policy and where appropriate referrals should still be made to children's social care and as required, the police. Teaching from home is different to teaching in the classroom. Teachers should try to find a quiet or private room or area to talk to pupils, parents or carers. When broadcasting a lesson, also consider what will be in the background.

St. John's Prep & Senior School will continue to consider the safety of their children when they are asked to work online. The starting point for online teaching should be that the same principles as set out in the school's staff behaviour policy (code of conduct) should be followed. This policy should amongst other things include acceptable use of technologies, staff pupil/student relationships and communication including the use of social media. The policy should apply equally to any existing or new online and distance learning arrangements which are introduced.

An essential part of the online planning process will be ensuring 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 the school or college this should also signpost children to age appropriate practical support from the likes of:

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

Our school is in regular contact with parents and carers. Those communications should continue to be used to reinforce the importance of children being safe online. Parents and carers are given clear instruction of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school or college (if anyone) their child is going to be interacting with online on a weekly basis.

Support for parents and carers to keep their children safe online includes:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

The Government has also provided:

- Support for parents and carers to keep children safe from online harm, this includes advice about specific harms such as online child sexual abuse, sexting, and cyberbullying
- [support to stay safe online](#) includes security and privacy settings, blocking unsuitable content, and parental controls

St. John's Prep. & Senior 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:

- No 1:1s. groups only, (except in the case of A Level classes where there is only one student taking a subject.)
- Children must wear school uniform.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- Live classes 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 agreed by the school to communicate with pupils
- Staff should record the details of the lesson such as, the content, the length, time, date, behaviour of pupils and attendance of any sessions held.

Supporting children not in school during a further lockdown

Our 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 or young person. This should include details of record of any contact that has been made. The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

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. Our 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 St. John's need to be aware of this in setting expectations of pupils' work where they are at home.

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. Where we have children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them if required.

The guidance on [mental health and behaviour in schools](#) will be used to help us to identify children who might need additional support, and to put this support in place if necessary. The guidance sets out how mental health issues can bring about changes in a child's behaviour or emotional state, which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess. Staff should be aware of the impact the current circumstances can have on the mental health of those students/pupils (and their parents) who are continuing to work from home, including when setting expectations of children's work.

Supporting children in school

St. John's Prep. & Senior School is committed to ensuring the safety and wellbeing of all its students.

St. John's Prep. & Senior 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.

St. John's Prep. & Senior 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.

St. John's Prep. & Senior School will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in for them.

Peer on Peer Abuse

St. John's Prep. & Senior 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 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.

This policy addendum will be revised as necessary if further information is received from the DfE

September 2020.