

# COVID-19 Arrangements for Safeguarding and Child Protection at St George's Weybridge

School name: St George's College and St George's Junior School

Policy owner: Deputy Head Pastoral

Date: 06/04/2020

Date shared with governors and trustees: 06/04/2020

Date shared with staff: 06/04/20

This is also in line with DFE guidance <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

1. Context
2. Key contacts
3. Vulnerable children
4. Attendance monitoring
5. Designated Safeguarding Lead
6. Reporting a concern
7. Safeguarding Training and induction
8. Safer recruitment/volunteers and movement of staff
9. Online safety in school
10. Children and online safety away from school
11. Supporting children not in school
12. Supporting children in school
13. Peer on Peer abuse

## **1. Context**

From Friday 20 March 2020 parents were asked, by the UK Government, 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 who have a parent that is critical to the COVID-19 response and cannot be safely cared for at home.

As far as is reasonably possible, St George's Weybridge will take a whole institution approach to safeguarding. This will allow us to satisfy ourselves that any new policies and processes in response to COVID-19 are not weakening our approach to safeguarding or undermining our Safeguarding Policy.

From Wednesday 25 March until such a time as the School reopens, all child supervision will take place at St George's Junior School, regardless of the age of the child.

This addendum of the Safeguarding Policy contains details of our individual safeguarding arrangements in certain areas.

## **2. Key Contacts:**

Governor Lead: Karen Patterson

Designated Safeguarding Lead College: Sally Hall, Deputy Head Pastoral

Designated Safeguarding Lead Junior School: Iain Turner, Deputy Head Pastoral

Designated Safeguarding Lead EYFS: Jackie Midmore, Deputy Head Lower Years

Deputy DSLs: Tanya Hall, Jon Carr, Amanda McIlroy

Chair of Governors: John Lewin

### **Key Contact Details**

Sally Hall: shall@stgeorgesweybridge.com

Iain Turner: iturner@stgeorgesweybridge.com

Jackie Midmore: jmidmore@stgeorgesweybridge.com

Tanya Hall: thall@stgeorgesweybridge.com

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Amanda McIlroy: amcillroy@stgeorgesweybridge.com

Karen Patterson: kpatterson.gov@stgeorgesweybridge.com

John Lewin: jlewin.gov@stgeorgesweybridge.com

**Surrey Children's Single Point of Access (C-SPA):** 9am to 5pm Monday to Friday:  
Telephone: 0300 470 9100 Email: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

Outside hours emergency duty team: 01483 517898.

### **3. Vulnerable children**

Vulnerable children include those who have a social worker and those with education, health and care (EHC) plans.

Those who have a social worker include children who are subject to a Child Protection Plan, a Child in Need Plan and those who are looked after by the Local Authority. St George's Weybridge will continue to work with and support children's social workers and the local authority to help protect vulnerable children. St George's Weybridge does not currently have any *Looked After* children.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college 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.

The Designated Safeguarding Leads (and deputies) 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.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk and/or there is a formal agreement with the Social Worker. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and St George's will explore the reasons for this directly with the parent. We as a school will ensure that all professionals involved with these vulnerable children, (e.g. social workers, SEND case workers, Early Help worker etc) are fully informed around the current attendance of the child (attending school or not) and if not attending school the arrangements that we have put in place around safeguarding this child.

Where parents are concerned about the risk of the child contracting COVID19, St George's or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

We will encourage our vulnerable children and young people to attend school, including remotely if needed.

### **4. 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.

Vulnerable children are required to attend school every day including Looked After Children, children subject to a Child Protection Plan and children subject to a Child In Need Plan. If a vulnerable child that is in this cohort is absent from school, we will follow the established local “absent from school” reporting mechanism for vulnerable children.

We will notify Surrey County Council on the first day of absence and any day following, of children that are absent from school by providing the following details:

- School Name & Contact Person details
- Full Name of child
- Date of Birth of child
- When they were last seen by school staff

This must be submitted by email to: [covidschoolattendance@surreycc.gov.uk](mailto:covidschoolattendance@surreycc.gov.uk)

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. During the school closure, all children who are physically attending school, either as the children of key workers or as vulnerable children, must sign in on arrival and these attendance records will be kept by the DSL team.

## **5. Designated Safeguarding Lead**

The names and contact details of the Designated Safeguarding Leads (DSLs) and the Deputy DSLs are in Section 2 above.

A member of the St George’s Weybridge DSL team will always be on site during school hours, which have been set as 0745-1700 Mon-Fri during school closure. The EYFS DSL will be on call during this period, if not on site. The DSL rota, which include mobile phone contacts for each member of the DSL team has been circulated to all those staff on site.

The DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely. We are aware of the changes to Child Protection conferences, i.e. that they will be virtual and that reports will be shared via email. The DSLs will continue to monitor the updates from the DfE and from Surrey County Council regarding processes for schools.

If we have children from other schools\*, either on site or via remote access, the DSL team will contact the DSL at the child’s current school, i.e. where they are on roll (referred to as the Home School), to establish if any child protection issues exist and also to confirm that the child is attending lessons at St George’s and to share the DSL details for St George’s Weybridge. The Home School maintains responsibility for safeguarding its children; St George’s will support that school in its responsibility towards safeguarding the children accessing education at St George’s. St George’s will provide a daily record of attendance to the Home School, for those students/pupils who are physically on site.

\*This is only anticipated as part of our early A-level teaching for Year 11 students, i.e. no staff from the Home School would be expected on site and it is unlikely, given the age, that the students would be on site, rather they will access education remotely. We will

facilitate on site education for the children of key workers or for vulnerable children from a Home School.

## **6. Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the Safeguarding Policy, this includes making a report via C-SPA. 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 continue to follow our normal procedures and alert the Headteacher immediately. If unsure which Headteacher (Junior School or College), they should inform both.

In dealing with allegations or concerns against an adult, staff must:

- Report any concerns about the conduct of any member of staff or volunteer to the Headteacher immediately.
- If an allegation is made against the Headteacher, the concerns need to be raised with the Chair of Governor as soon as possible. If the Chair of Governors is not available, then the LADO should be contacted directly.
- There may be situations when the Headteacher or Chair of Governors will want to involve the police immediately if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence.
- Once an allegation has been received by the Headteacher or Chair of Governors they will contact the LADO on 0300123 1650 option 3 LADO Email: LADO@surreycc.gov.uk immediately and before taking any action or investigation.

Following consultation and advice from the LADO, the Headteacher, or a designated member of staff will inform the parents of the allegation unless there is a good reason not to. In liaison with the LADO, the school will determine how to proceed and if necessary, the LADO will refer the matter to Children's Social Care and/or the police.

If the matter is investigated internally, the LADO will advise the school to seek guidance from local authority colleagues in following procedures set out in part 4 of 'Keeping Children Safe in Education' (2019) and the SSCP procedures.

## **7. Safeguarding Training and induction**

All DSL training has been suspended by Surrey County Council Education Safeguarding Team and it 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 DSLs 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, or new volunteers enter our School, they will continue to be provided with a safeguarding induction.

## **8. 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, we 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 (2019) (KCSIE).

We recognise that, 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.

In the unlikely event that we use volunteers during school closure, we will continue to follow the checking and risk assessment process 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.

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 at paragraph 163 of KCSIE, in line with advice from the LADO where appropriate. We 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](mailto:Misconduct.Teacher@education.gov.uk)

We will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **9. Online safety in school**

We will continue to provide a safe environment, including online. This includes the use of Smoothwall to appropriately filter and monitor the systems for those working in school. Children in school are being supervised, including during their use of computers.

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

We 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, or conducting tutorials or meetings, especially where webcams are involved:

- Staff must only use their St George's Microsoft Teams account, the school email account or Firefly to communicate with students/pupils.
- Students'/pupils' webcams should not be switched on; if a member of staff can see that a student/pupil has their webcam switched on, they must alert the

student/pupil immediately and direct them to switch it off. If the student/pupil does not do so, the member of staff should end that call.

- If staff are using their webcam, they must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms.
- Language must be professional and appropriate, including any family members in the background.
- Staff should record the attendance of any live lessons held and report non-attendance to the child's parent and copy in the Tutor. Year 2 and below are not being taught by live lessons and so if their Tutors have not had any kind of communication with a family between Monday and Friday, they will contact the family. If that proves unsuccessful, the Tutor will report this to the Head of Year.

All staff are reminded of the Staff code of conduct and Acceptable use of IT policy

## **11. Supporting children not in school**

St George's is committed to ensuring the safety and wellbeing of all its children throughout the school closure.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral support in school, the pastoral team will ensure that measures are taken to communicate with that child and/or their parents, as necessary. If a member of staff is concerned that there has been a period without communication, they will alert the DSL. The communication can include; remote contact, phone contact, door-step visits. A record of communication should be kept. The DSL team for each school (Junior School and College) will review the communication with these children on a weekly basis, or more frequently if necessary and referrals will be made to external agencies as required.

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

We recognise 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. Staff are aware of this and its implication in setting expectations of children's work whilst they are at home.

## **12. Supporting children in school**

St George's will continue to be a safe space for all children to attend and flourish. The Headteachers will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

St George's 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.

### **13. Peer on Peer Abuse**

St George's recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where we receive 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 our Safeguarding and Anti-bullying Policies. We will listen to 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 will be recorded and appropriate referrals made.

**All staff will be sent this additional policy to read and will email to say they have read and understood the content.**