



# KINGSWOOD

BATH



## COVID-19 SAFEGUARDING POLICY

## COVID-19 SCHOOL CLOSURE ARRANGEMENTS FOR SAFEGUARDING AND CHILD PROTECTION

### RESPONSIBILITY

**Staff Member(s):** Designated Safeguarding Leads, Senior and Prep Schools

**Governor Committee:** Board of Governors

### REVIEW

**Last Review date:** June 2020

## Context

From 20<sup>th</sup> 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. This is different to business as usual. Most children were no longer in the School and staff numbers were significantly reduced due to the outbreak.

Schools, and all childcare providers, were asked to continue 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.

Safeguarding guidance has now been updated to embrace the potential for the wider opening of schools no earlier than 1<sup>st</sup> June 2020.

As a result of guidance from Central Government a large percentage of the children in the identified year groups (up to 82%) are now expected to return no earlier than 1<sup>st</sup> June 2020.

The wider opening risk assessments (as set out in [action or education and childcare settings to prepare for wider opening from 1 June](#)) and related Health and Safety risk assessments are appropriately linked into the Schools approach to safeguarding and child protection policy. The Foundation Health and Safety Risk Assessment is available [here](#) and the specific risk assessment for the Prep School can be found [here](#).

It is key to ensure relevant safeguarding and welfare information held on all children (including returning children) remains accurate. The School (led by the DSL or deputy) is doing all that it reasonably can to ask parents and carers to advise us of any changes regarding welfare, health and wellbeing that we should be aware of before a child returns.

This sub-section of the Kingswood School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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**Key contacts**

<b>Role</b>	<b>Name</b>	<b>Contact number</b>	<b>Email</b>
Designated Safeguarding Lead – Senior School	Jamie Matthews	07436 167397	jmatthews@kingswood.bath.sch.uk
Designated Safeguarding Lead – Prep School	Helen Worrall	07730 209483	hworrall@kingswood.bath.sch.uk
Deputy DSL – Senior School	Gordon Opie	07850 620985	gopie@kingswood.bath.sch.uk
Deputy DSL– EYFS	Anna Ballanger	07702 851375	aballanger@kingswood.bath.sch.uk
Deputy DSL– Senior School	Angie Wright	07436 168780	awright@kingswood.bath.sch.uk
Deputy DSL – Senior School	Clare Sergeant	07513 129540	csergeant@kingswood.bath.sch.uk
Deputy DSL– Prep School	Naomi Harding	07730 209483	nharding@kingswood.bath.sch.uk
Deputy DSL– Prep School	Marie McGlynn	07738 106107	mmcglynn@kingswood.bath.sch.uk

Chair of Governors	Tim Westbrook	01225 734300	clerk-to-governors@kingswood.bath.sch.uk
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### Dissemination of the revised policy

This revised policy will be reviewed weekly by the Designated Safeguarding Team in line with updated guidance from the Department for Education. This revised policy will be made available to staff as necessary with an update email and through the Policy area of the school [website](https://www.kingswood.bath.sch.uk/about-us/school-policies) (<https://www.kingswood.bath.sch.uk/about-us/school-policies>).

### Safeguarding Priority

Keeping Children Safe in Education is statutory guidance that school will continue to prioritise as per our legislative duty. Safeguarding children at the School, whether they are at home or in attendance, remains paramount and the following safeguarding principles remain the same:

- The best interests of children must always come first
- If anyone in the School has a safeguarding concern about any child, they must act immediately
- A DSL or deputy DSL will always be available
- No unsuitable persons will be allowed to enter the children’s workforce or gain access to children
- Children will continue to be protected when they are online

With the wider opening of school from 1<sup>st</sup> June 2020 the DSL and DDSs may need additional protected time to deal with the anticipated increase in safeguarding concerns as children return to school and this will be provided in liaison with the Head and Deputy Heads.

### Kingswood Schools current position

Currently Kingswood School has a small number of children of key workers attending on a daily basis. From 1<sup>st</sup> June 2020 Kingswood Prep School will be reopening as directed by Department for Education for all nurse and EYFS provision, including wraparound care where possible, as well as for Year 1 and Year 6.

There are no boarders returning to school to be accommodated.

Staff have been identified who will be needed to return to work to provide the correct level of safety, support and education for those children attending the school setting from 1<sup>st</sup> June 2020. Where necessary these staff have been ‘un-furloughed’ following the correct procedure.

At the senior school there are live-in staff who remain in their accommodation and provide additional support where required.

Other teaching and support staff are either working from home to facilitate the running of the school, or have been furloughed under the Government’s Job Retention Scheme.

Where buildings had been closed to use ('mothballed') and will now be required for the wider opening a schedule of security and safety checks has been carried out to ensure they are suitable for safe use. These checks include water safety (including legionella), fire safety, security and physical condition checks. Those buildings that continue to be closed to use maintain a reduced schedule of security and safety checks to the minimal requirement while still achieving all associated standards in line with the relevant industry guidance (i.e. Legionella, Fire Safety, etc.).

All new staff and volunteers attending the School will complete Child Protection Training with one of the DSLs on-line before they have any contact with pupils. Their training will be recorded and signed off in the usual way.

### **Local Authority Advice**

We continue to work closely with the Bath and North East Somerset Community Safety and Safeguarding Partnership (BCSSP) and will ensure this policy is consistent with their advice. This will include supporting children with education, health and care (EHC) plans, the local authority designated officer (LADO) and children's social care, reporting mechanisms, referral thresholds and children in need.

The latest information received in correspondence with BCSSP was as follows:

*"The role of the Virtual School has temporarily been extended to support not only looked after children but also all of those children who are under a child in need or child protection plan. They will be forming the essential link between school and social care and supporting both teams to get as many children back into education. The Virtual school will be supported by the CMES (Children Missing Education service) to follow up with schools around attendance of this group of children and also they will liaise with parents directly to encourage a return to school."*

### **Vulnerable children**

Vulnerable children include those who have a social worker and children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include children who have a child protection plan and those who are looked after by the local authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Children with an EHC plan will be risk-assessed in consultation with the local authority (LA) 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.

Vulnerable children who have a social worker (e.g. s47 CP plan, s17, CiN, early help plan) are now expected to attend school unless they are shielding.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the DSL (and deputy) know who our most vulnerable children are and have the flexibility to offer a place to those on the edge of receiving children's social care support.

Kingswood 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. The lead person for this will be:

[Gordon Opie – Senior School](#)

[Helen Worrall – Prep School](#)

#### **The Garden (EYFS)**

Due to the age of the children in The Garden, contact through a virtual classroom or by telephone to speak to the child is not suitable.

Families of all our children who have not returned to the setting from 1<sup>st</sup> June 2020 will be contacted at least once a week by their child's key person through the messaging facility on Family app; these messages can be viewed by the Deputy DSLs for the EYFS. Where a key person is not available the Head or Deputy Head of The Garden will maintain contact with parents.

Parents of those children who are not yet returning to the setting from 1<sup>st</sup> June 2020 will be encouraged to keep in contact with the nursery by sending parental observations from home.

For families with children who are vulnerable, contact will also be made each week by one of the Deputy DSLs for the EYFS and recorded on CPOMS. This contact may be through messaging on Family or by phoning to check how things are.

#### **Critical workers**

Although HM Government is clear that children should be at home wherever possible unless they are in the specified class groups, schools and other educational settings have been asked to provide care for the child/ren of any critical workers who need this support. This may include days and times on which the school would not normally be open, including the school holidays. If our school cannot remain open, due to staff illness or self-isolation, or if there is only one child who needs that care, we will notify our local authority Bath and North East Somerset Council who will arrange for the child/ren to attend another 'hub' school in the area.

The HM Government guidance for educational settings regarding critical workers can be found here <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parentsand-carers/closure-of-educational-settings-information-for-parents-and-carers#critical-workers>

### Attendance monitoring

During the school closure period local authorities and education settings did not need to complete their usual day-to-day attendance processes to follow up on non-attendance. As schools reopen this changes and it is important that attendance registers are restarted both for those in school and those not in school who should be engaged in the remote learning provision. The [Educational Status Setting Form](#) is still required to be uploaded by 12 noon each day. Updated guidance has been provided [here](#).

Kingswood School and social workers will agree with families whether children in need should be attending school and the School will then follow up on any pupil that they were expecting to attend, who does not. Kingswood School will also follow up with any 'critical worker' parent or carer who has arranged care for their child/ren but the child/ren subsequently do(es) not attend.

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

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

If Kingswood School has any children in attendance (e.g. because they are vulnerable, the children of critical workers, because they are boarders who were not able to return home, they are in the specified year groups who are expected to return to school no earlier than 1<sup>st</sup> June 2020 ) we will submit [a daily online attendance form](#) to the DfE by 12 noon. This is available at this web address: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-foreducational-settings>

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

### Designated Safeguarding Lead

At both schools within the Kingswood Foundation there is a Designated Safeguarding Lead and a number of Deputy Designated Safeguarding Leads – these are named [here](#). The DSLs (or deputies) are leading the school's input into the local safeguarding arrangements.

We will endeavour to have a trained DSL or deputy available on site at all times when pupils are present. 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 the child protection online management system, CPOMS, liaising with the offsite DSL (or deputy) and, if 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.

Whatever the scenario, it is important that all Kingswood School staff and volunteers have access to a trained DSL or deputy. On each day, staff on site will be made aware of who that person is and how to contact them.

The DSL (or DDSL) is providing support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not yet returning to the School. Where possible staff should try and speak directly to children to help identify any concerns.

### **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school [Safeguarding Policy](#), this includes making a report via CPOMS which can be done remotely.

In the unlikely event that a member of staff has a concern about a child but cannot access the recording system, they should telephone the Designated Safeguarding Lead and / or a deputy DSL. This will ensure that the concern is received. Staff must not just leave an answerphone message.

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 report the concern to the Headmaster immediately. If there is cause to make a notification to the Headmaster whilst away from school, this should be done by telephone. Staff must not just leave an answerphone message. If the Headmaster is not contactable, the member of staff should contact either the DSL or the Chair of Governors.

Concerns relating to the Prep School Headmaster should be directed to the Headmaster and Principal of the Kingswood Foundation. Concerns about the Headmaster and Principal of the Kingswood Foundation should be made to the Chair of Governors.

Due to the wider opening of schools from 1<sup>st</sup> June following the period of lockdown staff may identify new concerns about children (as they return) who have not been a concern in the past. Concerns / allegations about colleagues must still be reported, and this should be done as laid out in the [Safeguarding policy](#).

Details on how to contact a designated person on any given day have not changed from those set out in the [Safeguarding Policy](#) and are included in this addendum [here](#).

### **Safeguarding Training and Induction**

DSL training is very unlikely to take place during this period.

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 at least part 1 of Keeping Children Safe in Education (2019). The Designated Safeguarding Lead 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 Kingswood School, they will continue to be provided with a safeguarding induction. This may be conducted by video-conference where appropriate and necessary.

The existing school workforce may move between schools on a temporary basis in response to COVID-19. Where Kingswood School receive staff from another school, the School will judge, on a case-by-case basis, the level of safeguarding induction required. As a minimum, the visiting professional(s) will be provided with a copy of our safeguarding / child protection policy and the name and contact details of the DSL and deputy DSLs and appropriate supervision will be considered and put in place.

### **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, Kingswood School will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of 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 – see <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

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 Kingswood School are utilising volunteers, 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.

Kingswood School will continue to comply with 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.

Kingswood 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](mailto:Misconduct.Teacher@education.gov.uk).

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that any school or college 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, Kingswood School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

The [Staff Risk Assessment](#) (completed by Human Resources and linked to the Single Central Register) will continue to be updated to include all staff on site on any given day; during COVID, this may include volunteers and staff borrowed from another setting.

### **Online safety in schools and colleges**

It is likely that children both in school and not in school will be spending more time than ever online and school will continue to ensure appropriate filters and monitoring systems ([guidance on what 'appropriate' looks like](#)) are in place to protect children when they are online on the schools IT systems or recommended resources.

Where children are using computers in school, appropriate supervision will be in place. All children who are expected to use computers have been provided with, and discussed, an age appropriate Acceptable Use Policy which outlines measures to stay safe online.

### **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.

Online teaching should follow the same principles as set out in the school's staff code of conduct.

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

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

- Unless specifically agreed with the Headmaster or senior staff, children will be taught only in groups.
- Where one-to-one teaching or tutoring is necessary this lesson must not be recorded by staff or students and will only be carried out in accordance with the school's remote learning policy.
- The DSL, Head of Department and / or other senior staff must be able to join any virtual lesson at any point.
- 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 or hidden, if this is not possible there should be a plain background or a background which does not identify family members or personal details.
- 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 with senior leaders and the IT / network manager to communicate with pupils
- The tutor group team should have a separate channel for each tutee. This will enable text dialogue between the tutor and tutee which isn't visible to the other students.
- Staff should record the length, time, date and attendance of any sessions held.

### **Supporting children not in school**

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

Where the Designated Safeguarding Lead has identified a child to be on the edge of social care support, or who would normally receive pastoral support in school, they should ensure that a robust communication plan is in place for that child or young person.

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

The communication plan may include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded such as a police welfare check if we cannot contact a child or family.

Staff are encouraged (where possible) to make calls from the school site or via school phones and devices (through 3CX or Microsoft Teams). Where staff use personal phones to make calls, you must withhold your personal number.

Kingswood School and its Designated Safeguarding Lead 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 Designated Safeguarding Lead will consider any referrals as appropriate.

In addition, the school will share safeguarding messages on its website and social media pages and through Firefly.

Kingswood School recognises that school is a protective factor for children and young people, and the current circumstances have a significant potential to affect the mental health of pupils and their parents. Teachers and pastoral staff at Kingswood School will be aware of this in setting expectations of pupils' work where they are at home.

Kingswood School will ensure that if we are unable to care for the child/ren of critical workers, remaining boarders and vulnerable children on site, we will liaise with the local authority, Bath and North East Somerset and the parent / carer to find a suitable alternative; e.g., at a 'hub' school. In that situation, the DSL will ensure that the DSL of the hub school is made aware of any relevant safeguarding information relating to a child.

Kingswood School will ensure that if it is necessary to extend boarding provision over a holiday period the local LA private fostering team will be informed.

### **Supporting children in school**

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

Kingswood School 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, maximising safety.

Kingswood 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 coronavirus.

Kingswood School will ensure that where we care for children of critical workers, remaining boarders and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on their pastoral or safeguarding record as appropriate.

### **New children at school**

If children from Kingswood School are attending another setting, the School will provide the receiving setting with any relevant welfare and child protection information. If Kingswood is receiving children from

another setting we will secure the same level of information. This is particularly important where a child is vulnerable.

For vulnerable children we will ensure we understand the reasons for vulnerability and any existing arrangements in place to support them. As a minimum, the School will access that 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 the responsible Virtual Schools Head; ideally this will take place before the child arrives, but if this is not possible, as soon as reasonably practicable.

Any exchange of information will ideally happen at DSL or deputy level and likewise between special educational needs coordinators/ named individual with oversight of SEN provision for children with EHC plans. If this is not possible, the senior leader will take responsibility.

Kingswood School will continue to have due regard to data protection and GDPR legislation, but it will not prevent the sharing of information for the purposes of keeping children safe.

### **Peer on Peer Abuse**

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

Where the 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 the School's Safeguarding & Child Protection policy.

The School will listen carefully, and work with the young person, family and any multi-agency partner required to ensure the safety and security of that young person.

**All** concerns and actions taken must be recorded on CPOMS and appropriate referrals made.