

## ADDENDUM TO SAFEGUARDING POLICY: COVID-19 PANDEMIC

### Context

From 5 January 2021 parents were asked to keep their children at home, wherever possible, and schools were asked to remain open only for children of critical workers and vulnerable children and young people.

Schools and all childcare providers were asked to provide care for a limited number of children - children who were vulnerable, and children who had a parent who was critical to the COVID-19 response and could not be safely cared for at home. All other pupils should not attend and should learn remotely until February half-term. Pupils who are self-isolating should not attend school. Clinically extremely vulnerable pupils are also advised not to attend school.

As far as is reasonably possible Tormead 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.

The measures put in place in September 2020 to control risks of infection remain just as important during the period where attendance is limited to only vulnerable children and the children of critical workers. Tormead is also conducting lateral flow testing on site to identify any asymptomatic pupils and staff who are in school during this third national lockdown. All testing is entirely run by Tormead staff. Tormead COVID-19 Risk Assessment Policy sets out these control measures in detail.

### Important contacts

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL) with Lead Responsibility	Miss Marie Langlet	<a href="mailto:mlanglet@tormeadschool.org.uk">mlanglet@tormeadschool.org.uk</a> 07508 916255
Deputy DSLs	Miss Penny Borgonon Mr Tony Breslin Mrs Nicola Fry (EYFS) Ms Salaidh Insch (EYFS) Mrs Michelle O'Brien Mrs Louise Whitaker	<a href="mailto:pborgonon@tormeadschool.org.uk">pborgonon@tormeadschool.org.uk</a> <a href="mailto:tbreslin@tormeadschool.org.uk">tbreslin@tormeadschool.org.uk</a> <a href="mailto:nfry@tormeadschool.org.uk">nfry@tormeadschool.org.uk</a> <a href="mailto:sinsch@tormeadschool.org.uk">sinsch@tormeadschool.org.uk</a> <a href="mailto:mobrien@tormeadschool.org.uk">mobrien@tormeadschool.org.uk</a> <a href="mailto:lwhitaker@tormeadschool.org.uk">lwhitaker@tormeadschool.org.uk</a>
Head	Mr David Boyd	Direct <a href="mailto:dboyd@tormeadschool.org.uk">dboyd@tormeadschool.org.uk</a>
Local Authority Designated Officer (LADO)		0300 123 1650 <a href="mailto:LADO@surreycc.gov.uk">LADO@surreycc.gov.uk</a>
Chair of Governors	Mrs Rosie Harris	Please contact the Bursar, Miss Helen Davies, for the Chair's contact details
Surrey Safeguarding Children's Board	Children's Single Point of Access (SPA)	0300 470 9100 01483 517898 (out of hours) <a href="mailto:cspa@surreycc.gov.uk">cspa@surreycc.gov.uk</a>

## Scope and definitions

This addendum applies during the period of COVID-19, and reflects updated advice from our three local safeguarding partners: Surrey County Council; Surrey Police; and Guildford and Waverley Clinical Commissioning Group (acting on behalf of all CCGs and NHS Providers in Surrey).

It sets out changes to our normal safeguarding policy in light of the Department for Education's guidance [Restricting attendance during the national lockdown: schools. Guidance for all schools in England. January 2021](#) and should be read in conjunction with that policy.

Unless covered here, our normal safeguarding policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
  - with a child protection plan
  - assessed as being in need
  - looked after by the local authority
- Have an education, health and care (EHC) plan

## Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#) (KCSIE 2020).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times
- It is essential that unsuitable people do not enter the school workforce or gain access to children
- Children should continue to be protected when they are online

## Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children still attending school and those at home.

*If you have a concern about a girl...*

You should contact a member of the DSL team, who will discuss actions and next steps with you

*If you think that a girl is in danger or at risk of significant harm...*

You should refer her yourself immediately to the SPA and/ or the Police and then inform a DSL afterwards.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

## **DSL arrangements**

A DSL will be in school (see list of DSLs above). On other days, out of hours or in case of any illness, they can all be contacted remotely via email or, in the case of the Lead DSL, via mobile phone.

We will ensure that DSLs (and deputies), wherever their location, can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments.

## **Working with other agencies**

We will continue to work with children's social care and will update this addendum where necessary, to reflect any updated guidance from our local safeguarding partners about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need.

At present, there is no change to reporting systems at the Surrey Safeguarding Children Partnership (SSCP) apart from a new email address for the Single Point of Access (SPA) which is: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk).

## **Staff training and induction**

### *DSL Training*

Virtual DSL Training is being offered by Surrey County Council Education Safeguarding Team.

However, 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.

### *Existing staff*

All existing school staff have had safeguarding training and have 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.

All staff have attended safeguarded training at the start of the Autumn Term 2020, which includes updates from KCSIE 2020. Staff also attended remote safeguarding training update at the start of the Spring Term 2021. All recording and key documentation can be found in the Safeguarding shared staff folder in One Drive.

### *Safeguarding induction and training*

Where new staff are recruited, or new volunteers enter our School, they will continue to be provided with a safeguarding induction.

New staff and volunteers will continue to receive:

- A safeguarding induction via the recording of Tormead safeguarding training session (Autumn 2020)

- A copy of all relevant safeguarding policies (including this addendum)
- Keeping Children Safe in Education Part 1 & Annex A

We have reinstated live training in the Autumn term, either in person with social distancing or via Zoom.

### **Staff recruitment, training and induction**

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and Part 3 of Keeping Children Safe in Education (2020).

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.

Where we are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 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 179 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 182 of KCSIE and the TRA's 'Teacher Misconduct Advice' for making a referral.

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, Tormead School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE. The SCR can also be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

### **Monitoring attendance**

We will follow up on non-attendance for vulnerable children or the children of key workers who are expected in school. In these cases, the Lead DSL (or a Deputy DSL if she is unable to work) will follow up on their absence with their parents or carers by telephone, following the steps of the Missing Pupil Policy insofar as they pertain to the current situation. In the case of a vulnerable girl who is expected to attend being absent, the Lead DSL will notify the local authority on the first day of non-attendance and on any day following using the Automated Tracking Mechanism: <https://www4.surreycc.gov.uk/social/child/absence-submission-portal/>

We will continue to inform relevant agencies (including social work teams) and professionals of any concerns that require a response. The Director of External Relations also uses the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

### **Concerns about a staff member or volunteer**

We will continue to follow the principles set out in Part 4 of KCSIE.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/volunteers working on site or remotely.

Any concerns of this nature must be reported to the Head as swiftly as possible. Staff should email the Head stating that they have a concern about an adult and wait for his instructions regarding how to share this safely.

In the Head's absence or if the concern regards him, please report to the Chair of Governors (the Bursar will provide her contact details). In case the Chair is uncontactable, please refer to the LADO directly (contact details above).

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk) for the duration of the COVID-19 period, in line with government guidance.

### **Safeguarding all girls**

Tormead is committed to ensuring the safety and wellbeing of all its pupils. Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

We will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately.

Any concerns of this nature should be logged via the Daily Record for follow up by pastoral staff: Form Tutor and/ or Head of Year. The Lead DSL is copied into all these emails and will be able to maintain oversight of any child protection concerns.

Staff should contact the DSL directly if they are concerned that they may be a safeguarding issue. This should be logged on CPOMS and the Lead DSL only be alerted.

Children are likely to be spending more time online during this period – see below for our approach to online safety both in and outside school.

See below for information on how we will support pupils' mental health.

### **Supporting girls not in school**

We recognise that school can be a protective factor for children, and the current circumstances may have negatively affected their mental health and/ or that of their parents/ carers.

Staff are aware of this in setting expectations of pupils' work where they are at home.

For children at home, they will look out for signs like:

- Not completing assigned work or logging on to school systems without notification of absence
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

Where we identify a girl as on the edge of social care support, or as someone who would normally receive pastoral support in school, the Head of Year will ensure that a robust communication and support plan is in place for that child or young person.

### **Supporting children in school**

Tormead will continue to be a safe space for all girls to attend and flourish. The Head will ensure that appropriate staff are on site, in terms of training and staff to pupil ratio numbers, in order to maximise safety.

We 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.

We 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.

### **Peer-on-peer / child-on-child abuse**

We will continue to follow the principles set out in Part 5 of KCSIE when managing reports and supporting victims of peer-on-peer / child-on-child abuse.

We 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.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home. Please follow the advice given in the Anti-bullying Policy and contact the Head of Year in the first instance, or a DSL if you are concerned that there is a risk of significant harm.

### **Online safety**

#### *In school*

We will continue to have appropriate filtering and monitoring systems in place in school.

The Network Manager will be available to deal with any IT issues; in his absence, one of the two technicians will step in.

#### *Outside school*

Where staff are interacting with children online, they will continue to follow our existing behaviour policies by, for example:

- Not sharing personal contact information
- Being mindful of appropriate dress
- Being mindful of appropriate locations from which to film e.g. not in bedrooms
- Language must be professional and appropriate, including that of any family members in the background.
- Automatic recording function of live classes and meetings so that if any safeguarding issues should arise, the video can be reviewed.
- The use of breakout rooms will be limited to 10 minutes maximum at a time. Groups will be kept small and pairing done sensitively by the teacher who will visit the breakout rooms briefly only. Breakout rooms are not recorded.
- Using 141 before dialling any parental telephone number (to protect one's own)

All live lessons conducted via Zoom are automatically recorded; these are kept for 120 days before being deleted.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

### *Working with parents and carers*

We will make sure that parents and carers:

- Remain aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Know where else they can go for support to keep their children safe online

This information is still available via Tormead's Parent Message Centre and is supplemented further by direct Clarion communications where helpful and appropriate.

### **Mental health**

Where possible, we will continue to offer our current support for pupil mental health for all pupils, including pastoral support via Form Tutors, pastoral time and PSHE lessons, Head of Year virtual dropping, monitoring and check-ins. Online counselling will carry on and parents will need to consent to this continuing in a virtual format.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time. The Tormead Together website has useful information and this is supplemented by direct Clarion communications where helpful and appropriate.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

### **Remote learning**

In line with the school Remote Working Policy, girls, parents and staff have been sent the Remote Learning Guide to support them in their learning and teaching during this period of school closure.

### **Monitoring arrangements**

This policy will be reviewed by the Lead DSL as guidance from the local safeguarding partners, or the DfE is updated.

### **Links with other policies**

This policy addendum links to the following policies and procedures:

- Anti-bullying Policy
- COVID-19 Risk Assessment Policy
- Girls' Codes of Conduct (JS and SS) plus Addendum to Girls' Code of Conduct (from September 2020)

- Girls' E-safety & Acceptable Use of IT Policies (JS and SS)
- Mental Health Policy
- Safeguarding Policy
- Staff Code of Conduct
- Staff E-safety & Acceptable Use of IT Policy
- Remote Working Policy

Date of Review: 11 January 2021