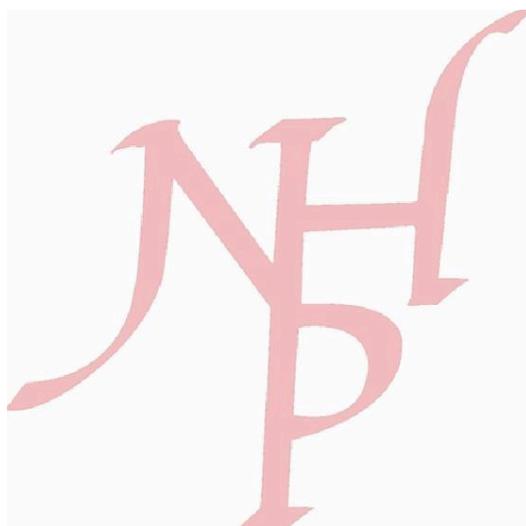


Child protection and safeguarding: COVID-19 Remote Learning Addendum

Notting Hill Prep School



Approved by:

Date: 29-8-20

Last reviewed on:

29-8-20 by H Fryer

Next review due by:

11-20

Contents

Important contacts	2
1. Scope and definitions.....	3
2. Core safeguarding principles.....	4
3. Reporting concerns.....	4
4. DSL (and deputy) arrangements	4
5. Working with other agencies	4
6. Monitoring attendance.....	5
7. Peer-on-peer abuse	5
8. Concerns about a staff member or volunteer.....	5
9. Support for children who aren't 'vulnerable' but where we have concerns	6
10. Safeguarding for children not attending school	6
11. Online safety.....	6
12. Mental health	7
13. Staff recruitment, training and induction.....	8
14. Children attending other settings	9
15. Monitoring arrangements	9
16. Links with other policies	9

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Harriet Fryer	02072210727 The school secretary will get a message to the DSL or DDSL if they are working from home on that particular day. You can also email: h.fryer@nottinghillprep.com
Deputy DSLs	Katie Shingler – Lower School Thomas Primrose – Middle School Nick Turner – Upper School	02072210727 The school secretary will get a message to the DSL or DDSL if they are working from home on that particular day. You can also email: k.shingler@nottinghillprep.com t.primrose@nottinghillprep.com n.turner@nottinghillprep.com

ROLE	NAME	CONTACT DETAILS
Designated member of senior leadership team if DSL (and deputy) can't be on site	Sarah Knollys (Head)	02072210727 The school secretary will get a message to the DSL or DDSL if they are working from home on that particular day. You can also email: s.knollys@nottinghillprep.com
Headteacher	Sarah Knollys	See above
Local authority designated officer (LADO)	Sharon Ackbersingh	0207 6417929 Sharon.Ackbersingh@rbkc.gov.uk
Bi-borough Safeguarding Lead Schools and Education	Di Donaldson	07890 397061 di.donaldson@rbkc.gov.uk
Chair of governors	Johnno Mackay and John Morton-Morris	You can call the school on 02072210727 and the secretary will give you their contact details.

1. Scope and definitions

This addendum applies during any period of school closure due to COVID-19, and reflects updated advice from our local authority (LA), Royal Borough of Kensington and Chelsea (RBKC).

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection 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

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, Keeping Children Safe in Education 2020.

Although we will be 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 (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. 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.

Concerns and incidents are now logged online via CPOMS. All staff have had training in this and can log a concern online remotely. The DSLs will then be automatically alerted via email to any incidents logged.

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.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be in school and are working remotely, they can be contacted on email or via CPOMS. They will contact you the same day to follow up.

We will keep all school staff and volunteers informed via email as to who will be the DSL (or deputy) on-site in school on any given day.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be the Head, Sarah Knollys. All contact details are listed in 'Important Contacts' section at the start of this document.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) 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

5. Working with other agencies

We will continue to work with children's social care, and with school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority 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

The following guidance is currently in place:

6. Monitoring attendance

As most children will not be attending school during a period of school closure due to local or national lockdown, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where a specific year group or 'bubble' of children is isolating due to confirmed case of Covid in the school. In this instance, the usual registers will be taken for all remaining year groups in the school. For those in isolation, registers will be taken for remote lesson attendance. If any child we expect to attend school during the closure doesn't attend, or stops attending we will:

- Follow up on their absence with their parents or carers, by calling and emailing
- Notify their social worker, where they have one

We will keep an accurate record of who is attending school. The staff member on duty will take a register each day and this will be recorded centrally by the school admin team.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible. We will do this by contacting them before term starts to confirm all their details.

In the case of a wider lockdown, for the vast majority of pupils who will be accessing our remote learning from home, teachers will keep record of those who attend the remote interactive lessons. Teachers will also track which children are completing work and chase any children who do not submit work or do not attend online lessons. Teachers are expected to notify the DSL or Head of Section (DDSL) of any children who are not engaging with remote learning. The DSL or DDSL will then contact the parents to discuss any ways in which they can support the home learning or adapt it to their needs to ensure their child engages from home.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately. Concerns relating to peer on peer abuse should be reported to the DSL or DDSL via CPOMS online referral, as well as a meeting, phone call or email if desired. The DSL will then liaise with the relevant families by phone call or video conference call, and support all those involved, as would be done in the school setting ordinarily.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately.

As stated in our Safeguarding Policy, any concerns about a member of staff or volunteer should be reported directly to the Head, Sarah Knollys, via email, phone/video call or meeting.

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 for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this. These may be children who have previously had a social worker, or who haven't met the threshold for a referral but where staff have raised concerns.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- In the event of a whole school lockdown, they won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact

We have agreed these plans with children's social care where relevant, and will review them regularly.

If we can't make contact, we will contact children's social care for advice.

10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers 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. In particular, children are likely to be spending more time online (see section 11 below).

11. Online safety

11.1 In school

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

If IT staff are unavailable, our contingency plan is to contact the Local Authority and/or LGFL for help and advice.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct and IT acceptable use policy.

As a school, we are ensuring appropriate safeguarding practices in our approach to remote learning:

- Videos posted by staff for children will be pre-recorded and saved
- Any live video conferencing or 1:1 sessions must be recorded and saved in the cloud on Zoom
- We have assessed any possible security risks of using Zoom for live lessons. All staff will use the waiting room facility to ensure secure access and will lock the meetings as soon as all the children have registered. Passwords are embedded to each meeting link.
- Wherever possible, staff should ensure there is another adult in the room with the child/within earshot if conducting a 1:1 with a child on video conference or via phone
- Any computers/devices used should be in appropriate areas, for example, not in bedrooms, and be against a neutral background
- Language must be professional and appropriate at all times, including any family members in the background. This also applies to any messaging that takes place online during lessons
- Staff must wear suitable clothing for video lessons, as should anyone else in the household of the staff member or the child.
- Children are expected to wear school uniform during the school hours when learning remotely
- Any phone calls or online meetings with parents are written up, as would be the case in school
- Pupils and parents are provided with more detailed guidance on expected behaviour for remote learning. The main points which relate to safeguarding are:
 - o Children should keep their microphones muted in remote lessons unless instructed otherwise by the teacher
 - o None of the content or recordings from lessons should ever be shared on social media by children, staff or parents
 - o If any inappropriate messages or content are found in any part of an NHP online lesson, it should be reported immediately to the DSL or DDSL, who will investigate and follow the E-Safety and Behaviour Policy procedures accordingly

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 section 3 of this addendum.

We will make sure children and parents know how to report any concerns they have back to our school, and signpost them to other sources of support too. Advice and guidance on internet safety is posted in the parent portal on Firefly. Parents should report any concerns to the DSL or DDSL in school and can do so by contacting them directly or via their child's Form Teacher or Head of Section.

Staff and parents should report any inappropriate online behaviour or online bullying immediately to the DSL, the DDSL or their Head of Section.

11.3 Working with parents and carers

We will make sure parents and carers:

- › Are 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
- › Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- › Know where else they can go for support to keep their children safe online
- › This is all posted on the Parent Portal on Firefly

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

Our School Counsellor, alongside the Deputy Head Pastoral, will be available for children and parents via phone or video conference to offer help and advice. The School Counsellor will also continue with scheduled 1:1 and group sessions, either in school or remotely.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time. The pastoral pages on Firefly will be updated on a weekly basis with meditations, podcasts, yoga activities, online articles, videos and photos, as well as some fun community activities to help bring us all together in a virtual way.

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.

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

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.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

13.2 Staff 'on loan' from other schools

We do not have any staff 'on loan' from other schools but, should the need arise, we will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. This will be carried out by the HR department.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

13.3 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements. All staff will be emailed this addendum and will receive a brief safeguarding update from the DSL at regular intervals throughout the school year, as and when necessary.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our Safeguarding and Child protection policy (and this addendum)
- Keeping Children Safe in Education part 1

We will decide on a case-by-case basis what level of safeguarding induction any staff 'on loan' need. In most cases, this will be:

- A copy of our child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

13.4 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

We will have a record of:

- Everyone working or volunteering in our school each day, including staff 'on loan'
- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

14. Children attending other settings

If children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the school head

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every half term by Harriet Fryer (DSL). At every review, it will be approved by the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child protection policy
- Staff Code of Conduct
- IT acceptable use policy
- Health and safety policy
- E-Safety policy
- Whistle-blowing policy
- Anti-bullying policy
- Behaviour policy