



St David's School
Child Protection & Safeguarding: COVID-19
Whole School (including EYFS)
ADDENDUM
(Updated June 2020)

St David's School fully recognises its responsibilities for child protection and is dedicated to maintaining the highest standards of welfare for its pupils. This commitment remains the same in the difficult circumstances brought about by the COVID-19 outbreak and will be a key concern as the school prepares for more pupils to return to face to face learning.

During this period the principles and practices of the school's Safeguarding and Child Protection Policy and the Code of Conduct for Staff will continue to apply. In order to ensure the safety and welfare of children whilst working in the current circumstances, the school will also adhere to the DfE [safeguarding coronavirus guidance](#), together with other relevant guidance and advice as this is published and updated.

It should also be noted that the St David's Child Protection & Safeguarding Policy applies to online teaching in the same way that it applies to in school teaching.

1. Context

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

Since 1st June 2020, some children in the following year groups have returned to school – Nursery, Reception, Forms 1 and 6. The school has continued to make provision for the children of critical workers and vulnerable children.

This addendum of the St David's School Safeguarding and Child Protection & Safeguarding Policy contains details of our individual safeguarding arrangements in the following areas:

	Page No.
1. Context	1
2. Key contacts	2
3. Attendance monitoring	3
4. Designated Safeguarding Lead	3
5. Reporting a concern	3
6. Safeguarding Training and Induction	3
7. Safer recruitment/volunteers and movement of staff	4
8. Pupils and Staff on site	4
9. Online Learning	4
10. Children and online safety away from school	5
11. Staff Code of Conduct – online	5
12. Supporting children not in school	5
13. Vulnerable Children	6
14. Peer on Peer Abuse	6
15. Pastoral Support	6
Appendix A – Staff Protocol for Online Teaching from Home	7
Appendix B - Parent and Pupil Agreement for Online Learning from Home	10

2. Key contacts

Chair of Governors	Mrs S Thompson Tel No: 020 8660 0723 office@stdavidsschool.co.uk
Governor Lead	Mr D King Tel No: 020 8660 0723
Designated Safeguarding Lead	Head Teacher - Miss C Mardell Tel No: 020 8660 0723
Deputy Safeguarding Leads (DDSLs)	Head of Early Years - Mrs T Hartfield Pastoral Care Leader – Mrs F Izzard Tel No: 020 8660 0723
Emergency Service	If you believe a child is at immediate risk of harm, call 999
Croydon Children's Social Care Single Point of Contact (SPOC) (The Single Point of Contact is made up of staff from the Multi-Agency Safeguarding Hub (MASH) and Early Help)	<u>URGENT CHILD PROTECTION MATTERS: 020 8255 2888</u> (Monday to Friday 9am to 5pm - <i>Same day intervention from a social worker</i>) To be followed up by completing online the Single Multi-Agency Referral Form (MARF) within 24 hours (available online from Croydon Safeguarding Children Partnership (CSCP) 'What to do if you are worried about a child' webpage). https://my.croydon.gov.uk/MashReferrals?qWname=New&qServiceRef=ChildReferral E-mail form to: childreferrals@croydon.gcsx.gov.uk (if you have a secure e-mail) childreferrals@croydon.gov.uk (if you do not have a secure e-mail) Main Council Number (Monday to Friday 9am to 5pm) 020 8726 6400 <u>NON-URGENT CASES: 020 8726 6464</u> (Monday to Friday 9am to 5pm - <i>Consultation with a Social Worker or Early Help Consultant.</i>) <i>This consultation line should only be used where there is no allocated Social Worker or Early Help Family Solutions Service Lead Professional.</i> <u>URGENT OUT OF HOURS: 020 8726 6400</u> (Monday – Friday 5pm – 9pm) (24 hours Saturday, Sunday and Bank Holidays) (<i>For emergency social work service for child protection matters that cannot wait until the next working day</i>)
Local Authority Designated Officer (LADO) (Allegations against anyone working at school)	020 8255 2889 <u>LADO@croydon.gov.uk</u> 4 th Floor, Zone F Bernard Weatherill House 8 Mint Walk Croydon CR0 1EA
Croydon Police Contact for Female Genital Mutilation (FGM)	Tel No: 101
Non-emergency police contact:	Tel No: 101
'PREVENT' non-emergency advice:	020 7340 7264 <u>counter-extremism@education.gsi.gov.uk</u>
NSPCC whistle-blowing helpline:	0800 028 0285 help@nspcc.org.uk
Out of hours/term contact:	<u>office@stdavidsschool.co.uk</u> (This e-mail is checked daily)

3. Attendance monitoring

Pupils on site will be registered twice a day. Education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance, but the School Office will contact the parents of absent children that we are expecting to attend.

Parents of those pupils not engaging in Google Classroom will be contacted by the School Office. Where a vulnerable child does not attend, the school will also notify their social worker. No one with COVID-19 symptoms should come into school for any reason.

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

4. Designated Safeguarding Lead

St David's School has a Designated Safeguarding Lead (DSL) and two Deputy Designated Safeguarding Leads (DDSLs). The DSL will oversee the safeguarding aspects of wider opening and advise on relevant policy and procedures as more pupils return to school.

The Designated Safeguarding Lead is Miss C Mardell. The Deputy Designated Safeguarding Leads are Mrs T Hartfield (Head of Early Years) and Mrs F Izzard (Pastoral Care Leader).

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 will assume responsibility for co-ordinating safeguarding on site.

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

The DSL will continue to engage with social workers and our local safeguarding partners, and attend all multi-agency meetings, which can be done remotely.

5. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school's Child Protection & Safeguarding Policy and contact the DSL or DDSL.

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 Head Teacher by e-mail. If there is a requirement to make a notification to the Head Teacher whilst away from school, this should be done verbally and followed up with an e-mail to the Head Teacher.

Concerns around the Head Teacher should be directed to the Chair of Governors – Mrs S Thompson via the School Office (office@stdavidsschool.co.uk).

The DSL team will continue to offer support in the process of managing allegations.

6. 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 and have read Part 1 of Keeping Children Safe in Education (2019). The DSL 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 St David's School, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the school's Child Protection & Safeguarding Policy, confirmation of local processes and confirmation of DSL arrangements.

7. 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 David's School will continue to follow the relevant safer recruitment processes for its setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (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.

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 St David's 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.

St David's School 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.

St David's 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 e-mailing

Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that the 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, St David's School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8. Pupils and staff on site

As more pupils begin to return, we will ensure that the school site will continue to be a safe place for children:

- Safeguarding will be a key consideration of all risk assessments carried out in preparation for wider opening
- The school will continue to use relevant guidance published by the Government, Public Health England and the Health and Safety Executive to inform arrangements and decision making, particularly regarding implementing social distancing, handwashing and other measures to limit the risk of spread of COVID19.
- The Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. The school will maintain a record of all staff on site on any given day.
- The school will ensure that appropriate support is in place for children of critical workers and vulnerable children.
- Where St David's School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will evaluate whether it is safe to keep the school open.

9. Online Learning (see also points 10 and 11)

St David's School will continue to provide a safe environment for online learning. This includes the use of an online filtering system.

Where pupils are using computers in school, appropriate supervision will be in place.

All pupils and staff must remind themselves of and adhere strictly to the Acceptable Use Agreements and the E- Safety Policy.

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 Child Protection & Safeguarding 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 Code of Conduct for Staff (relating to safeguarding issues) and the Staff Handbook.

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

Staff must only use platforms specified by senior leaders and approved by our IT network manager / provider to communicate with pupils. Please do not use Zoom for communicating with parents and children as we are unable to verify its security.

Staff need to report by e-mail any incidents or concerns to the Designated Safeguarding Lead (DSL) or their deputy. Currently Miss C Mardell (DSL) - office@stdavidsschool.co.uk and Mrs T Hartfield or Mrs F Izzard (DDSLs) - office@stdavidsschool.co.uk.

11. Staff Code of Conduct – online

In order to ensure the safety and welfare of children during this period when some pupils are engaging in home learning based on Google Classroom, the school will follow the DfE remote learning guidance: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Given the changes in circumstances to everyday teaching and learning practices, the guidelines below and these detailed in the 'Staff Protocol for Online Teaching from Home' (see Appendix) will also apply.

The school code is that all staff should conduct themselves with the utmost professionalism and that sound common sense should be applied at all times. It is important for any member of staff not to put themselves in a position, by actions or word, that could give rise to any sort of misunderstanding or, indeed, allegation, for example when filming online lessons too casually dressed. Remember that someone, especially a young person, can easily misinterpret actions no matter how well intentioned they are.

Staff should never give personal e-mail or telephone numbers to pupils.

Also, in particular, caution should be observed when following up online teaching with electronic communication to pupils. Such communication could easily be misunderstood or considered as inappropriate. Staff should not make friends with pupils during online teaching in the same way they would not during face-to-face lessons.

This policy is required to highlight that it is an offence for staff to have a sexual relationship with a child, even if the relationship is consensual.

Staff will report any concerning interactions with pupils to the DSL.

In summary: please observe common sense rules: all dealings with pupils should be conducted according to the highest professional standards. **All staff are to ensure they have read St David's School policies as well as KCSIE September 2019.**

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

- No one to one lessons, groups only. The exception to this are instrumental lessons and a parent must be present for the duration of the lessons.
- 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.
- If required by senior leaders the live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time.

- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior leaders and approved by our IT network manager/provider to communicate with pupils. Please do not Zoom for communicating with parents and children as we are unable to verify its security.
- Staff should record the length, time, date and attendance of any sessions held.
- Staff need to report by e-mail any incidents or concerns to the Designated Safeguarding Lead (DSL) or their deputy. Currently Miss C Mardell (DSL) – office@stdavidsschool.co.uk and Mrs T Hartfield or Mrs F Izzard (DDSLs) – office@stdavidsschool.co.uk

12. Supporting children not in school

St David's School is committed to ensuring the safety and well-being of all its children, both in school and learning at home.

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.

Details of this plan must be recorded, as should a record of contact be made.

The communication plans can include remote contact, phone contact or door-step visits. Other individualised contact methods should be considered and recorded.

St David's School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

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

13. Vulnerable Children

The school will continue to work with and support children's social workers and local authority virtual school heads to help protect vulnerable children. This will include liaising with relevant providers and ensuring that vulnerable children and those on the edge of receiving social care support can attend/return to school where appropriate.

14. Peer on Peer Abuse

St David's 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, they will follow the principles as set out in part 5 of KCSIE and those outlined within the Child Protection & Safeguarding 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 on Record of Concerns and appropriate paperwork in the Child Protection & Safeguarding Policy and appropriate referrals made.

15. Pastoral Support

We recognise that the current circumstances could have a significant effect on the mental health and wellbeing of pupils and their parents, and pastoral care will be a central part of the school's plans for wider opening. Staff have been in contact with pupils whilst not in school and will remain vigilant for signs of safeguarding risk or emotional distress – keeping in mind that new concerns may come to light as pupils begin to return.

Safeguarding concerns should be reported to the DSL as outlined above. Staff are reminded of the need to report any concern immediately and without delay.

Pupils or parents with a pastoral concern should contact the member of staff they feel most comfortable discussing the issue with.

Pastoral concerns will be addressed initially by the class teacher, who may involve the Pastoral Leader depending on the nature of the issue.

Where a pupil is known to the school or newly identified as being in need, the DSL will ensure that a communication and support plan is in place for that child. This may include email, phone or online video contact. The plan will be reviewed regularly and should concerns arise the DSL will consider any referrals as appropriate.

All safeguarding and pastoral concerns will be logged in the usual manner, and the school will liaise with parents and carers wherever possible to ensure pastoral records remain up to date and staff are aware of any changes to welfare, health or wellbeing before a child returns to school.

If children move between schools, welfare and child protection information will be shared as required.

Note:

This Addendum was written by Miss C Mardell on 2nd April 2020.

This was communicated to all staff on 9th April 2020.

It was updated on 2nd June 2020.

This was communicated to staff on 3rd June 2020.

It was updated on 22nd June 2020.

This was communicated to staff at Staff Meeting on 22nd June 2020.

Appendix A



St David's School

Staff Protocol for On-line Teaching from Home

We ask all staff at St David's School to read and carefully review this On-line Teaching Agreement. It is an addendum to the existing policies and procedures in place for use of the Internet and of ICT. This is a document that outlines how we expect you to conduct yourself when you are teaching remotely.

Please be aware that Senior Leaders will maintain oversight of lessons taught remotely through regular monitoring.

When using audio, visual or a combination of both whilst teaching on-line, there are certain procedures that all staff are required to follow:

Safety First

- **Key e-safety messages and understanding should be reinforced as part of each lesson if appropriate.**
- Staff should reinforce e-safety messages when setting work that requires access to the internet.
- Pupils should be encouraged to be critically aware of the content they access on-line and be guided to validate the accuracy of information.
- Where appropriate, pupils should also be taught to acknowledge the source of information used – never to plagiarise - and to respect copyright when using material accessed on the internet.
- Support for pupils in the on-line space should never be brokered to any third parties, and any joint support that is effected through the use of Google Classroom should only include St David's staff who have been DBS checked.
- Staff should be aware that bullying is an unfortunate feature of the on-line environment and should therefore keep vigilant.
- If staff feel that the system is not being used appropriately – the same protocols exist as if the school were functioning normally. The DSL has the same responsibilities for safeguarding and should be the first port of call for any concerns about the on-line safety of our pupils.
- Behavioural issues should be dealt with in line with the school's Positive Behaviour Policy and sanctions can be applied that will come into effect once the school is back in operation on the St David's School site.

Code of Conduct

- Always behave and teach appropriately on-line as you would do in the classroom.
- Ensure that your standards of dress match the standards expected in school.
- Set appropriate boundaries and maintain the same professional standards as you would at school. On-line working should not lead to a relaxation in staff pupil protocols.
- Treat pupils the same way you would face to face.
- Never make inappropriate jokes or comments on-line.
- Lesson content should not direct pupils to websites such as YouTube without first checking that there is no inappropriate content for the age group concerned.
- Any digital communication between staff and pupils, or parents and guardians should be professional in tone and content.
- Contact with pupils should only be through Google Classroom, where comments can be seen by everyone. Other methods of contact such as phones, private e-mail or social media accounts should not be used under any circumstances.
- Never follow or interact with pupils on your personal social media account.

Choosing a venue to film or deliver lessons/class 'chats' etc.

- Choose an appropriate venue for filming or delivering a lesson. This should be a quiet private room with no ambient noise. It should never be a bedroom or personal space.
- Make sure friends and family are never visible during the filming or lesson.
- Ensure a neutral background - ideally a white wall.
- Make sure that no personal images (photos of family etc.,) are visible.
- Always check what is visible on screen to the pupil. Avoid including inappropriate personal items, paintings/posters etc.
- Make sure there is never a possibility of strangers having access to your screen.

Filming or delivering a lesson

- Make sure your equipment and materials are organised in advance of your lesson. Be well prepared.
- Maintain your presence as you would in class.
- Give clear instructions. Clear lesson plans are advisable so that you can cover the focus areas within the timeframe.
- Set work as you would at school and make sure this is marked in an appropriate way. Give positive and constructive written feedback via the messaging platform on Google Classroom.

Staff Responsibilities

- **Teaching Staff** are responsible for offering guidance and support to their pupils on how to manage their on-line learning and for referring pupils to the appropriate sources of academic or welfare advice when necessary.
- **Teaching Staff** will be expected to have knowledge of the individual pupil's programme of study, keeping that pupil up to date with expectations of delivery and assessment and to be pro-active in communicating with the pupils in their subject area.
- **SLT** are responsible for ensuring the on-line teaching of pupils in all subject areas is in line with this addendum to the school's code of practice.

Data Protection

- Under GDPR all on-line content from a pupil could be regarded as personal data and is subject to the provisions under the Data Protection Act.
- The names, e-mails and phone numbers of pupils are personal data. This means that only relevant people should have access and the information should only be kept as long as it is required.
- Personal data should only be used to assist you to carry out your work. It must not be given out to people who have no right to see it.
- All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, pupils or members of the general public. Any queries in this regard should be referred to the Head Teacher.

Please note that:

- Student data should not be kept on the private devices of staff.
- Data should only be accessible to those staff that need it.
- The information should be deleted after it has been used for this purpose.



St David's School Parent and Pupil Agreement for Online Learning from Home (Policy Addendum to Acceptable Use Policy) (Updated June 2020)

The staff at St David's School are aiming to keep pupils' access to learning and teaching open through a difficult time and staff will be working hard to provide pupils with lessons via the online systems.

We are asking all parents and pupils to agree to this Online Learning Agreement, which is a document that outlines how we expect pupils to behave when they are learning online and how we expect parents to support them.

PUPILS

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/ platforms/ internet may be viewed by one of the staff members who are here to keep you safe. You should not behave any differently when you are out of school or using your own device or home network.

The points listed below should be followed at all times and can be summarised as follows:

“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”

What am I agreeing to?

1. I will treat myself and others with respect at all times; when I am online or using a device, I will treat everyone as if I were talking to them face to face in a classroom.
2. The messages I send, or information I upload, will always be polite and sensible. I understand that all messages I send reflect on me and the school.
3. Even though I am working outside the classroom, I will aim to be positive and creative, to learn and share, to develop new skills and to prepare for the future.
4. I will choose a sensible place to work from – ideally a living room where an adult can see what I am doing.
5. I will complete exercises as directed by my teacher and upload completed work to meet the deadlines set by my teacher.
6. I understand that my online lessons will be monitored by senior leaders from the School.
7. I understand that Google Classroom is a closed school system open to me through the school's Google account and is limited to me, the staff and my fellow pupils. I should not invite any guests from outside the School to join the system through the use of my login details.
8. I will not under any circumstances provide my login details to anyone else. The system is fully secured and my activity on the system can be monitored.
9. I understand that websites, blogs, videos and other online information can be biased and misleading, so I will need to check sources.
10. I will not download copyright-protected material (text, music, video etc.), and I will avoid plagiarism.
11. I will not browse, download, upload, post, share or forward material that could be considered offensive, harmful or illegal. If I accidentally come across any such material I will report it immediately to my teacher or the adult supervising me.

12. I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file, hyperlink or any other attachment.
13. I will not share my or others' personal information that can be used to identify me, other pupils or my teachers on any online space, unless a trusted adult has given permission or reviewed the site.
14. I will never take secret photos, recordings or videos of teachers or other pupils.
15. I will never say, text or post anything that could hurt or embarrass another person. I will never use the internet to bully anyone.
16. I will not share any of the data (work, links, video or audio recordings of staff etc) provided on Google Classroom in the public domain.
17. If I am taking part in a 'live' lesson or 'chat' that is being streamed by a Teacher, I will make sure that I am on time, that I have all the necessary equipment and that I am dressed appropriately.

PARENTS

What am I agreeing to?

1. I will talk through the above points with my child and explain anything they do not understand.
2. I will help my child abide by the rules outlined above.
3. I will not share any of the data (work, links, video or audio recordings of staff etc) provided on Google Classroom in the public domain.
4. If my child is taking part in a 'live' lesson or 'chat' that is being streamed by a Teacher, I will make sure that my child is on time, that they have all the necessary equipment and that they are dressed appropriately.
5. If my child is unable to take part in a 'live' lesson or 'chat' for any reason, for example through ill health, I will let the relevant teacher know in advance.