



Safeguarding Policy Addendum in Response to Covid-19

April 2020

Policy Author: Mrs A. Lewell, DSL

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This addendum will be reviewed following any updates to national and local guidance and procedures and reshared as required.

Signed by Chair of Governors: Mrs J. Murton

Context

- On 20th March 2020 parents were asked to keep their children at home, wherever possible, as part of the response to coronavirus (COVID-19). Schools and childcare providers were asked 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.
- The way Oakwood Park Grammar School is currently operating in response to coronavirus is fundamentally different, however, our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2019, remain the same:
 - the best interests of children will always come first
 - if anyone has a safeguarding concern about any child they should continue to act and act immediately
 - a DSL or deputy DSL is available
 - unsuitable people are not allowed to enter the children's workforce and/or gain access to children
 - children should continue to be protected when they are online
- From the week commencing 15th June 2020, the Government is asking Secondary schools to plan to welcome back more children, as part of the response to coronavirus (COVID-19).
- Secondary schools are expected to begin some face to face contact with Year 10 and 12 pupils.
- The way Oakwood Park Grammar School is currently operating in response to coronavirus continues to be different, however, as more children return, our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2019, remain the same, as above.
- Wider opening risk assessments will be appropriately linked into our safeguarding approach and child protection policy.
- This addendum of Oakwood Park Grammar School Safeguarding policy contains details of any amendments to our existing safeguarding arrangements and should be read alongside our current policies and procedures which can be found on the school website.
- All staff and volunteers will be aware of the policy addendum and any revisions; the addendum will be made available publicly.

Key School Contacts

	Name	Email	Phone Number
Designated Safeguarding Lead (DSL)	Anne Lewell	alewell@opgs.org	01622 726683
Deputy Designated Safeguarding Leads	Judith Bevan	jbevan@opgs.org	01622 726683

Headteacher	Kevin Moody	kmoody@opgs.org	01622 726683
Chair of Governors	Julie Murton	jmurton@opgs.org	01622 726683
Safeguarding Governor	Jill Williams	jwilliams@opgs.org	01622 726683

1. Designated Safeguarding Leads (DSLs)

- Oakwood Park Grammar School Designated Safeguarding Lead: Mrs Anne Lewell
- Oakwood Park Grammar School Deputy Designated Safeguarding Lead: Ms Judith Bevan
- Ideally a DSL (or deputy) will be present on-site however if this is not possible, because the school is not open, a named DSL will be available to be contacted via email or phone
- The DSL will assume responsibility for co-ordinating safeguarding on site.
 - This will include updating safeguarding files and liaising with the offsite DSL (or deputy) and as required, liaising with social workers where they require access to children in need and/or to carry out statutory assessments at the school/college.
- All staff on-site will have access to a trained DSL (or deputy) and know on any given day who that person is, and how they can speak to them.
 - Up to date details of the DSL/Deputy DSLs will be visible to staff and children.
- The DSL/Deputy DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.
- Oakwood Park Grammar School will ensure that the DSLs have time to support staff and children regarding new concerns, and making referrals as appropriate, as more children return.

2. Vulnerable children

- Ensuring that vulnerable children remain protected is a top priority for Oakwood Park Grammar School.
- Vulnerable children for the purposes of continued attendance during the coronavirus outbreak are those across all year groups who:
 - are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child.
 - have an education, health and care (EHC) plan and it is determined, following risk assessment, their needs can be as safely or more safely met in school

- have been assessed as otherwise vulnerable and could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others, at the school's discretion.
- There is an expectation that children with a social worker will attend a provision, unless in consultation with the child's social worker and family it is agreed they are at less risk at home or in their placement for example due to underlying health conditions. Where parents are concerned about the risk of the child contracting COVID19, professionals will talk through these worries with the parent/carer following the advice set out by Public Health England.
- Children with an EHC plan will be risk-assessed in consultation with the Local Authority and parents and a decision will be made about whether they should continue to attend school.
- Oakwood Park Grammar School has the flexibility to offer a place to other learners who may also be considered vulnerable by the school. Please contact Mrs Anne Lewell (DSL) to discuss this further.
- If vulnerable children are not attending school, we will regularly keep in contact with them, by phone.
- Oakwood Park Grammar School will continue to work with those professionals involved with children and share relevant information with them such as social workers, early help workers and virtual school heads (VSH). This is especially important during the COVID-19 period.
 - This will include information about attendance and any welfare concerns.
 - If there is a safeguarding concern, this will be shared with the relevant professional as soon as possible.
- Oakwood Park Grammar School will encourage our vulnerable children and young people to engaged with school work either in school or remotely.

3. Attendance monitoring

- From the 15th June, children specified year groups and vulnerable children will be returning to school, as agreed.
 - No one with symptoms should attend school, for any reason.
 - Vulnerable children's attendance is expected, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan.
 - Parents and carers will not be penalised if their child does not attend educational provision whilst current Covid-19 restrictions are in place.

- For learners agreed to be in school, we will resume our usual day-to-day attendance registers and processes, in accordance with existing policies.
- Oakwood Park Grammar School will continue to complete the Educational Setting Status form to keep a record which gives the DfE daily updates on how many children and staff are attending.
- Oakwood Park Grammar School will:
 - continue to notify social workers where children with a social worker do not attend. School will also follow up directly with their parent/carer.
 - continue to follow up with any parent/carer whose child has been expected to attend and doesn't.
- Oakwood Park Grammar School will ensure that regular contact is maintained with children (and their families) who are not yet returning to school
 - With support from the DSL, teaching and/or pastoral staff are encouraged to make calls directly with children, where possible and appropriate.
 - Staff will make calls from the school site and/or via school phones and devices.
 - If a school phone is not available or accessible, phone calls will be made from withheld numbers so personal contact details are not visible.
 - Staff will record the date, time and attendance of calls.
- To ensure contact can be maintained, Oakwood Park Grammar school will confirm emergency contact numbers are correct with parents/carers and ask for any additional emergency contact numbers where they are available.

4. Reporting concerns

- Where any concerns are raised about learners or staff, Oakwood Park Grammar School will follow existing and updated local arrangements as set out by Kent Safeguarding Children Multi-Agency Partnership (KSCMP) and as outlined in our existing child protection policy.
- Oakwood Park Grammar School recognises that new safeguarding concerns may arise regarding individual children, as we see them for the first time in person following partial school closures.
- All staff will continue to look out for any signs that indicate a child may be at risk, both on and off site, including online.
 - If a member of staff has any safeguarding concerns about a child, this will be reported to the DSL as soon as possible.
 - If the concern is urgent, the member of staff will speak to a DSL in person or via phone/video call if they are not on site, immediately.
 - In the event a member of staff or volunteer cannot make contact with a DSL, this will not delay them taking immediate action to safeguard a child, in line with our existing Child Protection Policy.

- Concerns will be recorded using existing Oakwood Park Grammar School's safeguarding processes as outlined in our Child Protection Policy.
- Prevent is a vital part of our work to safeguard children from radicalising influences; the school will continue to follow local processes, where we have concerns during this challenging time.
- Learners are encouraged to report concerns via existing Oakwood Park Grammar School systems, or to a trusted adult at home.
- Parents/carers are encouraged to report concerns via existing Oakwood Park Grammar School systems.
- Where staff are concerned about an adult working with learners, they should report the concern to the headteacher.
 - If there are concerns about any member of staff or volunteer, the LADO service will be consulted with.
 - Concerns around the headteacher should be directed to the Chair of Governors.

5. Safeguarding training and induction

- All staff will follow our existing behaviour policy and any addendum updates with regards to safer working practice, both on and off site.
 - Staff will continue to follow any updates to the school behaviour policy which have been made to reflect current Covid-19 measures and increased numbers of learners on site from 15th June.
 - School leaders/DSLs will make themselves aware of the updated Safer Working Practice Guidance– policies may need to be amended to reflect new expectations and requirements in response to required and expected Covid-19 measures.
- DSL training is 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.
 - Formal DSL refresher training will be undertaken as soon as possible; the DSLs (and deputies) will continue to do what they reasonably can to keep up to date with safeguarding developments.
- All existing staff have read KCSIE 2019 Part 1 and accessed safeguarding training.
- Staff will be made aware if any local processes or arrangements have changed as more children return, so they know what to do if there are concerns about a child.
- All new staff will have an induction provided via the DSL and will be provided with a copy of the Oakwood Park Grammar School Child Protection Policy and Covid-19 Addendum.

- Staff may move between schools on a temporary basis and consideration will be given by the DSL as to what induction they need on a case by case basis, dependent on existing skills and knowledge.

6. Safer recruitment

- It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.
- During the return to school period, if Oakwood Park Grammar School recruit new staff we will continue to follow the relevant safer recruitment practices.
 - If volunteers are recruited, Oakwood Park Grammar School will continue to follow the guidance in accordance with KCSIE 2019 and with a mind to updates to the Safer Working Practice Guidance produced as a response to Covid-19.
 - Volunteers who have not had the relevant checks will not be left unsupervised with a child.
- If staff from other settings volunteer or begin working at Oakwood Park Grammar School we will ensure they have a relevant DBS check following DfE guidance at this time. Oakwood Park Grammar School will risk assess staff from other settings, as we would for a volunteer.
- 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
- 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. The Home Office and Immigration Enforcement have also temporarily adjusted the Right to work checks due to coronavirus (COVID-19).
- Oakwood Park Grammar School will continue to refer to the DBS anyone who has harmed or poses a risk of harm to a child in accordance with KCSIE 2019.
- Oakwood Park Grammar School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) where appropriate. During the period Covid-19 all referrals will be made by emailing Misconduct.teacher@education.gov.uk.
- Oakwood Park Grammar School will continue to update the single central record in line with KCSIE. (Paragraphs 148 to 156)

- The SCR will provide the means to log everyone that will be working or volunteering in the school on any given day

7. Supporting well-being

- Oakwood Park Grammar School recognises that staff, parents/carers and learners may experience some degree of emotional wellbeing or anxiety challenges as more children return to school.
- Oakwood Park Grammar School recognises that many children consider school to be a safe place and the current situation may impact on learners', staff and parent/carers mental health.
- Oakwood Park Grammar School will plan to ensure everyone feels supported through an inclusive culture and that everyone returns to a positive working environment to help relieve any anxiety or fear.
- Oakwood Park Grammar School will ensure the whole community are welcomed. Staff and learners and will be given the opportunity for wellbeing check-ins within trusted relationships.
- Oakwood park Grammar School will ensure that all children who are categorised as vulnerable or children of critical workers, as well as those children returning to school from 15th June onwards, are appropriately supported.
- Staff will address the wellbeing of learners through a range of approaches including age/ability appropriate activities.
- Pastoral staff will be available for learners and will be given the time to provide support as required.
- Oakwood Park Grammar School is conscious of the wellbeing of all staff and the need to implement flexible working practices in a way that supports staff and promotes good work-life balance.
- Senior Leaders and the DSL (or deputy) will be available to provide support to staff as required.

- Teachers will be aware of the impact the current circumstances can have on the mental health of learners (and their parents) who are continuing to work from home, including when setting expectations of children's' work.
- Oakwood Park Grammar School will continue to signpost staff, learners and parents/carers, on or off site, to a range of appropriate sources of support, internally and externally.

8. Supporting children in school

- Oakwood Park Grammar School is committed to ensuring the safety and wellbeing of all its learners.
- Oakwood Park Grammar School is aware that children of different ages with differing needs will be accepted as the weeks progress, so will keep this under review.
- Oakwood Park Grammar School needs to be confident we have up to date information on learners returning to site which reflects any changes in circumstances which could impact on their welfare. Oakwood Park Grammar School led by DSL or deputy, will do all we 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 to school.
- Oakwood Park Grammar School will be a safe space for all children to attend and flourish. A senior member of staff will ensure that there are appropriate staff on site and that staff to learner ratios have been considered to maximise the safety of children.
- Oakwood Park Grammar School will follow the current government guidance in relation to social distancing and all matters relating to public health from the respective websites and outlets
- Oakwood Park Grammar School will ensure that all children who are either categorised as vulnerable or children of critical workers and are in attendance are appropriately supported.
- Oakwood Park Grammar School will continue to record any support provided to children, in relation to safeguarding issues, in line with their safeguarding recording system.

Peer on Peer Abuse

- Oakwood Park Grammar School continues to recognise and respond to cases of peer on peer abuse by considering each incident on a case by case basis and basing any intervention on usual processes outlined within KCSIE 2019.
- Oakwood Park Grammar School recognises that the current circumstances and the changeable nature of current Government guidance may mean that the school may need to

adapt elements of the process in some cases to ensure that they are able to respond in line with Government advice when required.

- Oakwood Park Grammar School will follow Government guidance which recommends smaller class sizes, social distancing, and several adaptations to the school day and will put in place a range of strategies to help manage children's interactions with one another and their own understanding of what is appropriate behaviour at this time.
- The DSL will continue to consult as appropriate with multi-agency professionals to ensure that children's safety and wellbeing is not compromised when incidents of peer on peer abuse are brought to their attention.

Online safety

- Oakwood Park Grammar School's expectations with regards online behaviour and education when using provided devices or internet access on site will continue to be implemented in line with existing policies. Any concerns regarding onsite online behaviour or use will be responded to in line with existing policies.
- Oakwood Park Grammar School will continue to provide a safe online learning environment where learners use school provided devices on site; appropriate filtering and monitoring will continue to be implemented.
- Learners internet use will be supervised by staff according to their age and ability and learners will be directed to use appropriate online resources and tools.
- Use of staff and learner personal devices, including mobile phones, will be managed in line with our existing mobile technology policy.

Academic and Pastoral Mentoring

- Parents will be notified in advance, through the Headteacher's newsletter, when mentoring is taking place. They will be informed of the purpose of the sessions and the time available for each student.
- Directors of Study will update Form Tutors about any issues which they may need to be aware of prior to the mentoring session.
- Should a parent wish to discuss a matter regarding wider school policies during lockdown, discuss a particular member of staff or make a complaint, the teacher should request that this is emailed to school. Senior staff will get back to them.
- Mentoring should only take place during school hours.
- For Years 7,8,9 and 10 parental consent will be sought in advance.

- Mentoring sessions must only take place using Teams and a member of staff's school account. Personal accounts must not be used.
- Staff should only use the microphone setting.
- Video calls with use of camera are not permitted. The camera function of teams should be turned off for every call.
- Teams has been set so that pupils cannot turn on their camera when speaking to a member of staff.
- Staff should not disclose any personal information with students and parents.
- Safeguarding concerns must be shared with the DSL.
- General pastoral concerns must be shared with DOS.

9. Supporting children not in school

- The Government has strongly encouraged children in eligible year groups to return to school unless they are self-isolating or shielding, however there may be a significant number of children still not attending school. Oakwood Park Grammar School will continue to ensure the safety and wellbeing of all children and young people that remain on the school roll but who may not be physically attending.
- All DSLs will continue to identify those vulnerable children that would benefit from Early Help as identified in KCSIE 2019, provide pastoral support and consider whether they would benefit from external support.
- There will be clear plans around how best to communicate with learners who are identified as vulnerable, as well as those about whom DSLs have concerns about who do not receive a statutory service.
 - This could include telephone contact and/or doorstep visits but is at the discretion of the DSL.
- Oakwood Park Grammar School and the DSL will work closely with all relevant agencies and professionals regarding safeguarding a child who has been identified as able to return but for whatever reason is not doing so.
 - Any plans will be reviewed regularly and if concerns become significant, the DSL will consider any requests for support if considered appropriate.
- Where parents/carers opt to supplement the school's remote learning offer, we emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

- The school will utilise its website and social media presence to ensure that safeguarding messages are shared with children and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.

Online safety away from school

- All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with the Child Protection Policy addendum.
 - Where necessary, referrals will be made to LADO, children’s social care and as required, the police.
- Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
 - Childline: www.childline.org.uk
 - UK Safer Internet Centre’s ‘Report Harmful Content’: <https://reportharmfulcontent.com>
 - National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre
- Parents/carers will continue to be made aware of what their children are being asked to do online, including the sites they will be asked to access. Oakwood Park Grammar School will continue to be clear who from the school their child is going to be interacting with online.
- Parents/carers will continue to be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented.
- All communication with learners and parents/carers will take place:
 - within school hours, as much as possible.
 - with staff using school devices over personal devices wherever possible and in line with our existing Acceptable Users Policy. Where this is not possible, staff will speak with SLG.
 - Using school provided or SLG approved communication channels; for example, school provided email accounts, Edulink and/or agreed systems e.g. Microsoft Teams
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Oakwood Park Grammar School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our school Behaviour Policy
- When delivering remote learning, staff will:
 - Only use online tools that have been evaluated and agreed by leadership.

- Ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
 - record the length, time, date and attendance of any online contact held or made.
 - revisit relevant policies such as our acceptable use of technology policy with learners as necessary.
- When remote teaching and learning is taking place, this should not be 'live' using webcams or chat facilities

10. Additional support and links

- As well as through existing school mechanisms, learners, staff and parents/carers can access age appropriate and practical support and advice via a range of national and local services:
 - Childline: www.childline.org.uk
 - Kent Resilience Hub: <https://kentresiliencehub.org.uk>
 - NSPCC: <https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/>

DfE Guidance

- Closure of educational settings: information for parents and carers: www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers
- Vulnerable Children Guidance: www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people
- COVID-19: guidance for educational settings: www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers: www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers
- Coronavirus (COVID-19): attendance recording for educational settings: www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

Specific Links relating to Coronavirus for Learners and Parents/Carers

- Kent County Council: www.kent.gov.uk/social-care-and-health/health/coronavirus
- Childline: www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/
- Mind: www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/
- Young Minds: <https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/>
- Kent Children's University: Home Resources Learning Packs: www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/
- Children's Commissioner:

- Children's guide to coronavirus:
www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/
- Resources for parents during coronavirus:
www.childrenscommissioner.gov.uk/coronavirus/resources/
- Sport England: www.sportengland.org/stayinworkout
- Place2be:
 - www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/
 - www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/

Online Safety

- NCA-CEOP: www.thinkuknow.co.uk/
- Internet Matters: www.internetmatters.org/
- Childnet: www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19
- UK Safer Internet Centre: www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc
- NSPCC: www.nspcc.org.uk/keeping-children-safe/online-safety/
- Parent Info: <https://parentinfo.org/>
- BBC Own it: www.bbc.com/ownit

Domestic Abuse

- Domestic Abuse Services: www.domesticabuseservices.org
- Victim Support: 0808 16 89 111 www.victimsupport.org.uk/help-and-support/get-help/supportline
- Look Ahead Care & Support – Service provider West Kent (Sevenoaks, Tunbridge Wells, Tonbridge and Malling): www.lookahead.org.uk/
- Clarion Housing Association – Service provider for North and South Kent
 - North Kent: (Dartford & Gravesham, Swale and Maidstone) Clarion DA confidential Helpline: 07376 637069 (Mon-Fri 9am – 5pm)
- National Women's Aid Domestic Abuse 24hr helpline: 0800 2000247