

# Child Protection Policy Addendum in Response to Covid-19

September 2020 – Version 2



## Foreland Fields School

Signed by Chair of Governors:



Date:

9-10-20

**Based on DfE guidance 'Coronavirus (COVID-19): safeguarding in schools, colleges and other provider' March 2020:**

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>



**THE EDUCATION  
PEOPLE**

# Foreland Fields School

## Child Protection Policy Addendum in Response to Covid-19

Policy Author: Adrian Mount

Date written/Updated: 28<sup>th</sup> September 2020

Date shared with staff: 28<sup>th</sup> September 2020

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

### 1. 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 Government made it clear that all pupils, in all year groups should return to school from September 2020. They have published guidance which is intended to support schools for full opening. This guidance sets out the actions school leaders should take to minimise the risk of transmission. This is public health advice which is endorsed by Public Health England (PHE).
- The way Foreland Fields 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
- This addendum of Foreland Fields School's Child Protection policy contains details of any amendments to our existing safeguarding arrangements.

### 2. Key School Contacts

	Name	Email	Phone Number
Designated Safeguarding Lead (DSL)	Adrian Mount	adrianmount@foreland.kent.sch.uk	01843 863891
Deputy Designated Safeguarding Lead	Jeremy Edwards	jeremyedwards@foreland.kent.sch.uk	01843 863891
Deputy Designated	Sarah Thorp	sarahthorp@foreland.kent.sch.uk	01843 863891

Safeguarding Lead			
Deputy Designated Safeguarding Lead	Sharon Bremner	sharonbremner@foreland.kent.sch.uk	01843 863891
Chair of Governors	Steve Pamphilon	stevepamphilon@foreland.kent.sch.uk	
Safeguarding Governor	Jason Gerlack	jasongerlack@foreland.kent.sch.uk	

### 3. Designated Safeguarding Leads (DSLs)

- **Name of school** Lead Designated Safeguarding Lead is: Adrian Mount
- **Name of School** Deputy Designated Safeguarding Lead(s) are: Jeremy Edwards, Sarah Thorp and Sharon Bremner
- A DSL (or deputy) will be present on-site all the time children are present. If this is not possible, a named DSL will be available to be contacted via phone or online video.
- Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.
  - This 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 and volunteers 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 DSL's will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

### Site Hygiene, Cleaning and Sickness in School – Safe Operating Procedures

Whilst procedures for Hygiene and cleaning would normally be found within the Hygiene, First Aid, Accident reporting and Sickness in school policy it is recognised that the level of threat presented by COVID-19 is such that the additional measures described below are essential:

- In order to reduce social mixing and enable social distancing; Total number of people (students and staff) to be managed (and reduced) on an ongoing basis according to the school's risk assessment. This will be informed by local factors (numbers of staff and pupils with symptoms or confirmed cases) and national factors (advice from DfE, PHE and NHS, as well as the progress of the pandemic nationally). Total number of people – students and staff - in any individual class to be determined via ongoing risk assessment.
- Reduce staff numbers on site to the number required to operate safely. Each class to operate independently (no mixing between classes), this means no mass gatherings for lunch and break. Break times are staggered and lunch is eaten in class. Classes are currently operating in 'bubbles' of 2 or 3 classes. Pupils and staff do not mix outside of these bubbles.
- Pupils to enter school on arrival to avoid queuing outside the building. Pupils to be proactively taught and reminded of social distancing at all times.



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- In order to maintain school cleanliness and reduce the chance of cross-infection; routine walks to check school cleanliness, hygiene products in place around school, especially in toilets and common areas (soap, tissues in class, paper towels, gloves, aprons, alcohol gels including additional dispensers), ensure bins emptied regularly, every door handle and push surface cleaned on a daily basis / and on an ongoing basis, outdoor play equipment surfaces cleaned on a daily basis and prior to use, in class, daily cleaning to include wiping of surfaces, regular hand cleaning following Catch it, Bin it, Kill It poster instructions, cleaning of toys. Leaders of Learning to ensure that cleaning routines have been kept to, e.g. toys placed through the dishwasher.
- Shared areas such as soft play and sensory room only used by named bubbles and cleaned in between each use. The Hydrotherapy Pool remains closed at this time.
- Kitchen (caterlink) and School cleaning team (premier services) have provided their own individualised coronavirus risk assessment for COVID-19.
- In order to understand the development of any pupils, staff, family members' symptoms; School Office to brief SLT daily on numbers of pupils / staff absent from work due to COVID symptoms. Ensure full/accurate/confirmed detail regarding symptoms are provided.
- Parents/carers to be questioned when they ring in to report their child as sick as to the symptoms of their child.
- Any pupil with any of the symptoms listed on the DfE / NHS websites to be instantly isolated, as per DfE and PHE guidance, and sent home. The child is isolated in the small therapy room near the Health Care Assistant's office with a member of staff. PPE (gloves, apron and face mask) should all be used at this point. If a pupil is sick, the room is vacated and locked. The Cleaning team must then follow their procedures as set out in their risk assessment in order to clean the room.
- All of the above measures are constantly reviewed and updated on the basis of briefings from National Government, DfE, NHS, PHE and KCC.

#### 4. Vulnerable Children

- Ensuring that vulnerable children remain protected is a top priority for Foreland Fields School.
  - Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans. Please see DfE guidance for further information on [vulnerable children](#).
- Foreland Fields School has the flexibility to offer a place to other learners who may also be considered vulnerable by the school. Please contact Adrian Mount to discuss this further.
- For any child not attending school, we will regularly keep in contact by telephone with them.
- Foreland Fields 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.
- Foreland Fields School will encourage all children, as long as they are well enough and not isolating, to attend a school, including remotely if needed.



## 5. Attendance Monitoring

- Attendance will be monitored as per usual practice. Any non-attendance will be followed up.
- Foreland Fields School and social workers will follow up with family/carers where a child/children are supposed to be attending but do not.
- In all circumstances where a vulnerable child/children does not take up their place, or discontinues, Foreland Fields School will notify their social worker and follow up with the family/carer.
- For the school year 2020 to 2021, a new category has been added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'; Code X. Code X should be used when a child is not attending in circumstances relating to coronavirus (COVID-19) (This code is not counted as an absence in the school census). This code is used to record sessions where the pupil's travel to or presence at school would conflict with:
  - guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care<sup>12</sup>or
  - any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).

## 6. Reporting Concerns

- 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/volunteer 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/volunteer 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.
  - Concerns will be recorded using existing Foreland Fields School safeguarding processes as outlined in our Child Protection Policy.
- Learners are encouraged to report concerns via existing school systems, or to a trusted adult at home.
- Parents/carers are encouraged to report concerns via existing 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.

## 7. Safeguarding Training and Induction

- 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. DSLs will continue to keep their knowledge up to date through other means.
- All existing staff have read KCSIE 2020 Part 1 and accessed safeguarding training.
  - Staff will be made aware if any processes have changed with the sharing of this addendum and the DSL will communicate any changes to local processes directly.

- All new staff and volunteers will have an induction provided via the DSL and will be provided with a copy of the school Child Protection Policy and Covid-19 Addendum.
- Staff may move between school positions on a temporary basis and consideration given will be given by the DSL as to what induction they need on a case by case basis, dependent on existing skills and knowledge.

## 8. 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 Covid-19 if Foreland Fields School recruit new staff we will continue to follow the relevant safer recruitment practices.
- If volunteers are recruited, Foreland Fields School will continue to follow the guidance in accordance with KCSIE 2020. 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 Foreland Fields School, we will ensure they have a relevant DBS check following DfE guidance. Foreland Fields 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.
- Foreland Fields 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 2020.
- Foreland Fields 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](mailto:Misconduct.teacher@education.gov.uk).
- Foreland Fields School will continue to update the single central record and will log details of any risk assessment carried out on volunteers and staff on loan from elsewhere.

## 9. Supporting Children in School

- Foreland Fields School is committed to ensuring the safety and wellbeing of all its learners
- Foreland Fields 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.
- Foreland Fields 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.
- Foreland Fields School will ensure that all children in attendance are appropriately supported.
- Foreland Fields School will continue to record any support provided to children in relation to safeguarding issues on their respective safeguarding recording system.



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## Peer on Peer Abuse

- Foreland Fields 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 2020.
- Foreland Fields 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.
- The DSLs 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

- Foreland Fields School expectations with regards to online behaviour and education when using school 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.
- Foreland Fields 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 policies.

## 10. Supporting Children not in School

- Foreland Fields School will continue to ensure the safety and wellbeing of all children and young people that remain on the school roll.
- All DSLs will continue to identify those vulnerable children that would benefit from Early Help as identified in KCSIE 2020, provide pastoral support and consider whether they would benefit from external support also.
- 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.
- Foreland Fields School and the DSL will work closely with all relevant agencies and professionals regarding safeguarding a child who is not on site.
  - Any plans will be reviewed regularly and if concerns become significant, the DSL will consider any requests for support if considered appropriate.
- Foreland Fields School recognises that this is a difficult time for children and young people who consider school as a safe place and the current situation may impact on learners', staff and parent/carers mental health.
- 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.



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## Online Safety Away from School

- All staff will continue to look out for any signs that indicate a child may be at risk both in school and 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](http://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](http://www.ceop.police.uk/safety-centre)
- Parents/carers are 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 using school provided or approved communication channels; for example, school provided email accounts, ClassDojo or the School website.
  - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Foreland Fields School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- 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.
- If remote learning is taking place 'live' using webcams or chat facilities, staff and learners will ensure a professional environment is maintained. This means:
  - Staff will record the length, time, date and attendance of any online lessons/contact held or made.
  - Live sessions will involve at least two members of staff where possible.
    - Sessions will not be delivered in any 1:1 situation, unless pre-approval has been given by the DSL and/or Headteacher and the session is auditable.
  - Staff will record any online lessons so they can be audited or accessed later if required; learners and staff should be made aware that lessons are being recorded.
  - Staff will agree online behaviour expectations with learners at the start of lessons.
    - Staff will revisit our acceptable use of technology policy with learners as necessary.
  - All participants will wear suitable dress, use professional language, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate.
    - Staff and learners should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.
    - Where possible, other household members should not be in the background or shot; if this unavoidable, they should follow appropriate language and behaviour expectations.
    - If Live streaming, staff will mute and/or disable learners' videos and microphones, as required.

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## 11. Additional Support and Links

- As well as through existing Foreland Fields 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](http://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

- Dfe Guidance for Full Opening: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- What to do if a child is displaying symptoms of Coronavirus: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/918924/Symptomatic children action list SCHOOLS FINAL 17-09.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918924/Symptomatic_children_action_list_SCHOOLS_FINAL_17-09.pdf)
- Coronavirus (COVID-19): Recording Attendance During the Coronavirus Outbreak: [www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings](http://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](http://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/](http://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/](http://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/](http://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/](http://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/)
  - Resources for parents during coronavirus: [www.childrenscommissioner.gov.uk/coronavirus/resources/](http://www.childrenscommissioner.gov.uk/coronavirus/resources/)
- Sport England: [www.sportengland.org/stayinworkout](http://www.sportengland.org/stayinworkout)
- Place2be:
  - [www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/](http://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/](http://www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/)

### Online Safety

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

### **Domestic Abuse**

- Domestic Abuse Services: [www.domesticabuseservices.org](http://www.domesticabuseservices.org)
- Victim Support: 0808 16 89 111 [www.victimsupport.org.uk/help-and-support/get-help/supportline](http://www.victimsupport.org.uk/help-and-support/get-help/supportline)
- Oasis Domestic Abuse service – Service provider, East Kent. (Thanet and Dover): [www.oasisdaservice.org/home](http://www.oasisdaservice.org/home)
- 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)
  - South Kent: (Ashford, Folkestone & Hythe and Canterbury) Rising Sun Domestic Abuse service helpline: 01227 452852 (Mon-Fri 9am – 5pm)
- National Women’s Aid Domestic Abuse 24hr helpline:0800 2000247