



BORDEN GRAMMAR SCHOOL

Safeguarding and Child Protection Policy Addendum in Response to COVID-19

COVID-19 school arrangements for Safeguarding and Child Protection
at Borden Grammar School from September 2020:

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1. Scope

This addendum applies to Borden Grammar School during the period of school opening in September 2020 and reflects updated advice from our local safeguarding partners and Local Authority (LA)

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 definition of 'vulnerable children' includes those who:

Are assessed as being in need, including children:

- With a child protection plan
- With a child in need plan
- Looked after by the local authority
- Have an education, health and care (EHC) plan

Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:

- On the edge of receiving support from children's social care services
- Adopted
- At risk of becoming NEET ('not in employment, education or training')
- Living in temporary accommodation
- Young carers
- Considered vulnerable at the provider and LA's discretion

2. Core safeguarding principles

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

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

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

- Children should continue to be protected when they are online and accessing work from home, due to illness and isolating or from being in quarantine where students have been sent home following a confirmed case in schools.

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately and report accordingly following the usual procedures. It is still vitally important to do this, both for children continuing to attend or those returning to school from a period of illness, Covid19 related quarantine or isolation and those who currently are isolating or in quarantine at home. 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. 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 line with the procedures set out in section 3 above.

5. Contact plans

We have contact plans for children who have a period of extended absence beyond three days, for those with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They would usually attend but have to self-isolate due to illness or Covid-19 related absence

These plans set out:

- How often the school will make contact – contact made initially via School attendance Officer. Admin support then notify teaching staff so that work can be sent from subject teachers to the student across the period of absence. This work set will be in line with the work being completed in class and may be sent in one block or sent per lesson missed. A wellbeing telephone call will be made once during the duration of the absence. Upon returning, the form tutor will issue the student with a wellbeing check-up questionnaire to attain student voice.
- Which staff member(s) will make contact – Attendance Officer, Key Stage Team, e.g. KS Lead, Head of Year, Form Tutor
- How they will make contact – Wellbeing telephone call during the period of absence to check wellbeing, how well the student is accessing the work set, how well the student is completing the work set, any issues the student is having that we can help resolve ahead of returning to school. Once back at school: form tutor will issue a wellbeing check-up questionnaire.

Children with a social worker or those we have safeguarding concerns about: if we cannot make contact, we will contact children's social care or the police.

6. Children returning to school

The Key Stage Team and/or DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before the child returns, through wellbeing telephone calls.

The DSL (and deputy) will be given more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

7. Children at home

The school will maintain contact with children who are absent from school. Staff will try to speak directly to children at home to help identify any concerns regarding welfare, work, returning to school.

They will use school phones and devices to make calls home.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins

The school will make every effort to contact and we will ensure there is a rigorous email trail to show that all efforts have been made to contact the families and their allocated social worker.

Staff should copy in managers if they are not satisfied with the response they have been given.

8. Online Safety

In school

We will continue to have appropriate filtering and monitoring systems in place in school and will refer to the IT Support Team and Regional Area Lead for Online Safety (Rebecca Avery) for additional support.

Outside school

Where staff are interacting with children online because students are ill, isolating or in quarantine, they will continue to follow our existing staff code of conduct and acceptable use policy. 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 know how to report any concerns they have back to our school, and signpost them to other sources of support too.

In the event of staff having to isolate, or quarantine, or a localised lockdown:

The increasing need for more interactive lessons when students are isolating requires staff to have guidance on how to keep themselves and students safe. It will often be necessary for staff to use audio when presenting, although Leadership Group should be aware of any live lessons taking place so that they can be 'dropped into' as a scheduled lesson in school could be. If staff are presenting from somewhere other than in school, then video should be pre-recorded, and staff are to use, where possible, school issue IT resources, not personal devices.

If you are recording lessons offline then uploading them, please follow this guidance:

- Where possible record yourself against a blank wall
- Present yourself professionally. What you wear and say should be in line with normal expectations of staff conduct
- Make sure no personal or inappropriate information is in shot (phone numbers, beds, adult material etc)
- Ensure no other member of your household is in shot or audible (children included!)
- It is advisable to mute/disable learners' videos and microphones in live situations.
- Keep a copy of the recording
- Use approved communication channels and not personal accounts: Google classroom and Borden email to communicate with students and parents/carers
- Ensure you do not leave your computer logged on and don't leave your computer open for other household members to see *any information*.
- Phone calls should be made from blocked or withheld numbers so staff personal contact details are not visible. Staff should make a note of dates/times of any calls.
- Staff members who are accessing families' contact details at home should ensure they comply with the school data protection expectations.
- The time, date, attendance and length of online lessons or communication with parents/carers and/or learners, should be formally documented by staff.

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 and ensure there is guidance on our website.
- 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.
- Schools are likely to be in regular contact with parents and carers. Those communications should be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their

children are being asked to do online, including the sites they will be asked to access and be clear who from the school their child is going to be interacting with online.

Support for parents and carers to keep their children safe online includes:

Internet matters - for support for parents and carers to keep their children safe online.

London Grid for Learning - for support for parents and carers to keep their children safe online.

Net-aware - for support for parents and carers from the NSPCC.

Parent info - for support for parents and carers to keep their children safe online.

Thinkuknow - for advice from the National Crime Agency to stay safe online.

UK Safer Internet Centre - advice for parents and carers.

The above website links can also be shared with parents/carers via the school's regular newsletters or the agreed electronic communication systems.

Any misuse by staff or students will be followed up using our normal behaviour and capability policies.

9. Mental health

Children returning to school since September 2020 and ongoing.

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

The School's Wellbeing Team (DSL, DSL Deputies, SENCo and support assistants, Welfare Officer, Attendance Officer) will be able to offer safe 1:1 support with students in school following clear guidelines; referral to the school counsellor will be actioned if needed; members of staff from the Key Stage Teams will be available in school to offer pastoral support.

Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Counselling over the phone instead of face-to-face; well-being packs sent to child's home; designated email address for students to use, wellbeing@bordengrammar.kent.sch.uk

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time. Information is sent via email and Parentmail. When setting work, expectations for pupils learning remotely and not attending school due to illness or Covid19 related absence, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Support for parents and carers to support their children's mental health and wellbeing includes:

- **KOOTH**
<https://www.kooth.com/>
- **Stem4Education**
<https://stem4.org.uk/resources/>
- **MindEd for Families**
<https://mindedforfamilies.org.uk/>
- **Place2Be**
<https://www.place2be.org.uk/our-services/parents-and-carers/supporting-your-child-s-mental-health/>

10. Monitoring arrangements

This policy will be reviewed as guidance from the local safeguarding partners, the LA or DfE is updated, and should any changes need to be made these will be amended by the Safeguarding Leadership Group and reviewed by the Headteacher. The Chair of Trustees and the Safeguarding Trustee will monitor the provision of safeguarding.

Links with other policies:

This policy links to the following policies and procedures:

- Child Protection and Safeguarding policy
- Code of Conduct
- IT Acceptable Use policy
- Health and Safety policy
- Online E-Safety policy