

Addendum to The Queen's School Safeguarding policy

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all 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.

This addendum of The Queen's School Safeguarding policy contains details of our individual safeguarding arrangements in the period where school is closed to all but the children identified above and where teaching and learning is taking place remotely.

Key contacts

The role of Designated safeguarding lead remains the role of Lorraine Jones Head of Pastoral for Senior School and Katy Yousaf, Deputy Head, for Lower School.

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.

All staff have been made aware that the normal procedures for raising concerns to the DSL remain in place. Should either DSL become unwell or unable to fulfil their duties, they deputise for each other. In addition, both the Headmistress and the Head of Lower School have Level 3 Safeguarding training and can pick up all and any responsibilities.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, where these can be done remotely.

Vulnerable children

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.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

The Queen's School will continue to work with and support children's social workers to help protect vulnerable children. The lead person for this will be Katy Yousaf. In her absence, this would be Iona Carmody.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and The Queen's School will explore the reasons for this directly with the parent. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, school name will notify their social worker.

Where parents are concerned about the risk of the child contracting COVID19, The Queen's School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

NB We currently only have one pupil who falls into the vulnerable child category defined here. However, the Pastoral Team have identified those children about whom they may have concerns from a well-being perspective in this period. A key contact for each of these pupils has been assigned and that person is responsible for staying in regular contact, as determined to be appropriate for each child, and feeding back to the rest of the team on a weekly basis.

Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If The Queen's School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy regarding contacting the DSL. This can be done via email or telephone.

Staff are reminded of the need to report any concern immediately and without delay.

All staff have also been reminded about the process for making referrals directly to the local Safeguarding Children Partnership.

Safeguarding Training and induction

DSL training is very unlikely to take place 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 has communicated to staff any new local arrangements, so they know what to do if they are worried about a child.

In addition, advice and procedures relevant to working in the EYFS and Lower School have been provided to any staff from the Senior School who are unfamiliar with the context. Only staff who have satisfied the disqualification criteria are working with EYFS children.

It is not anticipated that any new staff or volunteers will be recruited during this period but should this become necessary, a DSL will provide them with a safeguarding induction.

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

Upon arrival, they will be given a copy of The Queen's School safeguarding policy, confirmation of local processes and confirmation of DSL arrangements.

Safer recruitment/volunteers and movement of staff

Whilst we would not anticipate recruiting new staff or volunteers, 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, The Queen's School will continue to follow the relevant safer recruitment processes as set out in the Safer Recruitment Policy, 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
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Where The Queen'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.

The Queen'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.

The Queen'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 emailing Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, The Queen's School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

The Queen's School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place depending on the age of the children.

Children and online safety away from school and college

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 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 code of conduct.

The Queen's School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. In this case, we are to use the normal intranet platform of Firefly, school email addresses and Zoom video calling app.

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

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas for example, a teacher would not conduct a video call from their bedroom, and the background should not reveal anything that would be personal to the teacher eg family photographs.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record the attendance of any sessions held.

Supporting children not in school

The Queen's School is committed to ensuring the safety and wellbeing of all its Children and Young people.

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. We have identified these girls and assigned a key individual as point of contact. The assigned person will make regular contact with the child and/or parents as appropriate to individual circumstances. This can include email exchanges using school email addresses and telephone contact. This is reviewed and communicated to the DSL weekly. Where concerns arise, the DSL will engage local services as appropriate.

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

Teaching staff will inform a member of the Pastoral Team if they have concerns about a child due to non-participation in video lessons or non-submission of work. The relevant Head of Year or Key Stage will maintain an overview in order to spot any patterns that may indicate a concern. Where appropriate, the Head of Year or Key Stage will contact the child and their parents to check on well-being.

The school will share safeguarding and well-being messages and resources on its website, intranet and social media pages.

Supporting children in school

The Queen's School is committed to ensuring the safety and wellbeing of all its students.

The Queen's School will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The Queen's School will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

The Queen's School will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them including the ability to talk to members of staff regarding any concerns they may have.

Where The Queen's School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Headmistress and Head of Lower School.

Peer on Peer Abuse/Bullying

The Queen's School recognises that during the closure a revised process may be required for managing any report of peer on peer abuse including bullying and supporting victims. The Queen's School remains committed to ensuring that the school is an inclusive environment and will not tolerate instances of peer on peer abuse/bullying as per the school anti-bullying policy.

Where a 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 of the Safeguarding, Anti-bullying and Positive Behaviour policies.

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 3sys and appropriate referrals made.

