



**OUNDLE**

School



**Laxton**  
Junior School

OUNDLE

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## Safeguarding Policy: COVID-19 Addendum

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### 1. Introduction

The School remains committed to ensuring the safety and wellbeing of all its pupils during COVID-19 restrictions and will, as far as is reasonably possible, take a whole institution approach to safeguarding during this period to ensure that safeguarding procedures continue to be operated effectively and the best interests of children continue to come first.

This addendum should be read in conjunction with the Oundle School and Laxton Junior School Safeguarding Policy and all other associated policies which remain in force during COVID-19. If anyone has a safeguarding concern about any child they should continue to act, and act immediately. The protection of children online is a particular priority while remote teaching and learning is taking place.

The safeguarding procedures herein will be monitored by the Designated Safeguarding Leads on an ongoing basis, with a review every two weeks to ensure that policy is kept up to date as circumstances continue to evolve.

## 2. Context

From 20th March 2020, the Government asked parents to keep their children at home, wherever possible, and schools to remain open, only for those children of workers critical to the COVID-19 response who absolutely need to attend. A phased return commencing 1<sup>st</sup> June 2020 was announced in May, starting with LJS aged children in Reception, Year One and Year Six.

Safeguarding and safer recruitment arrangements for schools at this time are published here:

<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>.

## 3. Designated Safeguarding Leads (DSLs)

Names and contact details for the Designated Safeguarding Leads and the Child Protection Officers at Oundle School are published in the School's Safeguarding Policy.

**During COVID-19 restrictions, the contact details for the DSLs will be as follows:**

OS DSL:	Daviona Watt	<a href="mailto:dlw@oundleschool.org.uk">dlw@oundleschool.org.uk</a>	07515 575526
OS Deputy DSL:	Ben Raudnitz	<a href="mailto:br@oundleschool.org.uk">br@oundleschool.org.uk</a>	07891 242344
LJS DSL:	Stacey Crump	<a href="mailto:smc@laxtonjunior.org.uk">smc@laxtonjunior.org.uk</a>	07845 526372
LJS Deputy DSL:	Fraser Harper	<a href="mailto:fh@laxtonjunior.org.uk">fh@laxtonjunior.org.uk</a>	07725 165064

It is our aim wherever possible to have a trained Designated Safeguarding Lead (DSL) or Deputy (DDSL) available on site. Where this is not the case a trained DSL or DDSL will be available to be contacted via email, telephone or online video. The Leadership Team at Oundle School and Laxton Junior School will also be available to take responsibility for coordinating safeguarding responses in the absence of or in addition to the Safeguarding Team.

During COVID-19, we will continue to work together both within school and with external agencies in order to promote and safeguard the welfare of children. This includes engaging with social workers where necessary, and attending multi-agency meetings, which can be done remotely.

## 4. Reporting a Concern

Staff should continue to follow the communication channels defined in the Safeguarding Policy and report concerns about children and adults without delay in accordance with usual procedures. In summary:

### Concerns about a child

- If a child is in immediate danger call the police and/or ambulance on 999
- Make a report, on the same day, via email, phone call or CPOMS (LJS) to the DSL or DDSL

Northamptonshire Safeguarding Children Partnership contact details are below. Remember that it is important to notify the DSL or DDSL if you contact the local authority.

### Concerns about an adult

Do not inform the person about whom the concern has been raised

- Oundle School - report directly to Head of OS (or in her absence to DSL)
- Laxton Junior School - report directly to Head of LJS (or in his absence to DSL)
- Concerns about the Head of OS/LJS - report directly to Chairman of Governors

Staff may consider discussing any concerns with the DSL and may make any report via them.

## 5. Northamptonshire Safeguarding Children Partnership (NSCP) Guidance

This guidance is taken from [Northamptonshire Safeguarding Children Partnership website](#) (at the time of writing last updated 30<sup>th</sup> March 2020).

- *Northamptonshire Safeguarding Children Partnership are doing their utmost to maintain business continuity and remain committed to safeguarding children and young people in the county:*
- *If it is an emergency and you think that a child may be in immediate danger please contact the emergency services directly by calling 999.*
- *If you need to contact the Multi-Agency Safeguarding Hub (MASH) to make a safeguarding referral, please telephone 0300 126 1000.*
- *If you need to contact Social Care urgently during the evening, at night or at the weekend, please telephone the out-of-hours team on 01604 626938.*

The NSCP website also provides links to

- temporary guidance on the application of thresholds whilst services are established during this critical period
- the most current guidance on Looked After Children (LAC), Mental Health Services, Health Visitor Healthy Child Programme and School Nursing.

## 6. Children who are Vulnerable

Children who are classed as vulnerable will be supported in accordance with the guidance provided by the Government at <https://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>. The School will work together with external agencies as necessary to ensure that the welfare of vulnerable children is looked after and that they are protected.

## 7. Attendance Arrangements

Risk assessed arrangements are being put in place to look after those children to whom the School will remain open, in accordance with Government requirements.

The 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 hand washing and other measures to limit the risk of the spread of COVID-19. Staff: pupil ratios, staff training and resourcing will be carefully planned and recorded, to ensure appropriately proactive and responsive support for children and their parents.

This provision will be overseen by members of the Leadership Team.

## 8. Attendance Monitoring

While schools are closed, they will not be completing their usual day-to-day attendance processes.

The attendance of children who are in school will be recorded on a day-to-day basis including at what time they arrived and departed and any handover notes/matters arising that might be required. The School will follow up on any pupil that they were expecting to attend, who does not. Contact details for all pupils are held within iSAMS.

Information about the number of pupils on site will also be shared with the DfE via their daily online attendance form as required. This allows for

- a record of children of critical workers and vulnerable children who are attending school
- a record of attendance for safeguarding purposes
- the provision of accurate up-to-date data to the DfE on the number of children taking up places.

## 9. Safeguarding Training and Induction

The training of the School's Designated Staff is current and up-to-date as at March 2020. Refresher training will be conducted remotely during COVID-19. The Government has stated that a DSL or DDSL who has been trained will continue to be classed as a trained DSL or DDSL, even if they miss their refresher training.

The School's Safeguarding Training programme for all Staff and Volunteers with regard to induction, annual updates and three yearly refresher training will continue to be delivered and tracked online during the COVID-19 period. In addition to this, the DSLs will communicate any updates regarding school or local arrangements as they arise.

If staff are deployed to or from another education or children's workforce setting in response to COVID-19, Government advice is that the receiving school should judge on a case by case basis, the level of safeguarding induction required. Subject to the member of staff already have received appropriate safeguarding training, the School will expect them to read and understand the School's safeguarding policy and procedures, including local processes and DSL arrangements, and to confirm their understanding via a short test.

## 10. 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, the School will continue to follow the relevant safer recruitment processes, including all relevant sections in Part 3 of Keeping Children Safe in Education (KCSIE) 2019.

Where the School is utilising volunteers, the School will continue to follow the checking and risk assessment process set out in paragraphs 167-172 of KCSIE 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Information on DBS id checking during COVID-19 restrictions can be found here:

<https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

Government guidance during COVID-19 confirms that there is no expectation that a member of the workforce already engaging in regulated activity who has the appropriate DBS check should obtain a new DBS check where that person temporarily moves to another school to support the care of children. However, the receiving institution should risk assess as they would for a volunteer.

Should this situation arise, cases will be considered on their individual merits but at the very least there will be a requirement that 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 relation to that individual

The School will carry out a separate child barred list check and continue to keep the Single Central Record (SCR) up to date.

The 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.

The School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 2019 and the TRA's 'Teacher misconduct advice' for making a referral. During COVID-19 referrals will be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

## 11. Online Safety

The School's approach to online safety is co-ordinated by the Online Safety Groups at Oundle School and Laxton Junior School. Online safety is included in the curriculum at all levels and information is provided to parents/carers as appropriate. The School's online safety policy is set out in its Technology Policies and Acceptable Use Policies for Staff and Pupils which are to be read in conjunction with the Code of Conduct.

The School will continue to provide a safe environment for the pupils online during COVID-19 restrictions, and it is essential that all interaction between staff and pupils is conducted within the school system to ensure that appropriate filtering and monitoring can take place. All staff and pupils are expected to be aware of the School's online safety policies and what to do if they have concerns/where to go for further help.

Normal channels for the raising of any safeguarding concerns will apply during COVID-19 restrictions, with mechanisms in place to identify, intervene in, and escalate any incident where appropriate. Given the current situation, the importance of using neutral notification reporting routes will be emphasised to the pupils if they encounter any concerns online, with signposts both internally and to age appropriate sites externally as follows:

Childline - for support - <https://www.childline.org.uk/get-support/>

UK Safer Internet Centre - to report or remove harmful content - <https://reportharmfulcontent.com/>

CEOP – advice on making a report about online abuse - <https://www.ceop.police.uk/safety-centre>

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

## 12. Remote Teaching and Learning

Online teaching and learning should follow the same principles set out in the School's Staff and Pupil Codes of Conduct, alongside the appropriate Teaching and Learning policies. It is imperative that all staff who interact with children continue to model appropriate behaviour and look out for signs a child may be at risk, reporting any concerns through the usual channels so that they can be dealt with in accordance with the School's Safeguarding Policy.

The School has provided guidance for staff and pupils to support them in the remote learning environment. The Safeguarding Team are available to answer queries as they arise. Parents have been informed of these arrangements and asked to reinforce with their children the messages which they have learned about keeping themselves safe online, the need for good judgement over what they post, and the importance of raising any concerns promptly with a trusted adult so that these can be addressed. They have also been provided with some useful resources to support them in supporting their children to keep themselves safe at home.

The School will ensure the use of online learning tools and systems is in line with primary and data protection, including GDPR, requirements.

## 13. Supporting Emotional Wellbeing

The School will seek to signpost pupils, staff and parents to helpful resources to support positive mental health at this time.

The School recognises that school is a protective factor for children and young people, and that distressing experiences and life events can affect the mental health of pupils and their parents. When setting expectations for pupils' learning, whether in school or remotely, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

During COVID-19, staff will continue to offer support to children emotionally via the pastoral system and, where possible, the remote provision that will be offered by the Emotional Wellbeing Team. The School advocates a Team around the Child approach when concerns arise, and the aim will be to work with pupils and parents to identify issues and develop strategies for support, using our established referral pathways and working together with external agencies if necessary.

For children who are identified as a cause for concern, the School will continue to operate support structures in accordance with our normal procedures, working with the children themselves, their parents and external agencies as necessary. This will require agreement of appropriate mechanisms for monitoring and review of progress and, if appropriate, arrangements for information sharing between medical professionals to enable the School to provide the best possible care and support for the individual.

If the School is concerned at any time that the best interests of the individual are not being met and that Early Help or a referral to Social Services might be needed, it will consult Northamptonshire Safeguarding Children Partnership's Thresholds Guidance and act accordingly.

#### **14. Peer on Peer Abuse**

Disclosures of peer on peer abuse are dealt with and recorded in accordance with the School's Safeguarding Policy, having regard to the guidance in Part 5 of KCSIE 2019 and the School's Behaviour Policies and Countering Bullying and Cyberbullying Policies.

The School recognises that during the COVID-19 restrictions, an adapted process will be required for managing any report of such abuse and providing appropriately tailored support for victim(s) and perpetrator(s). The School will listen and work with the pupils involved, and parents/carers and any multi-agency partner required to ensure the safety of all pupils.

#### **15. Staff Absence**

Where the School has concerns about the impact of staff absence, such as DSL or first aiders, this will be discussed by the Leadership Team and, where appropriate, with the Northamptonshire Safeguarding Children's Partnership, in order to confirm an appropriate solution.

April 2020

Section 2 updated May 2020