



COVID-19 School Closure Arrangements for Safeguarding and Child Protection

1. Context

From the UK Government: From 20th March 2020 parents/guardians were asked to keep their pupils at home, wherever possible, and for schools and colleges to remain open only for those pupils 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 pupils - pupils who are vulnerable, and pupils whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the School Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements in the following areas:

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2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Lesley Wilson	07923 625226	deputy@seatonhouse.sutton.sch.uk
Deputy Designated Safeguarding Lead	Sarah McGreevy	07808 855513	sarahm@seatonhouse.sutton.sch.uk
Head	Ruth Darvill	07914 304104	head@seatonhouse.sutton.sch.uk
Chair of Council	Judith Evans	07957 290881	jevans.gov@seatonhouse.sutton.sch.uk
Safeguarding Governor	Barbara Grant	07786 273828	bgrant.gov@seatonhouse.sutton.sch.uk
Sutton Safeguarding	Children's First Contact Centre	020 8770 6001	cfcs@sutton.gov.uk
LADO	Sima Hirani Tim Deacon	020 8770 4776 0752 5908884	lado@sutton.gov.uk Cognus supervisor for LADO t.deacon@sutton.gov.uk

3. Attendance monitoring

Education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If the School has any pupils in attendance (e.g. because their parent(s) 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>

To support the above, School will, when communicating with parents etc., confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

4. Designated Safeguarding Lead

School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Lesley Wilson

The Deputy Designated Safeguarding Leads are: Sarah McGreevy & Ruth Darvill

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 member of staff nominated by the DSL or Head will assume responsibility for co-ordinating safeguarding on site.

It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

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

5. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the School Safeguarding Policy and record concerns using the pink forms when on school site. If they are at home, then they should email the Designated Safeguarding Lead and Headteacher. This will ensure that the concern is received.

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

Where staff are concerned about an adult working with pupils in the School, they should report the concern to the Headteacher by email. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done by phone call and followed up with an email to the Headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Mrs. Judith Evans either directly on jevans.gov@seatonhouse.sutton.sch.uk or via the Bursar on bursar@seatonhouse.sutton.sch.uk

The DSL team will continue to offer support in the process of managing allegations.

6. Safeguarding Training and Induction

DSL training is very 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 Pupils Safe in Education (2019). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter Seaton House School they will continue to be provided with a safeguarding induction.

7. Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to gain access to pupils. When recruiting new staff, Seaton House School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Pupils 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.

Where Seaton House 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.

Seaton House 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.

Seaton House 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 setting is aware, on any given day, which staff/volunteers will be on the school site and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Seaton House School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8. Online safety in School

Seaton House School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where pupils are using computers in School, appropriate supervision will be in place.

9. Pupils and online safety away from School

It is important that all staff who interact with pupils, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to pupil's social care and as required, the police.

Online teaching should follow the same principles as set out in the School code of conduct.

Seaton House School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

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

- No 1:1s, groups only – the exception to this are instrumental lessons and a parent must be present for the duration of the lesson
- Staff and pupils must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred where possible.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- 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 the Headteacher and approved by our IT provider to communicate with pupils. Please do not use Zoom for communicating with parents and pupils as we are unable to verify its security.
- Staff should record, the length, time, date and attendance of any sessions held.

10. Supporting pupils not in school

Seaton House School is committed to ensuring the safety and wellbeing of all its pupils.

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. Details of this plan must be reported to the DSL.

Seaton House School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

Seaton House School recognises that school is a protective factor for pupils and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Seaton House School need to be aware of this in setting expectations of pupils' work where they are at home.

11. Supporting pupils in school

Seaton House School is committed to ensuring the safety and wellbeing of all its pupils.

Seaton House School will continue to be a safe space for all pupils 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.

Seaton House 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.

School will ensure that where we care for pupils of critical workers and vulnerable pupils on site, we ensure appropriate support is in place for them.

Where Seaton House School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will evaluate whether it is safe to keep the school open for pupils of Key Workers.

12. Peer on Peer Abuse

Seaton House School recognises that during the closure, a revised process may be required for managing any report of such abuse and supporting victims.

Where School receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

The School will listen and work with the pupil, parents/carers and any multi-agency partner required to ensure the safety and security of that pupil.

Concerns and actions must be recorded on the pink forms or via email to the DSL and appropriate referrals made using Sutton's reporting protocols.