



SAFEGUARDING POLICY ADDENDUM FOR REMOTE LEARNING
COVID-19 School Closure
Arrangements for
Safeguarding and Child Protection

1. Context

During the Covid-19 Pandemic the UK Government has enforced school closures from time to time to combat infection spread. Parents/guardians were asked to keep their children 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.

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

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2. Key contacts

| Role | Name | Contact number | Email |
|-------------------------------------|---------------------------------|-------------------------------|--|
| Designated Safeguarding Lead | Carl Bates | 07920 024267 | head@seatonhouse.sutton.sch.uk |
| Deputy Designated Safeguarding Lead | Sarah McGreevy | 07808 855513 | sarahm@seatonhouse.sutton.sch.uk |
| Deputy Designated Safeguarding Lead | Michelle Smith | 07909 221254 | msmith@seatonhouse.sutton.sch.uk |
| Chair of Governors | 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. In addition, a weekly return is made by the DSL to the Local Authority concerning attendance in school of vulnerable pupils.

4. Designated Safeguarding Lead

The School has a Designated Safeguarding Lead (DSL) and two Deputy DSLs. In the event of the DSL being absent, a DDSL would take the lead.

The Designated Safeguarding Lead is: Carl Bates

The Deputy Designated Safeguarding Leads are: Sarah McGreevy & Michelle Smith

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 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 in the usual way. If they are at home, then they should email the Designated Safeguarding Lead and Headteacher. This will ensure that the concern is received. In addition, all staff are encouraged to log any concerns about any pupil that they have by email to the DSL or Deputy DSL. These concerns are kept in a monitoring file in the DSL's office and are reviewed weekly by the DSL.

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 DSL by email. If there is a requirement to make a notification to the DSL whilst away from school, this should be done by phone call and followed up with an email to the DSL.

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 and Deputy DSL training continues remotely 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 (2021). 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 (2021) (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. Where pupils are using school computers at home, parents are encouraged to monitor and control the sites that their daughters visit.

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 reported to the DSL 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:

- Staff should take a register of attendance at each live session.
- Staff and pupils must wear suitable clothing, as should anyone else in the household.
- Live lessons should be recorded so that if any issues were to arise, the video can be reviewed.
- Live lessons should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- When staff or support staff are having 1:1 sessions with pupils, these should be recorded.
- Staff should check that they do not have any tabs open in their browser which are not necessary for the lesson.
- Language must be professional and appropriate, including any family members in the background.

- Staff must only use platforms specified by the SLT 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.
- If it is necessary to make a phone call to a pupil (if live 1:1 lesson using Meet has failed for some reason), make contact via the parent's phone and not the pupil's phone.
- If allowing pupils to use the lesson chat, they should be told that they should only talk about school work. Teachers and support staff may mute/prevent any pupil from using the chat if they post anything inappropriate.
- Form teachers monitor the Form stream each day to ensure that all communications using the stream are appropriate.
- If possible, staff should avoid recording/giving live lessons in their bedrooms. If not possible, please use a neutral background.

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 as being vulnerable, the parents of the child are encouraged to send the child into school daily. If they are at home, the Form Teacher will make weekly contact with the pupil.

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 when 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 SLT will ensure that appropriate staff are on site and the 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.

Full-time staff who are working in school are encouraged to complete a lateral flow test on Sunday evening and Wednesday evening and report their results to the NHS. Part-time staff are advised to complete a test the night before they come to work. Tests will be provided by Seaton House School.

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.

Additional Practices to Support Children

- Daily live Form time for Forms III-VI to maintain contact with all members of the class. Daily live Form Time in the morning and Story Time in the afternoon for Reception and Form I.
- Weekly Staff Meeting to continue remotely where there is a regular agenda item of children causing concern and concerns can be followed up in a timely manner.

- Weekly emails to parents of key worker pupils to feedback about their daughter's school work and activities.
- Staff are vigilant during Form times and lessons, noticing any changes in pupils who are at home and reporting any concerns to the DSL or DDSL.
- Subscription to new resources to promote good mental health e.g. Yogabuds for each year group and Mindfulness resources. Weekly activities for mindfulness, visualisations and yoga using these resources are suggested in the Newsletter.
- ELSA trained staff will continue to support the girls; we have designated support to each of the three school stages – Early Years, KS1 and KS2 and they will devise the best ways to hold support sessions whether in school as a key worker or remote schooling at home.

12. Peer on Peer Abuse

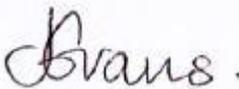
Seaton House School recognises that during the closure, a revised process may be required for managing any report of such abuse and supporting victims.

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 using the normal reporting process (see Safeguarding Policy) on the pink forms or via email to the DSL and appropriate referrals made using Sutton's reporting protocols.

November 2021
Reviewed Annually



Grans.

Chair of Governors