St. Nicholas School, Canterbury
Child Protection Policy Addendum in response to Covid-19

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Date written/Updated: 5th April 2020

Date shared with staff: 7th April 2020

This addendum will be reviewed following any updates to national and local guidance and procedures and re-shared as required.

1. Context

- On 20th March 2020 parents were asked to keep their children at home, wherever possible, as part of the response to coronavirus (COVID-19). Schools and 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.
- The way that St. Nicholas School is currently operating in response to coronavirus is fundamentally different providing child care only, however, our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2019, remain the same:
  - the best interests of children will always come first
  - if anyone has a safeguarding concern about any child they should continue to act and act immediately
  - a DSL or deputy DSL is available
  - unsuitable people are not allowed to enter the children's workforce and/or gain access to children
  - children should continue to be protected when they are online
- This addendum of the St. Nicholas School Child Protection policy contains details of any amendments to our existing safeguarding arrangements.

2. Key School Contacts (during the Covid-19 partial closure)

	Name	Email	Phone Number
Designated Safeguarding Lead (DSL)	Daniel Lewis (Headteacher)	headteacher@st-nicholas.kent.sch.uk	01227 464316 07754 749698 (24 hrs)
Deputy Designated Safeguarding Leads	Stephen King (Deputy Headteacher)	Stephen.k@st-nicholas.kent.sch.uk	01227 464316 07754 749691 (24 hrs)
	Nathalie Akhmatova Lorna Sullivan Louise Huddleston Sally Mullervy Emma Wellard	Nathalie.a@st-nicholas.kent.sch.uk Lorna.s@st-nicholas.kent.sch.uk Louise.h@st-nicholas.kent.sch.uk Sally.m3@st-nicholas.kent.sch.uk Emma.w@st-nicholas.kent.sch.uk *NB: There are a number of other deputy DSLs, but they are currently inactive*	01227464316 Temporary mobile (not 24hrs):
Chair of Governors	Nigel Wootton	Nigel.w2@st-nicholas.kent.sch.uk	
Safeguarding Governor	Heidi Dawson	Heidi.d@st-nicholas.kent.sch.uk	
Other key staff	K Taylor and S Box Well-Being members	Kate.t@st-nicholas.kent.sch.uk Stephanie.b@st-nicholas.kent.sch.uk	

3. **Designated Safeguarding Leads (DSLs)**

- St. Nicholas School Lead Designated Safeguarding Lead is: Daniel Lewis (Headteacher)
- St. Nicholas School Deputy Designated Safeguarding Lead(s) is/are: Stephen King (DHT), Nathalie Akhmatova (AHT Primary), Lorna Sullivan (AHT Secondary), Louise Huddleston (14-19 Lead), Sally Mullervy (EYFS & KS1) and Emma Wellard (Well-Being Lead). The other Deputy DSLs (Gillian Newport, Nuala McGill and Tracy Baldwin) are not currently active within school.
- The DSL or a named Deputy DSL will be present on-site at all times that the school is open during the Covid-19 closure. Where this is not possible (i.e. out of hours, weekends, during bank holiday periods) Daniel Lewis and Stephen King will be available to be contacted via authorised school mobile telephones (see contacts above).
- All staff and volunteers on-site (and off-site) will have access to a trained DSL (or Deputy DSL) and know on any given day who that person is, and how they can speak to them.
    - o Up to date details of the DSL/Deputy DSLs will be visible to staff and children on the pupil staff rota (the DSL will be the school leader in charge).
- The DSL/Deputy DSLs will continue to engage with social workers, and school staff will attend all multi-agency meetings, which can be done remotely (i.e. Child Protection Conferences, Core Groups or LAC Reviews. A report from the class teacher will be sent to any other essential multi-agency meeting.

4. **Vulnerable children**

- Ensuring that vulnerable children remain protected is a top priority for St. Nicholas School,
    - o 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. Please see DfE guidance for further information on vulnerable children.
    - o The Senior Leadership Team have made a risk assessment concerning the school child care provision that may be offered for vulnerable children which will take into account their individual health, behavioural, social, emotional, communication and physical / sensory needs. The risk assessment will also reflect whether the child can be safely looked after at home for some or all the time (during the Covid-19 school closure).
- There is an expectation that children with a social worker will attend a provision, unless in consultation (with the school, child's social worker and family) it is agreed this is not in the best interests of the child i.e. they are safer at home. Where parents are concerned about the risk of the child contracting COVID19, professionals will talk through these worries with the parent/carer following the advice set out by Public Health England to help them make the decision as to whether to send their child into school.
- Children with an EHC plan will be risk-assessed in consultation with the Local Authority and parents and a decision will be made about whether they should continue to attend school.
- If vulnerable children are not attending school, we will regularly keep in contact with them (and their families) by telephone, messaging service or email.
- St. Nicholas School will continue to work with those professionals involved with children and share relevant information with them such as social workers, early help workers and virtual school heads (VSH). This is especially important during the COVID-19 period.
    - o This will include information about attendance and any welfare concerns.
    - o If there is a safeguarding concern, this will be shared with the relevant professional as soon as possible.
- St. Nicholas will encourage our vulnerable children and young people to attend school, if needed, otherwise we will encourage them to take a full opportunity to engage with our remote and home learning programmes.

5. **Attendance monitoring**

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- Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.
- St. Nicholas School and social workers will agree with families/carers whether children in need should attend and the relevant school leader for Primary / Secondary / 14-19 / EYFS & KS1 will follow up with family/carers where a child/children are supposed to be attending but do not.
- In all circumstances where a vulnerable child/children does not take up their place, or discontinues, St. Nicholas School will notify their social worker and follow up with the family/carer.
- St. Nicholas School will also follow up with families/carers that have arranged a place for their child/children, namely keyworkers or children that are considered vulnerable but not open to any agencies and do not attend.
  - o Staff will continue to work with and support children' social workers to help protect vulnerable children.
- St. Nicholas School will complete both the KCC and government [daily online attendance](#) form to keep a record of children of critical workers and vulnerable children who are attending school/college.

6. Reporting concerns

- All staff will continue to look out for any signs that indicate a child may be at risk, both on and off site, including online.
  - o If a member of staff/volunteer has any safeguarding concerns about a child, this will be reported to the DSL as soon as possible.
  - o If the concern is urgent, the member of staff/volunteer will speak to a DSL in person or via phone/video call if they are not on site, immediately.
  - o In the event a member of staff or volunteer cannot make contact with a DSL, this will not delay them taking immediate action to safeguard a child.
  - o Concerns will be recorded using existing safeguarding processes as outlined in our Child Protection Policy.
- Learners are encouraged to report concerns via existing school email system, or to a trusted adult at home.
- Parents/carers are encouraged to report concerns via existing systems.
- Where staff are concerned about an adult working with learners, they should report the concern to the Headteacher (and, if they are onsite, the named school leader / DSL).
  - o If there are concerns about any member of staff or volunteer, the LADO service will be consulted with.
  - o Concerns around the Headteacher should be directed to the Chair of Governors.

7. Safeguarding training and induction

- DSL training is 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.
  - o Formal DSL refresher training will be undertaken as soon as possible. DSLs will continue to keep their knowledge up to date through other means.
- All existing staff have read KCSIE 2019 Part 1 and accessed safeguarding training.
  - o Staff will be made aware if any processes have changed with the sharing of this addendum and the DSL will communicate any changes to local processes directly.
- All new staff and volunteers will have an induction provided via the DSL and will be provided with a copy of the St. Nicholas School Child Protection Policy and Covid-19 Addendum.

8. Safer recruitment

- It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.

- During Covid-19 if St. Nicholas School needs new staff we will continue to follow the relevant safer recruitment practices.
- If volunteers are recruited we will continue to follow the guidance in accordance with KCSIE 2019 and volunteers who have not had the relevant checks will not be left unsupervised with a child.
- 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.
- St. Nicholas School will continue to refer to the DBS anyone who has harmed or poses a risk of harm to a child in accordance with KCSIE 2019.
- St. Nicholas School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) where appropriate. During the period Covid-19 all referrals will be made by emailing Misconduct.teacher@education.gov.uk.

9. Supporting children in school

- St. Nicholas School is committed to ensuring the safety and wellbeing of all its learners
- St. Nicholas School will be a safe space for all children to attend and flourish. A senior member of staff will ensure that there are appropriate staff on site and that staff to learner ratios have been considered to maximise the safety of children.
- St. Nicholas School will follow the current government guidance in relation to social distancing (to the best of their ability considering the complex medical, physical, emotional and social needs of some of our students in attendance) and all matters relating to public health from the respective websites and outlets – sharing this daily via the School website and social media channels.
- St. Nicholas School will ensure that all children who are either categorised as vulnerable or children of critical workers and are in attendance are appropriately supported.
- St. Nicholas School will continue to record any support provided to children in relation to safeguarding issues on their respective safeguarding recording system.

Peer on Peer Abuse

- St. Nicholas School continues to recognise and respond to cases of Peer on Peer abuse by considering each incident on a case by case basis and basing any intervention on usual processes outlined within KCSIE 19.
- St. Nicholas School recognises that the current circumstances and the changeable nature of current Government guidance may mean that we may need to adapt elements of the process in some cases to ensure that they are able to respond in line with Government advice when required.
- The DSL will continue to consult as appropriate with multi-agency professionals to ensure that children's safety and wellbeing is not compromised when incidents of peer on peer abuse are brought to their attention.

Online safety

- St. Nicholas School expectations with regards online behaviour and education when using provided devices or internet access on site will continue to be implemented in line with existing polices. Any concerns regarding onsite online behaviour or use will be responded to in line with existing policies.
- St. Nicholas School will continue to provide a safe online learning environment where learners use our provided devices on site; appropriate filtering and monitoring will continue to be implemented.
  o Learner's internet use will be supervised by staff according to their age and ability and learners will be directed to use appropriate online resources and tools.
- Use of staff and learner personal devices, including mobile phones, will be managed in line with our existing Acceptable Use of Technology and Bring Your Own Device to Work policies.

10. Supporting children not in school

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- St. Nicholas School will continue to ensure the safety and wellbeing of all children and young people that remain on-roll.
- All DSLs will continue to identify those vulnerable children that would benefit from Early Help as identified in KCSIE 2019, provide pastoral support and consider whether they would benefit from external support also.
- There will be clear plans around how best to communicate with learners who are identified as vulnerable, as well as those about whom DSLs have concerns about who do not receive a statutory service.
  o This will include telephone / email contact from the classteacher and Well-Being Team. Doorstep visits, should they be deemed essential, will be at the discretion of the DSL.
- The DSL, Deputy DSLs and Well-Being team will work closely with all relevant agencies and professionals regarding safeguarding a child who is not on site.
  o Any plans will be reviewed regularly and if concerns become significant, the DSL / Deputy DSLs will consider any requests for support if considered appropriate.
- St. Nicholas School recognises that this is a difficult time for children and young people who consider school as a safe place and the current situation may impact on learners', staff and parent/carers mental health.
- The school will utilise its website and social media presence to ensure that safeguarding messages are shared with children and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.

Online safety away from St. Nicholas School
- All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with the Child Protection Policy addendum.
  o Where necessary, referrals will be made to LADO, children's social care and as required, the police.

- Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
  o Childline: www.childline.org.uk
  o UK Safer Internet Centre's 'Report Harmful Content': https://reportharmfulcontent.com
  o National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre
- Parents/carers are encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented.
- All communication with learners and parents/carers will take place using school provided or approved communication channels; for example, School provided email accounts, our school social media platforms, telephone / text systems or our Virtual Learning Platforms (Edmodo, KLZ or Class Dojo).
  o Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL / Deputy DSLs.
- St. Nicholas School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our School Positive Behaviour Support and Staff Code of Conduct policies
- When delivering remote learning, staff will:
  o Only use online tools that have been evaluated and agreed by leadership.
  o Ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
  o Where possible, pre-record content.

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- If remote learning is taking place 'live' using webcams or chat facilities, staff and learners will ensure a professional environment is maintained. This means:
    - o Staff will record the length, time, date and attendance of any online lessons/contact held or made.
    - o Live sessions will involve at least two members of staff where possible.
        - Sessions will not be delivered in any 1:1 situation, unless pre-approval has been given by the DSL and/or Headteacher and the session is auditable.
    - o Staff will record any online lessons so they can be audited or accessed later if required; learners and staff should be made aware that lessons are being recorded.
    - o Staff will agree online behaviour expectations with learners at the start of lessons.
        - Staff will revisit our acceptable use of technology policy with learners as necessary.
    - o All participants will wear suitable dress, use professional language, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate.
        - Staff and learners should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.
        - Where possible, other household members should not be in the background or shot; if this unavoidable, they should follow appropriate language and behaviour expectations.
        - If Live streaming, staff will mute and/or disable learners' videos and microphones, as required.

Additional support and links
- As well as through existing school mechanisms, learners, staff and parents/carers can access age appropriate and practical support and advice via a range of national and local services:
    - o Childline: www.childline.org.uk
    - o Kent Resilience Hub: https://kentresiliencehub.org.uk
    - o NSPCC: https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/

DfE Guidance
- Closure of educational settings: information for parents and carers: www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers
- Vulnerable Children Guidance: 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
- COVID-19: guidance for educational settings: www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers: www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers
- Coronavirus (COVID-19): attendance recording for educational settings: www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

Specific Links relating to Coronavirus for Learners and Parents/Carers
- Kent County Council: www.kent.gov.uk/social-care-and-health/health/coronavirus
- Childline: www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/
- Mind: www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/
- Young Minds: https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/

Theeducationpeople.org

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- Kent Children's University: Home Resources Learning Packs: www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/
- Children's Commissioner:
    - Children's guide to coronavirus: www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/
    - Resources for parents during coronavirus: www.childrenscommissioner.gov.uk/coronavirus/resources/
- Sport England: www.sportengland.org/stayinworkout

- Place2be:
    - www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/
    - www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/

Online Safety
- NCA-CEOP: www.thinkuknow.co.uk/
- Internet Matters: www.internetmatters.org/
- Childnet: www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19
- UK Safer Internet Centre: www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc
- NSPCC: www.nspcc.org.uk/keeping-children-safe/online-safety/
- Parent Info: https://parentinfo.org/
- BBC Own it: www.bbc.com/ownit

Domestic Abuse
- Domestic Abuse Services: www.domesticabuseservices.org.uk/
- Victim Support: 0808 16 89 111 www.victimsupport.org.uk/help-and-support/get-help/supportline
- Look Ahead Care & Support – Service provider West Kent (Sevenoaks, Tunbridge Wells, Tonbridge and Malling): www.lookahead.org.uk/
- Oasis Domestic Abuse service – Service provider, East Kent. (Thanet and Dover): www.oasisdaservice.org/home
- Clarion Housing Association – Service provider for North and South Kent
    - North Kent: (Dartford & Gravesham, Swale and Maidstone) Clarion DA confidential Helpline: 07376 637069 (Mon-Fri 9am – 5pm)
    - South Kent: (Ashford, Folkestone & Hythe and Canterbury) Rising Sun Domestic Abuse service helpline: 01227 452852 (Mon-Fri 9am – 5pm)
- National Women's Aid Domestic Abuse 24hr helpline: 0800 2000247

MONITORING AND REVIEW

This policy will be monitored on weekly basis by the Senior Leadership Team to keep up to date with any new Government scientific and health advice, guidance from the DfE and /or Kent County Council. Any changes will go via the Governing Body when necessary.

The school monitors the effectiveness of the aims, content and methods of this approach and draws upon expertise within the school and relevant other agencies.

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EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

St Nicholas School aims to:

- Provide equal opportunity for all
- To foster good relations, and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service delivery, commissioning and employment
- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.

LINKS TO OTHER POLICIES

Child Protection
Staff Code of Conduct
Managing Allegations against Staff

STEPHEN KING
REVISED TERM 5 2020
RATIFIED BY THE FULL GOVERNING BODY IN THEIR MEETING ON 7TH MAY 2020

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