



Annex to Safeguarding Policy – Changes to practice in response to COVID 19

This addendum is to ensure awareness of changes in the delivery of Safeguarding in response to COVID 19. Unless noted in this document, our Safeguarding policy 2019 continues to apply. This addendum should be read in conjunction with

- Safeguarding policy 2019
- Staff Code of Conduct
- Acceptable use of IT agreement
- Health and safety policy
- Online safety policy

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our local safeguarding partners
- The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

Reporting concerns

Safeguarding remains everybody's responsibility. It is expected that every person should act immediately if there is a safeguarding concern about any child. The school will always take actions that are in the best interest of the child.

All staff engaged in remote learning should continue to look for signs of unsafe or risky behaviours. Any staff who become concerned around a child's activity must report them immediately to the DSL or local authority safeguarding partnership.

Contacts during COVID19 issues:

Safeguarding Lead: Allana Gay

Safeguarding Emergency number: 07763824053

Safeguarding Emergency email: info@vitaetpax.co.uk in the Heading please write **FAO: DSL**

Where the DSL is not available the DDSL, Mrs K. Newton, will be available.

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

Safeguarding Enfield partnership: <https://new.enfield.gov.uk/enfieldscb/contact-us/>

Barnet Safeguarding Children partnership: <https://thebarnetscp.org.uk/bscp>

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.



Vulnerable Children

Vulnerable children include those who have a social worker and those who have an Education, Health and care plan (EHCP). The Designated Safeguarding Lead knows who the most vulnerable children are. The DSL maintains contact with parents and children to check family welfare.

Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will follow up on their absence with their parents or carers by phone call, email or, if no response for a prolonged period, by home visit.

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

Peer on Peer Abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education (2019) when managing reports and supporting victims of peer-on-peer abuse. We aim to ensure that as online usage increases, abusive behaviour or bullying is prevented. We aim to limit the risk our students have as a result of their increased online presence during remote learning. Instances where any such behaviour is found shall be dealt with by the school.

Staff should continue to act on any concerns they have immediately.

Concerns about a staff member or volunteer

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

Remote recruitment of staff

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.



Safeguarding training

All existing school staff have had safeguarding training and have read Keeping Children Safe in Education (2019) Part 1. They have read the School Safeguarding Policy and are aware of the adjustments made by the local authority.

Further reading on Keeping Safe while delivering remote learning has been sourced from

NSPCC Learning:

<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/>

National Online Safety:

<https://nationalonlinesafety.com/guides/10-top-tips-remote-learning-for-teachers>

Where new staff are recruited, they will be provided with a full safeguarding induction.

It is acknowledged that DSL training is very unlikely to take place during this period (although the option of online training may be possible). 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.

Children's Online Safety during remote working

Vita et Pax Preparatory School will ensure that any online platform, learning tools or systems used are in line with Online safety and Data Protection protocols.

Students in school will continue to have appropriate filtering and monitoring systems in place as per normal school arrangements

Staff will adhere to the following protocols:

- 1) Written communication with Parents or students should be only through the Class Dojo App or school email.
- 2) Where possible lesson instruction should be through pre-recording videos rather than live.
- 3) When using live communication
 - a. Sessions may only be held if booked in advance with the knowledge of parents.
 - b. Students joining sessions must be in a public part of the home where an adult is present. Students are not allowed to join in from bedrooms.
 - c. All participating in the communication must be appropriately dressed.
 - d. Passwords should be used to protect entry to Online Meeting rooms
- 4) Staff shall work from spaces where the décor maintained is a natural or virtual background that is in keeping with a professional code of conduct. This is especially significant for live communication

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.



Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

Mental Health

Vita et Pax Preparatory School recognises that the sudden nature of the current crisis may lead to emotional distress for families. The school will carry out welfare checks on all families every three weeks to ensure they are coping with the crisis. These checks may be more frequent for those identified as vulnerable. We will also signpost all pupils, parents and staff to resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.