



WALTHAMSTOW HALL  
SEVENOAKS

# Safeguarding Child Protection Policy Addendum in Response to Covid-19

## June 2020 – Version 1

*This addendum will be reviewed following any updates to national and local guidance and procedures and reshared as required.*

**Based on DfE guidance ‘Coronavirus (COVID-19): safeguarding in schools, colleges and other provider’ May 2020:**

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

## 1. Key School Contacts

	Name	Email	Phone Number
Designated Safeguarding Lead (DSL)	Miss S Ferro	<a href="mailto:headmistress@whall.school">headmistress@whall.school</a>	01732451334
Deputy Designated Safeguarding Leads	Mr C Hughes Mrs N Armitage	<a href="mailto:chs@whall.school">chs@whall.school</a> <a href="mailto:narmitage@whall.school">narmitage@whall.school</a>	As above or 07871025737
Chair of Governors	Mrs J Adams	<a href="mailto:chairofgovernors@whall.school">chairofgovernors@whall.school</a>	020 3926 9900
Safeguarding Governor	Mrs J Joynes	<a href="mailto:jjoynes@whall.school">jjoynes@whall.school</a>	

## 2. Policy Context

- From the week commencing 1 June 2020, the government is asking schools and colleges to plan to welcome back more children, as part of the response to coronavirus (COVID-19).
- At Walthamstow Hall, from the week beginning 8 June, pupils returned to School; EY1 and EY2, Year 1 and Year 6 were back in school in smaller sizes. We also began some face to face contact with Year 10 and 12 pupils. From 24 June, pupils in Years 2 to 5 also returned to School.
- The way we are currently operating in response to coronavirus continues to be different, however, as more children return, 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
- The wider opening risk assessments (as set out in [action or education and childcare settings to prepare for wider opening from 1 June](#)) and related Health and Safety risk assessments will be appropriately linked into our safeguarding approach and child protection policy.
- This addendum of Walthamstow Hall Child Protection policy contains details of any amendments to our existing safeguarding arrangements and should be read alongside our current policies and procedures
- All staff and volunteers will be aware of the policy addendum and any revisions; the addendum will be made available publicly.

## 3. Designated Safeguarding Leads (DSLs)

- Walthamstow Hall Lead Designated Safeguarding Lead is Miss Ferro
- Walthamstow Hall Deputy Designated Safeguarding Leads are Mr Hughes and Mrs Armitage
- The Deputy DSL (Mrs Armitage) will be available on-site and Mr Hughes will be available to be contacted via phone.

- All staff and volunteers on-site will have access to a trained DSL (or deputy) and know on any given day who that person is, and how they can speak to them.
  - Up to date details of the DSL/Deputy DSLs will be visible to staff and children.
- The DSL/Deputy DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.
- Walthamstow Hall will ensure that the DSLs (and deputies) have time to support staff and children regarding new concerns, and making referrals as appropriate, as more children return.

#### 4. Attendance

- From 8 June, pupils in specified year groups will be returning to School as agreed.
  - No one with symptoms should attend Walthamstow Hall for any reason.
  - For pupils agreed to be in School, we will resume our usual day-to-day attendance registers and processes in accordance with existing policies.
- Walthamstow Hall will continue to complete the [Educational Setting Status](#) form to keep a record which gives the DfE daily updates on how many children and staff are attending.
- Walthamstow Hall will:
  - continue to follow up with any parent/carer whose child has been expected to attend and doesn't.
  - ensure that regular contact is maintained with children (and their families) who are not yet returning to School.

#### 5. Reporting Concerns

- Where any concerns are raised about pupils or staff, Walthamstow Hall will follow existing and updated local arrangements as set out by [Kent Safeguarding Children Multi-Agency Partnership](#) (KSCMP) and as outlined in our existing Child Protection Policy.
- Walthamstow Hall recognises that new safeguarding concerns may arise regarding individual children as we see them for the first time in person following partial school closures.
- 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.
  - If a member of staff/volunteer has any safeguarding concerns about a child, this will be reported to the DSL as soon as possible.
  - 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.
  - In the event a member of staff or volunteer cannot contact a DSL, this will not delay them taking immediate action to safeguard a child in line with our existing Child Protection Policy.
  - Concerns will be recorded using existing Green Form as outlined in our Child Protection Policy.
- Prevent is a vital part of our work to safeguard children from radicalising influences; the School will continue to follow local processes where we have concerns during this challenging time.
- Pupils are encouraged to report concerns via existing School systems, or to a trusted adult at home.
- Parents/carers are encouraged to report concerns via existing School systems.
- Where staff are concerned about an adult working with pupils, they should report the concern to the Headmistress.

- If there are concerns about any member of staff or volunteer, the DSL (or Deputy) will consult with the LADO service.
- Concerns around the Headmistress should be directed to the Chairman of the Governing Body.

## **6. Safer Working Practice, Including Safeguarding Training and Induction**

- All staff will follow our existing staff Code of Conduct Policy and any addendum updates with regards to safer working practice, both on and off site.
- All staff have read KCSIE 2019 Part 1 and accessed safeguarding training.
- Staff will be made aware if any local processes or arrangements have changed as more children return, so they know what to do if there are concerns about a child.
- Any new staff and volunteers will receive child protection induction training from the DSL and will be provided with a copy of the School Child Protection Policy and Covid-19 Addendum.
- Face to face DSL refresher 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.
  - Formal DSL refresher training will be undertaken as soon as possible; the DSLs (and deputies) will continue to do what they reasonably can to keep up to date with safeguarding developments.

## **7. 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.
- During the return to School period, if Walthamstow Hall recruit new staff, we will continue to follow the relevant safer recruitment practices including those set up in part 3 of KCSIE 2019.
- If volunteers are recruited, Walthamstow Hall will continue to follow the guidance in accordance with KCSIE 2019 and with a mind to updates to the [Safer Working Practice Guidance](#) produced as a response to Covid-19.
  - Volunteers who have not had the relevant checks will not be left unsupervised with a child.
- If staff from other settings volunteer or begin working at School we will ensure they have a relevant Disclosure and Barring Service (DBS) check following DfE guidance at this time. The School will risk assess staff from other settings, as we would for a volunteer.
- If staff are deployed from another education or children's workforce setting to our School, we will consider the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability if 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 relating to that individual
- A new DBS check for returning staff who have continued to be employed but have not been working in regulated activity is not required, however, if for any reason the School have concerns about an individual, we may obtain a new check.
- In response to COVID-19, the DBS has made changes to its guidance on [standard and enhanced DBS ID](#) checking to minimise the need for face-to-face contact. The Home Office and Immigration

Enforcement have also temporarily adjusted the [Right to work checks](#) due to coronavirus (COVID-19).

- The 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.
- The School will continue to make referrals to the Teaching Regulation Agency (TRA) where appropriate. During Covid-19 measures, all referrals will be made by emailing [Misconduct.teacher@education.gov.uk](mailto:Misconduct.teacher@education.gov.uk).
- The School will continue to update the single central record in line with KCSIE. (Paragraphs 148 to 156)
  - The SCR will provide the means to log everyone that will be working or volunteering in the School on any given day.

## **8. Supporting Wellbeing**

- The School recognises that staff, parents/carers and pupils may experience some degree of emotional wellbeing or anxiety challenges as more children return to school.
- The School recognises that many children consider the School to be a safe place and the current situation may impact on pupils', staff and parent/carers mental health.
- The School will plan to ensure everyone feels supported through an inclusive culture and that everyone returns to a positive working environment to help relieve any anxiety or fear.
- The School will ensure the whole community are looked after. Staff and pupils and will be given the opportunity for wellbeing check ins within trusted relationships.
- The School will ensure that staff will address the wellbeing of pupils through a range of approaches including age/ability appropriate activities.
- Pastoral staff will be available for pupils and will be given the time to provide support as required.
- The School is conscious of the wellbeing of all staff and the need to implement flexible working practices in a way that supports staff and promotes good work-life balance.
  - Senior leaders and the DSL (or deputy) will be available to provide support to staff as required.
- Teachers will be aware of the impact the current circumstances can have on the mental health of pupils (and their parents) who are continuing to work from home, including when setting expectations of children's' work.
- The School will continue to signpost staff, pupils and parents/carers, on or off site, to a range of appropriate sources of support, internally and externally.

## **9. Supporting Children in School**

- The School is committed to ensuring the safety and wellbeing of all its pupils.
- The School is aware that children of different ages with differing needs will be accepted as the weeks progress, so will keep this under review.
- The School needs to be confident we have up to date information on pupils returning to site which reflects any changes in circumstances which could impact on their welfare.

- The Junior School Management Team and staff will do all we reasonably can to ask parents and carers to advise us of any changes regarding welfare, health and wellbeing that we should be aware of when a child returns to school.
- The School will be a safe space for all children to attend and flourish. A senior member of staff will ensure that there is an appropriate number of staff on site and that staff to learner ratios have been considered to maximise the safety of children.
- The School will follow the current government guidance in relation to social distancing and all matters relating to public health from the respective authorities.
- The School will continue to record any support provided to children in relation to safeguarding issues in line with our existing safeguarding recording system.

### **Peer on Peer Abuse**

- The 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 2019.
- The School recognises that the current circumstances and the changeable nature of Government guidance may mean that the School needs to adapt elements of the process in some cases to ensure that they are able to respond in line with advice when required.
- Government guidance has recommended smaller class sizes, staggered lunch breaks, social distancing, and several adaptations to the school day that will require a range of strategies to help manage children's interactions with one another and their own understanding of what is appropriate behaviour at this time.
- 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**

- The School expectations with regards online behaviour and education when using School provided devices or internet access on site will continue to be implemented in line with existing policies.
  - Any concerns regarding onsite online behaviour or use will be responded to in line with existing policies.
- The School will continue to provide a safe online learning environment where pupils use School provided devices on site; appropriate filtering and monitoring will continue to be implemented.
  - Pupils' internet use will be supervised by staff according to their age and ability and pupils will be directed to use appropriate online resources and tools.
- Use of staff and pupil personal devices, including mobile phones, will be managed in line with our existing mobile technology policy.

## **10. Supporting children not in school**

- The Government has strongly encouraged children in eligible year groups to return to School unless they are self-isolating or shielding, however there may be a significant number of children still not attending School.
  - The School will continue to ensure the safety and wellbeing of all children and young people on the School roll but who may not be physically attending.

- The DSL (and Deputies) will continue to identify vulnerable children who would benefit from Early Help as identified in KCSIE 2019, provide pastoral support and consider whether they would benefit from external support.
- The School and the DSL will work closely with all relevant agencies and professionals regarding safeguarding a pupil who has been identified as able to return but for whatever reason is not doing so.
  - Any plans will be reviewed regularly and if concerns become significant, the DSL will consider any requests for support if considered appropriate.
- Where parents/carers opt to supplement the School remote learning offer, we emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.
- The School will utilise its website and social media presence to ensure that safeguarding messages are shared with pupils 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 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.
  - Where necessary, referrals will be made to LADO, children's social care and as required, the police.
- Pupils 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:
  - Childline: [www.childline.org.uk](http://www.childline.org.uk)
  - UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>
  - National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): [www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre)
- Parents/carers will continue to be made aware of what their children are being asked to do online, including the sites they will be asked to access. The School will continue to be clear who from the School their child is going to be interacting with online.
- Parents/carers will continue to be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented.
- The School will ensure any sharing of information, communication and use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- All communication with pupils and parents/carers will take place:
  - within school hours as much as possible.
  - with staff using School devices over personal devices wherever possible and in line with our existing AUP. Where this is not possible, staff will speak with SMG.
  - using School provided or SMG approved communication channels; for example, School provided email accounts and phone numbers or Microsoft Teams.
    - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Staff and pupils will engage with remote teaching and learning in line with existing behaviour principles as set out in our Behaviour Policy.
- 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 record the length, time, date and attendance of any online lessons/contact held or made.
- o revisit relevant policies such as our acceptable use of technology policy with pupils as necessary.
- Where remote learning is taking place 'live' for example using webcams or chat facilities, staff and pupils will ensure a safe and professional environment is maintained in line with our Remote Learning Acceptable Use Policy (AUP).

## 11. Additional support and links

- As well as through existing School mechanisms, pupils, 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](http://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](http://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](http://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](http://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](http://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](http://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings)

### Specific Links relating to Coronavirus for Pupils and Parents/Carers

- Kent County Council: [www.kent.gov.uk/social-care-and-health/health/coronavirus](http://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/](http://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/](http://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/)
- Young Minds: <https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/>
- Kent Children's University: Home Resources Learning Packs: [www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/](http://www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/)
- Children's Commissioner:

- o Children’s guide to coronavirus: [www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/](http://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/)
- o Resources for parents during coronavirus: [www.childrenscommissioner.gov.uk/coronavirus/resources/](http://www.childrenscommissioner.gov.uk/coronavirus/resources/)
- Sport England: [www.sportengland.org/stayinworkout](http://www.sportengland.org/stayinworkout)
- Place2be:
  - o [www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/](http://www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/)
  - o [www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/](http://www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/)

### Online Safety

- NCA-CEOP: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- Childnet: [www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19](http://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](http://www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc)
- NSPCC: [www.nspcc.org.uk/keeping-children-safe/online-safety/](http://www.nspcc.org.uk/keeping-children-safe/online-safety/)
- Parent Info: <https://parentinfo.org/>
- BBC Own it: [www.bbc.com/ownit](http://www.bbc.com/ownit)

### Domestic Abuse

- Domestic Abuse Services: [www.domesticabuseservices.org](http://www.domesticabuseservices.org)
- Victim Support: 0808 16 89 111 [www.victimsupport.org.uk/help-and-support/get-help/supportline](http://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/](http://www.lookahead.org.uk/)
- Oasis Domestic Abuse service – Service provider, East Kent. (Thanet and Dover): [www.oasisdaservice.org/home](http://www.oasisdaservice.org/home)
- Clarion Housing Association – Service provider for North and South Kent
  - o North Kent: (Dartford & Gravesham, Swale and Maidstone) Clarion DA confidential Helpline: 07376 637069 (Mon-Fri 9am – 5pm)
  - o 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

This policy has regard to the guidance issued by the Secretary of State.

***Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements. Safeguarding policies are reviewed at least annually.***

Updated 29 June 2020

To be reviewed appropriately in line with Government Guidance

Signed: ..... Date: .....

Mrs J Adams  
Chairman of the Governing Body