



WALTHAMSTOW HALL
SEVENOAKS

Safeguarding Child Protection Policy Addendum in Response to Covid-19

January 2021

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

Based on Department for Education (DfE) guidance ‘Coronavirus (COVID-19): safeguarding in schools, colleges and other providers.

<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	headmistress@whall.school	01732451334
Deputy Designated Safeguarding Leads	Mr C Hughes Mrs N Armitage Mrs Gill Palmer	chs@whall.school narmitage@whall.school GPalmer@whall.school	As above or 07871025737
Chair of Governors	Mrs J Adams	chairofgovernors@whall.school	020 3926 9900
Safeguarding Governor	Mrs J Joynes	jjoynes@whall.school	

2. Policy Context

- From the week commencing 4 January 2021 parents were asked to keep their children at home again, wherever possible, as part of the response to coronavirus (COVID-19). Walthamstow Hall 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 we are currently operating in response to coronavirus continues to be different, however, our safeguarding principles in accordance with '[Keeping Children Safe in Education](#)' (KCSIE) 2020, 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 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 via the School Website.
- The School will continue to keep up to date and act in accordance with the government guidance regarding education provision during the coronavirus outbreak:
<https://www.gov.uk/coronavirus/education-and-childcare>

3. Designated Safeguarding Leads (DSLs)

- Walthamstow Hall Designated Safeguarding Lead is Miss Ferro
- Walthamstow Hall Deputy Designated Safeguarding Leads are Mr Hughes and Mrs Armitage. During Holiday Club, Mrs Gill Palmer is the on-site DSL.

- The Deputy DSL Mrs Armitage and Mr Hughes will be available either on-site or 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 any 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. Vulnerable Children

- Vulnerable children are those across all year groups who:
 - Are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child.
 - Have an education, health and care (EHC) plan and it is determined, following risk assessment, their needs can be as safely or more safely met in School.
 - Have been assessed as otherwise vulnerable and could therefore benefit from continued attendance.
- Where vulnerable children are not attending School, we will regularly keep in contact with them, via weekly calls.
- The School recognises the importance of working in partnership with other professionals, such as social workers, early help workers and virtual school heads (VSH), involved with children and will continue to share relevant information, such as attendance and any welfare concerns, with them.
- Safeguarding concerns will be shared with the relevant professional as soon as possible.

5. Attendance

From 6 January:

- No one with Covid-19 symptoms should attend Walthamstow Hall for any reason.
- Vulnerable children's attendance is expected, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan.
- The School will follow up with family/carers where children are supposed to be attending but do not.
- In all circumstances where vulnerable children do not take up their place, or attendance discontinues, the School will notify their social worker or equivalent and will follow up with the family/carer.
- The School will follow up with families/carers that have arranged a place for their child/children (namely critical workers or children that are considered vulnerable but not open to any agencies) and do not attend.
- The School will ensure that regular contact is maintained with children (and their families) who are not attending. With support from the DSL, teaching and/or pastoral staff will maintain contact with children, where possible and appropriate.
 - Staff will make calls from the School site and/or via School phones and devices.

- If a School phone is not available or accessible, phone calls will be made from withheld numbers so personal contact details are not visible.
- Staff will record the date, time and attendance of calls to children and/or families.
- To ensure contact can be maintained, the School will confirm emergency contact numbers are correct with parents/carers and ask for any additional emergency contact numbers where they are available.

6. 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. Where this is not possible, additional support can be accessed (as appropriate to children's age/ability) online via:
 - Childline: 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
- 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.

7. Safer Working Practice, Including Safeguarding Training and Induction

- All staff will follow our existing Code of Conduct for Teaching and Support Staff and any addendum updates with regards to safer working practice, both on and off site.
- School leaders/DSLs are aware of the updated [Safer Working Practice](#) Guidance.
- All staff have read KCSIE 2020 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.
 - Formal DSL training has been completed and regular refresher meetings are attended; the DSLs (and deputies) will continue to do what they reasonably can to keep up to date with safeguarding developments.

8. 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 2020.
- If volunteers are recruited, Walthamstow Hall will continue to follow the guidance in accordance with KCSIE 2020 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 2020.

- 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.
- 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.

9. Supporting Wellbeing

- 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 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.

10. Supporting Children in School

- The School is committed to ensuring the safety and wellbeing of all its pupils.
- 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 the Junior 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 ensure that all children who are either categorised as vulnerable or children of critical workers and are in attendance are appropriately supported.
- 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 2020.
- 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.
- 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.

11. Supporting children not in school

- The School will continue to ensure the safety and wellbeing of all children and young people on the School roll.
- The DSL (and Deputies) together with all staff will continue to identify vulnerable children who would benefit from Early Help as identified in KCSIE 2020, provide pastoral support and consider whether they would benefit from external support.
- 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. This could include telephone contact and/or doorstep visits at the discretion of the DSL.
- The 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 pupils and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.

12. Online safety away from School

- The School will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.
- All communication with learners 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 Acceptable Use Policy (AUP). Where this is not possible, staff will speak with SLT.
 - Using School provided communication channels; for example, School provided email accounts and Microsoft Office365 tools.
- Parents/carers will 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 be clear who their child is going to be interacting with online.
- Parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented at home.
- Staff and learners will engage with remote learning in line with the existing behaviour principles as set out in our Code of Conduct and AUP.
- When delivering remote learning, staff will follow our AUP.
- When delivering remote learning, staff will:
 - Only use online tools that have been evaluated and agreed by leadership.
 - Ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
 - Record the length, time, date and attendance of any online lessons/contact held or made.
 - Revisit relevant policies such as our acceptable use of technology policy with learners as necessary.
- Where remote learning is taking place 'live' using webcams or chat facilities, staff and learners will ensure a safe and professional environment is maintained in line with our AUP.

13. 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:
 - Childline: www.childline.org.uk
 - Kent Resilience Hub: <https://kentresiliencehub.org.uk>
 - NSPCC: <https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/>

Specific Links relating to Coronavirus for Learners and Parents/Carers

- DfE: [COVID-19: guidance on supporting children and young people's mental health and wellbeing](#)
- 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/>
- 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
- 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/
- 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 28 January 2021
To be reviewed appropriately in line with Government Guidance

Signed: Date:

Mrs J Adams
Chairman of the Governing Body