



**SAFEGUARDING POLICY : COVID-19  
(WHOLE SCHOOL INCLUDING EYFS)**

Upton House is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

Upton House has an important role in building the resilience of children to extremism and radicalisation by actively promoting their spiritual, moral, social and cultural development, including promoting fundamental British values appropriate to their age.

**Important contacts**

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Kate Newcombe Rhian Thornton	<a href="mailto:katenewcombe@uptonhouseschool.org.uk">katenewcombe@uptonhouseschool.org.uk</a> <a href="mailto:rhianthornton@uptonhouse.org.uk">rhianthornton@uptonhouse.org.uk</a>
Deputy DSL and EYFS	Sue Bish	<a href="mailto:suebish@uptonhouse.org.uk">suebish@uptonhouse.org.uk</a>
Local authority contacts	<p><u>RBWM Single Point Access (SPA)</u> Telephone 01628 683150 Monday to Thursday 8.45am-5.15pm and Friday 8.45 am-4.45 pm (Please note that a call to this number is not a referral to Children’s Social Care, contact can be anonymous to obtain information / advice only)</p> <p><u>Local Authority Designated Officer (LADO)</u> The LADO Service for the Royal Borough of Windsor and Maidenhead is now based within Achieving for Children, alongside the other Children's Services in the Borough. For all allegations against Staff and Volunteers, please contact the LADO via the MASH on 01628 683150 or call 01628 683202 or 07774 332675. Email <a href="mailto:LADO@achievingforchildren.org.uk">LADO@achievingforchildren.org.uk</a></p> <p><u>Emergency Duty Service (any time outside the hours above)</u> Telephone : 01344 786543 In an emergency, always ring 999.</p>	
Council of Management Safeguarding	Sue Cairns	<a href="mailto:susancairns@me.com">susancairns@me.com</a>

## 1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from the government, our 3 local safeguarding partners the East Berkshire Clinical Commissioning Group (CCG), the local authority, Royal Borough of Windsor & Maidenhead (RBWM) with children's services delivered by Achieving for Children (AfC), Thames Valley Police (TVP)

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
  - With a child protection plan
  - Assessed as being in need
  - Looked after by the local authority
- Have an education, health and care (EHC) plan

## 2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

## 3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

To report any concerns staff should phone one of the safeguarding team.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

#### 4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. **Details of all-important contacts are listed in the 'Important contacts' section at the start of this addendum.**

If our DSL (or deputy) can't be in school, they can be contacted by phone or email. If contacting by email this is not to contain any details but asking the DSL (or deputy) to phone for further details.

We will keep all school staff and volunteers informed by email if there are any changes

The DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

#### 5. Working with other agencies

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

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

- Our 3 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

The following guidance is currently in place:

1) Please email in any referrals for safeguarding or early help. You can still use the online safeguarding form and early help form as normal. Only call to alert our attention to safeguarding concerns - please continue to call 01628 683150 option 5 for this.

If you have any safeguarding concerns please email [MASH@achievingforchildren.org.uk](mailto:MASH@achievingforchildren.org.uk) or phone 01628 683150 or 01344 786543 (out of hours)

2) Similarly, if you would like to speak to a worker to gain advice on a situation please, send us an email with your telephone number in the first instance and we will call you back.

3) Please be aware that our workers may be working from home and as a result, we may contact you using mobile phones to request information. Should you need to clarify our identity, please ask that we send you an email.

4) If you have additional concerns regarding a child who is open to social care, then please continue to contact the social worker or their POD duty worker directly.

5) As ever, should you have concern that anyone is at immediate risk of harm, please call 999.

#### 6. Monitoring attendance

For those children who are not 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 the DSLs or deputy
- Notify their social worker, where they have one

Normal registers will be taken for those children in school and information sent to the DfE daily.

## **7. Peer-on-peer abuse**

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

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

## **8. Concerns about a staff member or volunteer**

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

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

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](mailto:Misconduct.Teacher@education.gov.uk) for the duration of the COVID-19 period, in line with government guidance.

## **9. Support for children who aren't 'vulnerable' but where we have concerns**

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this if needed.

## **10. Safeguarding all children**

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online (see section 11 below).

## **11. Online safety**

### **11.1 In school**

We will continue to have appropriate filtering and monitoring systems in place in school.

Care are working remotely and can be contacted using [helpdesk@carecomputers.co.uk](mailto:helpdesk@carecomputers.co.uk)

## 11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct, Acceptable Use of Internet policy, Working from Home policy

Pupil contact will only be made through Microsoft Teams using staff and pupil school accounts. Using personal staff email addresses or phone numbers are not acceptable. If for any reason personal phones are used permission must be sought from the Head and precautions for blocking numbers should be put in place.

Class lessons will be provided through UptonHouse@Home via Microsoft Teams. Some lessons will be live, some will be prerecorded.

**In the case of music or learning support one to one lessons, the lessons will be live and be recorded with parental consent.**

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 section 3 of 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 through daily Form time sessions

## 11.3 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. The children will be working online with staff from Upton House School that they are familiar with.
- Know where else they can go for support to keep their children safe online

This will be done through Form time, assemblies, wellbeing sessions and Family Contact Time sessions, links for

[www.childnet.org.uk](http://www.childnet.org.uk)

[www.nspcc.org.uk/keeping-children-safe/online-safety](http://www.nspcc.org.uk/keeping-children-safe/online-safety)

## 12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils through daily assemblies, Form time and weekly Family Contact Time.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time through assemblies and our school social media sites.

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.

## 13. Staff recruitment, training and induction

### 13.1 Recruiting new staff and volunteers

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.

### **13.2 Keeping records of who's on site**

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.

### **14. Children attending other settings**

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

### **15. Monitoring arrangements**

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum 3 weeks by Kate Newcombe at every review, it will be available to the Council of Management via Sue Cairns.

## 16. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding policy
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Whistleblowing policy
- Working from home policy
- Anti bullying policy
- Preventing extremism and radicalisation

<b>Kate Newcombe</b>	17 <sup>th</sup> June 2020
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<b>Next review due by:</b>	8 <sup>th</sup> July 2020
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