



Annex to the Safeguarding and Child Protection Policy

Ref: **LP-PW-034A**

Version: **1.1**

Date: **4th June 2020**

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Description: This policy outlines the School's approach to child safeguarding and protection during the coronavirus (COVID-19) pandemic.

OUR SCHOOL AIMS

- ❖ *To foster intellectual curiosity and a love of learning.*
- ❖ *To achieve high academic standards in a supportive but disciplined atmosphere.*
- ❖ *To equip pupils with the skills and knowledge to meet the challenges of our rapidly changing world.*
- ❖ *To instill an enthusiasm in interests and opportunities beyond the classroom.*
- ❖ *To support pupils' development of a sense of justice and an awareness of their rights and responsibilities as global citizens.*

1.0 Context

- 1.1 The way Lingfield College is currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. Most children are no longer in a school setting and staff numbers have been affected by the outbreak.
- 1.2 The School has been asked to provide care for children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.
- 1.3 This Annex to the School's Child Protection policy sets out details of safeguarding arrangements for:
 - Context
 - Version control and dissemination
 - Safeguarding priority
 - Current school position
 - Safeguarding partners' advice
 - Roles and responsibilities
 - Vulnerable children
 - Increased vulnerability or risk
 - Attendance
 - Reporting concerns about children and staff
 - Safeguarding training and induction
 - Safer recruitment/volunteers and movement of staff



- Peer on peer abuse
- Online safety
- New children at the school
- Supporting children not in school

2.0 VERSION CONTROL AND DISSEMINATION

- 2.1 This is version 1.0 of this annex. It will be reviewed by the DSLs or a deputy DSL on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website and is made available to staff by email, the staff handbook and the Every system.
- 2.2 The School will ensure that on any given day all staff and volunteers in attendance will be aware of who the DSL and deputy DSLs are and how staff and volunteers can to speak to them.

3.0 SAFEGUARDING PRIORITY

During these challenging times the safeguarding of all children at our school – whether they are currently at home or in attendance – continues to be our priority. The following fundamental safeguarding principles remain the same:

- the best interests of children continue to come first
- if anyone in our school has a safeguarding concern, they will act immediately
- a designated safeguarding lead (DSL) or deputy DSL will always be available
- no unsuitable people will be allowed to gain access to children
- children should continue to be protected when they are online.

4.0 CURRENT SCHOOL POSITION

- 4.1 The Prep school is open for Key Worker's children and vulnerable children from the Prep and Senior schools.
- 4.2 The children from the different schools are looked after separately and there are two rotas of staffing from Prep and Senior school teachers. There may not always be a DSL onsite but there will always be DSLs available by phone, email and Microsoft Teams.

5.0 SAFEGUARDING PARTNERS' ADVICE

We continue to work closely with our three safeguarding partners, and we will ensure this annex is consistent with their advice. This will include expectations for supporting 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 current advice is below.

<https://www.surreyscp.org.uk/2020/03/26/surrey-county-council-childrens-social-care-covid-19-update/>

<https://westsussexsendias.org/2020/03/27/covid-19-and-ehcps/>



6.0 ROLES AND RESPONSIBILITIES

- 6.1 The roles and responsibilities for safeguarding in our school remain in line with our Child Protection Policy.
- 6.2 If possible, our DSLs and at least one deputy DSL will be available on site during the school day. Where this is not possible, we will:
 - have a trained DSL or deputy DSL available by phone and/or online video; or
 - have a trained DSL or deputy DSL monitoring My Concern during the school day
- 6.3 Where our DSL or a deputy DSL cannot be on site, then in addition to one of the above options we will also ensure a senior leader from the school takes responsibility for co-ordinating safeguarding on site.

The designated safeguarding leads (DSL) for child protection are Angela Brown and Jacky Shackel

Contact details: email: browna@lingfieldcollege.co.uk and shackelj@lingfieldcollege.co.uk

The deputy designated lead(s) is/are Sue Sevier, Alison Folkard, Sharon Walton, James Walton, Dawn Wild

Contact details: email: seviers@lingfieldcollege.co.uk, folkarda@lingfieldcollege.co.uk, waltons@lingfieldcollege.co.uk, waltonj@lingfieldcollege.co.uk, wildd@lingfieldcollege.co.uk

7.0 VULNERABLE CHILDREN

- 7.1 Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans.
- 7.2 Those who have a social worker include children who have a child protection plan and those who are looked after by the local authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.
- 7.3 There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.
- 7.4 Those with an EHC plan will be risk-assessed in consultation with the local authority and parents to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.
- 7.5 Where parents are concerned about the risk of the child contracting COVID 19, Lingfield College or the social worker will talk through these anxieties with the parent following the advice set out by Public Health England.
- 7.6 We will encourage our vulnerable children and young people to attend a school, including remotely if needed.



- 7.7 Senior leaders in our school, especially the DSL (and deputies) know who our most vulnerable children are, and they have the flexibility to offer a place to those on the edge of receiving children's social care support.
- 7.8 We will continue to work with children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

8.0 INCREASED VULNERABILITY OR RISK

- 8.1 Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils' work where they are at home. Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.
- 8.2 Our staff will be aware of the mental health of [children](#) and their [parents and carers](#) and will contact the DSL or a deputy if they have any concerns. The school counsellor and 6th form welfare officer will continue to offer support to those children that she is currently working with using Microsoft Teams. If pastoral staff become concerned about a child's mental health they can make a referral to the school counsellor or welfare officer in the 6th form.

9.0 ATTENDANCE

- 9.1 Where a child is expected but does not arrive at school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSL or a deputy DSL will be informed.
- 9.2 The DSL or a deputy will attempt to contact the parents through various methods, such as telephone and email or by contacting a relative in the first instance. If contact cannot be made we will follow the Missing Child policy.
- 9.3 Where a vulnerable child does not take up their place, we will notify their social worker.
- 9.4 Where a vulnerable child does not attend school, and their social worker has said that they are expected to attend, Lingfield College will notify the local authority on the first day of non-attendance and any day following by using the following link to the Automated Tracking Mechanism:

<https://www4.surreycc.gov.uk/social/child/absence-submission-portal/>
- 9.5 As well as entering this information into the portal above we will continue to take action as soon as we are aware of the non-attendance and will inform all professionals involved with that child.
- 9.6 If there are significant concerns about a child's safety or wellbeing the DSL will ring the child's Social Worker for an urgent discussion. If the child's social worker is not available a discussion should be held with the Social Work Team Manager. If neither are available contact must be made with the Social Work Service Manager. If the DSL is not satisfied with the response they get from the Social Work Team education settings must follow the SSCP Inter- Agency Escalation Policy and Procedures.
- 9.7 Where a child with an EHCP and a social worker does not attend school, and their social worker has said that they are expected to attend, Lingfield College will notify the local authority on the first day of non-attendance and any day following by using the following link to the Automated Tracking Mechanism:

<https://www4.surreycc.gov.uk/social/child/absence-submission-portal/>



- 9.8 In the Senior school, children working at home will be registered by their form tutor via Teams at 8.30am. If a child does not attend registration the form tutor will contact home.
- 9.9 In the Senior school, the subject teacher will inform the parents if a child does not turn up for two consecutive online lessons.

10.0 REPORTING CONCERNS ABOUT CHILDREN OR STAFF

- 10.1 The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our Child Protection procedures and advise the DSL of any concerns they have about any child, including those who are not attending school. They should report a concern using My Concern as usual but also call the DSL using Teams if they feel the concern is urgent.
- 10.2 The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our Safeguarding, Whistleblowing and Staff Code of Conduct Policies.

11.0 STAFF TRAINING AND INDUCTION

- 11.1 For the duration of the COVID-19 measures, our DSL and deputy DSLs are unlikely to receive their refresher training. In line with government guidance, our trained DSLs and deputy DSLs will be classed as trained even if they cannot receive this training.
- 11.2 All current school staff have received safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education. When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Child Protection Policy.
- 11.3 If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:
- the individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any cause for concern
 - there are no safeguarding investigations into the conduct of that individual
 - the individual remains suitable to work with children.

12.0 SAFER RECRUITMENT/VOLUNTEERS AND MOVEMENT OF STAFF

- 12.1 It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.
- 12.2 When recruiting new staff, we will continue to follow our Safe Staff Recruitment policy.
- 12.3 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.
- 12.4 For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.



- 12.5 It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.
- 12.6 Lingfield College will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE, in line with advice from the LADO where appropriate.
- 12.7 We will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.
- 12.8 During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk
- 12.9 Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. The SCR can also, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

13.0 PEER ON PEER ABUSE

- 13.1 We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.
- 13.2 Our staff will remain vigilant to the [signs of peer-on-peer abuse](#) and will follow the process set out in our Safeguarding Policy.

14.0 ONLINE SAFETY

- 14.1 It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguarding and support children.
- 14.2 Our staff will follow the process for online safety set out in our Safeguarding and E-Safety Policy.
- 14.3 Staff who interact with children online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the DSL or to a deputy DSL.
- 14.4 Where children are using computers in school, appropriate supervision will be in place.
- 14.5 We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- 14.6 When delivering online lessons staff must ensure that they comply with the instructions given in the following policies:
- Staff Code of Conduct
 - Acceptable Users' Policy



- Remote Learning Policy
- Bring Your Own Device Policy

15.0 NEW CHILDREN AT THE SCHOOL

- 15.1 Children may join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.
- 15.2 For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is).
- 15.3 Ideally this will happen before a child arrives but where that is not possible it will happen as soon as reasonably practicable.
- 15.4 Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our school senior leaders will take responsibility.
- 15.5 The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.

16.0 SUPPORTING CHILDREN NOT IN SCHOOL

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support that child. Details of that plan will be recorded in a spreadsheet which details all children considered vulnerable. The plan will detail who will contact the child (class teacher, tutor, Head of Year, DSL) and how often they will make contact. It will be reviewed regularly to ensure it remains current during these measures. We will also record details of any relevant conversations and actions for individual children on My Concern.

17.0 SUPPORTING CHILDREN IN SCHOOL

- 17.1 We are committed to ensuring the safety and wellbeing of all our students. We will continue to be a safe space for all children to attend and flourish. We will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.
- 17.2 We will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.
- 17.3 We will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.



This policy should be read in conjunction with this document from the Department of Education:
<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Policy created April 2020

Next review due April 2021