

St Matthew's High Brooms CE Primary School

Powder Mill Lane
Tunbridge Wells
Kent
TN4 9DY



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

Headteacher: Mrs Stephanie Hayward
Chair of Governors: Mrs Karen Stevenson

Ratified: June 2020 as a Chair's action
Next Review: FGB, July 2020

Based on DfE guidance 'Coronavirus (COVID-19): safeguarding in schools, colleges and other provider' updated May 2020: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

*Distinctive Christian values-
Honesty, Kindness, Respect, Responsibility*

Child Protection Policy Addendum in response to Covid-19

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

1. Key School Contacts

	Name	Email	School Phone Number
Designated Safeguarding Lead (DSL)	Carolyn Pollard	Carolyn.Pollard@st-matthews.kent.sch.uk	01892 528098
Deputy Designated Safeguarding Leads	Tom Hardwick	Tom.Hardwick@st-matthews.kent.sch.uk	
	Stephanie Hayward	Stephanie.Hayward@st-matthews.kent.sch.uk	
	Becky Osborne	Becky.Osborne@st-matthews.kent.sch.uk	
Headteacher	Stephanie Hayward	Stephanie.Hayward@st-matthews.kent.sch.uk	
Deputy Headteachers	Carolyn Pollard Tom Hardwick	Carolyn.Pollard@st-matthews.kent.sch.uk	
Chair of Governors	Karen Stevenson	karen.stevenson@st-matthews.kent.sch.uk	
Safeguarding Governor	Chris Wicks	chris@stmattschurch.org.uk	
Other key staff	Jan Aspinall (FLO)	j.aspinall@st-matthews.kent.sch.uk	07340 549446

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). See **[Educational and childcare settings to prepare for wider opening from 1 June for more details. The DfE has published Implementing protective measures in education and childcare settings to support this.](#)**
- Children will be able to return to early years settings, and Reception, Year 1 and Year 6 children will be back in school in smaller sizes, from this point.
- The way St Matthew's is 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
- Any wider opening risk assessments and related Health and Safety risk assessments will be appropriately linked into our safeguarding approach and child protection policy.
- This addendum of St Matthew's Safeguarding and Child Protection policy contains details of any amendments to our existing safeguarding arrangements and should be read alongside our current policies and procedures: <https://st-matthews-school.org/our-school/policies>
- 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)

- **St Matthew's** Lead Designated Safeguarding Lead is Carolyn Pollard. See table above.
- **St Matthew's** Deputy Designated Safeguarding Leads are Tom Hardwick, Stephanie Hayward and Becky Osborne. See table above.
- Ideally a DSL (or deputy) will be available on-site. However if in exceptional circumstances this is not possible, a named DSL will be available to be contacted via phone or video call.
 - Should this not be possible then the school will share a DSL or deputy from another school (Speldhurst), who will be available to be contacted via phone or video call.
- Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.
 - This will include updating safeguarding files and liaising with the offsite DSL (or deputy) and as required liaising with social workers where they require access to children in need and/or to carry out statutory assessments at the school/college.
- 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 DSL's will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

- **St Matthew's** 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 in all year groups continue to be encouraged and expected to attend school where it is appropriate
- Vulnerable children for the purposes of continued attendance during the coronavirus outbreak 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 St Matthew's
 - have been assessed as otherwise vulnerable and could therefore benefit from continued attendance.
- There is an expectation that children with a social worker will attend, unless in consultation with the child's social worker and family it is agreed they are at less risk at home or in their placement for example due to underlying health conditions.
- Where vulnerable children are not attending St Matthew's we will regularly keep in contact with them via ClassDojo and phone calls from pastoral team.
- St Matthew's will continue to work with professionals involved with children and share relevant information with them, such as social workers, early help workers and virtual school heads (VSH). This is especially important during the COVID-19 period.
 - This will include information about attendance and any welfare concerns.
 - If there is a safeguarding concern, this will be shared with the relevant professional as soon as possible.

5. Attendance

- From the 1st June, children in specified year groups and vulnerable children will be returning to school as agreed.
 - No one with symptoms should attend St Matthew's 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.
 - Parents and carers will not be penalised if their child does not attend educational provision whilst current Covid-19 restrictions are in place.
- For learners agreed to be in school, we will resume our usual day-to-day attendance registers and processes in accordance with existing policies.
- St Matthew's 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.
- St Matthew's will:
 - continue to notify social workers where children with a social worker do not attend. St Matthew's will also follow up directly with their parent/carer.
 - continue to follow up with any parent/carer whose child has been expected to attend and doesn't.
- St Matthew's will ensure that regular contact is maintained with children (and their families) who are not yet returning to St Matthew's

- With support from the DSL, teaching and/or pastoral staff who are encouraged to make calls directly with children, where possible and appropriate.
 - Staff will make calls from the St Matthew's site and/or via St Matthew's phones and devices.
 - If a St Matthew's 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 ensure contact can be maintained, St Matthew's 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 learners or staff, St Matthew's 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.
- St Matthew's 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 and safeguarding policy.
 - Concerns will be recorded using existing St Matthew's safeguarding processes as outlined in our Child Protection and Safeguarding 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.
- Learners are encouraged to report concerns via existing St Matthew's systems, or to a trusted adult at home.
- Parents/carers are encouraged to report concerns via existing St Matthew's systems.
- Where staff are concerned about an adult working with learners, they should report the concern to the headteacher.
 - If there are concerns about any member of staff or volunteer, the LADO service will be consulted with.
 - Concerns around the headteacher should be directed to the Chair of Governors.

7. Movement of Children

- If children are attending another setting, the St Matthew's will continue to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information, especially if children are vulnerable.
 - For looked-after children, any change in school will be led and managed by the virtual school head with responsibility for the child.

- The receiving institution will be aware of the reason any child is vulnerable and any arrangements in place to support them. This will take place ideally before a child arrives or as soon as reasonably practicable.
- Any exchanges of safeguarding information will take place between DSLs (or a deputy) and SEND information will be shared by special educational needs co-ordinator with oversight of special educational needs (SEN) provision for children with EHC plans.
- St Matthew's will continue to have appropriate regard to data protection law but is aware this does not prevent the sharing of information for the purposes of keeping children safe.

8. Safer Working Practice, Including Safeguarding Training and Induction

- All staff will follow our existing staff code of conduct and any addendum updates with regards to safer working practice, both on and off site.
 - Staff will continue to follow any updates to the code of conduct which have been made to reflect current Covid-19 measures and increased numbers of learners on site from 1st June.
- 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 St Matthew's Child Protection and Safeguarding Policy and Covid-19 Addendum.
- Staff may continue to move between St Matthew's on a temporary basis; consideration will be given by the receiving St Matthew's DSL as to what induction they need on a case by case basis, dependent on existing skills and knowledge. Transferring staff will always be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.
- 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.

9. 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 St Matthew's period, if St Matthew's 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 the school 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 the school we will ensure they have a relevant 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 take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as 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 St Matthew’s have concerns about an individual, we may obtain a new check.
- 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. 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 consider and make referrals to the Teaching Regulation Agency (TRA) where appropriate. During the period Covid-19 all referrals will be made by emailing Misconduct.teacher@education.gov.uk.
- St Matthew’s will continue to update the single central record in line with KCSIE. (Paragraphs 148 to 156)

10. Supporting Wellbeing

- St Matthew’s recognises that staff, parents/carers and learners may experience some degree of emotional wellbeing or anxiety challenges as more children return to school.
- St Matthew’s recognises that many children consider St Matthew’s to be a safe place and the current situation may impact on learners’, staff and parent/carers mental health.
- St Matthew’s 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.
- St Matthew’s will ensure the whole community are welcomed. Staff and learners and will be given the opportunity for wellbeing check ins within trusted relationships.
- St Matthew’s will ensure that all children who are categorised as vulnerable or children of critical workers, as well as those children returning to school from 1st June onwards, are appropriately supported.
 - Staff will address the wellbeing of learners through a range of approaches including age/ability appropriate activities.
 - Pastoral staff will be available for learners and will be given the time to provide support as required.
- St Matthew’s > 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 learners (and their parents) who are continuing to work from home, including when setting expectations of children's' work.
- St Matthew's will continue to signpost staff, learners and parents/carers, on or off site, to a range of appropriate sources of support, internally and externally.

11. Supporting Children in School

- St Matthew's is committed to ensuring the safety and wellbeing of all its learners.
- St Matthew's will be mindful of the specific needs of learners in reception, year 1 and year 6 who have been identified as the first to return to St Matthew's
- St Matthew's is aware that children of different ages with differing needs will be accepted as the weeks progress, so will keep this under review.
- St Matthew's needs to be confident we have up to date information on learners returning to site which reflects any changes in circumstances which could impact on their welfare.
 - St Matthew's led by DSL or deputy, 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 before a child returns to school.
- St Matthew's 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.
- St Matthew's will follow the current government guidance in relation to social distancing and all matters relating to public health from the respective authorities.
- St Matthew's 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

- St Matthew's 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.
- St Matthew's recognises that the current circumstances and the changeable nature of Government guidance may mean that the St Matthew's 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 St Matthew's 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

- St Matthew's expectations with regards online behaviour and education when using St Matthew's 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.

- St Matthew's will continue to provide a safe online learning environment where learners use St Matthew's provided devices on site; appropriate filtering and monitoring will continue to be implemented.
 - Learners internet use will be supervised by staff according to their age and ability and learners will be directed to use appropriate online resources and tools.
- Use of staff and learner personal devices, including mobile phones, will be managed in line with our existing mobile technology policy..

12. 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.
- St Matthew's will continue to ensure the safety and wellbeing of all children and young people on the St Matthew's roll but who may not be physically attending
- All DSLs will continue to identify those vulnerable children that would benefit from Early Help as identified in KCSIE 2019, provide pastoral support and consider whether they would benefit from external support also.
- 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 but is at the discretion of the DSL.
- the school and the DSL will work closely with all relevant agencies and professionals regarding safeguarding a child who is not on site 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.
- 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.
- Where parents/carers opt to supplement the St Matthew's 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 children 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.
- Learners 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
- 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 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. St Matthew's will continue to be clear who from the school their child is going to be interacting with online.
- All communication with learners and parents/carers will take place:
 - within school hours as much as possible.
 - with staff using St Matthew's devices over personal devices wherever possible and in line with our existing AUP. Where this is not possible, staff will speak with SLT.
 - using St Matthew's provided or SLT approved communication channels; for example, St Matthew's provided email accounts and phone numbers **and/or** agreed systems
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- the school will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our Behaviour policy and Code of Conduct.
- 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' for example using webcams or chat facilities, staff and learners will ensure a safe and professional environment is maintained in line with our Remote Learning Acceptable Use Policy (AUP).
- If remote learning is taking place 'live' using webcams or chat facilities, staff and learners will ensure a professional environment is maintained. This means:
 - Staff will record the length, time, date and attendance of any online lessons/contact held or made.
 - Live sessions will involve at least two members of staff where possible.
 - Sessions will not be delivered in any 1:1 situation, unless pre-approval has been given by the DSL and/or Headteacher and the session is auditable.
 - Staff will record any online lessons so they can be audited or accessed later if required; learners and staff should be made aware that lessons are being recorded.
 - Staff will agree online behaviour expectations with learners at the start of lessons.
 - Staff will revisit our acceptable use of technology policy with learners as necessary.
 - All participants will wear suitable dress, use professional language, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate.
 - Staff and learners should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.

- Where possible, other household members should not be in the background or shot; if this unavoidable, they should follow appropriate language and behaviour expectations.
- If Live streaming, staff will mute and/or disable learners' videos and microphones, as required.

13. Additional support and links

- As well as through existing mechanisms, learners, 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/>

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
- 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
- COVID-19: guidance for educational settings: 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
- Coronavirus (COVID-19): attendance recording for educational settings: www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

Specific Links relating to Coronavirus for Learners and Parents/Carers

- 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:

- o 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/

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/
- Oasis Domestic Abuse service – Service provider, East Kent. (Thanet and Dover): 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