



## **Safeguarding and Child Protection Policy: COVID-19 addendum**

### **Important contacts**

#### **Senior School**

DSL Ann Massey [amm@eltham-college.org.uk](mailto:amm@eltham-college.org.uk) 07919 664 111

Deputy DSL Freddie Meier [kfm@eltham-college.org.uk](mailto:kfm@eltham-college.org.uk) 07717 056 755

Deputy DSL James Willatt [jaw@eltham-college.org.uk](mailto:jaw@eltham-college.org.uk) 07743 799 800

#### **Junior School**

DSL Vikki Meier [vgm@eltham-college.org.uk](mailto:vgm@eltham-college.org.uk) 07979 182 190

Deputy DSL Nicki Devon [nrd@eltham-college.org.uk](mailto:nrd@eltham-college.org.uk) 07867 903 921

#### **Safeguarding governor**

Martin Fosten contacted via Clerk to the Governors, David Hammond [dph@eltham-college.org.uk](mailto:dph@eltham-college.org.uk)

#### **Bromley Safeguarding Children Partnership**

MASH (Multi Agency Safeguarding Hub)

020 8461 7373/7379/7026

Out of hours 030 0303 8671

[mash@bromley.gcsx.gov.uk](mailto:mash@bromley.gcsx.gov.uk)

LADO (Local Authority Designated Officer)

Gemma Taylor 0208 461 7669/ 07850 921 631

[LADO@bromley.gov.uk](mailto:LADO@bromley.gov.uk)



## **1. Scope and definitions**

This addendum applies during the period of school closure due to COVID-19 and reflects updated advice from the Department of Education and Bromley Safeguarding Children Partnership.

It outlines changes to our Safeguarding and Child Protection Policy in light of the Department of Education' (DfE's) guidance [Corona virus: safeguarding in schools, colleges and other providers](#), 27 March 2020 and should be read in conjunction with that policy. Unless specific alterations are noted here, our Safeguarding Policy (including Child Protection) continues to apply.

The DfE defines 'vulnerable' children as those who:

Have a social worker, including those with

- A child protection plan
- A child in need plan
- Looked after by the local authority
- Those who have an Education, Health Care Plan (EHCP)

## **2. Core safeguarding principles**

We still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education 2019](#).

Although our operation practice is different, we still follow the core safeguarding principles outlined in our Safeguarding and Child Protection Policy, namely:

- Our actions are always guided by the best interests of the child
- If anyone has a safeguarding concern about a child, they should act upon it immediately
- A DSL or Deputy DSL is available to contact at all times
- Our commitment to safer recruitment procedures are as robust as ever
- Children should be protected when they are operating online
- Peer on peer abuse is a safeguarding concern and is treated as such

## **3. Reporting concerns**

All staff and volunteers must continue to act on any concerns that they have about a child immediately. The DSLs and deputies can be contacted directly as listed above. Those staff with access to CPOMS must use this system to log all pastoral concerns, however small.

The DSL or deputy DSL will work directly with the social workers involved in the care of vulnerable students.

## **4. DSL (and deputy) arrangements for child care at school**



Wherever possible we aim to have a DSL or deputy on site at school when it is open for the childcare of children of key workers. In all circumstances a DSL or deputy will be contactable on the numbers listed above.

The DSL or deputy will be responsible for knowing which children on site are considered to be vulnerable. In those circumstances where it is not possible to have a DSL or deputy on site, a senior leader will be present and will know these details.

The DSL, deputy or senior leader will be responsible for submitting attendance data to the DfE each day and will remain on site until the last student is collected/leaves for home.

Emergency contact details for all students on site are stored centrally along with medical details and appropriate first aid equipment.

A record will be kept of all staff running the childcare for key workers.

## **5. Working with other agencies**

We will continue to work with social services on a case by case basis and will follow any updated guidance from our safeguarding partners. The referral process for Bromley is unchanged and this policy will be updated if changes are made. If a student lives in a neighbouring borough, the referral process in place at the time of need will be followed. We will host and/or participate in virtual CIN, CP and EHCP reviews as appropriate.

## **6. Monitoring attendance**

As most children will not be at school during the closure, our usual attendance registers on iSAMS will be marked with a hashtag. We will submit a daily attendance record to the DfE of students attending school during the closure. We will follow up on non-attendance of those children we were expecting at school with a phone call home.

To ensure student engagement in online lessons, we will be asking parents to complete a daily register of their attendance of Eltham@home. This will enable us to monitor student sickness, track engagement and offer early intervention for those who are finding the change in routine challenging. See section 10 of this addendum.

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

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education, 2019 and our Anti-bullying Strategy when managing reports and supporting victims of peer on peer abuse. Staff should continue to act on any concerns that they have immediately and should log their actions on CPOMS. Where staff do not have access to CPOMS, they should report incidents to the Head of Year who will log on their behalf.

During the period of school closure, peer on peer abuse is most likely to take place online. Tutors will regularly remind students of the need to seek help if they experience peer on peer abuse. Form time sessions will address positive online behaviour and the Foxbury Gazette will be used to educate students on the impact of bullying and remind students of who can help. Heads of Year will make individual



contact with students and their families on a regular basis. This will provide an opportunity to address relationships with peers and will allow students to share concerns with a trusted adult.

Our usual sanctions have been suspended for the duration of the closure. The parents of any student found to be engaging in peer on peer abuse will be contacted by the Head of Section (or form tutor in Junior School) and this will be logged on CPOMS as a case of bullying. Parental support will be requested in issuing appropriate sanctions at home. School will provide appropriate support to the victim and the bully.

#### **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 2019 and in our Safeguarding Policy (including Child Protection). Staff will continue to act on any concerns they have immediately. There is currently no change to the reporting procedure to the LADO. Contact details for the LADO are listed above.

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.

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

We have offered a place at school to students who don't meet the DfE criteria for 'vulnerable' children but who we consider to be vulnerable. These include but are not exclusively students who receipt of bursaries of between 90-100%. Form tutors, Heads of Year and the school nurse are in regular contact with all students and can recommend to the DSL any student for whom they felt attendance at school would be appropriate.

#### **10. Safeguarding for children not attending school**

A daily register of engagement in online lessons will be sent to parents via Eltham Post and the data collected from these responses will be used to monitor student engagement and ensure appropriate support is provided to those returning to lessons following illness. A list of unwell students will be shared with staff on the Sharepoint site. Parents who do not complete the Eltham Post registration will be called and asked to do so. As not all students will necessarily have access to a device during lesson times, online lesson registers will not be taken. Teachers will alert Heads of Section to any student who is regularly (more than twice) failing to submit work or from whom there is no contact at all during the course of a week. Heads of Section (or form tutor in Junior School) will follow up with a call home.

The Staff Code of Conduct (available in the staff handbook) and Acceptable Use of IT policy will apply when lessons are conducted remotely. In addition, staff will observe the protocols for remote learning outlined in the document, 'Remote learning – a 'how to' guide for Eltham College teachers'.

- All video teaching/ conferencing/ co-curricular meetings and form time sessions are to take place through MS Teams.



- The same rules of communication apply as in any taught lesson and interaction should be between the student and the teacher (not the parent, even though the parent may well be present in the room as the lesson takes place).
- Staff must be professionally dressed and should ensure that students are appropriately dressed also. Any student who is not appropriately dressed will be asked to leave the lesson to change and this will be reported to the DSL.
- Remote lessons should not take place on a one to one basis. Exceptions to this are where there is only one student in a group and where language oral lessons are conducted. Any other circumstances should be discussed with the DSL beforehand.
- Remote lessons should be recorded and the students should be notified at the start of each lesson that they are being recorded: *'Please be aware that I am now recording the lesson; if you do not want to be recorded, please ensure your camera is turned off. The digital recording is stored securely on the cloud and will not be shared outside the school community'*.
- Staff registering for any additional software/platforms must use their school email address. Staff will be aware of the age recommendations for any software used and comply with these.

#### 11. **Online safety.**

Staff are aware of the importance of online safety and take all reasonable steps to ensure the safety of our students in the virtual world. The IT Acceptable Use Policy for staff and students applies at all times. Junior School and Senior School students have access to an online safety booklet and are reminded of the various channels available to them to report concerns. Within school these include form tutors or members of the wider pastoral team. Beyond school, students are signposted to Childline for support, UK Safer Internet Centre to report and remove harmful online content and CEOP for advice on making a report about online abuse.

Wellbeing lessons will address sexting (youth produced sexual images) as a particular risk in the current climate and we will ensure that parents and carers are aware of the potential risks and the steps that they can take to ensure their child's safety through regular communication with parents via Eltham Post.

#### 12. **Mental health**

We will continue to offer support to help to ensure the positive mental health and well-being of all our students. This includes providing students with remote access to our wider pastoral teams including the school nurse, chaplain and counsellor. We will use the Foxbury Gazette to signpost students, parents and staff to internal and external resources to support good mental health.

When setting work for remote learning, staff will consider the potential impact the current situation may have on the mental health of young people and their parents.

#### 13. **Staff recruitment, training and induction**

We continue to recognise the importance of robust safer recruitment procedures and follow the guidance in part 3 KCSIE. In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via an online 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 present original documents when school reopens.

Staff induction and training will take place remotely. All staff will be aware of our current procedures and arrangements. New staff will receive:

- A safeguarding induction
- A copy of our Safeguarding Policy (including Child Protection) and this addendum

**15. Monitoring arrangements**

This policy will be kept under review by the DSL and will be updated in line with changes from Bromley Safeguarding partners or from DfE. It has been approved by the safeguarding governor and further review will also be approved.

**16. Links with other policies**

This policy links with:

- Safeguarding Policy (including Child Protection)
- Staff code of conduct
- IT Acceptable Use Policy
- Anti-Bullying Strategy
- Whistle-blowing Policy