

Safeguarding Policy update: *Coronavirus Appendix March 2020*

1. Following the Coronavirus pandemic and subsequent school closures, the UK government has produced new guidance for safeguarding in schools. It confirms that, despite closures, schools must maintain their statutory safeguarding role following the guidance in **Keeping Children Safe in Education**. <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>
2. Newhaven School has very strong safeguarding practices and our usual school policy remains in place despite having very few or no children on site. Our responsibilities regarding harmful and abusive behaviour and online safety are also unchanged. The referral process to RBG children's social care also remain the same.

This appendix therefore details the ways in which our existing policies are adapted for the duration of the virus closure. It will be removed once the school reconvenes.

A. Safeguarding for all

- a. In order to try to continue our safeguarding practice while students are at home, we require tutors/ mentors to remain in weekly email contact with their tutees.
- b. Inclusion and pastoral managers will also monitor the wellbeing of students they know or believe to be at risk and report any concerns directly to the DSL.
- c. Additional checks will be made on vulnerable, LAC and EHCP students via the SENCOs, SLT and Pastoral Managers
- d. The DSL is either on site or easily contactable at all times. The Deputy DSL or Headteacher will also be contactable by phone or video. When the school is open, a reception colleague and at least one member of the leadership team will be on site to support safeguarding.
- e. As enshrined in safeguarding guidance, the best interests of the child are our first priority. Most children will have their needs well met at home. Where needs cannot be met at home for certain categories of students, then school attendance is available. These categories of students are
 - i. *Children of Key workers*. Parents have been asked to contact the school via the DSL if they require a school place.
 - ii. *Looked after Children*. The LAC designated teacher (DSL or deputy) will agree what is best for the child with carers and social workers.
 - iii. *Students with an EHCP*. Many students with EHCPs can be looked after at home but school attendance should be available where this is not the case. The DSL, deputy and SENCO will communicate with parents and carers to agree what is in the best interests of the child.
 - iv. *Vulnerable students*. These are defined as those who have a child protection plan, those who have a social worker and those 'on the edge of social care'. The DSL or deputy will agree what is in the best interest of the child with social workers, parents and carers.
- f. If the school closes completely, the safeguarding processes outlined above remain in place.
- g. We rely on our RBG and Lewisham colleagues to work with us, both in Children's Social Care and Early Help.
- h. We rely on our colleagues in the police to work with us where a child is vulnerable because of their criminal activity or exploitation by criminals.

B. Students at or from other schools

- a. We do not expect Newhaven School to be at a hub for other students and we do not expect to send any students to be taught at any other schools.
- b. If this situation changed, we would work with RBG structures and the other schools to safeguard Newhaven School children or children from other schools on our site. Close links would be made and kept with the relevant DSLs and the standard of provision described in A above would be established and maintained.

C. New Arrivals

- a. RB Greenwich admissions will continue to allocate new arrivals to schools. We will make certain that we have at least the minimum documentation to ensure any new student is receiving work as do other students on roll, and has safeguarding needs met.

D. Student Mental Health

- a. We aim to support the mental health of our students while they are at home for this prolonged period. This includes sending mental health guidance and links, setting up a dedicated area of the website and sending regular PSHCE resources via tutors. These address goal setting, motivation, organisation, mental health support and healthy lifestyles.
- b. Tutors are expected to make and maintain contact with their tutees by telephone and email, twice a week with any concerns forwarded to Pastoral managers and DSL, as outlined in A above.

E. Children dying or suffering bereavement

- a. Children who have suffered a bereavement will be offered counselling where that is possible in accordance with school capacity.
- b. If a child dies, friends will be offered counselling where that is possible in accordance with school capacity.
- c. Staff will be offered guidance on dealing with children's bereavement. Any staff bereavement will be dealt with using existing HR and support processes.

F. Online Safety

- a. Online safety resources are available on the school website
- b. As a result of necessarily increased online learning activity, Newhaven School has provided parents with *further online safety guidance*. These offer guidance on how to keep children safer online, with training, expert advice and information as well as a free help service for technology questions.
- c. We have also developed a visual guide for parents to support good practice online. We have advised parents that they must report any online safeguarding concerns, including peer on peer abuse immediately to the DSL or the school E-safety Coordinator.
- d. We have links on our website to Childline, CEOP and UK safer internet centre.
- e. While there should not be a need, we are aware that parents and carers may choose to supplement the school online offer with support from online companies or individual tutors. We emphasise the importance of securing online support from reputable providers.

G. Staff communication with students and parents

- a. Staff have guidance on safe working from home, which includes setting work for students, GDPR and safe use of video.
- b. However, while key staff are self-isolating at home or while the school is closed staff may need to contact vulnerable students in order to ascertain their wellbeing or safety. This

may involve telephoning from a location not the school site, so staff must follow these new instructions

- i. Staff must contact the parent or carer, not the child's own phone
 - ii. The safest way to do this is by using a school telephone, either a mobile or on-site landline.
 - iii. Where staff use their own device, they must dial 141 before the parent or carer's number to ensure their own number's anonymity.
 - iv. Staff must log the date and time of each call.
- c. Where a child is classified as 'vulnerable' because they have a social worker, but where the home does not pose a danger, the strong relationships with parents and carers will continue. Pastoral staff have a caseload of students to monitor more closely.
- d. Students known to be vulnerable in the home, or about whom the parent is not a reliable source of information will be emailed directly using their Newhaven School email address. All such students known to us have a strong relationship with at least one member of the inclusion staff and already contact them frequently.
- e. Students whom the school know to be vulnerable (those working with Early Help or for whom a TAC process is in place) but who have not been allocated a social worker are contacted in the same way as those who fit the official description.
- f. Students believed to be vulnerable but for whom no process is in place are also contacted in the same way as those who fit the official description.
- g. Our strong relationships with parents of children in need remain. The DSL has ways of finding out about the needs of children about whom she is concerned, and these will remain. Many parents of students with difficulty are in daily contact in normal times: this remains the case under these new circumstances.

H. Building, Cleaning and Hygiene

- a. When the school building is open, reception is staffed and so ingress to the building is monitored in the usual way. Attendance of staff and students is logged.
- b. Hand sanitiser is in reception and other key areas with an expectation that staff use this on entry and exit. Supplies of sanitiser and soap are distributed and available.
- c. Cleaning and deep cleaning is the responsibility of Premises management

I. Reporting to the Local Authority

- a. We will fulfil all the reporting requirements the LA has put in place for the duration.

J. Illness of key safeguarding staff

- a. The HT is responsible for ensuring that all key staff involved in these processes have deputies in case of illness.

K. Breaches of this policy

- a. If any member of staff breaches this policy, they must report it to the Headteacher as soon as possible, so that the mistake can be rectified, and school processes can be improved by reflection on mistakes.