

NSPCC



## Child Protection/Safeguarding Policy



Miss Reina Allen  
Safeguarding Support



Mr. Darren Waters  
Head of School/  
Designated Safeguarding Lead & EYDP



Miss Marianne Baird  
Safeguarding Support

Executive Headteacher: Ms Debbie Wheeler  
Head of School: Mr Darren Waters

### Key Contact Personnel in School

Designated Safeguarding Lead & EYDP: Mr. Darren Waters  
Deputy Designated Safeguarding Lead: Miss Marianne Baird  
Safeguarding Support: Miss Reina Allen  
Lead Safeguarding Governor: Miss Emma Hickling

*This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.*

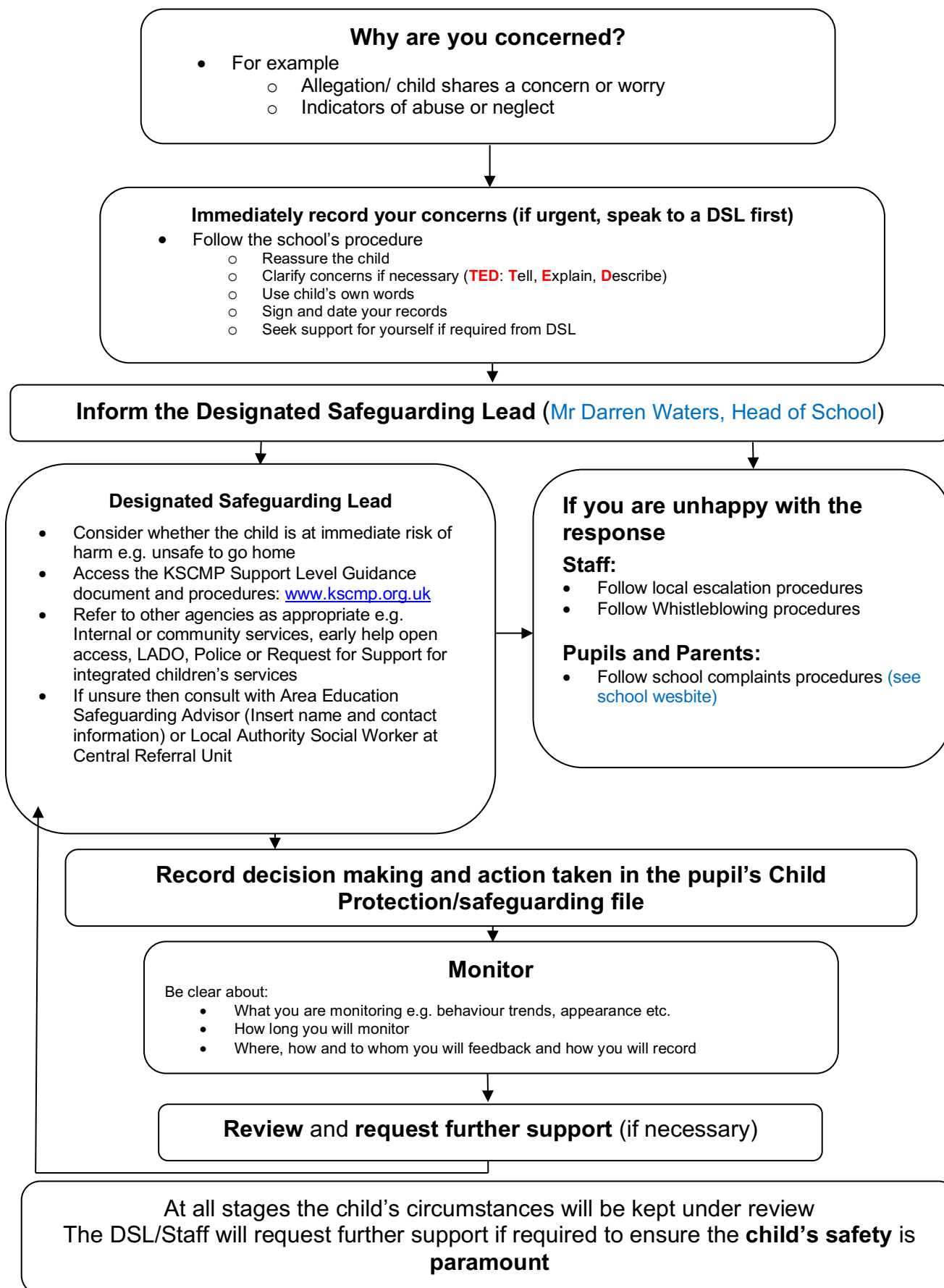
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Review Date: **November 2020**

This policy will be reviewed at least annually and/or following any updates to national and local guidance.

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# What to do if you have a welfare concern in Sunny Bank Primary



# 1. Introduction and Ethos

- **Sunny Bank Primary School** is a community and all those directly connected (staff, volunteers, governors, parents, families and pupils) have an essential role to play in making it safe and secure. **Sunny Bank Primary School** recognise our statutory responsibility to safeguard and promote the welfare of all children.
- **Sunny Bank Primary School** recognises the importance of providing an ethos and environment within school that will help children to be safe and feel safe. In our school children are respected and encouraged to talk openly.
- Our school core safeguarding principles are:
  - We are an important part of the wider safeguarding system for children.
  - It is our whole school responsibility to safeguard and promote the welfare of children.
  - All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
  - All children have a right to be heard and to have their wishes and feelings taken into account.
  - All our staff understand safe professional practice and adhere to our safeguarding policies.

## 2. Definition of Safeguarding

- “Safeguarding is not just about protecting children from deliberate harm. It includes a wide range of issues relating to pupil’s welfare, health and safety.” (Inspecting safeguarding in early years, education and skills, Ofsted, 2019).
- All safeguarding policies will be reviewed on an annual (minimum) basis by the Governing Body which has responsibility for oversight of school safeguarding and child protection systems. The Designated Safeguarding Lead / Head Teacher will ensure regular reporting on safeguarding activity and systems in school to the Governing Body. The Governing Body will not receive details of individual pupil situations or identifying features of families as part of their oversight responsibility.
- There are four main elements to our child protection policy
  - **Prevention** (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures);
  - **Protection** (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns);
  - **Support** (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm);
  - **Working with parents and other agencies** (to ensure appropriate communications and actions are undertaken).
- The procedures contained in this policy apply to all staff (including temporary staff and volunteers) and governors and are consistent with those of Kent Safeguarding Children Board (KSCB) (changing to KSCMP from September).

## 3. Context

- This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:
  - DfE guidance Keeping Children Safe in Education 2019 (KCSIE)
  - Working Together to Safeguard Children 2018 (WTSC)
  - Ofsted: Education Inspection Framework’ (2019)

- Framework for the Assessment of Children in Need and their Families (2000)
- Kent and Medway Safeguarding Children Procedures (Online)
- Early Years and Foundation Stage Framework 2017 (EYFS)
- Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.
- The school acknowledges that this policy recognises a range of specific safeguarding issues including (but not limited to):
  - Bullying (including cyberbullying)
  - Children with family members in prison
  - Children Missing Education (CME)
  - Child missing from home or care
  - Child Sexual Exploitation (CSE)
  - Child Criminal Exploitation (County Lines)
  - Domestic abuse
  - Drugs and alcohol misuse
  - Fabricated or induced illness
  - Faith abuse
  - Female Genital Mutilation (FGM)
  - Forced marriage
  - Gangs and youth violence
  - Gender based abuse and violence against women and girls
  - Hate
  - Homelessness
  - Honour based abuse
  - Human trafficking and modern slavery
  - Mental health
  - Missing children and adults
  - Online safety
  - Peer on peer abuse
  - Preventing radicalisation and extremism
  - Private fostering
  - Relationship abuse
  - Sexual Violence and Sexual Harassment
  - Upskirting
  - Youth produced sexual imagery or “Sexting”

(Also see Annex A within ‘Keeping children safe in education’ 2019)

## 4. Related Safeguarding Policies

- This policy is one of a series in the school’s integrated safeguarding portfolio and should be read in conjunction with the policies/procedures as listed below:
  - Behaviour Management, linked to the Use of Positive Handling
  - Online Safety and Social Media
  - Anti-Bullying
  - Data Protection and Information Sharing/GDPR
  - Photo consent
  - Sex & Relationship Education

- Personal and Intimate Care
- Health and Safety
- Attendance
- Risk Assessments (e.g. school trips, use of technology)
- First Aid and Accidents
- Managing Allegations Against Staff
- Staff Behaviour Policy (including Acceptable Use of Technology)
- Safer Recruitment
- Whistleblowing

## 5. Key Responsibilities

- The governing body, proprietor and management committees (**as appropriate**) have read and will follow KCSIE 2019.
- The school has a nominated governor for safeguarding. The nominated governor will take the lead role in ensuring that the school has an effective policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policies are reviewed at least annually and when required.
- The Governing Body, Headteacher and Leadership Team will ensure that the DSL is properly supported in their role.

### 5.1 Designated Safeguarding Lead (DSL)

- The school has appointed a member of the leadership team (**Mr Darren Waters, Head of School**) as the Designated Safeguarding Lead (DSL). The DSL has the overall responsibility for the day to day oversight of safeguarding and child protection systems in school.
- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. The DSL and any deputy DSL's training will be updated formally every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.
- Deputy DSLs are trained to the same standard as the DSL. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated.
- **It is the role of the DSL to:**
  - Act as the central contact point for all staff to discuss any safeguarding concerns
  - Maintain a confidential recording system for safeguarding and child protection concerns
  - Coordinate safeguarding action for individual children
    - In the case of Children Looked After the DSL should have the details of the child's social worker and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated teacher)
  - Liaise with other agencies and professionals in line with WTSC 2018
  - Ensure that locally established referral procedures are followed as necessary
  - Represent, or ensure the school is appropriately represented at multi-agency safeguarding meetings (including Child Protection conferences)
  - Manage and monitor the school's role in any multi-agency plan for a child.

- Be available during term time (during school hours) for staff in the school to discuss any safeguarding concerns
- Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE (2019)

## 5.2 Members of Staff

- **All members of staff have a responsibility to:**
  - Provide a safe environment in which children can learn.
  - Be prepared to identify children who may benefit from early help.
  - Understand the early help process and their role in it.
  - Understand your schools safeguarding policies and systems.
  - Undertake regular and appropriate training which is regularly updated.
  - Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
  - Know what to do if a child tells them that he or she is being abused or neglected.
  - Know how to maintain an appropriate level of confidentiality.
  - Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

## 5.3 Children and Young People

- **Children and young people (pupils) have a right to:**
  - Contribute to the development of school safeguarding policies
  - Receive help from a trusted adult.
  - Learn how to keep themselves safe, including online

## 5.4 Parents and Carers

- **Parents/carers have a responsibility to:**
  - Understand and adhere the relevant school/policies and procedures.
  - Talk to their children about safeguarding issues with their children & support the school in their safeguarding approaches.
  - Identify behaviours which could indicate that their child is at risk of harm including online and seek help and support from the school, or other agencies.

Parents can obtain a copy of the school Child Protection Policy and other related policies on request and can view them via the school website <https://www.sunnybankprimary.com/>

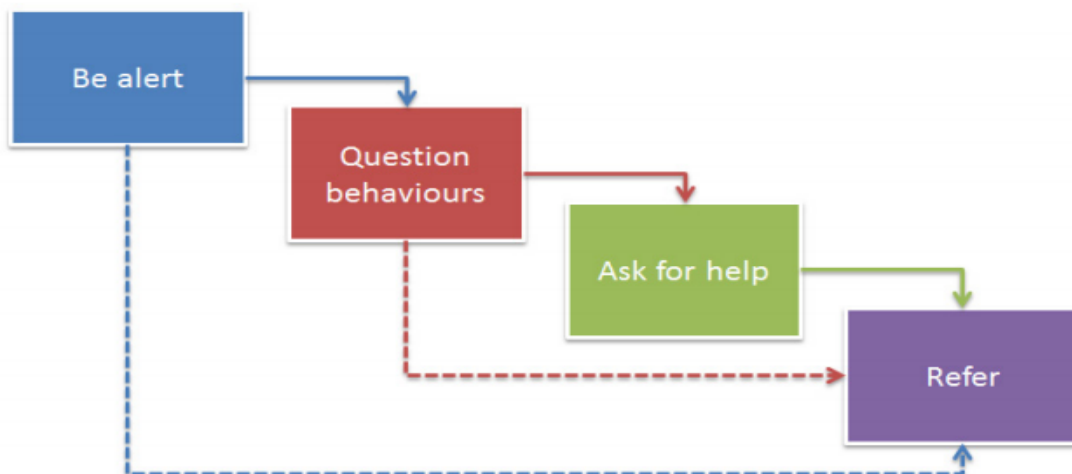
## 6. Recognition and Types of Abuse and Neglect

- All staff in school should be aware of the definitions and indicators of abuse and neglect. There are four categories of abuse:
  - Physical abuse
  - Sexual abuse
  - Emotional abuse
  - Neglect
- Members of staff are aware that child welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness.

- The warning signs and symptoms of child abuse and neglect can vary from child to child. Children also develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child.
- Parental behaviors' may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused.

## 7. Safeguarding and Child Protection Procedures

- [Sunny Bank Primary School](https://www.kscmp.org.uk/) adheres to the KSCB Safeguarding Children Procedures. The full KSCMP procedures and additional guidance relating to specific safeguarding issues can be found on the KSCMP website <https://www.kscmp.org.uk/>
- All members of staff are expected to be aware of and follow this approach:



- It may not always be appropriate to go through all four stages sequentially and if a child is in immediate danger or is at risk of harm, a request for support should be made immediately to Children's Social Work Services and/or the police.

**The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.**

- The DSL may seek advice or guidance from Area Education Safeguarding Advisor from the Education Safeguarding Service before making a decision regarding next steps. They may also seek advice or guidance from a social worker at the Front Door service.
- All members of staff are made aware of the internal and local early help support services. Where a child is being offered or receiving early help support, staff will be supported to understand their role in any early help assessment or intervention. This includes identifying emerging problems, liaising with other professionals, and in some cases acting as the lead practitioner.



- The DSL will keep all early help cases under constant review and consideration will be given to a request for support to the Front Door if the situation does not appear to be improving or is getting worse.
- All staff are aware of the process for making request for support referrals for statutory assessments under the Children Act 1989, along with the role they might be expected to play in such assessments.
- **In all but the most exceptional circumstances, parents /carers will be made aware of the concerns for their child at the earliest possible stage.** In the event of a request for support to the Front Door being necessary, parents/carers will be informed and consent to this will be sought in line with guidance provided by KSCB, unless there is a valid reason not to do so, for example if to do so would put a child at risk of harm to would undermine a criminal investigation.
- In the absence of the availability of the DSL to discuss an immediate and urgent concern, staff can seek advice from the Deputy DSL. They may also seek advice from the Education Safeguarding Service or via consultation with a social worker from the Front Door. If anyone other than the DSL makes a referral to external services, then they will inform the DSL as soon as possible.
- On occasion, staff may pass information about a child to the DSL but remain anxious about action subsequently taken. Staff should feel able to check the progress of a case with the DSL so that they can reassure themselves the child is safe and their welfare is being considered. If following this process, the staff member remains concerned it is the responsibility of that staff member to follow the school's escalation process.
- If a child's situation does not appear to be improving, then the DSL (or the person that made the request for support) will consider re-referral. Professional disagreements (escalation) will be responded to in line with the KSCB procedures and DSLs may request support via the Education Safeguarding Service.

## 8. Record Keeping

- Staff will record any welfare concern that they have about a child on the school's safeguarding incident/concern form (with a body map if injuries have been observed) and pass them without delay to the DSL. Records will be completed as soon as possible after the incident/event, using the child's words and will be signed and dated by the member of staff. If there is an immediate concern the member of staff should consult with a DSL as this needs to take priority.
- All safeguarding concerns, discussions and decisions (and justifications for those decisions) will be recorded in writing. If members of staff are in any doubt about recording requirements, they should discuss their concerns with DSL.
- **Incident/Welfare concern forms are not used at Sunny Bank as all concerns are recorded via [www.edukey.co.uk](http://www.edukey.co.uk)**
- Safeguarding records are kept for individual children and are maintained separately from all other records relating to the child in the school. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only.
- All safeguarding records will be transferred in accordance with data protection legislation to the child's subsequent school/setting, under confidential and separate cover. These will be given to the new DSL and a receipt of delivery will be obtained.

- Detailed guidance on Record Keeping is found in a separate document “Guidelines for Safeguarding Record Keeping in Schools”.
- The Headteacher will be kept informed of any significant issues by the DSL.

## 9. Multi-agency Working

- [Sunny Bank Primary School](#) recognises and is committed to its responsibility to work with other professionals and agencies in line with statutory guidance (WTTSC 2018)

Schools are not the investigating agency when there are child protection concerns. We will however contribute to the investigation and assessment processes as required. [Sunny Bank Primary School](#) recognises the importance of multi-agency working and will support attendance at relevant safeguarding meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.

- The School Leadership Team and DSL will work to establish strong and co-operative relationships with relevant professionals in other agencies.

## 10. Confidentiality and Information Sharing

- [Sunny Bank Primary School](#) recognises that all matters relating to child protection are confidential. The Headteacher or DSL will only disclose information about a pupil to other members of staff on a ‘need to know’ basis.
- All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child’s safety or wellbeing.
- DfE Guidance on Information Sharing (July 2018) provides further detail. ([Admin shared area-school network U drive](#)).

## 11. Complaints

- The school has a **Complaints Procedure** available to parents, pupils and members of staff and visitors who wish to report concerns. This can be found [on the school’s website](#).
- All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific **Procedures for Managing Allegations against Staff policy**. This can be found [on the school’s website/in the staffroom](#).

## 12. Staff Induction, Awareness and Training

- All members of staff have been provided with a copy of Part One of “*Keeping Children Safe in Education*” (2019) which covers Safeguarding information for all staff. School leaders will read the entire document. School leaders and all members of staff who work directly with children will

access Annex A within Keeping Children Safe in Education 2019. Members of staff have signed to confirm that they have read and understood Part One and Annex A. **(Information stored by School Business Manager-single central record).**

- The DSL will ensure that all new staff and volunteers (including temporary staff) are aware of the school's internal safeguarding processes.
- All staff members (including temporary staff) will receive training to ensure they are aware of a range of safeguarding issues.
- All staff members (including temporary staff) will receive regular safeguarding and child protection updates, at least annually.
- All staff members (including temporary staff) will be made aware of the school's expectations regarding safe and professional practice via the staff behaviour policy (or code of conduct) and Acceptable Use Policy.
- The DSL and Head Teacher will provide an annual report to the Governing Body detailing safeguarding training undertaken by all staff and will maintain up to date register of who has been trained.
- Although the school has a nominated lead for the governing body ([Miss E Hickling](#)), all members of the governing body will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

### 13. Safe Working Practice

- All members of staff are required to work within clear guidelines on Safe Working Practice / the school's Code of Conduct.
- Staff should be aware of the school's **Behaviour Management and Physical Intervention Policies**, and any physical interventions must be in line with agreed policy and procedures.
- Staff should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should adhere to the school's online safety and Acceptable Use policies.

### 14. Staff Supervision and Support

- Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.
- The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child's safety or welfare.
- The school will provide appropriate supervision and support for all members of staff to ensure that:
  - All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
  - All staff will be supported by the DSL in their safeguarding role.

- All members of staff have regular reviews of their own practice to ensure they improve over time.

The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union, the Education Support Partnership or other similar organisations directly.

- The school will ensure that members of staff who are working within the foundation stage are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage (EYFS) 2017.

## 15. Safer Recruitment

- **Sunny Bank Primary School** is committed to ensure that develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our pupils and staff.
- The Governing Body and Leadership Team are responsible for ensuring that the school follows safe recruitment processes outlined within guidance.

**Sunny Bank Primary School** is responsible for ensuring that the school maintains an accurate Single Central Record (SCR) in line with statutory guidance.

- The Governing Body will ensure that there is at least one of the persons who conducts an interview has completed safer recruitment training.
- We are also committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in schools.
- We advise all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands and warnings.

## 16. Allegations Against Members of Staff and Volunteers

- **Sunny Bank Primary School** recognises that it is possible for staff and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received. Such allegations should be referred immediately to the Head Teacher or deputy in their absence who will first contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member. In the event of allegations of abuse being made against the headteacher then staff are advised that allegations should be reported to the Chair of Governors who will contact the LADO in the first instance.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the senior leadership team.
- All members of staff are made aware of the school's Whistleblowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- **Sunny Bank Primary School** has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the

member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or Schools Personnel Service.

### **When in doubt – consult**

## **17. Safeguarding Children with Special Educational Needs and Disabilities**

- [Sunny Bank Primary School](#) acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse.
- [Sunny Bank Primary School](#) will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.
- Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.

## **18. Peer on Peer Abuse**

- All members of staff at [Sunny Bank Primary School](#) recognise that children are capable of abusing their peers. Peer on peer abuse can take many forms, including but not limited to, bullying, cyberbullying, gender-based abuse, hazing (initiation type violence), sexually harmful behaviour, violence and 'sexting'. Staff and leadership are to be mindful that some potential issues may be affected by gender, age, ability and culture of those involved.
- [Sunny Bank Primary School](#) believes that abuse is abuse and it will never be tolerated.
- 'Upskirting' is a criminal offence and will not be tolerated. It typically involves someone taking a photograph under a person's clothes without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
- 'Sexting' (Youth Produced Sexual Images) will not be tolerated. The school will respond to cases of 'sexting' in line with UKCCIS "Sexting in Schools and Colleges" guidance and in line with Kent Safeguarding Children Multi-agency Partnership (KSCMP) guidance.

## **19. Gangs, County Lines, Violent Crime and Exploitation**

- **Sunny Bank Primary School** recognises the impact of gangs, county lines, violent crime and exploitation. It is recognised that the initial response to child victims is important and that staff will take any allegation seriously and work in ways that support children and keep them safe.
- All staff have been trained and recognise the need to be vigilant for the signs that may include, but not exclusively:
  - Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs.
  - Increased absence from school.
  - Change in friendships/relationships with others/groups.
  - Significant decline in performance.
  - Signs of self-harm/significant change in wellbeing.
  - Signs of assault/unexplained injuries.

## 20. Online Safety

*If schools choose to integrate online safety within the child protection policy (and not have a separate policy) then Governing bodies and proprietors will need to ensure that there sufficient depth of information provided within this section.*

- It is recognised by **Sunny Bank Primary School** that the use of technology presents challenges and risks to children and adults both inside and outside of school.
- The DSL has overall responsibility for online safeguarding within the school.
- **Sunny Bank Primary School** identifies that the issues can be broadly categorised into three areas of risk:
  - **content:** being exposed to illegal, inappropriate or harmful material
  - **contact:** being subjected to harmful online interaction with other users
  - **conduct:** personal online behaviour that increases the likelihood of, or causes, harm.
- The DSL and leadership team have read annex C regarding Online Safety within 'Keeping Children Safe in Education' 2019.
- **Sunny Bank Primary School** recognises the specific risks that can be posed by mobile phones and cameras and in accordance with KCSIE 2019 and EYFS 2017 (***remove reference for schools without EYFS provision***) has appropriate policies in place that are shared and understood by all members of the school community. Further information relating to this can be found in the schools **Online Safety Policy**, **Acceptable Use Policy** and **Image Use Policy** which can be found ***in the staff room/ office/ staff intranet/ website etc. If the school does not have separate policies relating to the use of mobile phones and devices then this information should be detailed within the Child Protection Policy.***
- **Sunny Bank Primary School** will ensure that appropriate filtering and monitoring systems are in place when pupils and staff access school systems and internet provision.
- **Sunny Bank Primary School** acknowledges that whilst filtering and monitoring is an important part of schools' online safety responsibilities, it is only one part of our approach to online safety. Pupils

and adults may have access to systems external to the school control such as mobile phones and other internet enabled devices and technology and where concerns are identified appropriate action will be taken.

- [Sunny Bank Primary School](#) will ensure a comprehensive whole school curriculum response is in place to enable all pupils to learn about and manage online risks effectively and will support parents and the wider school community (including all members of staff) to become aware and alert to the need to keep children safe online.

## **21. Curriculum and Staying Safe**

- We recognise that schools play an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.
- Our curriculum provides opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and that of others. Online safety is integrated into the curriculum.
- Our school systems support children to talk to a range of staff. Children will be listened to and heard and their concerns will be taken seriously and acted upon as appropriate.

## **22. The Use of School Premises by Other Organisations**

- Where services or activities are provided separately by another body using the school premises, the Head Teacher and Governing Body will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers.
- If this assurance is not achieved, then an application to use premises will be refused.

## **23. Security**

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within guidance. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.
- The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.



## 24. Monitoring and Review

- All school staff (including temporary staff and volunteers) will have access to a copy of this policy. The policy will also be available to parents/carers.
- The policy forms part of our school development plan and will be reviewed annually.

## 25. Local Support

- All members of staff in [Sunny Bank Primary School](#) are made aware of local support available.
  - **Contact details for Area Safeguarding Advisor (Education Safeguarding Service)**
    - 03000 418503
      - [www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding/safeguarding-contacts](http://www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding/safeguarding-contacts)
  - **Contact details for Online Safety in the Education Safeguarding Service**
    - Rebecca Avery, Education Safeguarding Advisor (Online Protection):
    - Ashley Assiter, Online Safety Development Officer
    - 03000 415797
    - [esafetyofficer@kent.gov.uk](mailto:esafetyofficer@kent.gov.uk) (non-urgent issues only)
  - **Contact details for the LADO**
    - Telephone: 03000 410888
    - Email: [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)
  - **Childrens Social Work Services**
    - Front door: 03000 411111
    - Out of Hours Number: 03000 419191
  - **Kent Police**
    - 101 (or 999 if there is an immediate risk of harm)
  - **Kent Safeguarding Children Multi-agency Partnership (KSCMP)**
    - [kscmp@kent.gov.uk](mailto:kscmp@kent.gov.uk)
    - 03000 421126
  - **Youth Engagement Officer**
    - 07929 360293 (or 999 if there is an immediate risk of harm)

## 26. National Support

### Support for staff

- Education Support Partnership: [www.educationsupportpartnership.org.uk](http://www.educationsupportpartnership.org.uk)
- Professional Online Safety Helpline: [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline)

### Support for Pupils



- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)
- ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
- Papyrus: [www.papyrus-uk.org](http://www.papyrus-uk.org)
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- The Mix: [www.themix.org.uk](http://www.themix.org.uk)

### **Support for adults**

- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Crime Stoppers: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)
- The Samaritans: [www.samaritans.org](http://www.samaritans.org)
- Mind: [www.mind.org.uk](http://www.mind.org.uk)
- NAPAC (National Association for People Abused in Childhood): [napac.org.uk](http://napac.org.uk)
- MOSAC: [www.mosac.org.uk](http://www.mosac.org.uk)
- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

### **Support for Learning Disabilities**

- Respond: [www.respond.org.uk](http://www.respond.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)

### **Domestic Abuse**

- Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)
- Women's Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)
- Men's Advice Line: [www.mensadvice.org.uk](http://www.mensadvice.org.uk)
- Mankind: [www.mankindcounselling.org.uk](http://www.mankindcounselling.org.uk)
- Domestic abuse services: [www.domesticabuseservices.org.uk](http://www.domesticabuseservices.org.uk)

### **Honour based Violence**

- Forced Marriage Unit: <https://www.gov.uk/guidance/forced-marriage>

### **Sexual Abuse and CSE**

- Lucy Faithfull Foundation: [www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)
- Stop it Now!: [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
- CEOP: [www.ceop.police.uk](http://www.ceop.police.uk)
- Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)

### **Online Safety**

- Childnet International: [www.childnet.com](http://www.childnet.com)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Parents Info: [www.parentinfo.org](http://www.parentinfo.org)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- Net Aware: [www.net-aware.org.uk](http://www.net-aware.org.uk)
- ParentPort: [www.parentport.org.uk](http://www.parentport.org.uk)
- Get safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)

### **Radicalisation and hate**

- Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)

- Counter Terrorism Internet Referral Unit: [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)
- True Vision: [www.report-it.org.uk](http://www.report-it.org.uk)

# Child protection and safeguarding: COVID-19 addendum



## Key Contact Personnel in School

Designated Safeguarding Lead: Darren Waters - Head of School

Deputy Designated Safeguarding Lead(s): Marianne Baird - Assistant Headteacher/SEND Co, Lorraine Dodd - Nursery Lead, Reina Allen - Family Liaison Officer

Named Safeguarding Governor: **Emma Hickling**

Date written: 2<sup>nd</sup> April 2020 Version 1

Date shared with Staff: April 2<sup>nd</sup> 2020

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from Kent Safeguarding Children Multi-Agency Partnership (KSCMP), DfE and Kent local authority.

This policy will be reviewed weekly and updated following any updates to national and local guidance and procedures.

## **Annex to Child Protection Policy – April 2020 Version 1**

### **Child Protection during the COVID-19 measures**

This Annex to our Child Protection policy sets out details of our safeguarding arrangements for:

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## Important Contacts






Role	Name	Contact Details
Sunny Bank Lead DSL	Darren Waters Head of School	<a href="mailto:headofschool@sunnybank.kent.sch.uk">headofschool@sunnybank.kent.sch.uk</a> 07488 291521
Sunny Bank Deputy DSLs	Marianne Baird Assistant Headteacher/SENDCo	MBaird@sunnybank.kent.sch.uk 07724 384536
	Lorraine Dadd Nursery Lead	<a href="mailto:LDADD@sunnybank.kent.sch.uk">LDADD@sunnybank.kent.sch.uk</a> 07803 169829
	Reina Allen Family Liaison Officer	<a href="mailto:rallen@sunnybank.kent.sch.uk">rallen@sunnybank.kent.sch.uk</a> 07926 866198
Halfway Houses Lead DSL	Felicity Walsh SENDCo	<a href="mailto:senco@halfwayhouses.kent.sch.uk">senco@halfwayhouses.kent.sch.uk</a> 07717717284
Halfway Houses Deputy DSLs	Ryan Driver Headteacher	<a href="mailto:headteacher@halfwayhouses.kent.sch.uk">headteacher@halfwayhouses.kent.sch.uk</a> 07796 680435
	Lindsay Fordyce Deputy Headteacher	<a href="mailto:lfordyce@halfwayhouses.kent.sch.uk">lfordyce@halfwayhouses.kent.sch.uk</a> 07793 887150
	Claire Michel EYFS Leader	<a href="mailto:cmichel@halfwayhouses.kent.sch.uk">cmichel@halfwayhouses.kent.sch.uk</a> 07714 766934
	Helen Potts Family Liaison Officer	<a href="mailto:flo@halfwayhouses.kent.sch.uk">flo@halfwayhouses.kent.sch.uk</a> 07752 163486
Minster Lead DSL	Lynne Lewis Head of School	<a href="mailto:L.Lewis@minster-sheppey.kent.sch.uk">L.Lewis@minster-sheppey.kent.sch.uk</a> 07834 518228
Minster Deputy DSLs	Michelle Jeffery Head of School	<a href="mailto:M.Jeffery@minster-sheppey.kent.sch.uk">M.Jeffery@minster-sheppey.kent.sch.uk</a> 07707 570990
	Lynsey Dunn Deputy Headteacher	<a href="mailto:l.dunn@minster-sheppey.kent.sch.uk">l.dunn@minster-sheppey.kent.sch.uk</a> 07970 798608
	Timothy Pye Assistant Headteacher	<a href="mailto:t.pye@minster-sheppey.kent.sch.uk">t.pye@minster-sheppey.kent.sch.uk</a> 07708 930497
	Sam Roach Pastoral Support Leader	<a href="mailto:S.Roach@minster-sheppey.kent.sch.uk">S.Roach@minster-sheppey.kent.sch.uk</a> 07746 900919
	Jemma Tate Family Liaison Officer	<a href="mailto:j.tate@minster-sheppey.kent.sch.uk">j.tate@minster-sheppey.kent.sch.uk</a> 07956 592759

Trust CEO	Debbie Wheeler	<a href="mailto:ceo@tiltrust.org">ceo@tiltrust.org</a> 07986 235863
Sunny Bank Chair of Governors	Emma Hickling	<a href="mailto:ehickling@kingswood.kent.sch.uk">ehickling@kingswood.kent.sch.uk</a>
Minster and Halfway Houses Chair of Governors	Davina Savage	<a href="mailto:davina_savage@yahoo.com">davina_savage@yahoo.com</a> <a href="mailto:dsavage@tiltrust.org">dsavage@tiltrust.org</a>
Area Safeguarding Adviser	Robin Brivio	<a href="mailto:Robin.Brivio@theeducationpeople.org">Robin.Brivio@theeducationpeople.org</a> 03000 418503/07740 183798
LADO		<a href="mailto:kentchildrenslado@kent.gov.uk">kentchildrenslado@kent.gov.uk</a> 03000 410888
Central Duty Social Care Services		03000 411111
Out of Hours		03000 419191
Single Request for Support upload tool		<a href="http://www.kelsi.org.uk">www.kelsi.org.uk</a>

## 2. Context

On 27<sup>th</sup> March 2020 in response to the operational changes imposed on schools by coronavirus (COVID-19), the DfE issued interim KCSIE guidance for schools and colleges

Although Sunny Bank staff should continue to have regard to their legal responsibilities under KCSIE 2019, it is recognised that we are operating in fundamentally different circumstances to "business as usual". However, a number of key overriding safeguarding principles remain the same:

-  ***The best interests of children must always continue to come first***
-  ***If anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately***
-  ***A DSL or deputy should be available***
-  ***It is essential that 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.***

## 3. Version control and dissemination

This is version 1.0 of this annex. It will be reviewed by Trust 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 each school's website and is made available to staff by email.

We will ensure that on any given day all staff and volunteers in attendance will be aware of who the DSL and deputy DSLs are in each setting and how staff and volunteers can to speak to them. Posters of all Trust DSLs and Deputy DSLs are clearly available in each setting with contact numbers provided.

#### 4. Designated Safeguarding Leads (DSLs)

- Sunny Bank's Lead Designated Safeguarding Lead is: Darren Waters - Head of School
- Sunny Bank's Deputy Designated Safeguarding Leads are: Marianne Baird - Assistant Headteacher/SENDCo, Lorraine Dadd - Nursery Lead, Reina Allen - Family Liaison Officer
- We aim to have a DSL (or deputy) on-site daily however if this is not possible, Sunny Bank' DSL and Deputies will be available to be contacted via phone/video call or email when working from home.
  - Should the need arise and this is not be possible or you are working in another setting then any Trust DSL or Deputy can be contacted via phone or email. Contact details for all Trust DSLs and Deputies are clearly displayed in each setting and their details are included in the contact section of this document (pages 3-4)
- If a trained DSL (or deputy) is not on site, in addition to the above, a designated senior leader will assume responsibility for co-ordinating safeguarding on site. Please refer to your settings weekly Leadership Rota.
  - 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.
- The DSL/Deputy DSL's will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

#### 5. Vulnerable children

- Ensuring that vulnerable children remain protected is a top priority for Sunny Bank.
  - Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans. Please see DfE guidance for further information on [vulnerable children](#).
- There is an expectation that children with a social worker will attend a provision, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child. Where parents are concerned about the risk of the child contracting COVID19, professionals will talk through these worries with the parent/carer following the advice set out by Public Health England.
- Children with an EHC plan will be risk-assessed in consultation with the Local Authority and parents and a decision will be made about whether they should continue to attend school.
- Sunny Bank has the flexibility to offer a place to other learners from our Trust should this be required.
- If vulnerable children are not attending school, we will regularly keep in contact by telephone with them.

- Sunny Bank will continue to work with those 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.
- Sunny Bank will encourage our vulnerable children and young people to attend a school, including remotely if needed.

## **6. Attendance monitoring**

- Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.
- Sunny Bank and social workers will agree with families/carers whether children in need should attend and Sunny Bank will follow up with family/carers where a child/children are supposed to be attending but do not.
- In all circumstances where a vulnerable child/children does not take up their place, or discontinues, Sunny Bank will notify their social worker and follow up with the family/carer.
- Sunny Bank will also follow up with families/carers that have arranged a place for their child/children, namely keyworkers or children that are considered vulnerable but not open to any agencies and do not attend.
  - Staff will continue to work with and support children's social workers to help protect vulnerable children.
- Sunny Bank will complete both the KCC and government [daily online attendance](#) form to keep a record of children of critical workers and vulnerable children who are attending school/college.

## **7. 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.

## **8. Reporting concerns**

- 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 make contact with a DSL, this will not delay them taking immediate action to safeguard a child.
  - Concerns will be recorded using existing Sunny Bank's safeguarding processes as outlined in our Child Protection Policy.



- Learners are encouraged to report concerns via contacting the school, or to a trusted adult at home.
- Parents/carers are encouraged to report concerns via existing Sunny Bank systems (please refer to our website).
- Where staff are concerned about an adult working with learners, they should report the concern to the head of school/headteacher.
  - If there are concerns about any member of staff or volunteer, the LADO service will be consulted with.
  - Concerns around the head of school/headteacher should be directed to the Chair of Governors.

## 9. Safeguarding training and induction

- DSL 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. DSLs will continue to keep their knowledge up to date through other means.
- All existing staff have read KCSIE 2019 Part 1 and accessed safeguarding training.
  - Staff will be made aware if any processes have changed with the sharing of this addendum and the DSL will communicate any changes to local processes directly.
- All new staff and volunteers will have an induction provided via the DSL and will be provided with a copy of the Sunny Bank Child Protection Policy and Covid-19 Addendum.
- Staff may move between *Sunny Bank* on a temporary basis and consideration given will be given by the DSL as to what induction they need on a case by case basis, dependent on existing skills and knowledge.

## 10. Safer recruitment

- It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.
- During Covid-19 if Sunny Bank recruit new staff we will continue to follow the relevant safer recruitment practices.
- If volunteers are recruited Sunny Bank will continue to follow the guidance in accordance with KCSIE 2019 and. 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 Sunny Bank we will ensure they have a relevant DBS check following DfE guidance at this time. Sunny Bank 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
- 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.
- Sunny Bank 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.
- Sunny Bank 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](mailto:Misconduct.teacher@education.gov.uk).
- Sunny Bank will continue to update the single central record and will log details of any risk assessment carried out on volunteers and staff on loan from elsewhere.

## 11. Supporting children in school

- Sunny Bank is committed to ensuring the safety and wellbeing of all its learners
- *Sunny Bank* will be a safe space for all children to attend and flourish. A senior member of staff will ensure that there are appropriate staff on site and that staff to learner ratios have been considered to maximise the safety of children.
- *Sunny Bank* will follow the current government guidance in relation to social distancing and all matters relating to public health from the respective websites and outlets.
  - ✓ <https://www.gov.uk/government/organisations/public-health-england>
  - ✓ <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- *Sunny Bank* will ensure that all children who are either categorised as vulnerable or children of critical workers and are in attendance are appropriately supported.
- *Sunny Bank* will continue to record any support provided to children in relation to safeguarding issues on their respective safeguarding recording system.

## 12. Children attending other settings

- Where and if children are temporarily required to attend another one of the Trust's schools, we will make sure the receiving school is provided with any relevant welfare and child protection information.
  - Wherever possible, our DSL (or deputy, Senior Leader 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

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

### 13. Peer on Peer Abuse

- Sunny Bank 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 19.
- Sunny Bank recognises that the current circumstances and the changeable nature of current Government guidance may mean that the *school*/may need to adapt elements of the process in some cases to ensure that they are able to respond in line with Government advice when required.
- 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.

### 14. Online safety

- Sunny Bank expectations with regards online behaviour and education when using school 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.
- Sunny Bank will continue to provide a safe online learning environment where learners use school 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 Acceptable Use Policy

### 15. Mental health

We will signpost all pupil, parents and staff to resources to support good mental health at this time.

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.

### 16. Supporting children not in school

- Sunny Bank will continue to ensure the safety and wellbeing of all children and young people that remain on the *school*/roll
- 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.
- Sunny Bank and the DSL will work closely with all relevant agencies and professionals regarding safeguarding a child who is not on site.
  - Any plans will be reviewed regularly and if concerns become significant, the DSL will consider any requests for support if considered appropriate.
- Sunny Bank 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.
- The *Sunny Bank* 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.

## 17. 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](http://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](http://www.ceop.police.uk/safety-centre)
- Parents/carers are encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented.
- All communication with learners and parents/carers will take place using *school*/provided or approved communication channels; for example, *school*/provided email accounts, *Class Dojo*, *School Website* and *Parent Mail*.
  - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Sunny Bank 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 school's: Positive Relationship Policy
- 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.

- Where possible, pre-record content.
- If remote learning at any point does take place using '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 Head of School/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.

**18. This policy links to the following policies and procedures:**

- Child protection policy
- Staff Code of Conduct
- Acceptable use policy
- Health and safety policy
- Online safety policy
- [Coronavirus: safeguarding in schools, colleges and other providers](#),

### Additional support and links

- As well as through existing *school*/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](http://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](http://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](http://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](http://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](http://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](http://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](http://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/](http://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/](http://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/](http://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/](http://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/)
  - Resources for parents during coronavirus: [www.childrenscommissioner.gov.uk/coronavirus/resources/](http://www.childrenscommissioner.gov.uk/coronavirus/resources/)
- Sport England: [www.sportengland.org/stayinworkout](http://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/](http://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/](http://www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/)

### Online Safety

- NCA-CEOP: [www.thinkuknow.co.uk/](http://www.thinkuknow.co.uk/)
- Internet Matters: [www.internetmatters.org/](http://www.internetmatters.org/)
- Childnet: [www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19](http://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](http://www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc)
- NSPCC: [www.nspcc.org.uk/keeping-children-safe/online-safety/](http://www.nspcc.org.uk/keeping-children-safe/online-safety/)
- Parent Info: <https://parentinfo.org/>
- BBC Own it: [www.bbc.com/ownit](http://www.bbc.com/ownit)

### Domestic Abuse

- Domestic Abuse Services: [www.domesticabuseservices.org](http://www.domesticabuseservices.org)
- Victim Support: 0808 16 89 111 [www.victimsupport.org.uk/help-and-support/get-help/supportline](http://www.victimsupport.org.uk/help-and-support/get-help/supportline)
- National Women's Aid Domestic Abuse 24hr helpline: 0800 2000247