



**Appendix 2:
COVID-19 School closure arrangements for
Safeguarding and Child Protection at
Gresham's School**

This section of the whole school policy was created in response to Covid-19. It will be kept under review as circumstances continue to evolve in line with national and local guidance and should be read in conjunction with the full policy document.

Signature:

Headmaster

Date:

Signature:

Chair of Governors

Date:

This addendum to our Safeguarding and Child Protection Policy contains additional information about our safeguarding arrangements in the following areas:

- 2.1 Context
- 2.2 Key Contact Information
- 2.3 Vulnerable children
- 2.4 Attendance monitoring
- 2.5 Designated Safeguarding Leads
- 2.6 Reporting a concern
- 2.7 Staff Safeguarding Training and Induction
- 2.8 Safer recruitment/volunteers and movement of staff
- 2.9 Children Moving Schools
- 2.10 Online safety

2.1 Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open to provide care for a limited number of children; children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

It is crucial that all staff and volunteers understand the continued importance of acting immediately on any safeguarding concerns that arise. The key principles of our approach to safeguarding and promoting the welfare of children and young people at our school remain the same.

This guidance has been developed to give clear direction to staff, volunteers, visitors and parents about our safeguarding procedures in light of the current national and local situation. This appendix should be read in conjunction with the whole school safeguarding policy and not as a standalone document. Unless otherwise stated within this guidance, our normal safeguarding procedures should be adhered to.

2.2 Key Contact Information:

Senior School			
DSL	Julie Flower	jflower@greshams.com	07900608642
Deputy DSL	Chris Cox	ccox@greshams.com	07823321834
Deputy DSL	Will Chuter	wchuter@greshams.com	07795571556
Deputy DSL	Tom Burnett	tburnett@greshams.com	07917037856
Prep School			
DSL	Jemma Fenn	jffenn@greshams.com	07388940064
Deputy DSL	James Horsley	jhorsley@greshams.com	07388940065
Deputy DSL	Katie Fields	kfields@greshams.com	07388940063
Pre-Prep School			
DSL	Louise Down	ldown@greshams.com	email contact
Deputy DSL	Jemma Fenn	jffenn@greshams.com	07388940064
Deputy DSL	Sarah Hollingsworth	shollingsworth@greshams.com	07825031136 (emergency)
Governing Body			
Safeguarding Governor	Dr Susan Rubin	susan@bartons.co	07771500740
Chair of Governors	Michael Goff	vhovenden@greshams.com	Via Mrs Victoria Hovenden on 07788264694

2.3 Providing School places for Vulnerable Children

For the purposes of this guidance, vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans, in line with the [DfE guidance](#).

At Gresham's School we will risk assess the needs of all pupils with an EHC plan in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. In line with Government guidance, we appreciate that many children and young people with EHC plans can safely remain at home.

At Gresham's School our Designated Safeguarding Leads and other Senior Leaders will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent

does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and school staff will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID-19, school staff and/or the child's allocated social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

As a school, we have the flexibility to offer a place to other pupils we identify as being vulnerable who may be on the edge of receiving children's social care support.

It is important to recognise that at Gresham's School many of our vulnerable children do not fall into the categories above. Our Designated Safeguarding Leads know who our most vulnerable children are.

Our Designated Safeguarding Leads will continue to liaise and work with the Mental Health Team, Housemasters and Housemistresses, and tutors, in order to support and monitor pupils in terms of mental health and welfare support. Some of this will be ongoing work, and some will be with those who find themselves needing additional emotional/pastoral support during this difficult time.

All staff will be particularly alert to signs and symptoms of safeguarding issues, especially those pupils those who may struggle when away from the structure of School, and/or with isolation, or those with potentially difficult family backgrounds.

Pastoral support meetings, Mental Health Team Meetings, and Mental Health support sessions for pupils will continue to take place online.

2.4 Attendance monitoring

In line with the DfE guidance, we will not be following our usual day to day attendance procedures at this time. We will however, be carefully monitoring attendance of all online lessons, and following up on absence with parents and carers. This will be initiated by tutors and housemasters/mistresses, and followed up by DSLs/SLT as appropriate.

We will submit attendance data to the DfE in line with [supplementary guidance](#) and Local Authority as requested.

At Gresham's School our DSLs will liaise with allocated social workers and will agree with parents/carers whether children in need should be attending school in person. School staff will then follow up on any pupil that we were expecting to attend, who does not. We will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

In all circumstances where a vulnerable child does not take up their place at school, or fails to attend as expected, school staff will notify the child's allocated social worker and agree a plan to contact the family.

To enable us to effectively support the attendance of vulnerable children, we will ask parents/carers to confirm that emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

2.5 The Designated Safeguarding Lead

We have identified key designated contacts for safeguarding at our school in section 2.2 of this guidance.

At Gresham's School we aim to have a trained DSL (or deputy) available for each of our three sites at all times. The first port of call should always be the DSL for each site, and then a deputy if that person is not available. Staff will be informed using whole School email notices, 'out of office' email message replies, and updated voicemail responses, if an alternative person should be contacted. If circumstances are such that one site does not have a trained Safeguarding Lead or deputy available, support will be provided by trained staff from the other two schools.

We will ensure that all staff and volunteers know how to contact and have access to and advice from a trained DSL (or deputy). This will be made clear at the beginning of term; it will also be made clear how any changes to arrangements will be advised.

We will continue to work in partnership with children, parents and other agencies to safeguard and promote the welfare of children. Our DSLs will keep up to date with the latest [Norfolk Safeguarding Children Partnership advice](#) and guidance from the LA. Our DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely in line with the NSCP guidance on attending and contributing to [child protection conferences](#) and [Developing Child Protection Plans](#).

In line with the Department for Education guidance, 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.

2.6 Procedures for Reporting Concerns

The principles for responding to safeguarding concerns as outlined in the main body of Gresham's School Safeguarding and Child Protection Policy still apply. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

During this unprecedented time, when the majority of children will not be physically attending school, staff are reminded of the need to report any concern immediately and without delay in line with our usual procedures.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk including at risk from peer on peer abuse and exploitation. Any such concerns should be dealt with as per the child protection policy and where appropriate referrals should still be made to children's social care and as required the police.

It is vitally important during this time that all concerns are reported electronically, no matter how seemingly small. CPOMs should be used for all pastoral concerns, and for all safeguarding incidents or concerns. All safeguarding history has been uploaded to CPOMs, and can be accessed, updated and acted upon by DSLs and deputies, Staff who do not have access to CPOMs, should use the Safeguarding Hub for reporting, and are advised to call the DSL/deputy in the first instance.

Staff are also reminded of the need to adhere to the Staff Code of Conduct and safer working practices guidance. Staff should continue to report any concerns they have about adults who are working with children in line with Gresham's School Safeguarding and Child Protection Policy.

2.7 Staff Training and induction

All existing staff and volunteers have received Safeguarding training. They have read part 1 of Keeping Children Safe in Education (2019) and are expected to continue to follow this guidance. The DSL will ensure that all existing staff receive this addendum to the Safeguarding and Child Protection Policy and will communicate any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers join our school, they will be subject to the same checks, training and induction as outlined in the Gresham's School Safeguarding and Child Protection policy.

If staff are deployed from another education or children's workforce setting to work in our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic. This means that on arrival to our school, we will verify that they have received safeguarding training and they will be given a copy of our safeguarding policy and information about our procedures including information about our DSL arrangements.

2.8 Safer recruitment of staff & 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. When recruiting new staff, we will continue to follow our safer recruitment and selection policy, the procedures outlined in the Safeguarding and Child Protection Policy and in Part 3 of Keeping Children Safe in Education (2019).

In those circumstances where we continue to use volunteers in our school, we will continue to follow our own safer recruitment and selection policy. Under

no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

If staff are deployed from another education or children's workforce setting to work in our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic. This means that we will risk assess the movement of staff and seek written assurances from the current employer that the individual has undergone all the safer recruitment required checks as set out in Part 3 of KCSIE and there are no concerns about their suitability to work with children.

At Gresham's School we will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult in accordance with 'Keeping Children Safe in Education' (2019). We will also continue to make referrals to the Teaching Regulation Agency (TRA) in line with statutory guidance and understand that during the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk.

Whilst acknowledging the challenge of the current environment, at Gresham's School we understand that it is essential from a safeguarding perspective that, on any given day, we are aware of which staff/volunteers will be in the school, and that appropriate checks have been carried out. We will continue to keep the single central record (SCR) up to date and use this as a means to log everyone that will be working or volunteering in our school or college on any given day, including any staff who may be on loan from other institutions. The SCR will also be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

2.9 Children moving schools and colleges

Whilst we will endeavour to keep our school open, there may be circumstances in which our pupils may need to attend another setting. In order to support children attending another setting during this time, the DSL will endeavour to contact the DSL at the receiving school to provide any relevant welfare and child protection information including any arrangements in place to support them. We will continue to pay regard to data protection and GDPR but these do not prevent the sharing of information for the purposes of keeping children safe.

As a minimum, we will ensure that the receiving setting has access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is). This will ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Where it is not possible for this exchange of information to occur between DSLs the identified senior leaders will take responsibility for this.

2.10 Online Safety

At Gresham's School we recognise that it is more important than ever that we provide a safe environment for pupils including online. We will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online via our IT systems and/or recommended resources.

The safety of pupils when they are asked to work online is of paramount importance. The same principles as set out in our staff code of conduct must be applied to all online teaching. All staff should ensure that they have read the staff code of conduct and associated [safer working practice guidance](#) and are clear about the acceptable use of technologies, staff pupil/student relationships and communication including the use of social media.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

We will ensure that children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes to key school staff, we will also signpost children to age appropriate practical support from external organisations such as:

- [Childline](#) - for support
- [CEOP](#) - for advice on making a report about online abuse

We will also communicate with parents to reinforce the importance of children being safe online. We will ensure that parents and carers are aware of what their children are being asked to do online, including the sites they will be asked to access as well as who from the School (if anyone) their child is going to be interacting with online.

