

## Safeguarding Policy: Covid-19 addendum

On Friday 27th March 2020, the DfE published guidance for schools and colleges to support keeping children safe, including online, during the coronavirus (COVID-19) pandemic. Given the importance of this guidance, the Safeguarding Team has created the following COVID-19 annex/addendum with COVID-19 related changes to our safeguarding policy to be taken into account while the situation will last.

This addendum incorporates the Government's latest advice on Keeping Children Safe in Education (KCSIE) and COVID-19 safeguarding guidance. This addendum is to be read in conjunction with the full Safeguarding policy.

### Reporting:

1. The best interests of children must always continue to come first; all staff are required to remain vigilant including online, during the coronavirus (COVID-19) pandemic to ensure we keep children safe, An essential part of the online planning process is ensuring staff and pupils have very clear reporting routes in place so they can raise any concerns whilst online.
2. Any concern(s) should be reported as normal to the Safeguarding Team without delay.
3. In case of safeguarding concern about a child teachers should act immediately and follow the usual procedure:
  - a. Behaviour Watch - for immediate lower level concerns about safeguarding or behaviour.
  - b. E-mail – Telephone – to communicate personally with SLT/ DSL / Deputy to ask for advice or to raise immediate /urgent concerns.
4. Whistleblowing: In case of safeguarding concern about a staff member who may pose a safeguarding risk to children the principles in part 4 of KCSIE will continue to support how we respond to any such concerns.
5. Parents should also be vigilant of their child welfare and the welfare of any other pupil they might know of and report all concerns to the school DSL and/or Deputies.

### Safeguarding communication:

6. DSL and Deputy Information
  - a. Mar Brea (DSL) is available by phone (07719264109) and e-mail ([mar.brea@ievcb Blanch.com](mailto:mar.brea@ievcb Blanch.com) / [safeguarding@ievcb Blanch.com](mailto:safeguarding@ievcb Blanch.com)) for any

enquiries regarding the safeguarding of pupils and any staff related issues.

b. Deputy DSLs are available via email:

- i. Cristina Salmerón, [cristina.salmeron@ievcb Blanch.com](mailto:cristina.salmeron@ievcb Blanch.com)
- ii. Mario Muñoz y [jefaturaprimaria@ievcb Blanch.com](mailto:jefaturaprimaria@ievcb Blanch.com)
- iii. Fernando de la Cruz [fernando.delacruz@ievcb Blanch.com](mailto:fernando.delacruz@ievcb Blanch.com)

7. Two weekly safeguarding team meetings to take place.
8. A meeting with teachers on safeguarding to take place once a week.
9. Communication with the Bi Borough Safeguarding Lead Schools and Education Royal Borough of Kensington and Chelsea | City of Westminster is open and frequent.
10. Regular email contact will be maintained with parents and carers and it will be considered how these communications can be used to reinforce the importance of children being safe online and the promotion of mental health.
11. Pupils are informed by all adults they can report at any time to their teacher and the safeguarding team.
12. In Early Years and Primary education at least one weekly tutoring session will be conducted by telephone or by audio/video to maintain contact, according to the schedule established by the Head of Studies.
13. In Secondary education parents and carers will be informed of the student's learning progress by email. Teachers will maintain streaming contact sessions according to the schedule established by the Head of Studies.

### **Off-site / online teaching:**

14. Children will continue to be protected when they are participating in off-site learning and streaming sessions.
15. Teaching staff are supporting pupils at home via tools in GSuite for Education and reporting concerns using the identified school systems. It is essential that unsuitable people are not allowed to gain access to children.
16. Staff must only utilise GSuite for Education in situations that involve pupils having direct contact with each other and staff.
17. Staff are to only use school-registered accounts, never personal ones.
18. Additional monitoring is carried out by school staff of communications within the school e-learning platforms to ensure pupil safety.
19. School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
20. School carefully selects sites and apps recommended for pupils to access, before being shared tools must be assessed by staff as adhering to the highest standards for online safety and approved by the Safeguarding team.
21. Staff are required to seek the consent of the SLT and Safeguarding Team before introducing any new form of technology / communication tools.
22. Staff are to also monitor and moderate all online learning resources to maintain the highest levels of safeguarding.

23. Pupils and staff must use a safe and appropriate place with no inappropriate objects/information visible when engaging in streaming sessions.
24. Pupils and staff must be appropriately dressed.
25. One-to-ones will never take place. In case of need to speak with one pupil at a time it must be pre-approved by SLT.
26. Streaming sessions will not be recorded by staff and they should never be recorded by pupils or parents in order to protect everyone's privacy rights.
27. One-to-ones will never take place. In case of need to speak with one pupil at a time it must be pre-approved by SLT.
28. It is especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and who their child is going to be interacting with online. The school will raise awareness of this and make direct links to online safety practices.
29. All correspondence between teachers and pupils and teachers and parents must be via School email accounts; the sharing of mobile phone numbers or private emails is strictly forbidden.
30. Peer on peer abuse - safeguarding in relation to this area will be monitored even more closely than usual. Should any concern come to light regarding this type of abuse it should be shared immediately with the DSL or Deputies in order for further advice to be sought from the local safeguarding team as set out in part 5 of KCSIE.

## **LA / Local Safeguarding Partnership Links**

- School staff will make a note of communications from and cooperate with;
  - all updated advice received from the local 3 safeguarding partners
  - all updated advice received from local authorities regarding children with Education, Health and Care (EHC) Plans, the Local Authority Designated Officer and Children's Social care, reporting mechanisms, referral thresholds and children in need
  - children's social workers and the local authority Virtual School Head (VSH) for looked-after and previously looked-after children

## **Vulnerable children**

- Children meeting the government criteria as 'Vulnerable' were offered a place in an alternative school setting before the school site was closed. However, as guidance developed, if it has been deemed in the child's best interest to remain at home. School monitor as below:
  - Children have been allocated a key worker (Class-tutor) ,who will make regular contact with the child and family with a particular focus on having a conversation with the child at predetermined intervals (e.g weekly).

- Where contact cannot initially be made, additional calls will take place during the day to try to establish contact. If contact is made this will be recorded to provide a record over time.
- Should contact not be made with the family, a concern will be passed to the safeguarding team who will proceed and contact the local safeguarding team. They will advise whether they intend to visit the house or if a welfare call by the police may be necessary.
- Phone calls will always be made ensuring staff privacy and no personal phone number will be made available.
- Arrangements to support children the school is concerned about who do not meet the 'vulnerable' definition:
  - As above, an allocated key worker (class-tutor) will maintain contact with any school identified vulnerable children and should contact not be made then all procedures set out above will be followed.

### **Children leaving or joining school during closed site/isolation time.**

- Both British and Spanish government guidance on admissions and leavers will be adhered to should any applications be received.
- Should school still be closed in advance of the start of the new school year 2020, staff will make every effort to share pupil information, especially relating to SEN or child protection in the following ways;
  - Paper files will be posted or delivered by hand should advice at the time allow, otherwise this will be done at the earliest possible opportunity.
  - Electronic information will be sent to allocated contacts within the receiving school by mutual agreement and include all shareable information.
  - Telephone communications between SENCo / DSL / (vulnerable and SEND pupils) will be arranged with identified secondary colleagues.

### **School staffing**

- All possible measures as instructed by government guidance, are being taken to protect staff from infection and maintain a staffing level that is deemed safe.
- All staff are to follow directions to work from home as recommended by British Government guidance and the Spanish Embassy.

**In the event of disputes over interpretation, the original Spanish version shall prevail.**

**Revised 2/04/2020 by Safeguarding team and Leadership team**