



Child Protection Policy Addendum in Response to Covid-19

November 2020 – Version 2

Based on DfE guidance for full opening
schools 5th November 2020 update
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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Date shared with staff: 16.11.20

This addendum will be reviewed following any updates to national and local guidance and procedures and shared again as required.

As schools are now fully open there is a resumption of the 2020-21 safeguarding and child protection policy expectations based upon 'Keeping Children Safe in Education' September 2020.

1. Key School Contacts

	Name	Email	Phone Number
Designated Safeguarding Lead (DSL)	Mrs S Barnes	sbarnes@knoleacademy.org	01732454608
Deputy Designated Safeguarding Leads	Mr J Major Mr P Massey Mr R Turner Mrs J Bence Mrs M McGauley Mr J Perry Ms K Nixon Mrs K Hughes Mr J Lloyd Mr D Collins Mrs J Elliott Mrs J Osborn Mr J Cason Mr G Hughes	jmajor@knoleacademy.org pmassey@knoleacademy.org rturner@knoleacademy.org jbence@knoleacademy.org mmcgauley@knoleacademy.org jperry@knoleacademy.org knixon@knoleacademy.org khughes@knoleacademy.org jlloyd@knoleacademy.org dcollins@knoleacademy.org jelliott@knoleacademy.org josborn@knoleacademy.org jcason@knoleacademy.org ghughes@knoleacademy.org	01732454608
Headteacher	Mr D Collins	dcollins@knoleacademy.org	01732454608
Chair of Governors	Ms T Homewood	thomewood@knoleacademy.org	N/A
Safeguarding Governor	Mr M Fisher	Mfisher@knoleacademy.org	N/A
Other key staff	N/A	N/A	N/A

2. Designated Safeguarding Leads (DSLs)

- Knole Academy's Designated Safeguarding Lead is: see above
- Knole Academy's Deputy Designated Safeguarding Leads are: see above

- A DSL (or deputy) will be present on-site or on call whenever the academy is open to students, including in the school holidays. Reporting via Safeguard My School should still be completed with a direct conversation with the DSL/DDSL on duty.
- Up to date details of the DSL/Deputy DSLs will be visible to staff and children as per usual with photographs of the team in reception, key offices, the safeguarding noticeboard in the staffroom and the safeguarding noticeboard outside N2.
- The DSL/Deputy DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

3. Vulnerable children

- Ensuring that vulnerable children remain protected is a top priority for Knole Academy
 - 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](#).
- If vulnerable children are not attending the academy for Covid-19 reasons, we will keep in contact by telephone with them once per fortnight.
- Remote learning support will be provided according to identified need.
- Knole Academy 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 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.

4. Attendance monitoring

From this point, the usual rules on school attendance, as per our attendance policy, apply, including:

- parents' duty to secure their child's attendance regularly at school (where the child is a registered pupil at school and they are of compulsory school age)
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because:

- they have had symptoms or a positive test result themselves
- they live with someone that has symptoms or has tested positive and are a household contact
- they are a close contact of someone who has coronavirus (COVID-19)

All pupils, including those who are [clinically extremely vulnerable](#), can continue to attend school at all Local COVID Alert Levels unless they are one of the very small number of pupils

or students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school.

In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and then only for a limited period of time. The government will write to families separately to inform them if they are advised to follow formal shielding and not attend school.

Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.

Where children are not able to attend school as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

Pupils and families who are anxious about attending school

All other pupils must attend school. Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about attending school and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer formally advised, those living in households where someone is clinically vulnerable or extremely vulnerable, or those concerned about the possible increased risks from coronavirus (COVID-19), including those from black, Asian and minority ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

If parents of pupils with possible risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance).

Action for all schools and local authorities

There is separate guidance on recording attendance at [addendum: recording attendance in relation to coronavirus \(COVID-19\) during the 2020 to 2021 academic year](#).

We are asking schools to work with families to secure regular school attendance as this will be essential to help pupils catch up on missed education, make progress and promote their wellbeing and wider development.

We are asking schools and local authorities to:

1. Continue to communicate clearly and consistently the expectations around school attendance to families (and any other professionals who work with the family where appropriate).
2. Identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent

prior to the pandemic or who have not engaged with the school regularly during the pandemic.

3. Use the additional catch-up funding, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance.
4. Work closely with other professionals as appropriate to support school attendance, including continuing to notify the child's social worker, if they have one, of non-attendance.

5. 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/DDSL as soon as possible and reported via Safeguard My School (Edukey). A reminder that the password for reporting concerns is in the staffroom or can be requested again from any DSL or DDSL
 - If the concern is urgent, the member of staff/volunteer will speak to a DSL in person or via phone 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 safeguarding processes as outlined in our Child Protection Policy.
- Learners are encouraged to report concerns via existing systems, or to a trusted adult at home.
- Parents/carers are encouraged to report concerns via safeguarding@knoleacademy.org or by telephone call to the academy on 01732454608 where the call will be directed to the correct person. Out of hours the school answerphone directs parents/carers to KCC out of hour's service or the Police.
- Where staff are concerned about an adult working with learners, they should report the concern to the Headteacher.
 - If there are concerns about any member of staff or volunteer, the LADO service will be consulted.
 - Concerns around the Headteacher should be directed to the Chair of Governors.

6. Online safety

- Where a class, group or a small number of pupils need to self-isolate, or local restrictions require pupils to remain at home, we must offer immediate remote education.
- Knole Academy's expectations with regards online behaviour and education when using academy 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.
- Knole Academy will continue to provide a safe online learning environment where learners use academy 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 staff and/or student acceptable use policy and staff code of conduct.

Online safety away from Knole Academy

- 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
 - 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
- 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 academy provided or approved communication channels; for example, academy provided email accounts, our Virtual Learning Environment (VLE), including Edulink, the Knole academy YouTube channel, Doodle, Sam Learning or Microsoft 365
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Knole Academy 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 code of conduct.
- When delivering remote learning, staff will:
 - Only use online tools that have been evaluated and agreed by academy 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 is taking place '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 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 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.

6. Additional support and links

- As well as through existing academy 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
 - Kent Resilience Hub: <https://kentresiliencehub.org.uk>
 - NSPCC: <https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/>

Specific Links relating to Coronavirus for Learners and Parents/Carers

- Kent County Council: 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/
- Mind: 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/
- Children's Commissioner:
 - Children's guide to coronavirus: www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/
 - Resources for parents during coronavirus: www.childrenscommissioner.gov.uk/coronavirus/resources/
- Sport England: 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/
- o www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/

Online Safety

- NCA-CEOP: www.thinkuknow.co.uk/
- Internet Matters: www.internetmatters.org/
- Childnet: 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
- NSPCC: www.nspcc.org.uk/keeping-children-safe/online-safety/
- Parent Info: <https://parentinfo.org/>
- BBC Own it: www.bbc.com/ownit

Domestic Abuse

- Domestic Abuse Services: www.domesticabuseservices.org
- Victim Support: 0808 16 89 111 www.victimsupport.org.uk/help-and-support/get-help/supportline
- Look Ahead Care & Support – Service provider West Kent (Sevenoaks, Tunbridge Wells, Tonbridge and Malling): www.lookahead.org.uk/
- Oasis Domestic Abuse service – Service provider, East Kent. (Thanet and Dover): www.oasisdaservice.org/home
- Clarion Housing Association – Service provider for North and South Kent
 - o North Kent: (Dartford & Gravesham, Swale and Maidstone) Clarion DA confidential Helpline: 07376 637069 (Mon-Fri 9am – 5pm)
 - o South Kent: (Ashford, Folkestone & Hythe and Canterbury) Rising Sun Domestic Abuse service helpline: 01227 452852 (Mon-Fri 9am – 5pm)
- National Women’s Aid Domestic Abuse 24hr helpline:0800 2000247