

Duke of Kent  
School

*Covid-19 School*  
*Closure*  
*Arrangements for*  
*Safeguarding and*  
*Child Protection*  
**2020-2021**

January 2021 - T Southee

## **1: Context**

From 20th March 2020, and subsequently from January 5th 2021, parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response and vulnerable children - who absolutely need to attend.

Schools and all childcare providers were asked 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.

Further information and guidance can be found at:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?priority-taxonomy=b350e61d-1db9-4cc2-bb44-fab02882ac25>

This addendum of the Duke of Kent School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

- 1: Context
- 2: Key Contacts and How to Contact
- 3: Attendance Records
- 4: Reporting a Concern
- 5: Online Safety
- 6: Remote Learning Safety for Staff and Students
- 7: Supporting Children not in School
- 8: Supporting Children in School
- 9: Peer on Peer Abuse
- 10: Changes to Local Arrangements

## 2: Key Contacts and How to Contact

Name	Role	Phone	E-Mail	Onsite?
Tom Southee	DSL	01483277313 - office will direct call to TS	<a href="mailto:tsouthee@dokschoo.org">tsouthee@dokschoo.org</a>	Yes: Woolpit End
Rebecca Green	Deputy DSL	01483277313 - office will direct call to RG	<a href="mailto:rgreen@dokschoo.org">rgreen@dokschoo.org</a>	Yes: Woolpit Lodge
Chris Wright	Deputy DSL	01483277313 - office will direct call to CW	<a href="mailto:cwright@dokschoo.org">cwright@dokschoo.org</a>	No
John Wilson	Deputy DSL	01483277313 - office will direct call to JW	<a href="mailto:jwilson@dokschoo.org">jwilson@dokschoo.org</a>	No
Richard Brocksom	Chair of Govs		<a href="mailto:rbrocksom@dokschoo.org">rbrocksom@dokschoo.org</a>	No
Alex Balls	Safeguarding Gov		<a href="mailto:aballs@dokschoo.org">aballs@dokschoo.org</a>	No

A member of the Safeguarding Team will aim to be onsite at all time - Tom Southee and Rebecca Green are residents onsite and are available at all times. They will coordinate safeguarding onsite; they can be contacted at any point. Outside of school hours an email requesting a call is suggested.

Safeguarding concerns will continue to be monitored and recorded by the Safeguarding Team using MyConcern.

A member of the Safeguarding Team will remain available to coordinate with social workers and attend multi-agency meetings.

### 3: Attendance Records

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

Vulnerable children are required to attend school every day including Looked After Children, Children subject to a Child Protection Plan and Children subject to a Child In Need Plan.

If a vulnerable child that is in this cohort is absent from school, we will follow the established local “absent from school” reporting mechanism for vulnerable children.

We will notify Surrey County Council on the first day of absence and any day following, of children that are absent from school by providing the following details:

- School Name & Contact Person details
- Full Name of child
- Date of Birth of child
- When they were last seen by school staff

This must be submitted by email to: [covidschoolattendance@surreycc.gov.uk](mailto:covidschoolattendance@surreycc.gov.uk)

The Department for Education has introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

### 4: Reporting a Concern

Where staff have a concern about a child, they should **continue to follow the process outlined in the school Safeguarding Policy**. This may include a report to the C-SPA if required.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should continue to follow our normal procedures and alert the headteacher immediately.

In dealing with allegations or concerns against an adult, staff must:

Report any concerns about the conduct of any member of staff or volunteer to the Headteacher immediately.

If an allegation is made against the Headteacher, the concerns need to be raised with the Chair of Governor as soon as possible. If the Chair of Governors is not available, then the LADO should be contacted directly.

### **5: Online Safety**

Duke of Kent School will continue to provide a safe environment, including online. This includes the use of appropriate filters and online monitoring systems through our systems outlined in the Safeguarding Policy and E-Safety Policy. Parents will be reminded via the Weekly Bulletin of ways to keep their children safe online while at home.

Where children are using computers in school, appropriate supervision will be in place.

Reminders and resources on how to stay safe online will be posted on the students' Google Form Classrooms.

### **6: Remote Learning Safety for Staff and Students**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to the DSL, C-SPA, and as required, the police.

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

**Below are some things to consider when delivering virtual lessons, especially where webcams are involved:**

- **Staff and children must wear suitable clothing, as should anyone else in the household.**
- **Any computers used should be in appropriate areas, for example, for Staff not in bedrooms; and the background should be appropriate.**
- **Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.**
- **Language must be professional and appropriate, including any family members in the background.**

- **Staff must only use platforms provided by Duke of Kent School to communicate with pupils**
- **Attendance of Live session can be logged by the Google Admin coordinator.**
- **Should anything inappropriate be said or shown in the 'Live' Lesson, end the Meet immediately and report to the Deputy Head and DSL.**
- **Try to avoid one-on-one video calls with students. If this is required (and this should only be a last resort) you should invite another member of staff to attend the Meet or contact a parent in advance to be with the child during the conversation. These Meets MUST be recorded.**

All staff at Duke of Kent School will be reminded of the following policies:

- Staff code of conduct (Acceptable Users' Policy and Social Media Guidance)
- Safeguarding Policy
- E-Safety Policy

These can all be found on the School Website.

Should a member of staff need to contact a parent or child (through a parent's number) by phone - staff may use their personal / home phone. To keep their number private enter 141 before the number you are dialing. Instructions can be found here:

[https://www.wikihow.com/Hide-Your-Phone-Number-\(UK\)](https://www.wikihow.com/Hide-Your-Phone-Number-(UK))

## **7: Supporting Children not in School**

Duke of Kent School is committed to ensuring the safety and wellbeing of all its Children.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person. Each of these students has received a message with contacts of those they can contact for support:

'If you need any help or feel like you are struggling while you are at home, you can still get in contact with teachers:

Mr Southee: [tsouthee@dokschool.org](mailto:tsouthee@dokschool.org)

Mr Wilson: [jwilson@dokschool.org](mailto:jwilson@dokschool.org)

Matron: [csarjant@dokschool.org](mailto:csarjant@dokschool.org)

Alison Colvile (School Counsellor): [alison.colvile@gmail.com](mailto:alison.colvile@gmail.com)

You can also find help and information at:

<https://www.childline.org.uk/>

Form tutors are aware of these students who may require additional pastoral support.

Further communication plans can include; remote contact and phone contact.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

Duke of Kent School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Support has been offered including access to counselling, the planning of individual Daily Maintenance Plans and Mindfulness activities such as yoga. The school's Wellbeing Coordinator, Mariette Douglas ([mdouglas@dokschool.org](mailto:mdouglas@dokschool.org)) is available for advice to teachers and parents and intervention with those students who are struggling.

Staff at our school need to be aware of this in setting expectations of pupils' work where they are at home.

Duke of Kent School will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

## **8: Supporting Children in School**

Duke of Kent School is committed to ensuring the safety and wellbeing of all its students. We will continue to be a safe space for all children to attend and flourish. The

Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Duke of Kent School will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19. We will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

### **9: Peer on Peer Abuse**

Duke of Kent School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions will be recorded on MyConcern, and appropriate referrals made.

### **10: Changes to Local Arrangements**

Surrey Safeguarding will continue to take referrals via the same protocols outlined in the Safeguarding Policy.

**This policy will be shared with Staff on Monday 20th April INSET and reshared for the January 2021 lockdown and they will initial the shared document below to show they have read and understood the content of it.**

<b><u>Name</u></b>	<b><u>Initial to confirm read and understood</u></b>
Sue Knox	SK
Felix Macdonald	FM
John Wilson	JW
Alex Seeley	AS
Tom Southee	TS

Christoher Finill	CF
Keith Stacey	KS
Caroline Instone	CI
Becky Able	BA
Penny Henry	PH
Michele Ragless	MR
Lisa Walpole	LW
Lisa Watkins	LW
Rob Ellarby	RE
Chris Wright	CW
Natasha Higman	NH
Sam Gritton	SG
Alisoun Lock	AL
Polly Nicholson	PN
Sarah Nott	SN

<b><u>Name</u></b>	<b><u>Initial to confirm read and understood</u></b>
Damian Allen	DA
Priya Anand	PA
Laura Barnes	LB
Pilar Cabanes	PC
Emma Coackley	EC
Mariette Douglas	MD
Laura Fellous	LF
Emily Francis	EF

Matthew Green	MG
Graham Herbert	GH
Sam Honey	SH
Tom Kaye	TK
Louise LaCroix	LL
Dale Lodge	DL
Ben Monk	BM
Fiona Punter	FP
Nick Rye	NR
Pauline Southee	PS
Gillian Tatton-Robb	GTR

<b><u>Name</u></b>	<b><u>Initial to confirm read and understood</u></b>
Michael Usher	MU
Emma Vernon	EV
Josie Vickers	JV
Mike Watson	MW
Alex Win-Pe	AWP
Adam Wyllie	AW
Jenny Monk	JM
Jane Hopwood	JH
Sara Trevelyan	ST
Tracey Meredith	TM
Rachel Harris	RH
Kia Pakenham	KP

