



# COVID 19 Safeguarding Toolkit for Education Settings (Appendix 2)



# Education Safeguarding Service

March 2020 – Version 1

Name of school	Ifield School
Name of Headteacher/Principal	Madeleine Jones – Head of School
Name of Designated Safeguarding Lead	Joe White – Assistant Headteacher
Name of Deputy Designated Safeguarding Leads	Abigail Birch – Executive Headteacher Madeleine Jones – Head of School Paul Jackson – Deputy Director Emma Dodd – Assistant Headteacher Denise Moore – Head of Sixth Form Rob Rosslyn – Assistant Director Sam Hargood – Key Stage 4 Teaching and Learning Lead Susan High – Nursery Teacher
Name of Designated Governor for Safeguarding	Andrew Sparks
Date completed (DD MM YY)	24/03/2020

## Are there updated procedures in place within your school in light of COVID19?

This ten-page document has been written in response to the recent government announcement on UK Schools and Early Years Settings to restrict access to their settings for most pupils and staff, other than those children of key workers and vulnerable children. It will assist Governing Bodies and Headteachers in reviewing arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children in light of the COVID 19 Virus.

This guidance has been developed from a range of resources. It does not replace practice guidance from the Kent Safeguarding Children Multi-agency Partnership or Public Health England <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response> and should be used alongside the appropriate Kent & Medway Safeguarding Children Procedures (online) <https://www.proceduresonline.com/kentandmedway> and the Support Level Guidance regarding thresholds for referrals into Children's Social Care (Integrated Children's Services) <https://www.kscb.org.uk/data/assets/pdf/0003/80373/SLG-sheet-v13.pdf>

**Schools must be aware that this tool should be subject to frequent review as new information and guidance comes to light.**

**\*\*Please be advised that since the government announcement, there has been an increase in social media posts from teachers, or people possibly posing to be teachers, offering to support families in a variety of ways. Including teaching and offering online tutoring or providing on-line support. This obviously is not regulated and open to risk when families are at their most vulnerable and in isolation. Please ensure staff, parents and carers are mindful of this and seek appropriate advice when making alternative arrangements. \*\***

### **The DSLs should Consider:**

- Current guidance from Public Health England and how this might impact on vulnerable pupils and their families. Be prepared to respond swiftly to changes in local and/or government guidance.
- Contact your Area Education Officer if unsure about how to interpret the guidance or apply it to your setting.
- Liaise with your school safeguarding team, either virtually or in person, to identify and consider the individual needs of vulnerable children and the children of key workers.
- Consider how the school plans to continue to support pupils, including those who are already self-isolating?
- How to ensure multi-agency colleagues are updated when children on multi-agency plans, including CP and CIN, are self-isolating.
- Multi-agency colleagues, including Social work and Early Help teams, are fully updated to enable them to consider whether further plans need to be put into place.
- There is a Designated Safeguarding Lead contactable at all times during the school day and that contact details are well publicised so that parents or professionals can contact the DSL in the event of an emergency, such as a S.47 enquiry.

- There is a clear answerphone message for when the DSL phone is not in use (e.g. out of hours) directing the caller to Front Door or Police with any immediate safeguarding concerns.
- Continue to consult with appropriate agencies if unsure about the needs of individual children or families.
- Ensure that multiagency meetings, such as Child Protection Conferences, continue to be attended, either in person or by Skype, in addition to sending in a report.
- If work is being sent home, provide guidance to parents on additional safeguarding and Online Safety considerations.

**Careful consideration is needed when assessing the needs of children and their families. Crisis intervention means that the focus needs to be on providing emergency support services rather than monitoring services. Ensure that families are encouraged to consider what supports they can draw on within their own support networks in the first instance. Although, be mindful that there may be an increase in vulnerability as a result of the current situation.**

If in doubt about whether a Request for Support (Level 3 or 4) is necessary, please consult:

The Education Safeguarding Service on 03000 418503 OR the Front Door on 03000 411111 or Out of Hours 03000 419191 (**Front Door cannot give advice on Covid19.**)

The Education Safeguarding Service will continue to function as normal and will be available to provide advice and guidance Monday – Friday between the hours 09:00 – 17:00.

Vulnerable Children: All pupils who attend Ifield School are vulnerable due to their educational, health and care needs.		
Questions?		Considerations:
<p><b>How many pupils in the school are considered to be vulnerable?</b></p> <p>As a special school provision, all of our pupils have some level of vulnerability. Ifield School has RAG rated all pupils and have been reviewing individual needs regularly. This includes making provision for our Sixth Form and Post 19 learners who are usually based at North Kent College, which has been closed.</p> <p><b>We have considered the needs of all pupils, which has included;</b></p> <ul style="list-style-type: none"> <li>• Pupils on multi-agency plans such as: CP/CiN plans</li> <li>• Pupils who have vulnerable parent/carers over the age of 70 and/or with physical or mental health needs</li> <li>• Pupils who are witnessing domestic abuse</li> <li>• Pupils who receive free school meals</li> </ul> <p><b>School closure / Self Isolation:</b></p> <ul style="list-style-type: none"> <li>• <b>Does this highlight any additional or increased risk for this child?</b> During COVID19 families of any pupils that are self-isolated and considered highly vulnerable will be contacted by the school's DSL team to risk assess whether they remain safe.</li> <li>• <b>If so what are the risk and what measures need to be put in place to mitigate those risks?</b> Regular communication with parent/carers and multi-agency involvement, if required.</li> <li>• <b>Is there a need for any additional support, i.e. a regular contact with school staff by telephone or Skype?</b> SLT and teachers are in regular telephone communication with parent/carers.</li> <li>• <b>How will the school manage any Operation Encompass notifications?</b> The school are continuing to receive notifications of Domestic Abuse through Operation Encompass and HeadStart programme.</li> </ul>		<p><b>Do I have the most up to date information provided by KCC?</b></p> <p>DSLs regularly check information on the COVID 19 updates on Kelsi.</p> <p><b>Do high risk vulnerable students need an individual risk assessment and safety plan to outline how school will continue to support these most vulnerable students?</b></p> <p>Social Workers are completing virtual and home visits for CP pupils. There are currently no agencies visiting CiN pupils. Regular phone calls and risk assessments are in place for those pupils at highest risk.</p> <p><b>Are all of the current professionals aware of the risks/ current situation?</b></p> <p>All professionals involved with any highly vulnerable pupils are aware of any risks. Regular communication is taking place with allocated Social Workers.</p> <p><b>Are there any upcoming Child Protection Conferences or Child in Need Meetings?</b></p> <p>Head of School, Maddy Jones, will be available to take part in any meetings that are held virtually or if she is unavailable another Deputy DSL will represent the school. Written reports are still being prepared and shared with multi-agency professionals and parents.</p>

**Is there an increased risk to any child in terms of online safety?**

- **Do parents understand how to keep their children safe online?**  
There is information on the Ifield School website including the school's Safeguarding Policy, Online Safety Policy, Keeping Children Safe Online, a Child Friendly Safeguarding Policy
- **Do parents/carers know who to contact if they are concerned about something which happens online at home?**  
The Designated Safeguarding Leads at both School and Sixth Form are shared on our school website. We have added a banner to the school website encouraging parent/carers to contact the school if they have any concerns during the current COVID 19 pandemic. We have amended our school phone voicemail message to state that callers with any safeguarding concerns should contact the police or Kent's Children's Safeguarding team.
- **Is there a Policy relating to the safe use of mobile phones, cameras and other internet enable devices/technology?**  
The school has a Photographic Image Policy and has a draft Mobile Phone Policy in place.

**If no current professional involvement, does any other agency or professional need to be aware of the current situation? If so who?**

All DSLs are aware of current procedures.

**Do vulnerable children and their families know who to contact if issues arise?**

Ifield School is remaining open and there will always be a DSL available for families to contact. Phone lines are manned between 07.30 -17.30 every day Monday- Friday.

Families can contact the Front Door on 03000 4111111 or dial 999 in an emergency.

June 2020

Distance Learning	
Questions?	Considerations:
<p><b>What mechanisms are in place regarding home learning activities?</b></p> <p><u><a href="#">Home learning materials for families during coronavirus (COVID-19) self-isolation period</a></u></p> <ul style="list-style-type: none"> <li>• How are you going to continue supporting your pupils?</li> <li>• Are teachers planning to use webinars/remote learning? If so:</li> <li>• What provisions for pupils who do not have access to technology?</li> <li>• Does the school have AUP/CP/Online Safety Policy available via their web- site and to send if necessary. Has this been revisited with staff, parents/carers and pupils. Do they know the expectations regarding safe use, e.g.: using appropriate language, clothing, location, group provision only.</li> <li>• If the school is providing internet access for pupils (e.g.: via dongle or VPN network) schools should ensure access is managed in line with schools appropriate filtering and monitoring decisions.</li> <li>• Ensure any materials including live streaming are recorded and backed up for further review if required at a later date.</li> <li>• Is there adequate adult supervision in place for pupils working from home.</li> </ul> <p>We are providing resources on our school website. Resources that are provided are appropriate to the need and age of the pupil. Paper copies are available for pupils that do not have access to technology. The school's Child Protection Policy and Online Safety Policy are on the school website. There is also a Child Friendly Child Protection Policy on the website. We have recently added the Acceptable Use Policy for Parents and Pupils onto our website. Pupils have received regular lessons on keeping safe online whilst the school was open. All resources that we provide are backed up. To our knowledge pupils will be adequately supervised by adults working at home.</p>	<p><b>Do you have a risk assessment for home working / online learning? internet provision off-site?</b></p> <p>All online resources are available via the school website and we consider terms and conditions and privacy statements when uploading home learning resources. Staff personal accounts are not available to parents or pupils and would not be used if staff contacted pupils that are not attending school.</p> <p><b>Data Protection / GDPR</b></p> <p>All staff are aware of Data Protection and GDPR requirements in place at school.</p> <p><b>Do you have useful safeguarding guidance available to parents on your website?</b></p> <p>There is information on the Ifield School website including the school's Safeguarding Policy, Online Safety Policy, Keeping Children Safe Online, a Child Friendly Safeguarding Policy and information about the Designated Safeguarding Leads at both School and Sixth form. We have added a banner to the school website encouraging parent/carers to contact the school if they have any concerns during the current COVID 19 pandemic.</p> <p><b>Can the school support parents to ensure that they have appropriate filters and monitoring systems in place?</b></p> <p>Parents are able to contact the school. Training has been offered to parents throughout the academic year on the use of filters when using technology.</p>

	<p><b>School website and ensuring information is distributed to parents appropriately.</b></p> <p>There is information on the Ifield School website including the Ifield School Safeguarding Policy, Online Safety Policy, Keeping Children Safe Online, a Child Friendly Safeguarding Policy and information about the Designating Safeguard Leads at both School and Sixth Form.</p>
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June 2024



School closure or partial closure:	
Questions?	Queries:
<ul style="list-style-type: none"> <li>• <b>Are there arrangements in place for vulnerable children and children of key workers?</b></li> </ul> <p>Ifield School has remained open for our most vulnerable pupils and those children of critical key workers since 23<sup>rd</sup> March 2020.</p> <ul style="list-style-type: none"> <li>• <b>Is a DSL to be available at all times during school hours?</b></li> </ul> <p>Yes, there is always a member of the DSL team available during school hours.</p> <ul style="list-style-type: none"> <li>• <b>Are emergency contact numbers available to the local authority for use in cases of emergency by Integrated Children’s Services and the Police?</b></li> </ul> <p>Emergency contact numbers for staff including DSLs have recently been sent to the Local Authority to ensure that staff can be contacted in an emergency. It will always be possible for the Local Authority to contact a Deputy DSL if required.</p> <ul style="list-style-type: none"> <li>• <b>Are parents aware of emergency contact numbers for the school and key safeguarding agencies such as ICS and the Police?</b></li> </ul> <p>The contact number for Kent’s Safeguarding Front Door team is on the school website.</p> <ul style="list-style-type: none"> <li>• <b>Do you have guidance on safeguarding available to parents on your website?</b></li> </ul> <p>There is information on the Ifield School website including the Ifield School Safeguarding Policy, Online Safety Policy, Keeping Children Safe Online, a Child Friendly Safeguarding Policy and information about the Designating Safeguard Leads at both School and Sixth form.</p> <ul style="list-style-type: none"> <li>• <b>Does the school safeguarding information clearly identify who the Designated</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Do you have a rota system and contact details to ensure the DSL can be contacted in an emergency?</b></li> </ul> <p>The contact number for Kent’s Safeguarding Front Door team is on the school website.</p> <p>During school partial closure there will always be a member of the DSL team available. Emergency contact details for key members of the team including DSLs have been sent to the Local Authority. The school answerphone and the school website include a phone number for Kent’s Safeguarding Front Door Service.</p>

<p><b>Safeguarding Lead(s) are and how to contact them?</b>  The Child Friendly Safeguarding Policy shared on Ifield’s school website clearly informs parent/carers who the designated Safeguarding Leads are at both school and Sixth Form.</p> <ul style="list-style-type: none"> <li>• <b>Is there adequate supervision in place if parents are working from home?</b></li> </ul> <p>SLT and teachers are in regular communication with parent/carers to risk assess supervision whilst learning at home.</p> <ul style="list-style-type: none"> <li>• <b>If boarding students are remaining in your care, have you considered Statutory Private Fostering requirements?</b></li> </ul> <p>Ifield School does not have a boarding provision.</p>		
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**Date last update**

**By whom:**

**Seen and approved by governor:**

**DSL (signature) .....**

**Date:**

**Governor (signature) .....**

**Date:**

June 2020