

## **Appendix 9:**

# **COVID-19 school closure / partial closure Arrangements for Safeguarding and Child Protection at The Cedar Federation (Ifield School & King's Farm Primary School)**

## **Safeguarding and Child Protection Policy Addendum in response to Covid-19**

The Cedar Federation: Ifield School & King's Farm Primary School

Date: 31 March 2020

Date shared with staff: 1 April 2020

Updated: 2 July 2020

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

### **1. Context**

From 20<sup>th</sup> March 2020 parents and carers were asked to keep their children at home, wherever possible, as part of the response to coronavirus (COVID-19).

Schools and childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents or carers are critical to the COVID-19 response and cannot be safely cared for at home.

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different, however, our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2019, remain the same:

- the best interests of children will always come first
- If anyone has a safeguarding concern about any pupil they should continue to act and act immediately
- A DSL or deputy DSL is available
- unsuitable people are not allowed to enter the children's workforce and/or gain access to pupils
- Pupils should continue to be protected when they are online

This addendum of The Cedar Federation (Ifield School & King's Farm Primary School) Safeguarding and Child Protection policy contains details of any amendments to our existing safeguarding arrangements:

### **Keeping children safe in education**

Keeping children safe in education (KCSIE) is statutory safeguarding guidance that schools and colleges should continue to have regard to as per their legislative duty throughout the partial school closure arrangements implemented as a result of COVID-19.

As far as reasonably possible, the federation is taking a whole institution approach to safeguarding. It is vitally important that any new policies and processes in response to COVID-19 do not weaken the school's existing robust approach to safeguarding or undermine existing safeguarding and child protection policies and procedures.

### **Federation Safeguarding and Child Protection Policy**

The Federation Safeguarding and Child Protection Policy remains fully effective throughout the response to COVID-19. This addendum should be implemented alongside the existing Safeguarding and Child Protection Policy and KCSIE. Staff **must** continue to follow the Safeguarding and Child Protection Policy and associated safeguarding policies throughout the period of partial school closure in response to COVID-19, including but not limited to:

- Acceptable Use Policies
- Anti-bullying Policy
- GDPR and Data Protection Policy
- Online Safety Policy
- Photographic Image Use Policy
- Prevent Duty Policy
- Staff Code of Conduct
- Whistleblowing Policy

If staff or volunteers have any concerns about a staff member or volunteer who may pose a safeguarding risk to children, the usual safeguarding reporting systems apply in line with the Whistleblowing Policy and Safeguarding and Child Protection Policy.

It remains crucially important for all staff and volunteers to act immediately on any safeguarding concerns during the period of COVID-19 partial school closure as they would in school at any other time.

## 2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	<b>Ifield School</b> Joe White	01474 365485 07940 119559	<a href="mailto:office@ifield.kent.sch.uk">office@ifield.kent.sch.uk</a>
	<b>King's Farm Primary School</b> Chris Jackson	01474 566979	<a href="mailto:office@kings-farm.kent.sch.uk">office@kings-farm.kent.sch.uk</a>
Deputy Designated Safeguarding Leads	<b>Ifield School</b> Abigail Birch Madeleine Jones Emma Dodd Denise Moore Rob Rosslyn Sam Hargood Susan High Paul Jackson	01474 365485 07940 119559	<a href="mailto:office@ifield.kent.sch.uk">office@ifield.kent.sch.uk</a>
	<b>King's Farm Primary School</b> Abigail Birch Kim Mitten Paul Jackson Wayne Matthias Tony Pring	01474 566979	<a href="mailto:office@kings-farm.kent.sch.uk">office@kings-farm.kent.sch.uk</a>
Head of School	<b>Ifield School</b> Maddy Jones	01474 365485 07940 119559	<a href="mailto:office@ifield.kent.sch.uk">office@ifield.kent.sch.uk</a>
	<b>King's Farm Primary School</b> Chris Jackson	01474 566979	<a href="mailto:office@kings-farm.kent.sch.uk">office@kings-farm.kent.sch.uk</a>
Executive Headteacher	Abigail Birch	01474 365485	<a href="mailto:office@ifield.kent.sch.uk">office@ifield.kent.sch.uk</a>
Chair of Governors	Andrew Sparks	01474 365485	<a href="mailto:office@ifield.kent.sch.uk">office@ifield.kent.sch.uk</a>

### 3. Designated Safeguarding Lead

- Ifield School Lead Designated Safeguarding Lead is: Joe White
- King's Farm Primary School Lead Designated Safeguarding Lead is: Chris Jackson
- Ifield School Deputy Designated Safeguarding Leads are:
  - Abigail Birch
  - Madeleine Jones
  - Emma Dodd
  - Denise Moore
  - Rob Rosslyn
  - Sam Hargood
  - Susan High
  - Paul Jackson
- King's Farm Primary School Deputy Designated Safeguarding Leads are:
  - Abigail Birch
  - Kim Mitten
  - Paul Jackson
  - Wayne Matthias
  - Tony Pring
- Ideally a trained DSL (or deputy) will be present on-site however if this is not possible, a named DSL will be available to be contacted via phone or online video – for example working from home.
  - Should this not be possible then Ifield School and King's Farm Primary School will share DSLs and deputy DSLs named above, who will be available to be contacted via phone or video call
- Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.
  - This will include updating safeguarding files and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.
- All staff and volunteers on-site will have access to a trained DSL (or deputy) and know on any given day who that person is, and how they can speak to them.
  - Up to date details of the DSL/Deputy DSLs will be visible to staff and children.
- The DSL/Deputy DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

#### 4. Vulnerable children

- Ensuring that vulnerable children remain protected is a top priority for Ifield School and King's Farm Primary School.
  - 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](#).
- Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.
- There is an expectation that pupils with a social worker will attend a provision so long as they do not have underlying health conditions that put them at increased risk or unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child. In circumstances where a parent or carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Ifield School / King's Farm Primary School will explore the reasons for this directly with the parent / carer.
- Where parents are concerned about the risk of their child contracting COVID19, professionals will talk through these anxieties with the parent/carer following the advice set out by Public Health England.
- Children with an EHC plan will be risk-assessed in consultation with the Local Authority and parents and a decision will be made about whether they should continue to attend school. The schools follow Local Authority guidance and liaise closely with parents / carers and social workers where appropriate, 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. Many children and young people with EHC plans can safely remain at home.
- Ifield School and King's Farm Primary School have the flexibility to offer a place to other learners who may also be considered vulnerable by the school. Please contact the Head of School to discuss this further.
- If vulnerable children are not attending school, we will regularly keep in contact by telephone with them.
- Ifield School and King's Farm Primary School 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 is especially important during the COVID-19 period.

- This will include information about attendance and any welfare concerns.
  - If there is a safeguarding concern, this will be shared with the relevant professionals as soon as possible.
- Ifield School and King's Farm Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed. If it is not possible for a pupil to attend school regular contact and home learning will be maintained.
  - Senior leaders, especially the Designated Safeguarding Lead and deputies know who our most vulnerable pupils are. The needs of all pupils have been considered carefully in order to ensure that the needs of the most vulnerable pupils are met. The school has the flexibility to offer a place to those on the edge of receiving children's social care support.
  - Ifield School and King's Farm Primary School will continue to work with and support pupil's social workers to help protect them. This includes working with and supporting pupil's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

## **5. Attendance monitoring, including keeping children not physically attending school safe**

- Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.
- If Ifield School or King's Farm Primary School has any pupils in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- If the school needs to close, we will complete the return once as requested by the DfE.
- Ifield School, King's Farm Primary School and social workers will agree with parents/carers whether children in need should attend and Ifield School or King's Farm Primary School will follow up with family/carers where a child/children are supposed to be attending but do not.
- In all circumstances where a vulnerable pupil does not take up their place at school, or discontinues, Ifield School or King's Farm Primary School will notify their social worker where applicable and follow up with the parent / carer.

- Ifield School and King's Farm Primary School will also follow up with any parent or carer who has arranged a place for their child(ren), namely keyworkers or children that are considered vulnerable but not open to any agencies and do not attend.
  - Staff will continue to work with and support children's social workers to help protect vulnerable children.
- Ifield School and King's Farm Primary School will complete both the KCC and government daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school.
- To support the above, Ifield School or King's Farm Primary School will, when communicating with parents and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.
- Ifield School and King's Farm Primary School will maintain contact with pupils and their families who are on the edges of receiving children's social care support. Should the necessity arise, the school will follow the safeguarding referral procedures.

## **6. Reporting a concern**

- If staff have a concern about a pupil, they should continue to follow the process outlined in the Federation Safeguarding & Child Protection Policy.
- In the unlikely event that a member of staff needs to raise a safeguarding concern from home, they should, in the first instance phone the school, in extreme circumstances such as a downgrading of the mobile phone network an email to the Designated Safeguarding Lead, Head of School or Executive Headteacher could be sent. This will ensure that the concern is received.
- Staff are reminded of the need to report any concern immediately and without delay.
- 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 as soon as possible.
  - If the concern is urgent, the member of staff / volunteer will speak to a DSL in person or via phone/video 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 school safeguarding processes as outlined in our Safeguarding and Child Protection Policy (yellow form at Ifield, green form at King's Farm).
- Pupils are encouraged to report concerns via existing school systems, or to a trusted adult at home.
- Parents / carers are encouraged to report concerns via existing school systems.
- Where staff are concerned about an adult working with pupils in school, they should report the concern to the DSL, Head of School or Executive Headteacher using a Safeguarding Incident / Concern Form (yellow form at Ifield, green form at King's Farm).
  - If there are concerns about any member of staff or volunteer, the LADO service will be consulted with.
  - Concerns around the Executive Headteacher should be directed to the Chair of Governors Andrew Sparks or directly to the LADO..
- If there is a requirement to make a notification to the DSL, Head of School or Executive Headteacher whilst away from school, this should be completed verbally and followed up with an email to the DSL, Head of School or Executive Headteacher.

## **7. Safeguarding Training and induction**

- DSL training is unlikely to take place whilst there remains a threat of the COVID 19 virus. 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.
  - Formal DSL refresher training will be undertaken as soon as possible. DSLs will continue to keep their knowledge up to date through other means.
- All existing school staff have read part 1 of Keeping Children Safe in Education (KCSIE)(2019) and accessed safeguarding training.
  - Staff will be made aware if any processes have changed with the sharing of this addendum and the DSL will communicate any changes to local processes directly.
- All new staff and volunteers will have an induction provided via the DSL and will be provided with a copy of the Federation Safeguarding and Child Protection Policy and Covid-19 Addendum.
- Staff may move between schools on a temporary basis and consideration will be given by the DSL as to what induction they need on a case by case basis, dependent on existing skills and knowledge.



## **8. Safer recruitment/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.
- During Covid-19, if Ifield School or King's Farm Primary School recruit new staff we will continue to follow the relevant safer recruitment practices, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).
- If volunteers are recruited Ifield School and King's Farm Primary School will continue to follow the guidance in accordance with KCSIE 2019 and volunteers who have not had the relevant checks will not be left unsupervised with a child.
- If staff from other settings volunteer or begin working at Ifield School or King's Farm Primary School we will ensure they have a relevant DBS check following DfE guidance at this time. Ifield School and King's Farm Primary School will risk assess staff from other settings, as we would for a volunteer.
- If staff are deployed from another education or children's workforce setting to our school's, we will take into account the DfE supplementary guidance on safeguarding pupils during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-
  - the individual has been subject to an enhanced DBS and children's barred list check
  - there are no known concerns about the individual's suitability to work with children
  - there is no ongoing disciplinary investigation relating to that individual
- For these members of staff, it would be a priority for them to receive a safeguarding induction to help them understand fully the local processes of the receiving school.
- For movement within the Cedar Federation, schools should seek assurance from the Head of School from both Ifield School and King's Farm Primary School that the member of staff has received appropriate safeguarding training.
- Upon arrival, they will be given a copy of the receiving setting's Safeguarding & Child Protection Policy, confirmation of local processes and confirmation of DSL arrangements.
- In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

- In the unlikely scenario that Ifield School or King’s Farm Primary School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.
- Ifield School and King’s Farm Primary School will continue to refer to the DBS anyone who has harmed or poses a risk of harm to a child in accordance with KCSIE 2019.
- Ifield School and King’s Farm Primary School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) where appropriate.
- During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)
- Ifield School and King’s Farm Primary School will continue to update the single central record and will record details of any risk assessment carried out on volunteers and staff on loan from elsewhere.
- Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Ifield School and King’s Farm Primary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. The SCR can, if the school chooses, provide the means to record everyone that will be working or volunteering in the school on any given day, including any staff who may be on loan from other institutions. The SCR can also, if the school chooses, be used to record details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

## **9. Supporting children in school**

- Ifield School and King’s Farm Primary School is committed to ensuring the safety and wellbeing of all its pupils.
- Ifield School and King’s Farm Primary School will continue to be a safe space for all pupils to attend and flourish. The Head of Schools will ensure that appropriate staff are on site and staff to pupil ratios have been considered to maximise the safety of pupils.
- Ifield School and King’s Farm Primary School will follow the current Government guidance in relation to social distancing and all matters relating to public health from the respective websites and outlets.

- Ifield School and King's Farm Primary School will ensure that all children who are either categorised as vulnerable or children of critical workers and are in attendance are appropriately supported.
- Ifield School will continue to record any support provided to children in relation to safeguarding issues on their respective safeguarding recording system.
- Ifield School and King's Farm Primary School will ensure that whilst caring for children of critical workers and vulnerable pupils on site, we ensure appropriate support is in place for them. This will be individualised to each pupil.
- Where Ifield School or King's Farm Primary School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the local authority.

### **Peer on Peer Abuse**

- Ifield School and King's Farm Primary School continues to recognise and respond to cases of Peer on Peer abuse by considering each incident on a case by case basis and basing any intervention on usual processes outlined within KCSIE 2019.
- Ifield School and King's Farm Primary School recognises that the current circumstances and the changeable nature of current Government guidance may mean that the school may need to adapt elements of the process in some cases to ensure that they are able to respond in line with Government advice when required.
- The DSL will continue to consult as appropriate with multi-agency professionals to ensure that children's safety and wellbeing is not compromised when incidents of peer on peer abuse are brought to their attention.
- Ifield School and King's Farm Primary School recognise that during the partial 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 that of the Safeguarding & 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 must be recorded on a Safeguarding Incident / Concern Form (yellow form at Ifield, green form at King's Farm) and appropriate referrals made.

## Online safety

- All staff and volunteers must adhere to the schools Online Safety Policy and Acceptable Use Policies.
- Ifield School and King's Farm Primary School expectations with regards online behaviour and education when using school 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.
- Ifield School and King's Farm Primary School will continue to provide a safe online learning environment where learners use school provided devices on site; appropriate filtering and monitoring will continue to be implemented. This includes the use of an online filtering system. (Lightspeed and Net Support DNA. Access to the internet at the Link Centre, North Kent College is filtered via Forti Gate. Zulu Desk is used to enforce tablet restrictions on what can be accessed)
  - 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 acceptable use policies, online safety policy and staff code of conduct.
- IT support and senior leaders receive live updates of pupils and staff IT activity to enable an immediate response as appropriate and required.
- Where pupils are using computers, iPads or other devices in school, appropriate supervision will be in place.

## 10.Supporting children not in school

- Ifield School and King's Farm Primary School will continue to ensure the safety and wellbeing of all Children and Young people that remain on the school roll.
- All DSLs will continue to identify those vulnerable children that would benefit from Early Help as identified in KCSIE 2019, provide pastoral support and consider whether they would benefit from external support also.

- There will be clear plans around how best to communicate with learners who are identified as vulnerable, as well as those about whom DSLs have concerns about who do not receive a statutory service.
  - This could include telephone contact and/or doorstep visits but is at the discretion of the DSL
- Where the DSL has identified a pupil 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 pupil or young person.
- Details of this plan must be recorded on a child protection sheet as should a record of contact made.
- The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.
- Ifield School and King's Farm Primary School and DSLs will work closely with all relevant agencies and professionals regarding safeguarding a child who is not on site.
  - Any plans will be reviewed regularly and if concerns become significant, the DSL will consider any requests for support if considered appropriate.
- Ifield School and King's Farm Primary School recognises that this is a difficult time for children and young people who consider school as a safe place and the current situation may impact on pupils', staff and parent/carers mental health.
- The school will utilise its website and social media presence to ensure that safeguarding messages are shared with children and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.
- 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.
- Ifield School and King's Farm Primary School recognise 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. Teachers at Ifield School and King's Farm Primary School need to be aware of this when setting expectations of pupils' work where they are at home.

## Online safety away from school and college

- All staff will continue to look out for signs that indicate a child may be at risk online and will report and respond to concerns in line with the Safeguarding and 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](http://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): [eee.ceop.police.uk/safety-centre](http://eee.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 school provided or approved communication channels; for example, school provided e-mail accounts, school telephones / school mobiles.
  - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Ifield School and King’s Farm Primary School will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements. Acceptable Use Policies are also in place.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our school code of conduct.
- When delivering remote learning, staff will:
  - Only use online tools that have been evaluated and agreed by 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 any extension to home learning is offered to pupils the following protocols should be considered:
  - Any use of live webcams must be authorised by the Head of School. In all circumstances, only authorised school equipment and school approved professional accounts (Microsoft Teams, Skype for Business, Zoom) must be used. The use of personal accounts to communicate with pupils and or parents and carers is not permitted.

- Recorded staff delivery of lessons 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 that of any family members of staff in the background. Staff must wear suitable clothing, as should anyone else in the household. Any devices used for recording should be in appropriate areas, for example, not in bedrooms; and the background should be blurred)
  - Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils.
- The school's website contains detailed information for parents and carers to help them protect their child/children from harm while online. The school's websites contain links for pupils to learn more about online safety.
  - The schools will alert parents / carers to the resources available on the school's websites.
  - Support for parents and carers to keep their child/children safe online includes:
    - [Childline](#) - for support
    - [UK Safer Internet Centre](#) - to report and remove harmful online content
    - [CEOP](#) - for advice on making a report about online abuse
    - [Internet matters](#) - for support for parents and carers to keep their children safe online
    - [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
    - [Net-aware](#) - for support for parents and careers from the NSPCC
    - [Parent info](#) - for support for parents and carers to keep their children safe online
    - [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
    - [UK Safer Internet Centre](#) - advice for parents and carers
  - 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 at least 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 Head of School 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.

- o 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.
- o 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.

## 11. Additional support and links

- As well as through existing school mechanisms, learners, staff and parents/carers can access age appropriate and practical support and advice via a range of national and local services:
  - o Childline: [www.childline.org.uk](http://www.childline.org.uk)
  - o Kent Resilience Hub: <https://kentresiliencehub.org.uk>
  - o NSPCC: <https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/>

### DfE Guidance

- Closure of educational settings: information for parents and carers: [www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers](http://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers)
- Vulnerable Children Guidance: [www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people](http://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people)
- COVID-19: guidance for educational settings: [www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19](http://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19)
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers: [www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers](http://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers)



- Coronavirus (COVID-19): attendance recording for educational settings: [www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings](http://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings)

### **Specific Links relating to Coronavirus for Learners and Parents/Carers**

- Kent County Council: [www.kent.gov.uk/social-care-and-health/health/coronavirus](http://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/](http://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/](http://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/](http://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/](http://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/)
  - Resources for parents during coronavirus: [www.childrenscommissioner.gov.uk/coronavirus/resources/](http://www.childrenscommissioner.gov.uk/coronavirus/resources/)
- Sport England: [www.sportengland.org/stayinworkout](http://www.sportengland.org/stayinworkout)
- Place2be:
  - [www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/](http://www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/)
  - [www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/](http://www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/)

### **Online Safety**

- NCA-CEOP: [www.thinkuknow.co.uk/](http://www.thinkuknow.co.uk/)
- Internet Matters: [www.internetmatters.org/](http://www.internetmatters.org/)
- Childnet: [www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19](http://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](http://www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc)
- NSPCC: [www.nspcc.org.uk/keeping-children-safe/online-safety/](http://www.nspcc.org.uk/keeping-children-safe/online-safety/)
- Parent Info: <https://parentinfo.org/>
- BBC Own it: [www.bbc.com/ownit](http://www.bbc.com/ownit)

### **Domestic Abuse**

- Domestic Abuse Services: [www.domesticabuseservices.org](http://www.domesticabuseservices.org)

- Victim Support: 0808 16 89 111 [www.victimsupport.org.uk/help-and-support/get-help/supportline](http://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/](http://www.lookahead.org.uk/)
- Oasis Domestic Abuse service – Service provider, East Kent. (Thanet and Dover): [www.oasisdaservice.org/home](http://www.oasisdaservice.org/home)
- Clarion Housing Association – Service provider for North and South Kent
  - North Kent: (Dartford & Gravesham, Swale and Maidstone) Clarion DA confidential Helpline: 07376 637069 (Mon-Fri 9am – 5pm)
  - 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

## 12.Children moving schools and colleges

- It is important for any school or college whose pupils are attending another setting to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information. This will be especially important where pupils are vulnerable. For looked after children, any change in school should be led and managed by VSK with responsibility for the pupil. The receiving institution should be aware of the reason the pupil is vulnerable and any arrangements in place to support them. As a minimum, the receiving institution should, as appropriate, have access to a vulnerable pupil’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 should ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Any exchanges of information will ideally happen at DSL, or deputy DSL level, and likewise between special educational needs co-ordinators / named individual with oversight of SEN provision for pupils with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case, senior leaders should take responsibility.
- Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR they do not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE.

## 13.Mental Health

- The coronavirus (COVID19) outbreak is going to have an impact on everyone’s daily lives. Although the schools have provided learning for pupils at home, along with resources to support parents and carers, we recognise that households are currently experiencing conditions that effect personal circumstances and wellbeing.

- During this time, pupils and parents/carers may feel bored, frustrated, lonely, low, worried, anxious, concerned about their health and that of friends and family. Everyone reacts differently to events and changes in the way that they think, feel and behave vary between different people and over time. It is important that everyone takes care of their mind as well as their body and to get further support if it is required. Any family should feel able to contact the school for support.
- Maintaining relationships with trusted people, including the school is important for mental wellbeing. If parents and carers do not feel able to contact the school, there are other people they can speak to via NHS recommended helplines or they could find support groups online to connect with. Links to useful information can also be found by following the links below:
  - [NHS recommended helplines](#)
  - [Guidance for the public on the mental health and wellbeing aspects of coronavirus \(COVID-19\)](#)
- If experiencing feelings of anxiety, it might help to think about potential challenges and make plans for them. These might include:
  - Financial concerns
  - If you care for other people
- Further supporting information can be found by following the link below:
  - [Guidance for the public on the mental health and wellbeing aspects of coronavirus \(COVID-19\)](#)