

# Safeguarding and Child Protection Policy For use during the COVID-19 outbreak

## President Kennedy School

January 2021

This policy is a dynamic document and is updated regularly as further government and local guidance is published.

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Policy Addendum reviewed remotely and agreed by governors on: 10 February 2021

# 1 Introduction

- 1 This policy is an addendum to the school's main Safeguarding and Child Protection Policy and is intended for use during the COVID-19 emergency period only.
- 2 We continue to recognise that safeguarding and child protection is an essential part of our duty of care to all students and that we have a responsibility to safeguard children, whether they are on-site or staying at home. We understand that safeguarding, child protection and promoting the welfare of all children is everyone's responsibility and everyone has a role to play in protecting children. We continue to promote a culture of vigilance, where staff and volunteers act immediately if they have safeguarding concerns about a child. We recognise that our school is part of a wider safeguarding system for children and work closely with other agencies to promote the welfare of children. We maintain an attitude of 'it could happen here' and will consider the wishes of, and at all times, what is in the best interests of each child.
- 3 Due to the nature of the emergency we are facing and the changing threat from COVID-19, this policy is regularly reviewed and updated to ensure that the school is compliant with:
  - All relevant legislation and statutory guidance;
  - government guidance relating to the COVID-19 outbreak; and
  - guidance from the Coventry Safeguarding Children's Partnership (the Local Authority, the local clinical commissioning group and the chief office of police).
- 4 All staff will be made aware of this policy and updated regularly on further developments.
- 5 Further information about the government's approach to COVID-19 can be found here: <https://www.gov.uk/coronavirus>.
- 6 The purpose of this policy is to:
  - Promote safeguarding and child protection and demonstrate the school's commitment to keeping children safe whilst operating under emergency measures related to COVID-19;
  - Provide all members of staff with the information required to meet their safeguarding duty and protect children from harm during this time;
  - Provide stakeholders with clear information relating to the school's safeguarding and child protection procedures during the COVID-19 outbreak; and
  - Ensure that children are protected from maltreatment or harm.

- 7 President Kennedy School is committed to the following principles at all times:
- All children have the right to be protected from harm;
  - The best interests of children will always continue to come first;
  - All staff are responsible for keeping children safe and have a responsibility to act if they think a child is at risk of harm;
  - If anyone in school has a safeguarding concern about any child they should continue to follow usual procedures and must act and act immediately;
  - A Designated Safeguarding Lead or a Deputy Safeguarding Lead should be available; and
  - Working with other agencies (such as Children’s Services and the Virtual School) is essential to promote safeguarding and protect children from harm.
- 8 We continue to be subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 in the exercise of their functions to have “due regard” to the need to prevent people from being drawn into terrorism and will refer to appropriate services if we are concerned a child is being radicalised.
- 9 We continue to fulfil our duties under Section 5B of the FGM Act 2003, as inserted by section 74 of the Serious Crime Act 2015.

10 **Scope**

- This policy applies to all teaching, non-teaching, support, supply, peripatetic, contract staff, governors, volunteers and trustees working in or on behalf of President Kennedy School and The Futures Trust. All references in this document to ‘staff’ or ‘members of staff’ should be interpreted as relating to the aforementioned unless otherwise stated.
- This policy applies to all staff, whether working on-site or at home.

## 2 Context

- 11 Following government guidance, the school has been closed to pupils from 4<sup>th</sup> January 2021, with the exception of children deemed to be ‘vulnerable’, or those that with parent/s who are ‘key-workers’.
- 12 The school adheres to government guidance on ‘key workers’. For further information relating to key workers, see guidance here:  
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>.
- 13 The school remains open for children who are deemed to be vulnerable, as per government guidance. The school has given careful consideration to which children need to continue to attend school, in order to ensure children are safe and to minimise the spread of COVID-19.

- 14 Each child has been considered on a case-by-case basis and an assessment of risk has been made, with relevant external agencies, parents and the Local Authority, to decide if a child should be on site or not. The school considers children to be vulnerable and may need to attend if they are;
- Children on Child Protection Plans; Children in Need; Looked-After or Previously Looked-After; and
  - Children with SEND (with or without an EHCP), who would be safer at school than at home.
- 15 Children other than those above may be considered vulnerable and some children will become vulnerable during the time that the school is closed. The school will continually review which children will attend school, in line with local and governmental guidance.
- 16 Additional support may be put in place to safeguard;
- Children vulnerable to CE/Contextual safeguarding issues and those in receipt of early help; and
  - Children who are homeless/living in temporary accommodation, refugees and asylum seekers and young carers.
- 17 There is an expectation that children who have a social worker will continue to attend school, unless they have an underlying health condition that will put them at severe risk.
- 18 Where parents of the children referred to in the paragraph above are concerned about the risk of the child contracting COVID-19, President Kennedy School, in partnership with the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.
- 19 The school will follow government guidance to support children who are usually in receipt of free school meals. Further information can be found on this here: <https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>. Further information on this can be found on our website under Frequently asked questions.
- 20 Some children will have existing vulnerabilities and will not attend school. In the case of these children, the school will contact these students on a regular basis. All vulnerable students with a named social worker or an EHCP will be contacted by the school on a weekly basis. All other vulnerable students as decided by the Colleges will also be contacted via telephone, email or text on a weekly or fortnightly basis. All contact with these students will be logged onto CPOMS (Child Protection Online System) by the staff member designated to make contact and the overall contacts being made will be overseen by the Designated Safeguarding Lead and the Deputy Designated

Safeguarding Lead. Who will in collaboration with the Colleges decide if further action is required and monitor its effectiveness.

- 21 All children (regardless of vulnerability) will be contacted either through the school website / FAQs or by telephone for vulnerable pupils.

### 3 Local Safeguarding Arrangements

- 22 The school will ensure that it is aware of any changes to local safeguarding arrangements through existing channels of communication with the Local Authority and the wider Coventry Safeguarding Children Partnership.
- 23 The school continues to operate under Coventry Safeguarding Partnership policies and continues to use the '[Right Help Right Time](#)' guidance when considering if children require additional support or statutory intervention.
- 24 This policy will be regularly reviewed and updated to reflect any changes in local safeguarding arrangements.

### 4 Roles and Responsibilities

#### The Governing Body and/or Proprietors

- 25 The governing body continues to monitor the school during this period of emergency closure. Governors will continue to have oversight of leadership in the school. Governor meetings will be carried out by contact between the Headteacher and Chair of Governors and/or Vice Chair of Governors monthly.

#### The Role of the Headteacher

- 26 The Headteacher will:
- Ensure that this policy is regularly updated in line with evolving government and local guidance relating to COVID-19;
  - Ensure that this policy and associated procedures are adhered to by all staff;
  - Ensure that all adults coming into contact with children at school have been subject to the appropriate safer recruitment checks;
  - Respond to allegations of abuse against all other members of staff; and
  - Ensure that staff on-site and off-site have regularly updated training to ensure that they are aware of local safeguarding arrangements.
- 27 In the event that the headteacher is unavailable either on-site or remotely, the above responsibilities will be completed by the Deputy Headteacher. The Leadership team for The Futures Trust and the Designated Safeguarding Lead who is available either in school or remotely during the school day.

#### The Role of the Designated Safeguarding Lead (DSL)

- 28 The role of the DSL is outlined in the main school Safeguarding and Child Protection Policy and in [Keeping Children Safe in Education \(2020\)](#).

- 29 In addition to their usual duties, the DSL will also have regard to the additional mental health issues that pupils on-site may be experiencing as a result of COVID-19 and provide/arrange support for pupils as necessary.
- 30 Wherever possible, a trained DSL (or deputy DSL) will be available on site. Where this is not possible due to staff self-isolation, a trained DSL (or deputy DSL) will be available to be contacted via phone or online video.
- 31 In the event that the DSL and the DSL/s are unable to work remotely due to illness, an appropriate senior leader will take responsibility for coordinating safeguarding on site. This could include, but is not limited to, updating and managing access to safeguarding and child protection files 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 President Kennedy School. Information will be passed to the DSL as soon as practicably possible.
- 32 Arrangements for contacting the DSL/DDSLs will be shared with staff before 9am each day, as well as any relevant safeguarding and child protection updates and training.
- 33 The government has acknowledged that DSL refresher training is very unlikely to take place during this emergency. All DSLs and DDSLs that have previously been trained will continue to be classed as DSLs even if they miss their refresher training, in line with current government guidance. All DSLs and DDSLs will keep up to date with the latest safeguarding information and guidance through via e-bulletins, Local Authority e-bulletins and taking time to read and digest safeguarding developments.

### **The Role & Responsibilities of all Staff within School**

- 34 All staff, whether on-site or working from home, will:
- continue to operate under the principles of the main school Safeguarding and Child Protection Policy, the staff Code of Conduct, all relevant legislation and statutory guidance and continue to have particular regard to Keeping Children Safe in Education (2020);
  - will continue to promote a culture of vigilance and refer all safeguarding concerns to the appropriate person immediately;
  - adhere to all government, local and school advice relating to hygiene, response to COVID-19 symptoms and self-isolation;
  - seek advice from the Designated Safeguarding Lead if they are unsure; and
  - All teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012).

## 5 Responding to signs of abuse

- 35 Information relating to types of abuse and signs and symptoms of abuse can be found in President Kennedy School's main safeguarding and child protection policy and [Working Together to Safeguard Children \(2018\)](#).
- 36 All staff and volunteers will continue to be alert to indicators of abuse and will report any concerns to the appropriate member of staff immediately.
- 37 If a member of staff, parent/carer or member of the public is concerned about a child's welfare (whether they are attending school or not), they should report it to the designated safeguarding lead as soon as possible. If the designated safeguarding lead is not available, it should be reported to the deputy safeguarding lead without delay. Although any member of staff can make a referral to Children's Social Care, where possible there should be a conversation with the Designated Safeguarding Lead via telephone or online video call, if they are working from home. If there is no DSL available, concerns should be reported to a member of the Senior Leadership Team who will be responsible for working with the College Pastoral team to ensure the support needed is given to the child.
- 38 Most children are not currently attending school. The school recognise that children who are not attending school may need to make a disclosure or want to seek help from a trusted member of staff. The school will ensure that key member of the pastoral and student support teams are available and are contacting children who have already been identified as vulnerable. As well as being available on-call for students and parents/carers to contact.
- 39 If anyone other than the Designated Safeguarding Lead makes a referral to children's social care or to the police, they should inform the DSL as soon as possible.
- 40 If the school is concerned that a child is at risk of significant harm, we will seek advice from Coventry's Multi-Agency Safeguarding Hub (MASH) and make a referral to this service if necessary. Coventry's MASH continues to be fully functional in terms of its safeguarding responsibilities.
- 41 Referrals to the Multi-Agency Safeguarding Hub can and should still be made for children at risk of harm using the online Multi-Agency Referral Form (MARF).

**MASH Telephone number:** 02476 788 555

**MASH online referral form:** <http://www.coventry.gov.uk/safeguardingchildren>

**Out of hours Emergency Duty Team:** 02476 832 222

**Prevent/Channel Referrals:** Refer to MASH ([mash@coventry.gov.uk](mailto:mash@coventry.gov.uk)) and to [CTU\\_GATEWAY@west-midlands.pnn.police.uk](mailto:CTU_GATEWAY@west-midlands.pnn.police.uk)

- 42 The school will continue to receive Operation Encompass reports as long as the police have capacity to offer this service. The school will risk assess each report on a case-by-case basis and continue to operate as usual in response to reports, unless instructed otherwise by the police or Local Authority. This information will be recorded on the child's safeguarding and child protection record as usual. If a child is attending a partner school or hub, this information will be passed to the DSL at the host school. This is constantly under review and the school is being regularly updated on any changes by the local Operation Encompass Co-ordinator.
- 43 All services are under increased pressure during this period of emergency. However, the school recognises that safeguarding continues to be of paramount importance and will work with other agencies in order to ensure children are safe. If a child's situation does not appear to be improving following a referral, the school may re-refer the child. We will also consider using the [Coventry Safeguarding Children Partnership's Escalation and Resolution of Professional Disagreements policy](#) to ensure that our concerns have been addressed and that the situation improves for the child.

## 6 Peer on Peer Abuse

- 44 President Kennedy School understands that both adults and other children can perpetrate abuse, and peer on peer abuse is taken very seriously. Peer on peer abuse can include bullying, cyber-bullying, physical abuse, sexting, sexual violence and/or harassment, upskirting, and initiation/hazing ceremonies. The school recognise that safeguarding issues can manifest as peer on peer abuse.
- 45 During this time, staff will continue to be vigilant in reporting any concerns relating to peer on peer abuse to the DSL.
- 46 During this time students from different age groups may be working together within the school. Therefore, at all times there will be a named member of staff responsible for their learning who must also remain vigilant for any signs of signs of peer on peer abuse and deal with them appropriately.
- 47 The school's revised approach to peer on peer abuse is informed by the principles set out in Part 5 of Keeping Children Safe in Education (2019).

## 7 Online Safety

- 48 The school recognises that children both on-site and off-site are vulnerable to abuse and radicalisation online. Children who are at home may be spending more time online and this increases their vulnerability.
- 49 President Kennedy School recognises that additional safeguarding arrangements are required to ensure that children are safe online at this time.

- 50 Governors will review arrangements to ensure that they continue to be appropriate.
- 51 Online activity in school will continued to be monitored through our usual IT monitoring systems. This will be monitored daily by a designated member of the ICT Team who will inform the DSL and the Colleges teams so further action can be taken as necessary following the guidance in the Safeguarding and Acceptable Use Policies (Both Staff and Student).
- 52 Children who are not attending school. All students have been reminded of the acceptable use policy for students which is applicable to both accessing the school's resources with President Kennedy School and externally e.g. from home. Further advice has been given to all parents/carers from the school via email and on the school website about keeping their children safe online and how to access further advice from sources such as [www.Internetmatters.org](http://www.Internetmatters.org). Students and parents have also been given information on how to report concerns externally via organisations such as CEOPS and through the school for extra support if necessary.
- 53 The school is using technology to deliver learning to pupils who are at home. In order to ensure that children are safe when learning online, the school has:
- Ensured that staff are trained are aware and understand how to use IT appropriately and where to access support when they need it.
  - Provided pupils with information sheets and guidance on how to access the school VLE and other resources safely.
  - Pupils through their home working tasks are given guidance on which websites to access for extra research. The contents of the Acceptable use Policy agreement and accessing support safely.
  - Parents have been advised on suitable websites for children, parental control settings, supervision and monitoring, where to get extra support, the contents of the acceptable use agreement of using IT for school based learning activities and the risks of using online unknown tutors etc once you have done this.
- 54 We have reviewed the staff Code of Conduct and information sharing policy to reflect the current change in circumstances and increased use of technology.
- 55 Staff have received training on the new and updated Code of Conduct, either on-site or remotely.
- 56 A list of useful sources of information relating to online safety is including in **Appendix B** of this policy.

## 8 Record-keeping

- 57 A written record of all safeguarding and/or child protection concerns, discussions and decisions made will continue to be kept in individual

children's files. This will be separate from the main school file and will only be accessed by the relevant safeguarding staff.

- 58 President Kennedy School keeps all safeguarding files electronically, using a system called CPOMs. This system can be accessed remotely therefore the DSL does not need to be on site to access it. The response system is also structured in a 'triage' format so although the DSL and DDSL do monitor all safeguarding issues. Each College has a trained Pastoral Leader who also takes responsibility for the students in their College and can liaise with other Pastoral Leaders if it involves more than one pupil from different year groups. All Pastoral Leaders have accessed updated training in the past 12 months in order to ensure they can support the DSL in their work if they become unavailable.
- 59 Arrangements for information-sharing if children are attending at a different school/hub are through the DSLs from each school and a named representative from each school's Leadership team. The DSL from the Host school will ensure that the DSL from the Visiting school is informed of any concerns and ensure between them that any necessary action takes place.

## 9 Attendance

- 60 The school adheres to government guidance, which states that parents should keep their children at home, wherever possible, and that schools, colleges and early years settings should remain open only for children of critical workers and those deemed to be vulnerable, as outlined in Section 2 of this policy.
- 61 As such, President Kennedy will not be following our usual attendance procedures and non-attendance will not be managed in the way that it normally would and children should not attend unless there is an agreement with the school.
- 62 The school will work with families and social workers to agree whether children should attend school or not. If it is agreed that a child should attend and they do not, the school will follow this up with parents/carers.
- 63 The school will follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend.
- 64 If children who should be attending school develop symptoms, they will be asked to remain at home. In the event that this happens, we will ensure that the parents/carers receive regular contact and support as best we can in the current situation.
- 65 The school will take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

- 66 In all circumstances where a vulnerable child does not take up their place at the school, or discontinues, we will notify their social worker.
- 67 Some children may have existing vulnerabilities but will not attend school (those with underlying health conditions, for example). In this case, the school will contact the child's home on a regular basis usually weekly in the first instance preferably by phone if not by email or text and try to ensure a response. If one is not received further action will be decided upon.
- 68 The school will record pupil daily attendance using the attendance tracker provided by the government, as an addition to the usual attendance tracking systems.

## 10 Children attending Alternative Provision.

- 69 Children at alternative provision are safeguarded through direct contact with the placement provider through a daily phone call and /or email. However, in most cases the decision has been made to halt these due to safeguarding the pupil. this will remain in place during 'lockdown' and will only be reviewed when it is deemed safe to do so.

## 11 Children from other schools

- 70 If children move to President Kennedy School from another setting, we will request SEND and safeguarding and child protection information for that child, the risk assessment determining if the child should be in attendance or not and details of support in place. This includes, but is not limited to, Education and Health Care Plans (EHCPs), Child in Need plans, Child Protection plans, Personal Education Plans and details of professionals involved with the child.
- 71 For looked-after children, the change in school will be led and managed by the Virtual School Head with responsibility for the child (see front of policy for details).
- 72 This information will be requested and should be sent to the school prior to the child's arrival by the Designated Safeguarding Lead, the SENCO or an appropriate senior manager in their absence.
- 73 We will liaise closely with the Local Authority, the Virtual School and social workers in the event that a child moving to the school has either an Education Health Care Plan and/or is a Looked After Child.
- 74 **The processes for sharing safeguarding information for children from other schools will take place directly between the DSLs from both the host and visiting school. This will be via telephone contact or secured email. This will not be put onto CPOMS and any information will not be kept by the host school when the child moves back to their home school.**

- 75 We continue to operate under the Data Protection Act (2018) and the General Data Protection Regulation (GDPR). However, this is not be a barrier to sharing information for the purposes of keeping children safe.

## 12 Safer Recruitment

- 76 President Kennedy School is committed to providing children with a safe environment. We take safer recruitment very seriously and all staff and volunteers are subject to the necessary checks.
- 77 There are no circumstances in which a child or children will be unsupervised with an adult who has not been subject to all necessary safer recruitment checks. Any new members of staff, new volunteers or existing volunteers taking on new roles will be subject to all necessary safer recruitment check and this will be recorded on the Single Central Record.
- 78 Recruitment practices at all Futures Trust schools, including President Kennedy School, strictly adhere to Keeping Children Safe in Education (2019) and to the Trust's Safer Recruitment and Volunteer Policies. The practices in all schools are regularly reviewed by the Trust alongside Designated Safeguarding Leads, and each Trust school is able to verify that staff and volunteers who have been provided with a photographic identity card by them, have been subject to a robust safer recruitment process.
- 79 If a member of staff or volunteer with a DBS check from a childcare setting, another school or another college, which is external to The Futures Trust, temporarily moves to President Kennedy School, a risk assessment will be completed to ascertain if a new DBS check is required before they work in regulated activity. The school will follow guidance set out in [Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers Updated May 2020](#).
- 80 Any members of staff or volunteers transferring from another childcare or education setting will undergo induction training and we will seek evidence from their main setting that the member of staff has completed relevant safeguarding training in line with other similar staff or volunteers and they have read Part I and Annex A of Keeping Children Safe in Education.

## 13 Allegations of abuse against staff

- 81 President Kennedy School takes all allegations against staff seriously and will manage them in line with this policy, Part Four of Keeping Children Safe in Education (**September 2020**) and the **CSCP Guidance, '[Allegations against Staff and Persons in a Position of Trust](#)'**.
- 82 If a concern or allegation of abuse arises against the Headteacher, it must be reported to the Chair of Governors without delay. In the event that the Chair of Governors is unavailable due to illness or other circumstance, concern must

be reported to the Deputy Chair of Governors or the nominated Governor in the event that they are both unavailable. If this is not possible referrals should be made through the LADO.

- 83 If a concern or allegation of abuse arises against any member of staff other than the Headteacher, it must be reported to the Headteacher without delay. In the event that the headteacher is unavailable due to illness or other circumstance, concern must be reported to the Deputy Headteacher or the Member of the Leadership Team who has been nominated to act in their place.
- 84 Allegations of abuse against staff should be not discussed directly with the person involved.
- 85 The Headteacher or Chair of Governors should consider if the allegation meets the threshold for Local Designated Officer (LADO) intervention. The LADO is operating as usual and referrals must be made through the online referral form here:  
[https://www.coventry.gov.uk/info/206/coventry\\_safeguarding\\_children\\_partnership/2628/local\\_authority\\_designated\\_officer\\_lado](https://www.coventry.gov.uk/info/206/coventry_safeguarding_children_partnership/2628/local_authority_designated_officer_lado)
- 86 Concerns relating to a position of trust issue will be referred to the Local Authority designated officer within 24 hours.
- 87 If a child has suffered, or it is suspected that they have suffered, abuse or harm, a MASH referral will also be made.
- 88 In the instances where an allegation is dealt with internally, the Local Authority designated officer will provide information and support to the school in managing the allegation. This service is still provided throughout this period of emergency.
- 89 The procedure for whistleblowing is outlined in the school's main Safeguarding and Child Protection Policy.

## 14 Policy Review

- 90 This policy is a dynamic document and will be updated regularly as further government and local guidance is published.

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## Appendix A – Process for reporting safeguarding and child protection concerns

President Kennedy School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead: **Richard Beattie**

The Deputy Designated Safeguarding Lead: **Ralph Cordes**

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

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 might include updating and managing access to child protection online management system, CPOMS 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 or college.

It is important that all President Kennedy School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

### Reporting a concern

Staff are reminded of the continued importance of all staff and volunteers acting and acting immediately on any safeguarding concerns.

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy.

Staff must speak directly with the school through reception who will contact the safeguarding Lead who will get back to them as soon as possible to find out any details.

Staff should then still try to put this on CPOMS as this is accessible both through the school virtual Learning Environment and externally.

Staff must also email the safeguarding leads and the respective College. They must then await a reply. If they do not receive this in 24 hours they should again contact the school.

This will ensure that the concern is received.

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

As per Keeping Children safe in Education concerns about a member of staff should continue to be directed to the Headteacher. Concerns around the Headteacher should be directed to the Chair of Governors.

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

## **Supporting children not in school**

President Kennedy School is committed to ensuring the safety and wellbeing of all its Children and Young people.

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.

Details of this plan must be recorded on CPOMS, as should a record of contact have been made.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

President Kennedy School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

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.

President Kennedy 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. Teachers at President Kennedy School need to be aware of this in setting expectations of pupils' work where they are at home.

President Kennedy 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. This will be bespoke to each child and recorded on CPOMS.

## **Supporting children in school**

President Kennedy School is committed to ensuring the safety and wellbeing of all its students.

President Kennedy School 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.

President Kennedy 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.

President Kennedy 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. This will be bespoke to each child and recorded on CPOMS.

Where President Kennedy School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Trust.

## **Support from the Multi-Academy Trust**

The Multi-Academy Trust (MAT) Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The MAT will also provide regular group and individual supervision sessions. This may take the form of an online meeting.

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## Appendix B – Online Safety Resources

President Kennedy School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

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

### Children and online safety away from school and college

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 children's social care and as required, the police.

Online teaching should follow the same principles as set out in the MAT code of conduct.

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

Staff will not be expected to use video conferencing to teach a "Live". However, if this does happen staff and students are expected to follow the guideline below:

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

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day. • Students can choose not to turn "video" on if you feel more comfortable with audio only.
- Staff should be wearing their ID badge and there must be 2 school employees present in the video call.

- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by the Futures Trust MAT to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held

### **Support for schools implementing remote learning**

- <https://swgfl.org.uk/resources/safe-remote-learning/>

### **Support for professionals when using videos and/or live streaming**

- <https://static.lgfl.net/LgflNet/downloads/digisafe/Safe-Lessons-by-Video-and-Livestream.pdf>

### **Support for children and parents**

- Childline – [www.childline.org.uk](http://www.childline.org.uk)
- UK Safer Internet Centre to report and remove harmful online content – [www.reportharmfulcontent.com](http://www.reportharmfulcontent.com)
- CEOP (to make a report about online abuse) – [www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre)
- Internet Matters (for support for parents and carers to keep their children safe online – [www.internetmatters.org](http://www.internetmatters.org)
- London Grid for Learning (for support for parents and carers to keep their children safe online) – [www.lgfl.net/online-safety/](http://www.lgfl.net/online-safety/)
- Net-aware (support for parents and carers from the NSPCC) – [www.net-aware.org.uk](http://www.net-aware.org.uk)
- Parent info (for support for parents and carers to keep their children safe online) – [www.parentinfo.org](http://www.parentinfo.org)
- Thinkuknow (advice from the National Crime Agency to stay safe online) – [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk)
- UK Safer Internet Centre (advice for parents and carers) - <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

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## Appendix C – Mental Health Support for Children and Families

*The Government has produced a guidance document with suggestions for managing mental health and wellbeing during this time. Information can be found here:*

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19#where-to-get-further-support>

*Extra advice and support is being provided by the school Counsellor G.Sweet and has been made available to both staff and students through the school VLE*