

Child protection and safeguarding: COVID-19 addendum

Aldenham School

safeguarding@aldenham.com



Update: 22nd January 2021

Prior to the Schools' full reopening on 2nd September, a full Risk Assessment (RA) was undertaken to identify and mitigate risks involved in reopening. Since then the Schools have continued to function in accordance with the RA. Advice from Public Health England and Hertfordshire's Director of Public Health has been followed throughout this period. The RA has been available on each school's website and has been updated in line with changes in advice received and reflects continuous improvement in the Schools' approach to managing this situation.

Following the Secretary of State for Education's announcement on 4th January, the Schools have only been open for vulnerable children and children of critical workers. All learning for other children has been by remote means. It is likely that this situation will continue for the remainder of this term, although the Schools will be guided by advice from the Department of Education and Public Health England as to when it is safe to reopen on a partial or full basis.

Where possible, normal safeguarding procedures (as detailed in the Safeguarding Policy) should be followed. Throughout the period of shutdown, the measures contained in this addendum will be in place.

Prepared by:	Philip Green, DSL	Date: 2nd April 2020
Approved by:	Deborah Nicholes, Governor with lead responsibility for Safeguarding	Date: 3 rd April 2020
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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Philip Green	07884 585324 psg@aldenham.com
Deputy DSL (Prep School)	Sarah Galpin - please direct Prep School concerns to Sarah in the first instance.	01923 851649 smgalpin@aldenham.com
Deputy DSL	Emma Murray	01923 851639 eemurray@aldenham.com
Deputy DSL	Jos Perris	07557 008543 jcperris@aldenham.com
Designated member of senior leadership team if DSL (and deputy) can't be on site	Andy Williams, Senior School Head	07971 094903 amw@aldenham.com
Designated member of senior leadership team if DSL (and deputy) can't be on site	Vicky Gocher, Prep School Head	07732 459281 / 07773 626777 vjgocher@aldenham.com
Headteacher	James Fowler	01923 851600 jcf@aldenham.com
Local authority designated officers (LADO)	Tony Purvis Yvette Morello Referral form	Tony Purvis 01992 556979 tony.purvis@hertfordshire.gov.uk Yvette Morello 01992 556463 Yvette.morello@hertfordshire.gov.uk LADO.Referral@hertfordshire.gov.uk (Note:referrals are only accepted by email)
Chair of governors	Trevor Barton	01923 850866 / 07881 518643)

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners (Hertfordshire Children's Services, Hertfordshire Constabulary, Herts Valleys CCG and local authority (LA) (Hertfordshire).

Please note: since many of our pupils live outside Hertfordshire, any referral must go to a pupil's home local authority. This can be found by putting their postcode in the Government Service [Report Child Abuse to a Local Council](#). Postcodes are found on the pupil's profile on MyConcern.

It sets out changes to our normal Safeguarding policy in light of the Department for Education's guidance [Coronavirus: Guidance for full opening \(schools\)](#), and should be read in conjunction with that policy. All other policies, including (but not limited to) the relevant Codes of Conduct for each section of the School, the Whistleblowing Policy, the ICT Acceptable Use Policy and the Social Media Policy which are referenced in the Safeguarding Policy remain in place.

Unless covered here, our normal Safeguarding policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
 - With a child protection plan
 - Assessed as being in need
 - Looked after by the local authority
- Have an education, health and care (EHC) plan

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#). All colleagues must ensure that they have read and understood the contents of the latest version of KCSIE, which came into force on September 1st 2020.)

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

All staff have been reissued with this policy, detailing the contact details of the DSL and DDSLs. Wherever possible, a referral should be discussed with the DSL or a deputy before being submitted. Concerns must also be logged on MyConcern as soon as possible after the referral has been made.

The existing Safeguarding Policy (updated in line with KCSIE 2020) has also been recirculated. This contains a list of contacts for all the neighbouring local authorities in which our pupils live.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If they are not on site, the DSL and DDSLs will be contactable by the following methods:

- By email

- By phone
- By videocall on Microsoft Teams

If the DSL or a Deputy is not immediately contactable, staff should be contacted in the following order:

1. Andy Williams, Senior School Head / Vicky Gocher, Prep School Head
2. James Fowler, Headmaster
3. Andy Kaye, St Hilda's DSL, (0208 950 1751)
4. Niamh Brewer, Head of Woodrow's House (07967 128690)

All of the above have been trained to Level 2/3 (Advanced) in Safeguarding and are also available on Teams and via email.

If the DSL or any of the DDSLs is unavailable for an extended period of time, we will communicate this via email. If there is a change in the above order of contact, this will also be communicated to the school community.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are. The DSL and DDSLs have full remote access to MyConcern.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will normally be Andy Williams for the Senior School and Vicky Gocher for the Prep School. Their contact details are listed above.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- › Identify the most vulnerable children in school
- › Update and manage access to child protection files, where necessary – these are all securely stored in MyConcern.
- › Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments
- › Ensure that all relevant information is forwarded to the DSL if making a referral when offsite.
- › Ensure that visitors and volunteers are strictly monitored for appropriate conduct.

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children. [Note that there are not currently any looked-after children on roll.]

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- › Our 3 local safeguarding partners
- › The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need
- › Advice received from relevant legal partners.

6. Monitoring attendance

In the event of another enforced partial or full closure, we will monitor attendance in online learning (known as “Aldenhorn” in the Senior School and Home Learning in the Prep School). We will not, however, report non-attendance to statutory authorities.

The exception to this is where any child we expect to attend school during the closure doesn’t attend or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by phone in the first instance, then email if no contact is established by phone.
- Notify their social worker, where they have one

We will use the Department for Education’s daily online attendance form to keep an accurate record of who is attending school.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible. On the first day of attendance, the existing details should be checked by the parent/carer dropping the child off and any amendments added to PASS/3sys as soon as possible.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately.

Full details of the referral process are contained in the Safeguarding Policy. In the first instance, the tutor/class teacher would be expected to contact the pupil to offer pastoral support, and to liaise with the DSL/DDSL as necessary.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately.

Full details of how to act on concerns are contained in the Safeguarding Policy. [Note that, although the Low-Level Concerns Policy has been adopted, it would not be expected that colleagues follow this policy as it has not been formally “launched” to them.]

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who aren’t ‘vulnerable’ but where we have concerns

We have the option to offer places in school to children who don’t meet the Department for Education’s definition of ‘vulnerable’, but who we have safeguarding concerns about. We will work with parents/carers to do this. Such children will be considered on a case-by-case basis, and the best interests of the child will always be paramount. The parents requesting a place for such children will be informed of the School’s decision as soon as practicable after the request has been submitted.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 Contact plans

We will have due regard for the DFE's guidance about mandatory attendance after full reopening. We do, however, recognise that there may be pupils in households (particularly if they are multigenerational) where parents deem the risk is too great for children to attend school. Every effort will be made to support children's learning where there are genuine reasons for absence.

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact
- Initial contact will take place from the tutor/class teacher. This will be escalated to the HSM (Senior School)/ Deputy Head (Prep School) if contact is not established. Any concerns arising from the contact must be logged on MyConcern.

We have agreed these plans with children's social care for the children on Child Protection Plans and will review them on a monthly basis.

If we can't make contact directly with a pupil, particularly if they are seen as being vulnerable, we will attempt to make indirect contact (e.g. through siblings and friends) before contacting Children's Services and/or the Police.

10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online (see section 11 below).

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

The IT Foundation Team have the technical knowledge to support our current IT provision. We have implemented remote access to all critical systems both on site or in the Cloud. However, should the IT team be unavailable we have constant support from our third party IT support company (Riverlite).

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Guide to Professional Conduct and Acceptable use of ICT and Mobile Phone Policy.

Further guidance has been published to staff, parents and pupils about the appropriate use of technology during the period of remote learning. This guidance has been constantly refined in the light of teachers' and pupils' experiences with remote learning, but the essential principles at the heart of all the guidance are that

- safeguarding is everyone's responsibility;

- All members of the Aldenham community need to be safeguarded

It is expected that all pupils will take part in live streamed lessons, which are recorded for safeguarding purposes. The recordings are held for 21 days and then automatically deleted. In exceptional circumstances, when a concern has been raised by a pupil, parent or member of staff, they may be downloaded and stored for a longer period while an investigation is carried out. Concerns should be raised via emailing safeguarding@aldenham.com with details of the date, time and teacher of the relevant lesson.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We have made sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too. Contact details for the DSL have already been circulated to pupils and will be recirculated on a regular basis.

11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Initial cases of pupils needing support will be logged onto MyConcern and referred to the School Counsellor and Chaplain as necessary.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

13.2 Staff 'on loan' from other schools

We do not intend to make use of staff "on loan" from schools outside the Aldenham Foundation. However, should this be necessary, we will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. Full risk assessments will be undertaken by the HR team and approved by the DSL.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

13.3 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our Safeguarding policy (and this addendum)
- Keeping Children Safe in Education part 1 and Annex A if they work directly with children
- The relevant Code of Conduct for their position.

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need, if relevant. In most cases, this will be:

- A copy of our Safeguarding policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

13.4 Keeping records of who's on site

In the event of a full shutdown (other than provision for vulnerable children and children of critical workers) we will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them. In the case of a partial shutdown, we will use our *Inventry* visitor management system to record visitors.

We will continue to keep our single central record up to date.

In a full shutdown, all permanent staff will be expected to sign in at the Prep School or Senior School Reception every day. If there are any staff not regularly employed by the Foundation, they will need to wait in Reception before being added to the Single Central Record on a daily basis.

We will use the single central record to log:

- Everyone working or volunteering in our school each day, including staff 'on loan'
- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

14. Children attending other settings

We do not expect children on roll at the school to attend other settings.

However, should children be required to attend another setting for any reason, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan

- › Details of the child's social worker

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Lateral Flow Testing (LFT) arrangements

The School recognizes the benefit of the Department for Education's plan to make available LFT for all pupils and staff in the Senior School and is keen to participate. All staff will be offered a test in the week beginning 4th January. Pupils will be offered a test either before formal on-site teaching recommences, or as soon as possible after it. The arrangements contained in the DfE's document [Covid-19 National Testing Programme: Schools and Colleges Handbook](#) will be followed.

Only those pupils or staff who have given express consent for a test to be taken will be offered a test. (For pupils under the age of 16, this consent must be sought from, and given by, parents or guardians.)

Given that Aldenham Prep School staff also make use of facilities in the Senior School and therefore there is a small risk of viral transmission to them, they will also be offered a test before on-site teaching recommences.

The School does not anticipate employing additional staff to run the testing process. All those redeployed to take part in managing the tests will have been recruited under the School's safer recruitment procedures and will have up-to-date Level 1 Safeguarding training.

16. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum monthly by the DSL. At every review, it will be approved by the Safeguarding Governor and circulated to the full governing board.

17. Links with other policies

This policy links to the following policies and procedures:

- › Safeguarding policy
- › The relevant Staff Code of Conduct
- › IT acceptable use policy
- › Health and safety policy
- › Social Media Policy
- › Whistleblowing Policy
- › All other relevant policies are mentioned in the full Safeguarding Policy.

18. Useful contacts, including all relevant external agencies

James Fowler (Headmaster/CEO (home))	01923 851600
Andy Williams (Head of Senior School)	07971 094903
Vicky Gocher (Head of Prep School)	07773 626777
Philip Green (DSL – Senior School)	07884 585324
Sarah Galpin (DDSL – Prep School)	07990 841294
Emma Murray (DDSL/Deputy Head (Pastoral))	01923 851639
Jos Perris (DDSL/Chaplain to the Foundation)	07557 008543
Health Centre emergencies	07785 303555
Senior School Office (to request emergency cover)	01923 851630
Debbie Love (Counsellor)	07584 131696
Mark Klimt (Independent listener)	0208 207 3789 or 07713 053 576
Hertfordshire MASH	0300 1234 043
Hertfordshire HSCP	01992 588757
Buckinghamshire MASH	01296 383962
Brent MASH	020 8937 4300
Barnet MASH	020 8359 4066
Camden MASH	020 7974 3317
Enfield MASH	0208 379 5555
Haringey MASH	020 8489 4470
Harrow MASH	020 8901 2690
Islington MASH	0207 527 7400
Westminster MASH	020 7641 4000
Children's Helpline (ChildLine)	0800 1111
OFSTED	0300 1234 666
The Children's Commissioner	020 7783 8330
Samaritans National Helpline	116 123
Signpost Young People's Counselling Service	01923 239495
YC Hertfordshire	0300 123 7538
Watford Sexual Health Clinic	0300 008 5522
CPSLO North Herts (Paula Hayden)	07788 567907
Hertfordshire Targeted Advice Service	01438 737511 or 0300 1234 043
Hertfordshire Domestic Violence/Abuse helpline	08088 088 088 or in emergency 999
The SAFA team (PREVENT Strategy advice)	01707 354556
Hertfordshire DO: Tony Purvis	07920 283106
Hertfordshire DO: Yvette Morello	07812 322582
Marrie Moat (Admin)	01992 555420