



ADDENDUM TO SAFEGUARDING AND CHILD PROTECTION POLICY 2.0

This second addendum to the Safeguarding and Child Protection Policy already in place, is operational from January 2021 for as long as required, and will be continually updated as Government advice or information from the Croydon Safeguarding Partners changes.

This addendum forms part of the School's Children Protection and Safeguarding policy and contains the adjustments the School is making to operational and safeguarding practice during the COVID-19 pandemic.

The School will continue to uphold the principles in [Keeping Children Safe in Education \(Jan 2021\)](#) (Post EU exit)

This addendum reflects guidance written in the following documentation:

Actions for school during the Coronavirus outbreak

[Restricting attendance during the national lockdown: Schools -
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak](#)

Safeguarding and online education during coronavirus (COVID-19)

[https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19.](https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19)

[Coronavirus \(COVID\) 19 Contingency framework for: education and childcare settings \(excluding universities\) - https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings](https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings)

This addendum is also linked to the [School Covid Risk Assessment](#), which is published on the School Website.

Content

1. Vulnerable Children
2. Critical Workers
3. Attendance
4. Online Safety
5. Children and online safety away from school
6. Supporting Children not in School
7. Peer on Peer Abuse
8. Reporting a concern
9. Safer recruitment/volunteers and movement of staff
10. Staff Training and Safeguarding Induction
11. Children moving Schools and Colleges
12. Mental Health

Royal Russell is currently operating in response to coronavirus (COVID-19) which means that the school is operating fundamentally differently to business as usual; however, many of the important safeguarding principles remain the same:

- With regard to safeguarding, the best interests of children must always continue to come first
- If you have a safeguarding concern about any child, you must continue to act immediately and report the concern on the safeguarding platform: [MyConcern](#)
- Please contact either Mrs Nathalie Hart, Designated Safeguarding Lead or the following members of staff on their emails:

Mrs N Hart Designated Safeguarding Lead nhart@royalrussell.co.uk Mobile: 07850 518 642			
Junior School Deputy Designated Safeguarding Leads		Senior School Deputy Designated Safeguarding Leads	
Mrs S Pain	spain@royalrussell.co.uk	Miss S Clarke	sclarke@royalrussell.co.uk
Miss S Fox	sfox@royalrussell.co.uk	Ms E Cripps	ecripps@royalrussell.co.uk
		Mr A Tansley	atansley@royalrussell.co.uk

- It is essential that unsuitable people are not allowed to enter the children’s workplace and/or gain access to children. Staff should be extra vigilant when working online remotely with children to ensure that they continue to be protected when they are online
- Children will continue to be protected when they are online or in school
- The School will continue to have appropriate regard to data protection and GDPR and will share information for the purposes of keeping children safe. (See Child Protection & Safeguarding policy for more details.)

Royal Russell should, as far as is reasonably possible, take a whole School approach to safeguarding. This will allow us to be confident that any new policies and processes in response to COVID-19 are not weakening our approach to safeguarding or undermining our child protection policy.

1. [Vulnerable Children](#)

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children’s social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children’s social care services or in the process of being referred to children’s services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET (‘not in employment, education or training’)

- those living in temporary accommodation
- those who are young carers
- those who may have difficulty engaging with online learning education at home (for example due to a lack of devices or quiet space to study)
- others at the provider and local authority's discretion including pupils and pupils who need to attend to receive support or manage risks to their mental health.
- Senior leaders, especially the Designated Safeguarding Lead (and deputies) know who our most vulnerable children are. They have the flexibility to offer a place, working at School, to those pupils on the edge of receiving children's social care support.
- Royal Russell will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be Mrs Nathalie Hart.
- There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Royal Russell will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, Royal Russell or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Royal Russell will encourage our vulnerable children and young people to attend school, including remotely if needed.

2. Critical workers

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections.

3. Attendance

When working from home,

- Junior School pupils' engagement with tasks are "tracked" daily by their class and subject teachers, and teachers keep their own records of attendance for online live sessions.
- The Senior School the pupils are registered daily via Firefly, our online platform.

The DfE has introduced a daily online attendance and addendum to reflect the current national restriction to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and enables the school to provide accurate, up to date data to the Department on the number of children taking up places.

All pupils who are not expected to be in school during national restriction, should be recorded as 'code X'.

Children for whom on-site provision is being provided should be recorded in line with the normal school attendance requirements.

Royal Russell and social workers will agree with parents/carers whether children in need should be attending school – Royal Russell will then follow up on any pupil that they were expecting to attend, who does not.

Royal Russell will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently does not attend.

Phone calls will be made to the parents/carers in these circumstances.

To support the above, Royal Russell will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Royal Russell will notify their social worker.

4. Online safety

Royal Russell is using Microsoft 365 and Firefly as its core systems to deliver the online provision. Our systems are monitored and all lessons recorded using Microsoft Teams for the benefit and safety of our pupils and staff.

Where pupils are on site using computers at School, appropriate supervision will be in place and internet access will be subject to the School's web filtering and firewall controls.

5. Children and online safety away from school

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 Acceptable User Agreement. Royal Russell will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider if there are 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, where possible
- 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.
- Language must be professional and appropriate, including from any household members in the background.
- Staff must only use platforms specified by senior managers and approved by the School IT manager to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held.

6. Supporting children not in school

Royal Russell is committed to ensuring the safety and wellbeing of all of its pupils.

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 MyConcern, as should a record of contact made. The communication plans can include remote contact, phone contact or door-step visits. Other individualised contact methods should be considered and recorded. Royal Russell and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly 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. Royal Russell 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.

7. Peer on Peer Abuse

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

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

The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded on MyConcern and appropriate referrals made.

8. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via MyConcern, which can be done remotely. This must be logged by 4pm on the day the concern is raised.

If a concern is raised out of hours, the staff member should report the concern on MyConcern and alert the Designated Safeguarding Lead using the contacts outlined in the school safeguarding policy. If a response is not received, you must continue to exhaust all contacts in the key contact section of the school child protection policy.

In the unlikely event that a member of staff cannot access MyConcern from home, they should email the Designated Safeguarding Lead, and Headmaster. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay. Where staff are concerned about an adult working with children in the school, they should follow the procedure in the Safeguarding and Child Protection Policy 2020.

If there is a requirement to make a notification to the Headmaster whilst away from school, this should be done verbally over the phone and followed up with an email to the Headmaster to confirm the discussion. The Designated Safeguarding Lead must be included in this email.

Concerns around the Headmaster should be directed to the Chair of Governors.

Royal Russell School will continue to offer support in the process of managing allegations.

9. 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.

When recruiting new staff, Royal Russell will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (January 2021) (KCSIE).

Where Royal Russell are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE and Appendix B of our Staff Recruitment, Selection and Disclosures Policy. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Royal Russell will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

Royal Russell will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's Teacher misconduct advice for making a referral.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that 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, Royal Russell will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

10. Review of online education provision (DfE)

Royal Russell will regularly review and update the online education provision to ensure the safety of all by ensuring the following:

- clear safeguarding protocols in place
- clear process for children, parents and staff to raise concerns

Online safety:

- teachers understand how to keep children safe online during remote learning

Wellbeing:

- staff and pupils are aware of how to spot potential wellbeing or mental health issues and how to respond
- regular catch-up with pupils, 1:1 and via assemblies

Data management:

- appropriate and compliant data management systems in place

Behaviour and attitude:

- clear rules for behaviour during remote lessons which pupils and teachers know teachers monitor and enforce them

- teachers monitor and enforce them

11. [Staff Training and Safeguarding Induction](#)

Where new staff are recruited, or new volunteers enter the Royal Russell Community, they will continue to be provided with a safeguarding induction, which may be online. They will also be given access to an up to date Safeguarding and Child Protection Policy, to part 1 of KCSIE 2021 as well as be shown how to use MyConcern.

12. [Children moving Schools and Colleges](#)

It will be important for any school or college whose children 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 children are vulnerable.

The receiving institution should be aware of the reason that the child is considered vulnerable and any arrangements in place to support them. As a minimum the receiving institution should, as appropriate, have access to a vulnerable child's EHCP 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 is (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 level, and likewise between special educational needs co-ordinators, Ms Kate El Asmar (Senior School) and Ms Henriette Smith (Junior School). However, it is acknowledged this may not always be possible within the shortest timescale.

13. [Mental Health](#)

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers should be aware of this in setting expectations of pupils' work where they are at home.

Please click on [Mental Health](#) for the most recent Government advice.

NDH
20.01.21