



## COVID-19 arrangements for safeguarding and child protection at Summer Fields (v.19)

Including all of the Pre-Prep Department and Early Years Foundation Stage

CS

Updated 21 April 2021

This policy was originally dated 20 April 2020 and is in line with the DFE guidance of 27 March 2020: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

It will be reviewed as circumstances evolve or further guidance is issued by the Department for Education (DfE). It is made available on the school website and to all staff.

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## 1. Context

### Update

From 8 March the Government has instructed all schools to open fully. Schools have a duty to provide remote learning to any pupil unable to attend school, whether because they're shielding or self-isolating. Bubbles and control measures should also be adhered to as previously. However, additionally staff and secondary pupils should wear face coverings in school at all times when social distancing is not possible, including in classrooms. All secondary pupils will be lateral flow tested twice a week.

Previous guidance that follows in this document is still relevant to both in school teaching and remote learning. However, staff are reminded of the three major safeguarding concerns;

1. Children may pick up mental health issues during lockdown. Many will hardly have left the house. Some very much on their own without contact or interaction with other children, or adults. Even those in school will not have seen their friends. It is important for all staff to be alert to possible mental health issues and to escalate concerns through the pastoral care system. Government guidance is offered in **'Guidance for parents and carers on supporting children and young people's mental health and well-being during the coronavirus (COVID – 19) pandemic.'**
2. Parents may have had greater opportunity to be abusive during lockdown. Most children have now been at home for 12 weeks and some parents have clearly struggled with this. Please be prepared for disclosures and to pass them on to the safeguarding team immediately.
3. There is a greater risk of peer on peer abuse and bullying after such a long lockdown. Children may have forgotten social etiquette. Bullying should not be tolerated and should be reported. It will always come under consideration as abuse.

This document should be read in conjunction with the reopening Risk Assessment and the FAQs.

## 2. Key contacts

**If you are worried that a child is being abused, neglected, or is in need of further support:**

1. Speak to Chris Sparrow (07872 031567) who is the Designated Safeguarding Lead (DSL) [cs@summerfields.com](mailto:cs@summerfields.com)
2. Speak to one of the Deputy Designated Safeguarding Leads:
  - James Aldred, Deputy Head, Pastoral (07985 967284) [jera@summerfields.com](mailto:jera@summerfields.com)
  - David Faber, Headmaster (01865 459209) [headmaster@summerfields.com](mailto:headmaster@summerfields.com)
  - Joanna Chapman, Head of Pre-Prep (01865 951252) [jgc@summerfields.com](mailto:jgc@summerfields.com)
3. [Safeguarding@summerfields.com](mailto:Safeguarding@summerfields.com) will send an email to all the above members of the safeguarding team
4. Speak to the Oxfordshire Local Authority Designated Officer (LADO) Alison Beasley (01865 815956) [Alison.Beasley@oxfordshire.gov.uk](mailto:Alison.Beasley@oxfordshire.gov.uk)
5. Speak to Oxfordshire Safeguarding Children Board (01865 815843) [oscb@oxfordshire.gov.uk](mailto:oscb@oxfordshire.gov.uk)
6. Speak to the Oxfordshire Locality and Community Support Services (LCSS) on 0345 241 2608 or the Oxfordshire Multi-Agency Safeguarding Hub (MASH) on 0345 050 7666

**If you are concerned that a member of staff or volunteer may be abusing a child you must straight away:**

1. Speak to the Headmaster, David Faber (01865 459209) [headmaster@summerfields.com](mailto:headmaster@summerfields.com)
2. Speak to the DSL, Chris Sparrow (07872 031567) [cs@summerfields.com](mailto:cs@summerfields.com)
3. Or speak to the Chairman of Governors, Andrew Reekes (01789 490272) [aer@radley.org.uk](mailto:aer@radley.org.uk)

**If you are concerned about extremism or radicalisation:**

1. Call 0345 050 7666 – Oxfordshire MASH team will direct as appropriate
2. Or phone the police on 101 (non-emergency), or 999
3. Or go to [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk) or phone 020 7340 7264

### **3. Vulnerable children**

Vulnerable children include those who have a social worker and those children with education, health and care (EHC) plans. Summer fields will continue to look out for such children and follow government and local authority guidance for them.

Summer Fields will encourage our vulnerable children to attend school, including remotely if needed.

### **4. Attendance monitoring**

Summer Fields will complete their usual day-to-day attendance processes as outlined in the Remote Learning Policy; staff will monitor the engagement of pupils and follow up on those who fail to attend as expected. This will take account of those boys who are in different time zones. This will be done initially by the School Office or the Pre-prep Office, via a telephone conversation. If necessary, the procedures outlined in the school's Missing Child Policy will be followed.

To support the above, when communicating with parents/carers, we will confirm that all emergency contact numbers are correct and will ask for any additional emergency numbers that may be appropriate at this time.

In all circumstances where a vulnerable child does not attend consistently, we will notify their local Children's Services or social worker.

### **5. Designated Safeguarding Lead**

A member of the DSL team will be available at all times and will be contactable in person in school, via email, phone, or online video if necessary – on the numbers above. Specific cover is in place for all key positions within the safeguarding team and it is considered that enough staff are trained to the higher level to be able to cope with any disruption.

The DSL will continue to engage with social workers and attend all multi-agency meetings, which can be held remotely.

### **6. Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the Summer Fields Safeguarding Policy; this includes making a report to the Safeguarding Team, which can be done remotely at [safeguarding@summerfields.com](mailto:safeguarding@summerfields.com) or by telephoning the DSL or one of the deputies.

**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 continue to follow our normal procedures and alert the Headmaster immediately. He will follow normal allegation management procedures as detailed in Keeping Children Safe in Education and liaise with Oxfordshire's Local Authority Designated Officer, Alison Beasley. If there is a requirement to make a notification to the Headmaster while away from school, this should be done verbally and followed up with an email to the Headmaster.

Concerns around the Headmaster should be directed to the Chairman of Governors, Andrew Reekes.

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

During the period Covid-19 measures are in place, the DSL and Deputy DSLs are unlikely to receive their refresher training. The DSL and Deputy DSLs who have been trained will continue to be classed as trained, even if they miss their refresher training. Any other training will continue in line with the OSCB advice on training during the COVI-19 period.

All existing school staff have had safeguarding training and have read Part 1 and Annex A of Keeping Children Safe in Education (2020). The DSL will communicate with staff about any new local arrangements, so they know what to do if they are worried about a child. If new staff are recruited, they will continue to be provided with a safeguarding induction.

If staff from another educational setting attend the site, checks will be carried out in line with the DfE's current supplementary guidance on safeguarding and the school's own policies.

## **8. Safer recruitment/volunteers and movement of staff**

It remains essential that people who are unsuitable are not allowed to enter the workforce or gain access to children. When recruiting new staff, Summer Fields will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2021) (KCSIE).

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.

Where Summer Fields 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.

Summer Fields 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, in line with advice from the LADO where appropriate.

Summer Fields 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.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff or volunteers will be active in delivering lessons and activities, either on the school site or remotely, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. Summer Fields will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 of KCSIE. It is noted that a new DBS is not required for any staff who have been away from school for 3 months due to the pandemic.

## **9. Online safety**

Summer Fields will continue to provide a safe environment, including online. This includes the use of online filtering and reporting systems.

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

## **10. 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 Safeguarding Policy and where appropriate referrals should still be made to children's social care and, as required, the police.

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

### **Summer Fields' rules for remote learning:**

1. Provide remote-learning resources, tasks and assignments via FireFly, where it is secure and viewable only to registered Summer Fields users. Tasks and work should not be emailed to boys or parents.
2. Use school email accounts when email contact is required. Email contact to set up live video conferencing must be copied to parents (except for whole form lessons).
3. Never give out or use any private systems of remote contact (e.g. mobile phone numbers or alternative private email addresses) to parents or pupils. Teacher contact with parents and/or pupils via any form of social media (e.g. Skype, FaceTime, WhatsApp, SMS text message, Facebook, etc.) other than Zoom is strictly prohibited.
4. Arrange live video conferencing when required with boys (copying in parents for any 1-to-1 lessons), in advance, by email. Live video conferencing will only take place using Zoom.
5. Record all live video conference calls conducted on Zoom. These videos will be stored in a central location (the Zoom cloud) for a minimum of four months and regularly audited as part of our safeguarding procedures. After four months recordings will be deleted from the Zoom cloud.
6. Never enable the permission on Zoom which would give the technical ability to boys to record the call on their account.
7. Ideally, ensure at the start of any live video conference on Zoom that an adult, preferably a parent, is also at the pupil's geographical location. If this is not possible consider carefully if the meeting is appropriate.
8. Ideally ensure at the start of any live video conference on Zoom that the pupil's computer is in a shared space at their geographical location; it should not take place in a private space, such as a bedroom, unless other safeguards are in place (such as seeing the parent and having the door open). Where possible, the interaction should take place with a neutral background; staff and pupils must wear suitable clothing, as should anyone else in the household; staff should not comment on the background to the call or the surroundings of the child.
9. Log any one-to-one session (tutorial or additional lesson) which has taken place on the available form. This log will be compared with the Zoom activity register viewable to the system administrator for discrepancies as part of our safeguarding procedures.

10. If pupils or parents need to telephone the school, they should call the School Office on 01865 454433 or the Pre-prep on 01865 951253 and messages will be passed to individual teachers as appropriate.

11. Where staff are teaching live in the classroom and being streamed to children at home the camera should not focus on the children in class unless it is an important part of the lesson. The main purpose of cameras in classrooms is to film content delivery or demonstrations given by the teacher. Boys should not be the primary subject of filming although they may incidentally be filmed, i.e. when contributing to a lesson, physically moving around the classroom/room where they are working, etc. Parents helping at home should not participate in the live lessons, nor comment upon them.

All staff at Summer Fields will be reminded of the following policies:

- Staff Behaviour Policy which includes rules on the use of social media
- Technology Acceptable Use Policy
- Annex C of KCSIE 2021 which outlines useful contacts for online safety both at school and home

## **11. Supporting children not in school**

Summer Fields is committed to ensuring the safety and wellbeing of all 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.

A communication plan can include: remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. Summer Fields 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.

Summer Fields will share safeguarding messages on its website and social media pages.

## **12. Supporting children in school**

Summer Fields is committed to ensuring the safety and wellbeing of all its students.

The school will continue to be a safe space for all children to attend and flourish. The Headmaster will ensure that appropriate staff are on site and staff-to-pupil ratio numbers are appropriate, to maximise safety.

Summer Fields will refer to all government guidance for education and childcare settings on how to implement social distancing, use of face coverings and COVID testing, and will continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.



## Full reopening

From 8 March Summer Fields will welcome back all children who can physically return. Risk Assessments have been carried out in relation to this and focus on the best interests of the children. These RAs create the link between the Health and Safety Policies and the Safeguarding Policy.

Staff will be briefed in advance of this opening with an emphasis on Safeguarding to include the following points:

- Staff should be aware that new safeguarding issues may have arisen during lockdown and should be alert to potential disclosures.
- Staff should report any concerns immediately to the DSL or a deputy, or to the Headmaster if the concern is about a member of staff.
- Staff should have read the Risk Assessments and know how to instruct the boys to follow the social distancing and hygiene routines.

### 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 both in school and if still remote learning.

Mental health issues can bring about changes in a young person's behaviour or emotional state which can be displayed in a range of different ways, and that may be an indication of an underlying problem. Support for pupils in the current circumstances includes existing provision in the school such as: the tutor network, the Pastoral Support Team, Hobson's, (although this may be delivered in different ways, for example, over the telephone), or from specialist staff or support services.

Extra tutor time is allocated for the boys return.

### 14. Peer on Peer Abuse

Summer Fields recognises that following the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the 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 Summer Fields Safeguarding Policy.

Summer Fields will listen and work with the child, parents/carers and any multi-agency partner required to ensure the safety and security of that pupil.

Concerns and actions must be recorded, and appropriate referrals made.

**All staff will be sent this additional policy to read and will be asked to confirm, via email, that they have read and understood the content.**

Date	Person Conducting the Review	Changes Made to COVID Annex
20/04/2020	CS	Policy created
27/04/2020	CS	Changes to points 10.2, 10.4, 10.7 & 10.8
04/05/2020	CS	Changes to points 10.2 & 10.4
11/05/2020	CS	No changes
18/05/2020	CS	No changes
28/05/2020	CS	Changes due to phased reopening: 1, 8, 12, 13
08/06/2020	CS	No changes
15/06/2020	CS	No changes
22/06/2020	CS	Changes to 12 due to expanded opening
21/09/2020	CS	Updated Context. Changes to references to KCSIE 2020. Changes to 12 for full opening.
05/10/2020	CS	No changes
19/10/2020	CS	Clarification of cover within the safeguarding team in 5
09/11/2020	CS	Update due to lockdown 2. Face coverings, co-curricular activities, CEV children (p.3)
06/01/2021	CS	Context updated (p. 3 and throughout) and mental health advice strengthened.
22/01/2021	CS	New rule for remote and live learning added (n 11, p. 8)
05/03/2021	CS	Broad changes in each section to reflect reopening. Specific changes to Context (p. 3) to reflect concerns of disclosures and mental health issues on reopening and the possibilities of peer on peer abuse.
21/04/2021	CS	Adjustment of update to reflect government guidance on who is required to receive remote learning. Clarification of recording Zoom meeting procedures 10.5