



## COVID-19 arrangements for safeguarding and child protection at Summer Fields (v.20)

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

DJCF

Updated 1 September 2021; and on 28 September 2021

This policy was originally dated 20 April 2020, in line with the DFE guidance of 27 March 2020, which was withdrawn on 31 July 2021.

Further guidance for schools was subsequently issued on 2 July 2021 and updated on 27 September 2021: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

This policy will continue to 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 2021, the government instructed all schools to re-open fully. All schools reopened for the new school year in September 2021. Schools continue to have a duty to provide remote learning to any pupil unable to attend school due to having to self-isolate having contracted Covid-19. Under new guidance, close contacts of positive cases no longer need to self-isolate, there is no need for year-group bubbles and masks are no longer mandatory. However, some control measures remain in place according to the schools regularly updated risk assessments. All secondary-age pupils will be continue to have lateral flow tests twice a week.

Much 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 have picked up mental health issues during lockdowns; many will hardly have left the house, with some very much on their own without contact or interaction with other children, or adults. Even those who attended school may not have seen their friends. As all pupils return to school for the Michalemas 2021 term, it is important for all staff to be alert to possible mental health issues and to escalate concerns through the pastoral care system. New government guidance was issued after 19 July 2021, 'Every Mind Matters': <https://www.nhs.uk/every-mind-matters/>
2. Parents may have had greater opportunity to be abusive during lockdowns. Most children spent long periods at home, and some parents may have struggled with this. All staff should be especially vigilant for possible disclosures and be prepared to escalate them immediately to the safeguarding team, or headmaster who is also the DSL.
3. There is a greater risk of peer on peer abuse and bullying after long lockdowns; some children may have forgotten social etiquette. Bullying in any form should not be tolerated and should be reported, in line with the school's Behaviour Policy and Countering Bullying Policy.

This document should be read in conjunction with the regularly updated risk assessments, for both prep school and pre-prep, most recently updated on 7<sup>th</sup> and 10<sup>th</sup> September 2021. Communication to parents and all FAQs should also be read and understood.

## 2. Key contacts

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

1. Speak to David Faber (01865 459209 or [dsl@summerfields.com](mailto:dsl@summerfields.com)) who is the headmaster and Designated Safeguarding Lead (DSL)
2. Speak to one of the Deputy Designated Safeguarding Leads:
  - James Aldred, Deputy Head, Pastoral (07985 967284) [jera@summerfields.com](mailto:jera@summerfields.com)
  - Joanna Chapman, Head of Pre-Prep (01865 951253) [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 one of the Oxfordshire Local Authority Designated Officers (LADO): Sandra Barrett or Donna Crozier on 01865 810603 or [Lado.safeguardingchildren@oxfordshire.gov.uk](mailto:Lado.safeguardingchildren@oxfordshire.gov.uk)
5. Speak to the 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 2705 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) [dsl@summerfields.com](mailto:dsl@summerfields.com)
2. If your concern is about the headmaster, speak to the Chairman of Governors, Andrew Reekes [aer@radley.org.uk](mailto:aer@radley.org.uk), or via the Clerk to the Governors on 01865 459203.

**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 phone the Thames Valley Prevent Co-ordinator on 01189 536349 or [preventreferrals@thamesvalley.pnn.police.uk](mailto:preventreferrals@thamesvalley.pnn.police.uk)

### **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, either in person, or 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. If online, 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 / Children Missing from Education 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 or in person.

### **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 DSL, who is the headmaster, one of his deputies or to the safeguarding team; this can be done online at [dsl@summerfields.com](mailto:dsl@summerfields.com) or [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 2021* and the school's Safeguarding Policy, and will liaise with Oxfordshire's Local Authority Designated Officer (LADO). 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.

A concern about the Headmaster should be directed to the Chairman of Governors, Andrew Reekes.

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

During the period full Covid-19 restrictions were in place, any DSL and Deputy DSL training was done online, or in some cases could not take place at all. The DSL and Deputy DSLs continued to be classed as trained, even if they initially missed their refresher training. Any other training will continue in line with the OSCB advice on training during the COVI-19 period.

All school staff, both teaching and non-teaching, have had full safeguarding training in September 2021, delivered by the Oxfordshire LADO, and taking into account the updated *Keeping Children Safe in Education (2021)*. All staff have signed to confirm that they have read and understood Part 1 and Annex B. All new staff in September 2021 have received full induction safeguarding training and have read and understood all relevant policies.

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 further 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) 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 *KCSIE 2021*. 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 in Part 3 (iv) of *KCSIE 2021*, and advice will be sought from the LADO where appropriate.

Summer Fields will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per Part 3 (iv) of *KCSIE 2021* and the TRA's 'teacher misconduct advice' for making a referral.

It is essential from a safeguarding perspective that the school leadership is 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

## **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. Staff should be aware of, and knowledgeable about, the school's E-Safety Policy.

## 10. Children and online safety away from school

From September 2021, any pupil who tests positive for Covid-19 will self-isolate at home and be eligible for online learning, so long as they are well enough to take part in online lessons. 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 school 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. Staff should be aware of the relevant sections in the Staff Code of Conduct.

### The school's 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.
2. Use school email accounts when email contact is required.
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. Record all live video conference calls conducted on Zoom. These videos will be stored in a central location and regularly audited as part of our safeguarding procedures.
5. Never enable the permission on Zoom that would give the technical ability to boys to record the call on their account.
6. 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, staff will carefully consider if the meeting is appropriate.
7. 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. Where possible, the interaction should take place with a neutral background; staff and pupils must wear suitable clothing (for pupils this will their school uniform), as should anyone else in the household; staff should not comment on the background to the call or the surroundings of the child.
8. Log any one-to-one session (tutorial or additional lesson) which has taken place via the online form distributed by the Deputy Head, Pastoral. This log will be compared with the Zoom activity register viewable to the system administrator for discrepancies as part of our safeguarding procedures.
9. 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.
10. 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 Code of Conduct
- IT Acceptable Use Policy (for both staff and pupils)
- E-Safety Policy
- Safeguarding Policy
- *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 continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.

## **13. Full reopening**

From 8 March 2021 Summer Fields welcomed back all children who could physically return. From 1 September 2021, all pupils are back in school. Risk assessments are in place for both the prep school and pre-prep, with a focus on the best interests of the children. These risk assessments create the link between the school's Health and Safety Policy and procedures, and the Safeguarding Policy.

Staff are regularly briefed and updated on risk assessments, with an emphasis on safeguarding to include the following points:

- Staff should be aware that new safeguarding issues may have arisen during lockdowns or the summer holidays and should be alert to potential disclosures.
- Staff should report any concerns immediately to the DSL, who is the headmaster or a deputy. Any concern about a member of staff should be raised direct with the headmaster.
- Staff should have read the Risk Assessments and know how to instruct the boys to follow any remaining Covid-19 procedures or routines.

## **14. Mental Health**

Negative experiences and distressing life events, such as the current pandemic, 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), the School Counsellor, or from other specialist staff or external support services.

## **15. Peer on Peer Abuse**

Summer Fields recognises that following any school 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 2021* 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 the school's internal portal, 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
28/9/21	DJCF	Various changes to reflect all schools open from September 2021; updated government Covid-19 guidance; updated KCSIE 2021; updated Safeguarding Policy and various other safeguarding- and ICT-related policies.