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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** | |
| Issue No.: 01 | Document Number: STAN: 0112014 |
| Issue Date: 31st March 2020 | Originator: Helen Widdall |
| Version: 3 | Responsibility: Principal |
| Reason for version change: Update | Dated: 15th February 2021 |
| Authorised by: Wayne Marshall  Date: 15/02/2021 | Signature  Wayne Signature |

**Addendum to Safeguarding Policy:**

**Safeguarding Policy**

**COVID-19 school arrangements for**

**St Andrew’s College**

From 20th March 2020 parents were asked to keep their children at home, wherever possible and where it was safer to do so. Schools are to remain open only for those children of workers critical to the COVID-19 response and children who are vulnerable, with an EHCP or have an allocated Social Worker.

This addendum of the St Andrew’s College Safeguarding Policy contains details of our individual safeguarding arrangements during this time.

St Andrew’s College is committed to ensuring the safety and wellbeing of all its students and will ensure compliance with Keeping Children Safe in Education (KCSIE) (2020) which remains in force throughout the response to coronavirus (COVID-19).

The following safeguarding principles therefore remain unchanged:

* The best interests of children must always continue to come first;
* If anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately;
* A DSL or deputy should be available;
* It is essential that unsuitable people are not allowed to enter the children’s workforce and/or gain access to children;
* Children should continue to be protected when they are online.

**Key contacts**

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| **Role** | **Name** | **Contact number** | **Email** |
| Designated Safeguarding Lead | Wayne Marshall | 07986167401 | wayne.marshall@standrewscambridge.co.uk |
| Deputy Designated Safeguarding Lead | Helen Widdall | 07756588763 | Helen.widdall@standrewscambridge.co.uk |
| Deputy Designated Safeguarding Lead | Hanna Claydon | 07917420139 | Hanna.claydon@standrewscambridge.co.uk |
| SENCo | Jo Wilkes | N/A | Jo.wilkes@standrewscambridge.co.uk |
| Named Governor for Safeguarding | Tim Fish | 07803 935385 | [tim.fish@dukeseducation.com](mailto:tim.fish@dukeseducation.com) |

**Supporting Children In School**

St Andrew's College is committed to ensuring the safety and wellbeing of all its students.

St Andrew's College will refer to the Government guidance for education and childcare settings on how to implement protective measures including social distancing: [implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

The school continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of Covid-19.

St Andrew's College will continue to be a safe space for all children to attend and flourish. We recognise that for some children the return to school after an extended period of time at home will be challenging and staff will support children to adjust to the necessary changes to the school environment and routines. Supporting pupil wellbeing will be at the forefront of our approach and school staff will seek to provide reassurance to pupils as we manage the transition period. Staff will talk to the children about the changes to the school day in an age appropriate manner, acknowledge and listen to pupil anxieties and support children to understand the altered routines.

St Andrew's College recognises that the current circumstances may adversely affect the mental health of children and their parents. School staff have been briefed to look out for changes in behaviour or in a child’s emotional state, which could range from being excessively clingy, fearful, withdrawn or aggressive as more children return to school. As always, pupil wellbeing is at the heart of our work, and school staff will seek to provide appropriate support for pupils both in school and where required from specialist services.

St Andrew's College recognises that for some children, home may not be a safe space, and there may be children who are relieved to return to school. School staff have been reminded of the need to respond sensitively to pupils’ differing experiences during the period of school closure. School staff have been asked to be particularly vigilant, as more children return to school, for signs and indicators that a child may have experienced abuse or neglect. School staff have been trained about how to handle a disclosure from a child, and understand that any safeguarding concerns, including those that relate to the period of school closure, must be referred immediately to the Designated Safeguarding Lead (or deputies) in the usual way.

Prior to children returning to school, parents and carers will be asked to ensure that all personal details held by the school, such as emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. At this time, parents and carers will also be asked to advise the school if there are any changes regarding the child’s welfare, health and wellbeing that it would help school to be made aware of. Where the school is aware of particular circumstances affecting a child or family, such as bereavement, a relationship breakdown, an incident of domestic violence, this will be shared with staff on a need-to-know basis so that children can be best supported.

**Supporting Children Not in School**

St Andrew's College is committed to ensuring the safety and wellbeing of all its children and young people.

St Andrew's College recognises that some children will not be eligible to return to school immediately due to the phased nature of re-opening, and that some parents/carers of children eligible to attend may choose not to send them to school at this time.

St Andrew's College 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 school name need to be aware of this in setting expectations of pupils’ work where they are at home.

Where the DSL has identified a child about whom there have been concerns but not currently open to social care, 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 will be recorded, as should a record of all contact made.

St Andrew's College 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.

If we are unable to contact a child about whom there have been concerns after a reasonable number of attempts, we may need to seek further advice about safe and well checks.

The school will share safeguarding messages on its website and in newsletters.

**Vulnerable children**

Vulnerable children include those who have a Social Worker and those children and young people up to the age of 25 with Education, Health and Care Plans (EHCP).

Those who have a Social Worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those about whom there have been concerns but not currently open to Social Care.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

St Andrew’s College 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: Wayne Marshall.

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 St Andrew’s College will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, St Andrew’s College or the Social Worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

St Andrew’s College will encourage our vulnerable children and young people to attend a school, including remotely if needed.

There may be cases where vulnerable students are deemed to be at higher risk when attending college than remaining at home. Safeguarding risk assessments will be carried out, and where the risk of staying at home is deemed to be lower than that of attending college, appropriate arrangements will be made to safeguard the students in their home setting and to enable them to continue to access education and support remotely and records will be made of such arrangements.

**Attendance monitoring**

St Andrew’s College will continue to monitor attendance for remote and face-to-face learning in the usual way and as detailed in the Attendance policy. However, the college recognises that following up non-attendance will be more difficult with students who are remote learning from overseas. The college will endeavour to get in touch with any student with persistent poor or non-attendance and their parents or agents, and to liaise with the Local Authority regarding a child resident in the UK who is not attending in accordance with the Children Missing Education policy.

St Andrew’s College and Social Workers will agree with parents/carers whether children in need should be attending school – St Andrew’s College will then follow up on any pupil that they were expecting to attend, who does not. St Andrew’s College will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, St Andrew’s College 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, St Andrew’s College will notify their Social Worker.

**Designated Safeguarding Lead**

St Andrew’s College has a Designated Safeguarding Lead (DSL) and two Deputy DSLs.

The Designated Safeguarding Lead is: Wayne Marshall.

The Deputy Designated Safeguarding Leads are: Helen Widdall and Hanna Claydon.

If the school is open, we will endeavour to have a trained DSL (or deputy) available on site. Where this is not possible, or if the school is closed, a trained DSL (or deputy) will be available to be contacted via phone or email.

Where a trained DSL (or deputy) is not on site, in addition to the above, if the school remains open, a senior leader will assume responsibility for co-ordinating safeguarding on site.

It is important that all St Andrew’s College staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL will continue to engage with Social Workers, and attend all multi-agency meetings, which are being held remotely.

**Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy. Concerns can be emailed or phoned through to the DSL.

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 report the concern to the Principal according to the Safeguarding and Allegations of Abuse Against Staff policies. If there is a requirement to make a notification to the principal whilst away from school, this should be done verbally and followed up with an email to the principal.

Concerns around the Principal should be directed to the governor: Tim Fish.

**Safeguarding Training and induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

The Local Authority Education Safeguarding Team is providing advice and guidance, where needed, to schools through a dedicated helpline.

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

Where new staff are recruited, or new volunteers enter St Andrew’s College, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the receiving setting’s Safeguarding Policy, guidance on local processes and confirmation of DSL arrangements. If they are working remotely, these will be sent by email.

**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, St Andrew’s College 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 (2020) (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.

If staff are deployed from another education or children’s workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

* the individual has been subject to an enhanced DBS and children’s barred list check
* there are no known concerns about the individual’s suitability to work with children
* there is no ongoing disciplinary investigation relating to that individual

Where St Andrew’s College are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

St Andrew’s College 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 179 of KCSIE.

St Andrew’s College will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 143 of KCSIE and the TRA’s ‘Teacher misconduct advice for making a referral.’

During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any 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, St Andrew’s College will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE.

**Online safety in schools and colleges**

St Andrew’s College 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 Safeguarding Policy and where appropriate referrals should still be made to children’s social care and as required, the police.

Teachers delivering remote education online should also be aware that the same principles set out in the school’s Staff Code of Practice will apply.

School closures bring lots of challenges for both school staff and parents, and both are increasingly looking to the benefits of technology to continue delivering some form of learning experience for children.

As always, there are huge benefits to be gained from the appropriate use of technology, and accessing learning resources whilst at home is a great example of this. However, parents (and teachers) need to be aware of the potential risks that go along with this. St Andrew’s College emphasises the importance of a safe online environment and encourages parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

When communicating online with parents and pupils, St Andrew’s College will:

* communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
* communicate through the school channels approved by the senior leadership team
* use school email accounts (not personal ones)
* use school devices over personal devices wherever possible
* advise teachers not to share personal information

Teaching from home is different from teaching in the classroom. Teachers should try to find a quiet or private room or area to talk to pupils, parents or carers. When broadcasting a lesson or making a recording, consider what will be in the background. Teachers are asked to use Microsoft Teams to conduct their online lessons as this is a secure platform which is linked to the college email accounts of staff and students.

St Andrew’s College will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Please see the Online Acceptable Use (Staff), Online Acceptable Use (Students), Online Safety, and Staff Use of Own Technology policies for further guidance.

There is a list of useful websites and resources about online safety in the appendix of this policy.

**Peer on Peer Abuse**

St Andrew’s College 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 Safeguarding 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 and appropriate referrals made.

**New children at the school**

We may be asked to provide a temporary place for a child who normally attends another school.

Where children join our school from other settings we will require confirmation from the DSL whether they have a Safeguarding File or SEN statement/EHCP. This file must be provided securely before the child begins at our school and a call made from our DSL or a deputy to the placing school’s DSL to discuss how best to keep the child safe.

In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed Social Worker and where relevant for the Virtual School Head.

Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child’s placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

Signed by the Principal: 

Name: Wayne Marshall

Date: 15/02/2021

Signed by the Named Governor for Safeguarding: 

Name: Tim Fish

Date: 26/02/2021

Versions: 31st March 2020, 6th August 2020, 15th February 2021

Next review (if COVID-19 precautions are still in place): February 2022

**Appendix A**

**Online Safety Resources**

**For staff**

* remote education advice from [The Key for School Leaders](https://schoolleaders.thekeysupport.com/covid-19/safeguard-and-support-pupils/safeguarding-while-teaching/remote-teaching-safeguarding-pupils-and-staff/?marker=content-body)
* advice from [NSPCC](https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely) on undertaking remote education safely
* guidance from the [UK Safer Internet Centre](https://swgfl.org.uk/resources/safe-remote-learning/) on remote education

Schools can access the free [Professionals Online Safety Helpline](https://swgfl.org.uk/services/professionals-online-safety-helpline/#contact) which supports the online safeguarding of both children and professionals. Call 0344 381 4772 or email [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk). The helpline is open from Monday to Friday from 10am to 4pm.

Guidance on [teaching online safety in schools](https://www.gov.uk/government/publications/teaching-online-safety-in-schools) provides information to help schools ensure their pupils understand how to stay safe and behave online.

**For parents/carers**

* [support for parents and carers to keep children safe online](https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online), which outlines resources to help keep children safe from different risks online and where to go to find support and advice
* guidance on [staying safe online](https://www.gov.uk/guidance/covid-19-staying-safe-online) which includes information on security and privacy settings
* [Thinkuknow](https://www.thinkuknow.co.uk/) provides advice from the National Crime Agency (NCA) on staying safe online
* [Parent info](https://parentinfo.org/) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
* [Childnet](https://www.childnet.com/parents-and-carers/parent-and-carer-toolkit) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
* [Internet matters](https://www.internetmatters.org/?gclid=EAIaIQobChMIktuA5LWK2wIVRYXVCh2afg2aEAAYASAAEgIJ5vD_BwE) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
* [London Grid for Learning](https://www.lgfl.net/online-safety/) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
* [Net-aware](https://www.net-aware.org.uk/) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
* [Let’s Talk About It](https://www.ltai.info/staying-safe-online/) has advice for parents and carers to keep children safe from online radicalisation
* [UK Safer Internet Centre](https://www.saferinternet.org.uk/advice-centre/parents-and-carers) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

**Reporting harmful content/abuse**

### ***Harmful or upsetting content***

Get support by:

* reporting harmful online content to the [UK Safer Internet Centre](https://reportharmfulcontent.com/)
* getting government advice and trusted resources from [Educate Against Hate](https://educateagainsthate.com/) on safeguarding from radicalisation, building resilience to extremism, and promoting shared values

### ***Bullying or abuse online***

You can:

* get advice on reporting online abuse from the National Crime Agency’s [Child Exploitation and Online Protection command](https://www.ceop.police.uk/safety-centre/)
* get advice and support from [Anti-Bullying Alliance](https://www.anti-bullyingalliance.org.uk/tools-information/if-youre-being-bullied) for children who are being bullied