



**LADY MARGARET SCHOOL
SAFEGUARDING AND CHILD PROTECTION POLICY**

COVID-19 ANNEX

Adopted: 22nd June 2020
Updated: 19th October 2020
Review Date: 8th March 2021

PART 1: GENERAL

- 1 This Annex supplements the school's Safeguarding and Child Protection Policy ("the S&CP Policy") by summarising key COVID-19 related matters.
- 2 The Governors have decided that the school will reopen fully in the autumn term. They take particular note of the Department for Education's guidance document "Guidance for full opening – schools" (updated 1st October 2020). They also note that the DfE guidance document "Keeping Children Safe in Education" (KCSIE) was updated with effect from 1st September 2020.
- 3 A number of important safeguarding principles remain the same:
 - the best interests of children must always 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
- 4 It is important that all staff and volunteers are aware of this Annex and are kept up to date as it is revised. It will continue to be made available publicly.
- 5 The Senior Leadership Team (SLT) will ensure that, so far as reasonably possible, the relevant guidance and any updates from the DfE and the school's local safeguarding partners are complied with.
- 6 SLT is authorised to make such amendments or additions to this Annex as may be necessary from time to time pending review by the Full Governing Body or the Staffing

& General Purposes Committee.

PART 2: PUBLIC HEALTH ADVICE TO MINIMISE CORONAVIRUS RISKS

- 7 Essential measures include:
- a requirement that people who are ill stay at home
 - robust hand and respiratory hygiene
 - enhanced cleaning arrangements
 - active engagement with NHS Test and Trace
 - formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
- 8 How contacts are reduced includes:
- grouping children together
 - avoiding contact between groups
 - arranging classrooms with forward facing desks
 - staff maintaining distance from students and other staff as much as possible
- 9 System of controls
- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
 - clean hands thoroughly more often than usual
 - ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
 - introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
 - minimise contact between individuals and maintain social distancing wherever possible
 - where necessary, wear appropriate personal protective equipment (PPE)
 - engage with the NHS Test and Trace process
 - manage confirmed cases of coronavirus (COVID-19) amongst the school community
 - contain any outbreak by following local health protection team advice
- 10 The Governors stress the importance of subsections 8, 9 and 10 of the “Response to any infection” section of “Guidance for full opening – schools” (engaging with the NHS Test and Trace process, managing confirmed cases of coronavirus (COVID-19) amongst the school community and following local health protection team advice). They note that local health protection team advice about containing any outbreak may include a large number of students self-isolating at home as a precautionary measure – perhaps the whole school or year group.

PART 3: PARTICULAR SAFEGUARDING AND CHILD PROTECTION ISSUES

11 ADVICE FROM THE SCHOOL'S THREE LOCAL SAFEGUARDING PARTNERS

The school's local safeguarding partners are the London Borough of Hammersmith & Fulham (LBHF), the clinical commissioning group and the chief officer of police in the area of LBHF. The school will follow their advice so far as reasonably possible.

12 The Governors draw particular attention to the LBHF guidance document "Safeguarding during Covid-19 - Version 1 2/4/2020". Key points are set out in the relevant sections of this Annex.

13 ATTENDANCE

The Governors draw attention to the attendance section of "Guidance for full opening – schools". School attendance will be mandatory again from the beginning of the autumn term. The usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered student at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

14 The school will

- Communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) throughout the summer ahead of the new school year.
- Identify students who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with the school regularly during the pandemic.
- Use the additional catch-up funding schools will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure students' regular attendance.
- Work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance.

15 The Governors also draw attention to the DfE guidance document "Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year" (1st September 2020) and, in particular to the mandatory provisions about attendance registers and students not attending in circumstances related to coronavirus (COVID-19).

16 LBHF advises that if a school is expecting a vulnerable child and they do not turn up, follow this up with a phone call to the family and a phone call to the social worker.

17 **CHANGES REGARDING THE WELFARE, HEALTH AND WELLBEING OF STUDENTS RETURNING TO SCHOOL**

It is important to ensure that relevant safeguarding and welfare information held on all children (including returning children) remains accurate. The School (led by the DSL or deputy) will do all it reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns.

18 Staff and volunteers may identify new safeguarding concerns about individual children as they see them in person following the partial school closure and should take appropriate action (including updating records).

19 So far as resources allow, the DSL and deputy DSL will support staff and children regarding new concerns (and referrals as appropriate) as more children return

20 **CONCERNS ABOUT A CHILD**

It remains very important that all staff and volunteers act immediately on any safeguarding concerns, including new concerns where children are returning. They should follow the provisions of the S&CP Policy (see para 86 et seq), including filling out a red form.

21 Reporting child protection concerns to LBHF remains the same. Contact the initial consultation and advice team, also known as the front door (0208 753 6600).

22 Make sure when communicating with social workers that you let them know how they can reach the school or key staff like the Head Teacher and DSL as normal numbers may not be working in the same way.

23 LBHF has created a virtual process for initial and review child protection conference and LAC (looked after children) reviews. See the COVID 19 Section of the Lilla Huset website for schools at <https://www.thelillahuset.com/links/schools-resources-covid19-updates/>

24 All staff will continue to follow school policy. If any member of staff has concerns about a child they must use the school's existing procedures and refer the issue straight away to the DSL or Deputy DSL.

25 **CONCERNS ABOUT A STAFF MEMBER OR VOLUNTEER WHO MAY POSE A SAFEGUARDING RISK TO CHILDREN**

Staff and volunteers should continue to apply the provisions of Appendix 1 of the S&CP Policy and the principles in part 4 of KCSIE.

26 LBHF's advice includes the following:

- (1) For any concerns or allegations against staff or volunteers continue to complete the consult and referral form and send it to LADO@lbhf.gov.uk. A referral form

- will be put up on the COVID 19 Section for schools on the Lilla Huset website.
- (2) Professionals accepting volunteers during this time need to keep a healthy professional suspicion and follow all safer recruitment processes. Unfortunately during times of crisis people who shouldn't be working with children try to gain entry.
- 27 **DESIGNATED SAFEGUARDING LEAD (DSL) AND DEPUTY DSL**
The school's arrangements are as follows. The school has a trained DSL and Deputy DSL and they are available on site.
- 28 The optimal scenario for any school is to have a trained DSL or deputy available on site. The Governors recognise that this may become impossible and where this is the case the SLT should consider two options:
- (1) a trained DSL or deputy from the school can be available to be contacted via phone or online video;
 - (2) sharing trained DSLs or deputies with other schools or colleges (who should be available to be contacted via phone or online video).
- 29 Where a trained DSL or deputy is not on site, a senior leader will take responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and, as required, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.
- 30 All school and college staff and volunteers should have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them.
- 31 Since DSL training is very unlikely to take place during this period that 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.
- 32 LBHF's advice is to the same effect. If a DSL safeguarding training expires during this time and we aren't able to find any suitable online training, the DSL can continue in the role and update training at a later point.
- 33 **FACE COVERINGS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)**
On Friday 16th October 2020 the DfE updated its guidance document "Face coverings in education". The updated guidance included new advice about face coverings in the event that the area where a school is situated was raised to the local COVID alert level 'high' or 'very high' (Tiers 2 and 3).
- 34 On Saturday 17th October 2020 London was raised to the local COVID alert level 'high' (Tier 2) and certain restrictions affecting London came into force.
- 35 The Governors therefore consider that they should follow the advice in "Face coverings in education" and that social distancing can no longer be safely managed in the school's

communal areas without the use of face coverings. They endorse the Headteacher's letter to parents and carers dated Friday 16th October 2020 (copy at Appendix 1).

- 36 From Monday 19th October staff, visitors and students will be expected to wear face masks in school in corridors and communal areas. The school therefore expects everyone to wear face masks as they move around the building between lessons and in assemblies.
- 37 Staff and students will not wear masks during lessons and students will not be expected to wear masks whilst they are eating their lunch.
- 38 If a student is exempt from wearing a mask for any reason, her parents or carers should contact her Head of Year as soon as possible so that the school can know what support to put in place.
- 39 No-one should be excluded from education on the grounds that they are not wearing a face covering.
- 40 The Governors draw attention to the other advice about face coverings and PPE in "Guidance for full opening – schools" and "Face coverings in education". In particular
- (1) The school should have a contingency supply of face coverings.
 - (2) If a distance of 2 metres cannot be maintained (for example, where a student has complex needs), staff caring for a student who has become unwell must wear PPE.
- 41 Paragraphs 45 to 48 below include further provisions about face coverings that may come into force in the future.
- 42 **FULL REOPENING IN SEPTEMBER 2020**
The SLT will from time to time make arrangements to protect students' health and the health of staff and visitors.
- 43 The Governors endorse the current arrangements set out in the following documents prepared by the Head Teacher:
Autumn Term 2020 Start
Protocol for September for Staff
Protocol for September for Students
- 44 Subject to the provisions of this Policy about face coverings and local restrictions, the Governors endorse the Bursar's Risk Assessment dated 2nd September 2020 and updated on 23rd October 2020. They attach particular importance to the practical measures set out in the assessment.
- 45 **LOCAL RESTRICTIONS**
On Saturday 17th October 2020 London was raised to the local COVID alert level 'high' (Tier 2) and certain restrictions affecting London came into force.

46 In the event that London or the area in which the school is situated moves to the local COVID alert level 'very high' (Tier 3), face coverings will continue to be worn by adults (staff and visitors) and students when moving around indoors. Subject to any further guidance from the DfE, it will not usually be necessary to wear face coverings in the classroom.

47 The SLT is authorised to adopt such measures, whether relating to face coverings or any other matter, as are reasonably necessary to protect the health of staff, visitors and students:

- (1) having regard to the movement of London to the local COVID alert level 'high' (Tier 2) on 17th October 2020; and
- (2) in the event of the movement of London or the area in which the school is situated to the local COVID alert level 'very high' (Tier 3).

48 In the event of a move to the local COVID alert level 'very high' (Tier 3), the school will communicate quickly and clearly to staff, parents and students any new arrangements.

49 **LOCAL LOCKDOWN**

The school will plan for the possibility of a local lockdown and how it will ensure continuity of education.

50 The school's planning for the possibility of a local lockdown will comply with the DfE guidance document "How schools can plan for tier 2 local restrictions" (28th August 2020) and the Department of Health & Social Care guidance document "COVID-19 contain framework: a guide for local decision-makers" (28th August 2020) and any updated or additional guidance about local lockdown.

51 The planning will be based on the Tiers set out in those documents, namely:

- (1) **Tier 1:** education will usually remain fully open to all with the additional requirement that face coverings should be worn by staff and students in secondary schools outside classrooms when moving around communal areas where social distancing cannot easily be maintained;
- (2) **Tier 2:** secondary schools are asked to adopt a rota system;
- (3) **Tier 3:** secondary schools are required to limit on-site attendance to vulnerable children and young people, the children of critical workers and selected year groups;
- (4) **Tier 4:** attendance is limited to vulnerable children and young people and the children of critical workers.

These Tiers are not the same as the local COVID alert Tiers 1 to 3.

52 **LOGS AND RECORDS**

It is essential from a safeguarding perspective that the school is aware, on any given day, which staff/volunteers will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity.

53 Keep a log of all staff on site each day and follow the normal sign in and sign out

processes.

54 Keep a log of calls to students and of any 1:1 contact with students, which will then be kept centrally by the DSL.

55 Schools must continue to keep the single central record (SCR) up to date.

56 The single central record should be updated with new staff and any changes.

57 **LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN**

It remains very important that all staff work with and support children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

58 **MENTAL HEALTH**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of students and their parents.

59 **ONLINE SAFETY**

Key points include the following:

- (1) The school should continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems or recommended resources.
- (2) The School should consider who has the technical knowledge to maintain safe IT arrangements and should also consider contingency arrangements if their IT staff become unavailable.
- (3) all staff who interact with children, including online, should continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the S&CP Policy and where appropriate referrals should still be made to children's social care and the police.
- (4) The starting point for online teaching should be that the same principles as set out in the school's staff behaviour policy.
- (5) The School should ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- (6) The school should ensuring that children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school or college this should also signpost children to age appropriate practical support from the likes of:
 - [Childline](#) - for support
 - [UK Safer Internet Centre](#) - to report and remove harmful online content
 - [CEOP](#) - for advice on making a report about online abuse
- (7) Communications with parents and carers should be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will asked to access and be clear who from the school (if anyone) their child is going to be interacting with online.
- (8) Support for parents and carers to keep their children safe online includes:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
 - [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
 - [Childnet](#) 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](#) 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](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
 - [Net-aware](#) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
 - [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
 - [UK Safer Internet Centre](#) 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
- (9) Government has also provided:
- [support for parents and carers to keep children safe from online harms](#), includes advice about specific harms such as online child sexual abuse, sexting, and cyberbullying
 - [support to stay safe online](#) includes security and privacy settings, blocking unsuitable content, and parental controls
- (10) The school will share this support with parents and carers.

60 The Governors also draw attention to the DfE guidance “Safeguarding and remote education during coronavirus (COVID-19)” (updated 6th October 2020). This advice applies where students are being asked to learn online at home.

61 **PEER ON PEER ABUSE**

The school will continue to follow the guidance contained in KCSIE and to apply the principles set out in the S&CP Policy (see Para 82 et seq).

62 **SAFER RECRUITMENT, VOLUNTEERS AND MOVEMENT OF STAFF**

Key points include the following:

- (1) It remains essential that people who are unsuitable are not allowed to enter the children’s workforce or gain access to children. If schools and colleges are recruiting new staff, they should continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, the relevant sections of KCSIE.
- (2) 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.

- (3) Where schools and colleges are utilising volunteers, they should continue to follow the checking and risk assessment process set out in KCSIE. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.
- (4) Where a member of the school workforce is already engaging in regulated activity and already has the appropriate DBS check, there is no expectation that a new DBS check should be obtained where they temporarily move to another school or college to support the care of children.
- (5) The same principle applies if childcare workers move to work temporarily in a school setting. The receiving institution should risk assess as they would for a volunteer (see above) and can seek assurance from the current employer rather than requiring new checks.
- (6) Schools and colleges should continue to consider and make referrals to the Teaching Regulation Agency (TRA) 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

35 LBHF's advice includes the following:

- (1) Professionals accepting volunteers during this time need to keep a healthy professional suspicion and follow all safer recruitment processes. Unfortunately during times of crisis people who shouldn't be working with children try to gain entry.
- (2) Schools recruiting new staff should follow all safer recruitment process and make sure staff are inducted to all of the school's policies and any new guidelines you are following around online learning. If these staff are taking over virtual lessons with students, think about how you will make these introductions.

63 **STAFF TRAINING AND SAFEGUARDING INDUCTION**

All existing school staff will already have had safeguarding training and have read part 1 of KCSIE. The important thing for these staff will be awareness of any new local arrangements so they know what to do if they are worried about a child.

64 Where new staff is recruited, or new volunteers enter the school or college, they should continue to be provided with a safeguarding induction. An up to date child protection policy (described above) will support this process as will part 1 of KCSIE.

65 **STUDENTS TESTING POSITIVE FOR COVID-19 OVER THE HALF-TERM BREAK OF THE 2020 AUTUMN TERM AND DURING SCHOOL HOLIDAYS GENERALLY**

The Governors endorse the Headteacher's letter to parents and carers dated Friday 16th October 2020 (copy at Appendix 1) and considers that the same principles should apply to subsequent school holidays.

66 **VULNERABLE CHILDREN AND CHILDREN THE SCHOOL IS CONCERNED ABOUT WHO DO NOT MEET THE "VULNERABLE" DEFINITION**

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans.

- 67 There is an expectation that children with a social worker will attend school unless, in consultation with the child's social worker and family, it is agreed this is not in the best interests of the child.
- 68 Senior leaders, especially DSLs (and deputies), know who their most vulnerable children are and have the flexibility to offer a place to those on the edges of receiving children's social care support. Staff will continue to work with and support children's social workers to help protect vulnerable children.
- 69 The school will follow the advice of LBHF so far as reasonably possible. The key points are:
- (1) Vulnerable children includes CP and CIN students and schools may also have their own wider vulnerable lists.
 - (2) Where a vulnerable child is not attending school, the DSL or nominated teacher will maintain at least weekly contact with the child/family to check on progress of school work and the welfare of the child.
 - (3) Raise any concerns with the child's social worker as needed.

APPENDIX 1

THE HEADTEACHER'S LETTER TO PARENTS AND CARERS DATED FRIDAY 16th OCTOBER 2020

Dear Parents and Carers

I hope that you and your families are safe and well. Alongside my weekly message in Mentions this letter comes to you with some updates about changes to procedures in school and arrangements for the half-term break.

You will be aware that London moves from 'Tier 1' to 'Tier 2' as of Saturday, 17th October. As a consequence of this, we will be changing our rules for using face masks in school. Given the higher level of alert in London, **from Monday 19th October students and staff will be expected to wear face masks in school in corridors and communal areas.** This means that we will expect everyone to wear masks as they move around the building between lessons and in assemblies. As per the guidance for schools, staff and students will not wear masks during lessons and students will not be expected to wear masks whilst they are eating their lunch. If your daughter is exempt from wearing a mask for any reason, please contact her Head of Year as soon as possible so that we know what support to put in place.

All our other procedures remain in place unchanged. Students will still be expected to wear their coloured lanyard indicating their year group and the timetable will remain unchanged, enabling year groups to stay away from each other as much as possible during the school day. I would like to say a huge 'thank you' to all our students as they have been sensible and thoughtful in school over the last two months and have understood exactly why all these

arrangements are in place.

On Wednesday 21st October all students will be dismissed at 12 noon for our half-term break. I hope that all staff and students will enjoy a good rest over half-term **before school resumes on Monday 2nd November**. We have been incredibly lucky so far this academic year, in that no staff or students have yet tested positive for Covid19. Given how things are going nationally and in London, I feel it is unlikely this situation will continue; as and when we are informed of a positive test we will act as swiftly as we can to identify members of our community potentially at risk who will then need to self-isolate.

If your daughter becomes ill over half-term and tests positive for Covid19, please inform us via the school admin email. We will email all parents and carers on Friday 30th October. In this email we will EITHER confirm that your daughter's year group are expected in school as normal on Monday 2nd November, OR we will inform you that there has been a positive test in that year group and that students should remain at home on Monday 2nd November. In this instance, we will be able to spend time on Monday 2nd November identifying which students need to self-isolate and which students can then return to school on Tuesday 3rd November. Work would be set online for students for the Monday.

I would like to thank all of you for your support over the last two months. I know that staff and students have very much enjoyed being back in school this term and it is wonderful to talk to colleagues and to students about all the progress being made in lessons and to hear about all the ways in which students are getting involved in extra-curricular clubs in their year group bubbles. I hope that everyone can rest well over the half-term break and we look forward to the second half of this extraordinary Autumn Term.

With best wishes to you all,

Elisabeth Stevenson
Headteacher