



COVID-19 arrangements for safeguarding and child protection at Kings International College

School name: Kings International College

Policy owner: Mr David Hurley

Link Governor: Mr Paul Jackson

Date: 11/01/21

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mr David Hurley	d.hurley@kings-international.co.uk 01276 683539
Deputy DSL	Miss Jude Bache Mrs Eloise Baines	dsl@kings-international.co.uk 01276 683539
Headteacher	Mrs Jo Luhman	j.luhman@kings-international.co.uk 01276 683539
Local authority designated officer (LADO)	Surrey duty LADO	lado@surreycc.gov.uk
Chair of governors	Mrs Jenny Tuck	cog@kings-international.co.uk

1. Scope and definitions

This addendum applies from the start of the autumn term 2020. It reflects updated advice from our 3 local safeguarding partners and local authority (LA) Surrey County Council.

It sets out changes to our normal child protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

In this addendum, where we refer to vulnerable children, this means those who:

Are assessed as being in need, including children:

- With a child protection plan
- With a child in need plan
- Looked after by the local authority

› Have an education, health and care (EHC) plan

› Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:

- On the edge of receiving support from children's social care services
- Adopted
- At risk of becoming NEET ('not in employment, education or training')
- Living in temporary accommodation
- Young carers
- Considered vulnerable by the school and/or LA

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education 2020](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be on site, they can be contacted remotely by dsl@kings-international.co.uk

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Mrs Jo Luhman, Headteacher. You can contact them by j.juhman@kings-international.co.uk.

The senior leader will be responsible for liaising with our off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

5. Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority, about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

6. Monitoring attendance

We will follow [guidance](#) from the Department for Education on how to record attendance and what data to submit. We will further monitor attendance and engagement of online learning via internal tracking.

All pupils of compulsory school age will be expected to engage with education unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

Where any vulnerable child we expect to attend school doesn't attend, or stops attending, we will:

- › Follow up on their absence with their parents or carers, by our attendance officer or other pastoral leaders
- › Notify their social worker, where they have one
- › Request support from our local Inclusion Officer if needed

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

8. Concerns about a staff member, supply teacher or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/supply teachers/volunteers working on site or remotely.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Contact plans

We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home.

Each child has an individual plan, which sets out:

- › How often the school will make contact – this will be at least once a week
- › Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- › How staff will make contact – this will be over the phone, emails, doorstep visits, or a combination of all

We have agreed these plans with children's social care where relevant, and will continue to review them.

If we can't make contact, we will work with our local inclusion officer for support.

10. Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above.

10.1 Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before children return.

They will also liaise with the school nurse(s) to gather relevant information about any support provided by school nursing services while children have not been in school.

The DSL (and deputy) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

10.2 Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number. Staff are not to hold one to one meetings with pupils via any platforms such as Microsoft Teams or Zoom.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

For pupils with an EHC plan and are not attending school, teaching assistants will provide support for these pupils via the remote lessons on Microsoft Teams.

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct and acceptable users' policy.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to 45 minutes in length.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by Kings International College to communicate with pupils.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

11.3 Working with parents and carers

We will make sure parents and carers:

- › Are aware of the potential risks to children online and the importance of staying safe online
- › Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school
- › Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides
- › Know where else they can go for support to keep their children safe online

12. Mental health

12.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Where one to one support has been in place we will offer sessions over Zoom or over the phone instead of face-to-face. Risk assessment can be found in Appendix 1.

Where meetings are required with external partner agencies an appropriate adult will sit with a pupil if online meetings are to be held.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum.

13. Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 183-188 of Keeping Children Safe in Education.

13.1 Mass testing volunteers

Mass testing at Kings International College started on the 4th January for staff and the 5th of January for Year 11 and Key worker students. The college has 21 volunteers working on the mass testing. Christabel Hayter is the appointed Covid Coordinator and has delivered the DHSC regulation training to all volunteers.

David Hurley delivered safeguard training to all volunteers. Mary-Ann Brown, inclusion manager, is the safeguarding lead within the mass testing centre site for all volunteers.

14. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education and within 5 days of joining Kings international College.

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum every 3 weeks by David Hurley, Assistant Headteacher. At every review, it will be approved by the governing board.

16. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child protection policy
- Staff code of conduct
- IT acceptable use policy
- E-safety including staff use of mobile phones
- Health and safety policy
- Contingency plan for remote learning

Appendix 1

Camberley Youth for Christ Risk Assessment – Zoom meetings and group sessions (the POINT)

<p>PROCESS of organising a Zoom meeting</p> <ul style="list-style-type: none"> ➤ The Director or Administrator arrange a meeting date and time. ➤ The appropriate people are then invited to join the meeting via an email link ➤ People who are invited are asked not to share the password and Meeting ID on social media ➤ If the invite is to a young person then the email would be sent to a parent or guardian unless permission has been given to email the young person directly. ➤ If the session is with young people a second leader will be required to join in too. ➤ If the Zoom session is with young people, then the Safeguarding officer and a designated trustee will be informed when the meeting is taking place ➤ Meeting host to disable other users from sharing file screens in case of hacking. ➤ Meeting leader to make notes after the session and keep these safe. Initials only 	<p>Location: The youth workers home preferably in an office or dining table</p>	<p>Dates: TBC via email with parent/guardian</p>
	<p>DBS checked leaders</p> <p>1. Oliver Deeks</p>	<p>Timings: TBC via email with parent/guardian</p>
	<p>Number of participants:</p> <p>Up to 100</p>	

NOTES:

This risk assessment was created using the guidance for online youth work from Youth for Christ and Thirty-One Eight.

YFC – <https://yfc.co.uk/safeguarding-online/>

Thirty-One-Eight - <https://youthscape.ams3.cdn.digitaloceanspaces.com/documents/Guidanc-for-online-youth-work.pdf>

Online mentoring form - <https://forms.gle/1TsQLNY9AYAeQkQb9>

Online consent form for the POINT - <https://camberley.yfc.co.uk/consent-for-the-point-online/>

KEY TERMS

Mentor = young person

Mentee = CYFC youth worker

CYFC = Camberley Youth for Christ

Prepared by: Naomi Waite Date: 24-03-2020

Updates by: Oli Deeks Date: 9.04.2020

Checked by: _____ Date: _____

Hazard /activity	Risks	Who is at risk?	Likelihood (high, Med, low)	Risk Control measures
Online 1:2:1 mentoring				
Zoom 1:2:1 meeting	Grooming/sexual exploitation	Young person	low	<ul style="list-style-type: none">• Videos are not to be recorded at any point• Notes of the meeting will be taken after• If meeting is with young people Safeguarding officer and a trustee to know when the meetings have been arranged• Two DBS leaders will be part of the Zoom meeting if young people are involved• Meeting leader to follow CYFC code of behaviour
	Inappropriate conversations between young people and youth worker	Young person Youth worker	low	<ul style="list-style-type: none">• All meeting leaders will have gone through our 'safe recruitment policy' and will be DBS checked.• Two leaders will be present at each meeting with young people.• Notes to be taken by meeting leader or administrator• Meeting leader to contact Safeguarding officer if it's a safeguarding issue• Meeting leader to follow CYFC code of behaviour

				<ul style="list-style-type: none"> • Meetings involving young people will be during office hours 9am-5.30pm. • A link to CEOP and Childline will be made available for Young people during the zoom meeting.
	Inappropriate location of video	Young person Youth worker	low	<ul style="list-style-type: none"> • Zoom meetings to take place in either a home office or dining room table • Young people will be asked to be in either a home office, dining room table, desk, etc. • No-one should be videoing from their bed or toilet • If this happens contact safeguarding officer
	Inappropriate clothing of mentor or mentee	Young person Youth worker		<ul style="list-style-type: none"> • Not to be done in PJ's • Mentors to wear appropriate clothing like they would a normal face to face meeting • Parents/guardians will be asked for their young person to wear appropriate clothing
	Potential allegations against youth worker/ meeting leader	Youth worker		<ul style="list-style-type: none"> • Notes of the meeting will taken • Safeguarding officer and a trustee to know when the meeting is taking place if it involves young people. • If meeting with young people then parent/guardian to be home when meeting takes place • Meeting leader to follow CYFC code of behaviour at all times
	Sharing of personal contact details (i.e. home address)			<ul style="list-style-type: none"> • Meeting leader not to share their home address with the meeting attendees. • Any letters or other items with home address on is to be removed from the video area
	Hackers – post inappropriate content, contact young people, etc.	Youth worker Young person		<ul style="list-style-type: none"> • Each meeting will be password protected with a meeting ID • Parents & young people asked not to share the

				password or ID <ul style="list-style-type: none"> • Password and ID not to be posted on social media • If someone hacks onto the meeting <ul style="list-style-type: none"> ○ Close the meeting ○ Make a note of what happened and report to safeguarding officer ○ If a breach of GDPR contact ICO
The POINT Zoom meetings				
Zoom group meeting with young people	Grooming/sexual exploitation	Young person	low	<ul style="list-style-type: none"> • Videos are not to be recorded at any point • Safeguarding officer and a trustee to know when the group meetings have been arranged • Two DBS leaders or more will be part of the group Zoom meeting. Each leader must have gone through our safe-recruitment • Leaders to follow CYFC code of behaviour • At the start of the meeting a leader is copy this link to CEOP (Child Exploitation and Online Protection) • This link will also be included in the online consent form
	Inappropriate conversations	Young person Youth worker	low	<ul style="list-style-type: none"> • All meeting leaders will have gone through our 'safe recruitment policy' and will be DBS checked. This include following our code of behaviour • Two leaders will be present at each meeting with young people. • Notes to be taken if any inappropriate conversation • Meeting leader to contact Safeguarding officer if it's a safeguarding issue

				<ul style="list-style-type: none"> • Meeting leader to follow CYFC code of behaviour • Meetings involving young people will be during office hours 9am-5.30pm. • A link to CEOP and Childline will be made available for Young people during the zoom meeting and the online consent form.
	Inappropriate location of video	Young person Youth worker	low	<ul style="list-style-type: none"> • Leaders to video from a home office or dining room table and NOT from their toilet or bed • Young people will be advised to be in either a home office, dining room table, desk, etc. but it's at the parent's discretion. • Young people should not be videoing from their toilet • If this happens contact safeguarding officer
	Potential allegations against youth worker/ meeting leader	Youth worker		<ul style="list-style-type: none"> • Safeguarding officer and a trustee to know when the meeting is taking place. • If meeting with young people, then parent/guardian to be home when meeting takes place • Meeting leader to follow CYFC code of behaviour at all times
	Sharing of personal contact details (i.e. home address)			<ul style="list-style-type: none"> • Meeting leader not to share their home address with the meeting attendees. • Any letters or other items with home address on is to be removed from the video area
	Hackers – post inappropriate content, contact young people, etc.	Youth worker Young person		<ul style="list-style-type: none"> • Each meeting will be password protected with a meeting ID • Parents & young people asked not to share the password or ID • Password and ID not to be posted on social media. Password and ID given to people who have filled in our online consent form • If someone hacks onto the meeting

				<ul style="list-style-type: none"> ○ Close the meeting ○ Make a note of what happened and report to safeguarding officer ○ If a breach of GDPR contact ICO
GDPR				
Breach of data protection	Potential allegations against youth worker/ meeting leader	Youth worker		<ul style="list-style-type: none"> ● Notes of the meeting will taken ● Safeguarding officer and a trustee to know when the meeting is taking place if it involves young people. ● If meeting with young people then parent/guardian to be home when meeting takes place ● Meeting leader to follow CYFC code of behaviour at all times
Safeguarding Issues				
Photos being taken of young people	Inappropriate use, inappropriate photos, breach of data protection act,	Young people	Low	Photos will NOT be taken during Zoom sessions
Child abuse and Bullying	Physical, mental, neglect, sexual, spiritual abuse	Young people	Med	<p>Make notes of the disclosure using the young person's words. Note the time and location. Sign and date</p> <p>Report to Camberley Youth for Christ safeguarding officer</p> <p>Contact parents/guardians if the disclosure doesn't involve them.</p> <p>Contact social services.</p> <p>Leaders will be responsible observing signs of potential abuse or mistreatment. Forms of abuse can</p>

			<p>include Physical (i.e. hitting, shaking, throwing, burning scalding, or otherwise causing physical harm to a young person), Sexual (i.e. physical contact, penetrative acts or non-penetrative acts), Neglect (i.e. failing to provide; adequate food, shelter, clothing, protection from harm, medical treatment, emotional needs), Emotional (i.e. conveying that the yp is worthless, unloved, or inadequate), Domestic (i.e. physical aggression, threats, intimidation, stalking, sexual abuse, emotional abuse, neglect and economic deprivation), and Spiritual (i.e. misuse of the authority in leadership, oppressive teaching, or intrusive healing and deliverance ministries).</p> <p>If any leaders are unsure of safeguarding policies, they can refer to the “Code of behaviour” document, which was distributed to the leaders during recruitment. If Leaders have lost their ‘code of behaviour document’ then they are available from the youth worker and the safe guarding officer.</p>
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