

COVID-19 arrangements for  
Safeguarding and Child Protection at Kite  
Ridge School, Specialist Secondary PRU



**KITE RIDGE SCHOOL**  
CHANGING MINDS

**School name: Kite Ridge School**

**Policy owner: Steven Sneesby**

**Date: 1 June 2020**

**Date shared with governors 9 June 2020**

**Date shared with staff: 1 June 2020**

**The safety and welfare of all children must always be a Kite Ridge priority and the principles within the Keeping Children Safe in Education (KCSiE) 2019 and our CP Policy still apply.**

### **Designated Safeguarding Lead**

<b>Role</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
<b>Designated Safeguarding Lead (DSL)</b>	<b>Steven Sneesby</b>	<b>07843 343562 / 01494 448497</b>	<b>ssneesby@kiteridge.bucks.sch.uk/ ssneesby@bucksgfl.org.uk</b>
<b>Headteacher if not DSL or DDSL</b>	<b>As above</b>		
<b>Deputy Designated Safeguarding Lead (DDSL)</b>	<b>Tessa Willard</b>	<b>01494 448497 / 07919 280078</b>	<b>twillard@kiteridge.bucks.sch.uk</b>
<b>Chair of Governors/Trustee</b>	<b>Kathy Forbes</b>	<b>01494 674346</b>	<b>governor@kiteridge.bucks.sch.uk</b>
<b>Safeguarding Governor/Trustee</b>	<b>As above</b>		

A member of the DSL team will always be available during school hours. The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a designated senior member of staff will assume responsibility for co-ordinating safeguarding on site.

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

### **Responsibilities**

We continue to take a whole school approach to safeguarding and it is the responsibility of all staff to report any concerns that they may have for the safety and/or welfare of any children with whom they have contact. This contact may be via e-mail, virtual teaching, through a phone call or directly with the child.

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.

A written notification, Letter of Assurance, will be obtained from a setting or school if any of their staff members come to work at Kite Ridge and a risk assessment will be put in place.

Any volunteers coming into Kite Ridge, will be subject to relevant checks being completed as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. A risk assessment will be put in place on an individual basis.

Any staff or volunteers, carrying out duties in this school, who are usually based in another setting, will read the school's Child Protection Policy and KCSIE 2019, Part 1 and annexe A. They will be informed of who the DSLs are and made aware of the school and local procedures for reporting concerns.

Induction to safeguarding training will be completed by the DSL for any volunteers who are not familiar with our school.

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that Kite Ridge is aware, on any given day, which staff will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Kite Ridge will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Our Headteacher will ensure that they keep informed of any up to date information, both at a local or national level, as a result of COVID-19, that will impact the welfare of all students within Kite Ridge and will ensure that relevant information is shared with all staff, including any staff who may be carrying out temporary duties.

The DSL/Headteacher or assistant head will ensure that the child protection files are kept up to date and any required information is shared with the relevant agencies.

All staff are aware of how to report any welfare concerns.

All staff continue to have a duty to report any concerns about the conduct or actions of any other member of staff. This report will be made to the Headteacher or Chair of Governors in accordance with the school's Whistleblowing Policy.

## **Vulnerable children**

Vulnerable children include:

- Children who have a social worker
- Children with Child in Need (CIN) Plans
- Children on Child Protection (CP) Plans
- Looked after children
- Young carers
- Disabled children
- Pupils with Education, Health and Care (EHC) Plans (0-25)

Kite Ridge School will risk-assess all students in consultation with the Local Authority (LA) and parents, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. These risk assessment will be reviewed each week.

Kite Ridge 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 for looked-after and previously looked-after children. Kite Ridge will regularly review CP/CIN cases to determine vulnerability and prioritise resources accordingly. The lead person for this will be: Gail Prince

## **Online Safety**

### **Children and online safety away from school**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Kite Ridge will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

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.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by Kite Ridge to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.
- Parental consent will be obtained prior to any pupil taking part in a virtual lesson.
- Teachers must not engage in any 1:1 virtual teaching sessions.
- Ensure that ground rules are in place so that the students have a good understanding of how the sessions will be organised and run.

[Guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) is available which could help plan online lessons and/or activities and deliver them safely.

For those students who are still accessing computers at school and therefore are online, school will still continue to ensure that the appropriate filters and monitoring systems are in place.

## **Supporting children not in school**

Kite Ridge and its Headteacher/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.

## **Supporting children in school**

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

Kite Ridge will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

## **Peer on Peer Abuse**

Kite Ridge recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Kite Ridge recognises that during the period of school closure, students may have more frequent access to online devices, which has the potential to lead to online peer on peer abuse. These would include:

Sexting

Online abuse

Peer-on-peer grooming

Distribution of youth involved sexualised content

Harassment

Where a school receives a report of peer on peer abuse, it will be addressed promptly and appropriately, following the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

The school will listen and work with the child, parents/carers and multi-agency partners, including a report to the police, if required, to ensure the safety and security of that young person.

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

## **Attendance monitoring**

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

For those children where it has been agreed between Kite Ridge, social workers and parents/carers that children will be attending school, the school will follow up on any pupil who does not arrive at the agreed time.

Kite Ridge 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.

In all circumstances where a vulnerable child does not take up their place at school or discontinues, a DSL will notify their social worker.

To support the above, Kite Ridge will, when communicating with parents/carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

The Department for Education has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

## **Children moving schools and colleges**

If any children are attending another setting, all relevant welfare and child protection information will be shared with that school. All relevant contacts, including social care contacts will also be shared with the school.

For looked-after children, any change in school must be led and managed by the Virtual School Head. The receiving school must be made aware of the reason the child is vulnerable and any arrangements in place to support them.

The receiving school will have access to a vulnerable child's EHC Plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker is (and, for looked-after children, who the responsible Virtual School Head is). All medical information must be shared with the receiving school and suitable arrangements made for any children requiring medication to be administered. A risk assessment and protocol will be drawn up to cover individual cases. Contact telephone numbers will be shared with any receiving school. Wherever possible this will take place prior to the child arriving or as soon as possible following their arrival.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs coordinators/named individual with oversight of SEND provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders must take responsibility.

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR this legislation does not prevent the sharing of information for the purposes of keeping children safe. School must follow the advice about information sharing that can be found at paragraphs 76-83 of KCSIE.