

COVID-19 Addendum to  
Safeguarding and Child  
Protection Policy to cover  
arrangements during school  
closure  
January 2021

Date: 6<sup>th</sup> January 2021

To be reviewed as necessary

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## Context

From 6<sup>th</sup> January 2021 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

## Key Harrodian Personnel

<p><b>Designated Safeguarding Lead with overall responsibility for Safeguarding in the School</b> <b>Mrs Heather Locke (Deputy Head and Director of Studies)</b></p>  <p><b>Contact details</b> <b>Mobile 07957 168825</b> <b><a href="mailto:hlocke@harrodian.com">hlocke@harrodian.com</a></b></p>	<p><b>Designated Safeguarding Lead responsible for Pre-Prep School</b></p> <p><b>Miss Lucy Horan (Head of Pre-Prep)</b></p>  <p><b><a href="mailto:lhoran@harrodian.com">lhoran@harrodian.com</a></b></p>
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**Designated Safeguarding Lead responsible  
for Safeguarding in the Prep School**

**Mrs Sarah Codacci-Pisanelli**



**Tel 020 8748 6117 Extension 186  
[scodacci@harrodian.com](mailto:scodacci@harrodian.com)**

**Designated Safeguarding Lead responsible  
for Safeguarding in the Senior School and  
Sixth Form**

**Miss Alison Heller**



**Mobile 07834 608302  
[aheller@harrodian.com](mailto:aheller@harrodian.com)**

**The Headmaster  
Mr James Hooke**



**[headmaster@harrodian.com](mailto:headmaster@harrodian.com)**

**Safeguarding Governor  
Mrs Rachael Snaith**



**[rsnaith@harrodian.com](mailto:rsnaith@harrodian.com)**

## Significant Information

### Key External Agencies, Services and Professionals' Contact Details

Single Point of Access (SPA) Team (Richmond Initial Response Team)	1st Floor, Civic Centre, 42 York Street Twickenham TW1 3BW	020 8547 5008 for out of hours / weekends: Tel. 020 8770 5000 <a href="mailto:spa@richmond.gov.uk">spa@richmond.gov.uk</a>  <a href="https://www.richmond.gov.uk/single_point_of_access">https://www.richmond.gov.uk/single_point_of_access</a>
Local Authority Designated Office (LADO)	Achieving for Children Guildhall II, Kingston upon Thames	020 8891 7370 07774332675 <a href="mailto:lado@achievingforchildren.org.uk">lado@achievingforchildren.org.uk</a>
Police Child Abuse Investigation Team (CAIT)	Feltham Police Station, 34 Hanworth Road, Feltham, TW13 5BD	020 8247 6331
Police non-emergency point of contact		101
Kingston and Richmond Safeguarding Children Partnership	Ground Floor 44 York Street Twickenham TW1 3BZ	0208 831 6323 / 07834 386459  <a href="mailto:Lscb-support@kingrichlscb.org.uk">Lscb-support@kingrichlscb.org.uk</a>
Richmond Child and Adolescent Mental Health Services (CAMHS)	Contact via  Richmond Single Point of Access	020 8547 5008  for out of hours / weekends: Tel. 020 8770 5000  <a href="mailto:spa@richmond.gov.uk">spa@richmond.gov.uk</a>
NSPCC	For concerns about a child  Childline helpline for those 18 and Under	0808 800 5000  0800 11 11
'Prevent' Contacts		DFE contact: 020 7 340 7264 <a href="mailto:counter.extremism@education.gov.uk">counter.extremism@education.gov.uk</a>

## Other Key Contacts

Role	Name	Contact Number	Email
<b>AfC Education Safeguarding Adviser</b>	<b>Linda Sheehan</b>	<b>07774686362</b>	<a href="mailto:linda.sheehan@achievingforchildren.org.uk">linda.sheehan@achievingforchildren.org.uk</a>
<b>AfC Adviser for Online Services and Safety</b>	<b>Peter Cowley</b>	<b>07595173975</b>	<a href="mailto:peter.cowley@achievingforchildren.org.uk">peter.cowley@achievingforchildren.org.uk</a>
<b>AfC Virtual School Headteacher</b>	<b>Suzanne Parrott</b>	<b>07827895894</b>	<a href="mailto:suzanne.parrott@achievingforchildren.org.uk">suzanne.parrott@achievingforchildren.org.uk</a>

**SPA:** 020 8547 5008    **Out of Hours:** 020 8770 5000

**LADO:** 020 8891 7370  
07774332675  
[lado@achievingforchildren.org.uk](mailto:lado@achievingforchildren.org.uk)

## 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 (EHC) plans.

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.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

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

Senior leaders, especially our Designated Safeguarding Leads know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

The Harrodian School 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 Headteacher (VSH) for children looked-after

and previously looked-after. The lead people for this will be: Heather Locke and Alison Heller.

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 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 The Harrodian School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, The Harrodian School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The Harrodian School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

### 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.

The Harrodian School and social workers will agree with parents/carers whether children in need should be attending school –The Harrodian School will then follow up on any pupil that they were expecting to attend, who does not. The Harrodian School 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, The Harrodian School will, when communicating with parents/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, The Harrodian School will notify their social worker.

The Harrodian School will complete the Government's [daily online attendance form](#) and supply any information regarding attendance requested by Achieving for Children.

### Designated Safeguarding Lead

The Harrodian School has FOUR Designated Safeguarding Leads (DSLs)

- **Designated Safeguarding Lead with overall responsibility for Safeguarding in the School**  
**Mrs Heather Locke (Deputy Head and Director of Studies)**
- **Designated Safeguarding Lead responsible for Pre-Prep School**  
**Miss Lucy Horan (Head of Pre-Prep)**

- **Designated Safeguarding Lead responsible for Safeguarding in the Prep School**  
**Mrs Sarah Codacci-Pisanelli**
- **Designated Safeguarding Lead responsible for Safeguarding in the Senior School and Sixth Form**  
**Miss Alison Heller**

The optimal scenario is to have a trained DSL available on site. Where this is not the case a trained DSL will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL 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.

It is important that all school name staff and volunteers have access to a trained DSL. On each day staff on site will be made aware of that person is and how to speak to them.

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

## Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy. 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 Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the Headteacher.

Concerns regarding the Headteacher should be directed to the Safeguarding Governor:  
Rachael Snaith

## Safeguarding training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID19 virus.

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

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL will 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 The Harrodian School they will continue to be provided with a safeguarding induction.

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

Upon arrival, they will be given a copy of The Harrodian School Safeguarding and Child Protection Policy, confirmation of local processes and confirmation of DSL arrangements.

### 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, The Harrodian School will continue to follow the relevant safer recruitment processes, including relevant sections in part 3 of Keeping Children Safe in Education (2020).

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.

Where The Harrodian School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in Keeping Children Safe in Education (2020). Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

The Harrodian School will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found in Keeping Children Safe in Education (2020).

The Harrodian School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per Keeping Children Safe in Education (2020) 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, The Harrodian School will continue to ensure that all staff, volunteers and essential visitors sign in and out of the

premises and will continue to keep the Single Central Record (SCR) up to date as outlined in Keeping Children Safe in Education (2020).

## Online safety

The Harrodian School's Online Safety Leads are: James Gledhill and Heather Locke. If they are unavailable, advice can be sought from Peter Cowley (AfC Adviser for Online Services and Safety).

The Harrodian School will continue to ensure that appropriate filters and monitoring systems are in place to protect pupils when they are online on the school's IT systems or recommended resources.

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 in line with the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

The Harrodian School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering online 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.
- 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 should record the attendance of any sessions held using Edulink

## Supporting children not in school

The Harrodian School is committed to ensuring the safety and wellbeing of all its pupils.

Where the DSL has identified a pupil to be on the edge of social care support, or who would normally receive pastoral-type support in school, we will ensure that a robust communication plan is in place for that pupil. All contacts with the pupil must be recorded.

The communication plans can include: remote contact; phone contact; door-step visits. Other individualised contact methods should be considered and recorded. The Harrodian

School and its DSLs 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.

The school will share safeguarding messages on its website and any communications to families.

The Harrodian School 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 The Harrodian School will take this into consideration when setting expectations of pupils' work where they are at home.

## Supporting children in school

The Harrodian School is committed to ensuring the safety and wellbeing of all its pupils. The Harrodian School 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.

The Harrodian School 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.

The Harrodian School will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each pupil.

Where The Harrodian School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with our Human Resources Department and attempt to rectify the situation.

## Children moving schools

If any pupils are temporarily attending other schools or transfer to another school, The Harrodian School will ensure that they provide the receiving school with all relevant welfare and child protection information.

Any change of school for children looked after will be led and managed by the Virtual School Headteacher with responsibility for the child.

The Harrodian School continues to have appropriate regard to data protection and GDPR and are aware that they do not prevent the sharing of information for the purposes of keeping children safe.

## Mental health

The Harrodian School is aware that negative experiences and distressing life events such as the current circumstances can affect the mental health of pupils and their parents.

The Harrodian School will ensure that appropriate support is in place for the children of critical workers and vulnerable children whilst on site.

The Harrodian School will continue to offer support to pupils who are not on site, this will be done remotely or by phone.

The Harrodian School will ensure that all pupils have contact details for appropriate support services. These include the school counsellor, Adele Monsef ([adele@monsef.com](mailto:adele@monsef.com)) and KOOH an online counselling and emotional well-being platform for children and young people <https://www.kooth.com/>

## Peer on peer abuse

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

The Harrodian School will follow the principles as set out in Keeping Children Safe in Education (2020) and our Safeguarding and Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded using the school's procedure and appropriate referrals made.