



THE FULHAM BOYS SCHOOL

SAFEGUARDING AND CHILD PROTECTION POLICY: COVID-19 ADDENDUM

RESPONSIBLE COMMITTEE

Education Committee

RATIFIED BY GB

Summer 2021

REVIEW DATE

Summer 2022

The master copy of this document can be found on the FBS Google Drive, under the "Policies" folder. This is one of a number of policies that are reviewed by the Governing Body, the full list can be found on the FBS Google Drive in the Policies Folder. Minor revisions that just adjust factual items (eg contact details / names) can be made by the author without formal review, and must be recorded in the Revisions table at the back of this policy.

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IMPORTANT CONTACTS

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Simon Kellie	s.kellie@fulhamboysschool.org.uk
Deputy DSL	Morgan Browne	d.browne@fulhamboysschool.org.uk
Designated member of senior leadership team if DSL (or Deputy DSL) can't be on site	Alun Ebenezer	a.ebenezer@fulhamboysschool.org.uk
Head of School	David Smith	d.smith@fulhamboysschool.org.uk
Local authority designated officer (LADO)	Megan Brown	megan.brown@lbhf.gov.uk
Chairman of governors	Alex Wade	a.wade@fulhamboysschool.org.uk

1. SCOPE AND DEFINITIONS

This sets out changes to our normal [child protection policy](#) in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
- With a child protection plan
- Assessed as being in need
- Looked after by the local authority
- Have an education, health and care (EHC) plan

In this policy Head Teacher refers to Executive Headmaster or Head of School as appropriate.

2. CORE SAFEGUARDING PRINCIPLES

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to 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 still attending school and those at home. Any concerns should be reported to the DSL or Deputy DSL

as soon as possible.

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. DEPUTY SAFEGUARDING LEAD (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.

All school staff and volunteers will be informed as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that all of the SLT team regardless of their location, know who the most vulnerable children in our school are.

If it is not practical to have the DSL or Deputy DSL on site at any given time then FBS will ensure that SLT members on site will be able to liaise with the DSL or Deputy DSL with regards to:

- 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, and with virtual school heads for looked-after and previously looked-after children.

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

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

- Follow up absence of any pupils on CP/ CIN plans that we expected to attend school daily. DSL will complete phone calls of pupils by referencing their engagement with set work, email communications and record on ISAMS.
- Notify their social worker, where they have one if deemed appropriate and necessary.

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

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.

Any concerns should be reported to the DSL or Deputy DSL as soon as possible and a log of these concerns added to iSAMS's Wellbeing Manager.

8. CONCERNS ABOUT A STAFF MEMBER 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/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. SUPPORT FOR CHILDREN WHO AREN'T 'VULNERABLE' BUT WHERE WE HAVE CONCERNS

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10 below.

10. CONTACT PLANS

All pupils deemed as vulnerable, have an EHCP or their parents are Key Workers will be invited to attend school during closures if they wish.

Where pupils do not attend school the following contact plan will be in place:

- All pupils on roll at The Fulham Boys School will be called once a fortnight by their Head of House or a member of the Extended Leadership Team. These phone calls will be made using work telephones and a record of the conversations will be made on the schools management information system.
- Staff making these calls will aim to speak to the pupil as well as parents.
- Pupils deemed as vulnerable will be prioritised for these calls.
- Where staff have been unable to establish contact with parents/pupils the school's DSL will be informed.
- All Heads of House and members of the Extended Leadership Team will be aware of pupils deemed as vulnerable so that they are aware of this context when trying to establish contact.
- Staff making contact home will signpost key documents and support available

to parents and pupils that is available on the school's website.

- Any concerns about young people will be raised to the DSL or Deputy DSL as soon as possible for them to consider any next steps and follow-up.
- Where school has been unable to contact parents and pupils DSL will contact the relevant Children's Services agency (or other appropriate professional) to raise these concerns and take advice on what next steps may be deemed appropriate.

11. 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.

For children at home, they will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families.

Children are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support pupils' mental health.

12. ONLINE SAFETY

12.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school. These monitoring and filtering systems will continue to be in place when pupils are working at home on their school chromebooks and are signed into their school account.

If The Fulham Boys School's ICT Manager is unavailable, our contingency plan is to liaise with XMA (the school's ICT provider) for ICT help and support.

12.2 Outside school

Where staff are interacting with children online, they will continue to follow our

existing [ICT Portable Devices Policy, Staff ICT Policy Declaration and the Chromebook Acceptable Use Policy](#).

Teaching staff have been provided with guidelines on how they should approach the use of technology to support remote learning during school closures.

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.

12.3 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 and ensure that Google Classroom access information is published clearly on the school's website.
- Know where else they can go for support to keep their children safe online and share this information on the school's website and in communication sent to parents from the Head Teacher/Head of School.

13. MENTAL HEALTH

Where possible, we will continue to offer our current support for pupil mental health for all pupils. We will signpost all pupils, parents and staff to other resources to support good mental health at this time. This information will be shared on the school's website, over the phone when deemed appropriate/necessary and in communication sent home by the school's Head Teacher/Head of School.

The School's Counsellor will endeavour to continue 1:1 sessions with pupils that they were meeting with weekly before school closures. This continued support will be made through phone sessions. These sessions will be undertaken after consent is given by the parent and through the parent's phone.

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.

14. STAFF RECRUITMENT, TRAINING AND INDUCTION

14.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults 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.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

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 167-172 of Keeping Children Safe in Education.

14.2 Staff 'on loan' from other schools

If it becomes necessary for staff members from other school's to be present on the FBS site we will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. These risk assessments will be undertaken by the DSL and Head Teacher/Head of School.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

14.3 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 carried out by the DSL.
- Access to a copy of our children protection policy (and this addendum)
- Access to a copy of Keeping Children Safe in Education part 1.

We will decide on a case-by-case basis what level of safeguarding induction staff 'on

loan' need. In most cases, this will be:

- A copy of our child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

14.4 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

We will use the single central record to log:

Everyone working or volunteering in our school each day, including staff 'on loan'
Details of any risk assessments carried out on staff and volunteers on loan from elsewhere.

15. CHILDREN ATTENDING OTHER SETTINGS

If children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head.

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

16. MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 6 weeks by Simon Kellie (DSL/Deputy Head Teacher). At every review, it will be approved by the full governing board.

17. LINKS WITH OTHER POLICIES

[This policy links to the following policies and procedures:](#)

- FBS Safeguarding and Child Protection Policy
- Professional Conduct Policy
- FBS Staff Data Protection Declaration
- FBS Staff ICT Policy Declaration
- ICT Portable Devices Policy
- FBS Health and Safety Policy
- Chromebook Acceptable Use Policy

REVISIONS TABLE

Date	Description of Change/Item Edited
Summer 2021	No amendments