



**Ludgrove**

**Safeguarding Children Policy**

**Addendum – COVID-19 (updated - version  
1.4)**

## 1. Context and Introduction

The COVID-19 crisis continues, and the UK Government continues to update guidance, regulations and legislation with respect to COVID-19 and schools. Ludgrove continues to operate as close to normal as possible whilst following government guidelines and in accordance with the school's COVID Risk Management Plan (06-09-2021). Provision of remote teaching and remote pastoral care continues. The school's current, 'Safeguarding Children' policy remains in force but will not fully reflect changing arrangements needed in response to the current situation and so must be read in tandem with this addendum.

KCSIE September 2021 remains the statutory safeguarding guidance and guidance for safer recruitment for schools. At the time of writing there is no additional standard or statutory guidance specifically relating to online lessons or tutoring, and the DfE issued additional safeguarding advice, Coronavirus (COVID-19): safeguarding in schools, colleges and other providers (Published May 2020)<sup>1</sup> was withdrawn on 31 July 2020. However, clearly there is potential for additional safeguarding issues to arise and so this document is designed to clarify safeguarding procedures in response to this.

Whilst operating procedures will be different a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to 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

This addendum and the Safeguarding Children policy, including child protection will be kept under review as circumstances continue to evolve and additions may be issued which will be communicated through school email. These may include any internal changes, relevant updated advice or guidance from the 3 safeguarding partners (local authorities, chief officers of police, clinical commissioning groups), advice or guidance from the professional membership bodies to which the school belongs, and updates from Government.

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<sup>1</sup> <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

## **2. Management and Recording of Safeguarding**

### **DSL and Deputy Arrangements**

The DSL and DDSLs will remain contactable throughout the remote teaching period. The Senior Master (Pastoral) will continue to fulfil the role of DSL. The Headmaster will be the designated lead for 'on site' safeguarding matters and remain a DDSL. The Director of Sport will also continue as DDSL. The safeguarding contact numbers can be found in the main policy and the additional email [safeguarding@ludgrove.com](mailto:safeguarding@ludgrove.com) and the DSL mobile number (07879 866652) remain in use. Microsoft Teams, Microsoft One Note and Zoom are used to maintain contact with parents and pupils who continue to learn from home due to quarantine, travel restrictions and in accordance with social distancing measures. Any one-to-one lessons/meetings with pupils in addition to those pre-arranged by the school (eg individual music lessons) should be arranged via the DSL, by phone in an emergency, or via email.

The DSL will continue to be responsible for safeguarding records.

### **Attendance**

The school does not need to complete its usual day-to-day attendance processes for those learning remotely but division masters should monitor division master period attendance and emails, and teaching staff should monitor work returns and email to ensure pupils remain engaged with the online teaching provision. If a period of non-engagement (no email, division time contact or submission of work) lasts more than 3 days the division master and a member of the Safeguarding team (JRM, TGWH, SWTB, SLB, GWM, JPH) should be informed and followed up by the division master as soon as possible.

### **Children Moving Schools**

Any child joining the school will need to be accompanied by any relevant welfare and child protection information. A request for this information will be sent by post to the previous education provider by the DSL in liaison with the School's Registrar.

### **Safer Recruitment**

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. Any recruitment of new staff or use of volunteers should continue to follow the relevant safer recruitment processes already in place and in addition with reference to the additional guidance provided by DfE<sup>2</sup>. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

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<sup>2</sup> <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

### 3. Identifying and Reporting Safeguarding concerns

There is potential for additional safeguarding issues to arise with remote learning, whether due to poor technical understanding, an intention to abuse, weak online security or for any other reason and so it remains essential that staff continue to be vigilant, and act and act immediately if they have any safeguarding concerns. Signs that give rise to concerns may be more difficult to spot so it is even more important that reporting lines are clear, easy to access and shared with pupils, staff and parents. It must be clear who is responsible as the lead for safeguarding (DSL), the lead for remote teaching (Head of Computing and Digital Strategy) and the lead for technical support (ithelp@ludgrove.com), and that their responsibilities are clear.

#### Who to contact

Detailed information regarding responsibilities and how to report suspected abuse or safeguarding concerns can be found in section 8 of the Ludgrove Safeguarding Children Policy 2020.

### 4. Online Safety

#### Guidance

Remote teaching and learning brings with it additional safeguarding considerations for both children and adults. The school's online safeguarding procedures are detailed in the Ludgrove Online Safety Policy (Sep. 2020) produced by the Head of Computing and Digital Strategy in conjunction with the DSL.

Staff may need to remove chat from a team(s) in Microsoft Teams for the welfare of an individual boy, a number of boys, parents or staff. At the same time the School must preserve evidence that might be needed in future to support safeguarding and disciplinary procedures as well as to ensure the proper keeping of safeguarding records. Requests to remove chat may arise for any number of reasons. To ensure the preservation of information all requests for a deletion must be made through the DSL (or Deputy DSL if the DSL is unavailable) **AND** The Head of Computing and Digital Learning. Screen shots must be taken of the material to be deleted and shared with the DSL or Deputy DSL before any deletion takes place, to be kept within password protected digital safeguarding records in accordance with GDPR.

## Additional Support and Advice

The DfE has also advised that schools should share information with parents and carers about keeping their children safe on line and where to find age appropriate practical support, with the following recommendations:

[Internet matters](#) - for support for parents and carers to keep their children safe online

[London Grid for Learning](#) - for support for parents and carers to keep their children safe online

[Net-aware](#) - for support for parents and careers from the NSPCC

[Parent info](#) - for support for parents and carers to keep their children safe online

[Thinkuknow](#) - for advice from the National Crime Agency to stay safe online

[UK Safer Internet Centre](#) - advice for parents and carers

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

## 5. Other Welfare Issues, Mental Health and Counselling

### Setting of Work

Potentially distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers should be aware of this in setting expectations of pupils' work where they are at home, and their approach will need to be supportive, flexible and able to adapt.

### Pastoral Support

Pastoral support for pupils will continue through the division and teaching system and counselling provision will continue to be co-ordinated by the pastoral team leads (SLB, JPH, VPH, JRM).

Reviewed by JRM 9<sup>th</sup> Dec. Jan 2022