



Ringwood School

Safeguarding Covid 19 Addendum

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Context

From 4th January 2021 parents/carers were asked to keep their children at home, wherever possible, and the Government instructed schools to remain open only for the following children:

- 1) Children of workers critical to the COVID-19 response - who cannot stay safely at home.
- 2) Children who are vulnerable including those with a social worker
- 3) Children with an EHCP

This addendum of the Ringwood School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

Key contacts

Role	Name	Contact number	Email
Deputy Headteacher / DSL	Clare Adams	01425 481284	clare.adams@ringwood.hants.sch.uk safeguarding@ringwood.hants.sch.uk
Assistant Headteacher / DSL	Heather Jolly	01425 481284	heather.jolly@ringwood.hants.sch.uk safeguarding@ringwood.hants.sch.uk
Deputy Designated Safeguarding Lead	Vicki Lewis	01425 481284	vicki.lewis@ringwood.hants.sch.uk
Deputy Designated Safeguarding Lead	Tom Cooper	01425 481284	thomas.cooper@ringwood.hants.sch.uk
Deputy Designated Safeguarding Lead	Andy Walbrin	01425 481284	andrew.walbrin@ringwood.hants.sch.uk
Deputy Designated Safeguarding Lead	Tim Broadhouse	01425 481284	Tim.broadhouse@ringwood.hants.sch.uk
Child Protection Concerns	Email account	N/A	safeguarding@ringwood.hants.sch.uk
Safeguarding Governor	Huw Chapman		Huw.chapman@ringwood.hants.sch.uk
Chair of Governors	Kate Freeth		Kate.freeth@ringwood.hants.sch.uk
Children's referral team/Professionals Line		01329 225379	Children's referral team/Professionals Line Search for interagency referral form also
Out of hours social care		0300 555 1373	Out of hours social care
Hampshire CAMHS	Referral number	02380 743000	Hampshire CAMHS
Early Help Hub Referral	Duty Worker	02380 627735	Early Help Hub Referral

Vulnerable Children

Vulnerable children invited to attend school include those who have a social worker, those children with education, health and care (EHCP) and children of families supported by an Early Help Plan.

Those who have a social worker will include children who have a Child Protection Plan, those who are supported by a Child in Need Plan and those who are looked after by the Local Authority (CIC).

Those with an EHCP will be risk-assessed in consultation with their parents/carers and the SENDCo, to decide whether they need to attend school in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, other professionals visiting the home to provide any essential services. Many children and young people with EHCPs can safely remain at home.

The Safeguarding and Pastoral Team know who our most vulnerable children are. They have the flexibility to offer a school place to those on the edge of receiving children's social care support or those that become vulnerable through this period.

There is an expectation that vulnerable children who have a social worker will be offered a place in school, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the relevant social worker will be notified and regular safeguarding contact will be carried out by identified lead professionals within school by telephone. Contact will be maintained throughout the period with social workers and other lead professionals linked to the families.

Ringwood School will encourage all our students to continue with their learning through this period and all families will be contacted regularly by the tutoring and pastoral teams. Teaching staff will also monitor engagement in learning through this period.

Risk assessment will be completed for specific students when on site during lockdown and will be available to staff on site through a central one drive location.

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.

If Ringwood School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

Ringwood School will agree with parents/carers whether children should be attending school on a week by week basis via a booking system, we will then follow up on any student we are expecting to attend, who does not.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Ringwood School will notify their social worker or raise an interagency referral form.

The Safeguarding Team

School staff and the wider school community will continue to have access to Designated Safeguarding Officers at all times. The DSLs are contactable during school working hours via the school phone line and the safeguarding concern email account (safeguarding@ringwood.hants.sch.uk)

All staff have been advised to continue to log any safeguarding concerns via the safeguarding concern email address. This has also been published via the website, via direct tutor emails and email 'out of office replies' from all staff to all members of the school community and their partner agencies.

DSLs and lead professionals will continue to liaise with children's social workers where they require access to children in need and/or to carry out statutory assessments and will continue to 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's Safeguarding and Child Protection Policy using the safeguarding concern email or talking directly to one of the DSLs.

Staff are reminded of the need to report any concern immediately and without delay. If the matter is urgent staff will also call one of the Safeguarding Team to ensure the immediate safety and welfare of students.

Safeguarding Training and Induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, any DSL who has been trained will continue to be classed as a trained DSL even if they miss their refresher training. However, at Ringwood School the DSL and DDSLs have current qualifications.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). All staff have been reminded of the procedures for reporting safeguarding concerns during this period via email.

Where new staff or volunteers are recruited 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

Staff deployed to work at Ringwood School will be given a copy of our Safeguarding and Child Protection Policy, confirmation of local processes and confirmation of Safeguarding arrangements.

If appropriate and relevant staff may be required to undertake online training during this period to broaden their knowledge of safeguarding. This should be completed through iHasco online system. Contact Sam Coombes for logon details. (sam.coombes@ringwood.hants.sch.uk)

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, Ringwood School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

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.

If during this period Ringwood School recruit or utilise volunteers, we will continue to follow the checking and risk assessment process 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.

Ringwood 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 at paragraph 163 of KCSIE.

Ringwood School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 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

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, Ringwood School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online Safety in School

Ringwood School will continue to provide a safe environment, including online. This includes the use of an online filtering system for students using the school computer systems and guidance for when they are using unfiltered networks at home. This information is published on the school website.

Where students are using computers in school, appropriate supervision will be in place.

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

Online teaching should follow the principles as set out in the Code of Conduct & the ICT Acceptable Use Policy (AUP).

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

Supporting children not in school

Ringwood School is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSLs have identified a student to be on the edge of social care support, or who would normally receive key pastoral support in school, they should ensure that regular contact is maintained via phone and or email.

Specific contact with students not in school and the agreed nature of the contact is recorded on the central spreadsheet in the G&A Teams area which is accessible to all pastoral teams, DSLs and SLT. This will updated throughout the period. Contact of a safeguarding nature will also be recorded on the MyConcern system.

Agreed contact will be reviewed regularly and where concerns arise, the DSLs will consider any referrals as appropriate or increase or amend contact as required to ensure the safety and welfare of the child.

Safeguarding information is available on the school website and support agencies are detailed on the wellbeing information issued to all students, this includes contact information for the Safeguarding Team and useful helplines. <https://www.ringwood.hants.sch.uk/safeguarding/> and <https://www.ringwood.hants.sch.uk/information-2/emotional-wellbeing/>

Ringwood School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of students and their parents/carers. Teachers at Ringwood School are aware of this in setting expectations of students' work where they are at home. Students will be encouraged to engage with remote learning and where they cannot access learning on-line alternative resources will be issued to students. Teachers will not penalise students not able to carry out work due to their personal circumstances but will refer them to the relevant Head of Year for additional support. We will use the virtual pastoral drop in service where required to support students on a more individual basis and continue to use and signpost our partner agencies where the support and expertise needed is from elsewhere.

Supporting Children in School

Ringwood School is committed to ensuring the safety and wellbeing of all its students.

Ringwood School will continue to be a safe space for all children to attend and learn. We will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.

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

Ringwood School will ensure that where we care for students on site and ensure appropriate support is in place for them within the limits of the staffing on site.

Home / School Live Lesson Statement



Ringwood School

Context

This policy has been established as a temporary measure during the Coronavirus - Covid-19 pandemic to safeguard both students and staff members during live video lessons. It should be read in conjunction with our Data Protection and Online Safety Policies. Given the context, this policy will be periodically reviewed.

Purpose

The school will only use live and recorded lessons for the purposes of delivering educational and well-being services during these unprecedented times. We will use Microsoft Teams live lessons to provide a secure meeting place for each class or group within a class so the class teachers and children do not feel so isolated and can continue with their learning from home.

This policy sets out the main points to follow when using live lessons and live lesson recordings. It essentially covers the issues surrounding the safeguarding of both students and staff, as well as keeping children safe whilst online.

Roles and Responsibilities

As online safety is an important aspect within the school, the policy and practices will continue to be overseen by the Safeguarding Governors and the DSL, Clare Adams (Deputy Headteacher) and any concerns should be brought to their attention as soon as possible so as to ensure this policy is upheld by all members of the school community. You can email them via safeguarding@ringwood.hants.sch.uk

This Policy is supported by the school's Acceptable Use Policy which staff will continue to apply to the use of live lessons through Teams. It is linked to the following mandatory school policies: Safeguarding & Child Protection, Health and Safety, Online Safety, Home-School Agreements, Behaviour (including the Anti-Bullying) Policy and Staff Code of Conduct.

Class teachers will:

- Calendar all classes in advance in Teams.
- Host and manage all meetings.
- Admit only invited attendees via the lobby and end the meeting for all to ensure no students are left in a lesson without the teacher being present.
- Turn off additional features for students such as sharing files/screens.
- Remove any student from the lesson who is not following the code of conduct for online etiquette and live lesson protocols and contact their parent / carer.
- Sit against a neutral background.
- Dress like they would for school
- Use professional language.
- Report any issues that arise to the DSL.

Students:

- Students should be dressed as they would to leave the house; students do not need to wear school uniform.
- If students have cameras, ideally, they should switch them on as this facilitates communication and interaction.
- Students should sit preferably at a desk or table in a quiet area of the house (preferably not in their bedroom) free from distractions and other people. If undertaking a practical lesson, it would be ideal if there was space around them in case they need to stand to do something practically.
- Students must not photograph or record any section of the lesson under any circumstances. Doing this will result in instant removal from any further live session opportunities and will be subject to the school's behaviour policy.
- Only the students themselves should be watching and joining in with the session, no other family members are to view or be involved with the lesson. Family members watching or involving themselves in the lesson is distracting for everyone. Parents and other family members viewing the lesson may well be viewing other students in the class and this is both inappropriate and counter to our safeguarding policies.
- Students are responsible for checking the Teams posts each morning in time to then attend any live lessons and complete all assigned work. There will be follow up emails sent and calls made home if students don't attend lessons or complete work set in line with the school behaviour policy.
- Students should watch any recorded live lesson directly from the Teams Post Channel and not download it to their home device. Any live lesson recording which inadvertently is downloaded to a home device must be deleted once the lesson has been watched in order for the recording not to be permanently stored on a private device.
- Students should not share their personal passwords or invitations to live lessons.
- Students should not attempt to enter any lesson that is not part of their own Class Team.
- Students should follow the online learning etiquette code of conduct. Students should be respectful of other students in the group and use appropriate language for the classroom environment. They should remain focussed and not disrupt the lesson or risk being removed from live lessons and live lessons suspended until an investigation has taken place.
- Any student or family who does not adhere to these guidelines maybe removed from future live learning opportunities.

Parents will:

- Support their child in accessing Microsoft Teams and contact the school if support is required.
- Support the teacher when in receipt of an email stating that a lesson had been missed.
- Ensure that their child is situated in an appropriate position within the house e.g. not in a bathroom or bedroom, and that the child is dressed appropriately for the school day.
- Not engage in conversation with teachers during the session; this is for the student; staff can be contacted via email.
- Ensure any live lesson recording which is inadvertently downloaded to a home device is deleted once the lesson has been watched in order for the recording not to be permanently stored on a private device.
- By agreeing for their child to participate, parents are giving permission for the school to record their child during the live lesson, for the sole purpose of enabling students to be able to review the lesson to support their learning and for the school to carry out their public task to educate children.