

Maidstone Grammar School Child Protection Policy Addendum in Response to Covid-19

Updated August 2020

This policy should be read in conjunction with the MGS Safeguarding and Child Protection Policy 2020.

This Addendum to the main policy is specifically designed to cover periods when there is full or partial lockdown of the school due to COVID-19 and to also cover the arrangements for online learning where this has to be put in place due to COVID-19.



**THE EDUCATION
PEOPLE**

Maidstone Grammar School

Child Protection Policy Addendum in response to Covid-19

Policy Author: Miss R Johnson DSL / The Education People for Kent County Council

Date written/Updated: (17.07.20)

Date shared with staff: (2.09.20)

This addendum will be reviewed following any updates to national and local guidance and procedures and reshared as required.

1. Context

- On 20th March 2020 parents were asked to keep their children at home, wherever possible, as part of the response to coronavirus (COVID-19). Schools and 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. Although a full return to school is expected nationally in September 2020 there may be occasions where a full or partial lockdown is required from September 2020 or where the school must move to online/ remote learning for individual or groups of students (where this has been agreed by the school).
- In periods of full or partial lockdown or when delivering any learning online, our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2020, remain the same:
 - the best interests of children will always come first
 - if anyone has a safeguarding concern about any child they should continue to act and act immediately
 - a DSL or deputy DSL is available
 - 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 of Maidstone Grammar School Child Protection policy contains details of any amendments to our existing safeguarding arrangements.

2. Key School Contacts

	Name	Email	Phone Number
Designated Safeguarding Lead (DSL)	Miss R Johnson, Deputy Head, Designated Safeguarding Lead	rjohnson@mgs.kent.sch.uk school@mgs.kent.sch.uk	01622 752101
Deputy Designated Safeguarding Lead	Mr M Rivers, Assistant Headteacher, Deputy Designated Safeguarding Lead	mrivers@mgs.kent.sch.uk school@mgs.kent.sch.uk	01622 752101

Deputy Designated Safeguarding Lead	Mr P Conisbee, Student Services Manager, Deputy Designated Safeguarding Lead	pconisbee@mgs.kent.sch.uk school@mgs.kent.sch.uk	01622 752101
Deputy Designated Safeguarding Lead	Mr N Sparkes, Student Services Manager, Deputy Designated Safeguarding Lead	nsparkes@mgs.kent.sch.uk school@mgs.kent.sch.uk	01622 752101
Headteacher	Mr M Tomkins	school@mgs.kent.sch.uk	01622 752101
Chair of Governors	Mr M Rolf	school@mgs.kent.sch.uk	01622 752101
Safeguarding Governor	Mrs C Norey	school@mgs.kent.sch.uk	01622 752101

If you have a serious concern and you are unable to make contact with a member of the safeguarding team for any reason you should:

- Call Police 101
- Call 999 in the event of emergency – if you believe there is a serious / immediate danger
- Contact Kent Childrens' Social Services:
During the day and in office hours call **03000 41 11 11** or email social.services@kent.gov.uk
- **Out of hours and in an emergency** call **03000 41 91 91**.

3. Designated Safeguarding Leads (DSLs)

- **Name of school** Lead Designated Safeguarding Lead is: Miss R Johnson
- **Name of School** Deputy Designated Safeguarding Lead(s) is/are: Mr M Rivers, Mr P Conisbee, Mr N Sparkes.
- Ideally a DSL (or deputy) will be present on-site in any period of full or partial lockdown. However, if this is not possible, a named DSL will be available to be contacted via telephone or email - for example working from home.
- Where a trained DSL (or deputy) is not on site, in addition to the above, a member of the Senior Leadership Team (according to the SLT staff rota) will assume responsibility for co-ordinating safeguarding on site.
 - This will include liaising with the offsite DSL (or deputy) to ensure that DSL/DDSLs are informed of any safeguarding issues / concerns arising and can liaise as required with social workers where they require access to children in need and/or to carry out statutory assessments at the school/college.
- All staff and volunteers on-site will have access to a trained DSL (or deputy) either directly or by phone and know on any given day who that person is, and how they can speak to them. All staff and parents have been provided with contact information.
 - Up to date details of the DSL/Deputy DSLs are regularly shared with staff and students.
- The DSL/Deputy DSL's will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

4. Vulnerable children

- Ensuring that vulnerable children remain protected is a top priority for Maidstone Grammar School

- 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. Please see DfE guidance for further information on [vulnerable children](#).
- There is an expectation that children with a social worker will attend a provision in any full or partial lockdown period, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child. Where parents are concerned about the risk of the child contracting COVID19, professionals will talk through these worries with the parent/carer following the advice set out by Public Health England.
- Children with an EHC plan will be risk-assessed in consultation with the Local Authority and parents and a decision will be made about whether they should continue to attend school.
- In some circumstances, Maidstone Grammar School has the flexibility to offer a place to other learners who may also be considered vulnerable by the school. Please contact Miss R Johnson, Designated Safeguarding Lead, to discuss this further.
- If vulnerable children are not attending school, we will regularly keep in contact by telephone, email or as appropriate.
- Maidstone Grammar School will continue to work with those professionals involved with children and share relevant information with them such as social workers, early help workers and virtual school heads (VSH). This is especially important during the COVID-19 period.
 - This will include information about attendance and any welfare concerns.
 - If there is a safeguarding concern, this will be shared with the relevant professional as soon as possible.
- Maidstone Grammar School will encourage our vulnerable children and young people to attend a school, including remotely where appropriate.

5. Attendance monitoring

- The school will follow attendance monitoring processes according to local authority / national guidance.
- Maidstone Grammar School and social workers will agree with families/carers whether children in need should attend and Maidstone Grammar School will follow up with family/carers where a child/children are supposed to be attending but do not.
- In all circumstances where a vulnerable child/children does not take up their place, or discontinues, Maidstone Grammar School will notify their social worker and follow up with the family/carer.
- Maidstone Grammar School will also follow up with families/carers that have arranged a place for their child/children, namely keyworkers or children that are considered vulnerable but not open to any agencies and do not attend.
 - Staff will continue to work with and support children's social workers to help protect vulnerable children.
- Maidstone Grammar School will complete both the KCC and government [daily online attendance](#) form as required to keep a record of children of critical workers and vulnerable children who are attending school/college.

6. Reporting concerns

- All staff will continue to look out for any signs that indicate a child may be at risk, both on and off site, including online.
 - If a member of staff/volunteer has any safeguarding concerns about a child, this will be reported to the DSL as soon as possible.

- If the concern is urgent, the member of staff/volunteer will speak to a DSL in person or via phone/video call if they are not on site, immediately.
- In the event a member of staff or volunteer cannot make contact with a DSL, this will not delay them taking immediate action to safeguard a child. All staff and parents have been informed of emergency Police and Social Services contacts, should these be required.
- Concerns will be recorded using existing Maidstone Grammar School safeguarding processes as outlined in our Child Protection Policy.
- Learners are encouraged to report concerns via existing Maidstone Grammar School systems, or to a trusted adult at home.
- Parents/carers are encouraged to report concerns via existing Maidstone Grammar School systems.
- Where staff are concerned about an adult working with learners, they should report the concern to the Headteacher.
 - If there are concerns about any member of staff or volunteer, the LADO service will be consulted with.
 - Concerns around the Headteacher should be directed to the Chair of Governors.

7. Safeguarding training and induction

- DSL training is unlikely to take place during any lockdown periods due to COVID 19 virus. When such measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.
 - Formal DSL refresher training will be undertaken as soon as possible. DSLs will continue to keep their knowledge up to date through other means.
- All existing staff have read KCSIE 2020 Part 1 and accessed safeguarding training.
 - Staff will be made aware if any processes have changed with the sharing of this addendum and the DSL will communicate any changes to local processes directly.
- All new staff and volunteers will have an induction provided via the DSL and will be provided with a copy of the Maidstone Grammar School Child Protection Policy and Covid-19 Addendum.

8. Safer recruitment

- It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.
- During Covid-19 if Maidstone Grammar School recruits new staff we will continue to follow the relevant safer recruitment practices.
- If volunteers are recruited Maidstone Grammar School will continue to follow the guidance in accordance with KCSIE 2020 and. Volunteers who have not had the relevant checks will not be left unsupervised with a child.
- If staff from other settings volunteer or begin working at Maidstone Grammar School we will ensure they have a relevant DBS check following DfE guidance at this time. Maidstone Grammar School will risk assess staff from other settings, as we would for a volunteer.
- 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
- 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.
- Maidstone Grammar School will continue to refer to the DBS anyone who has harmed or poses a risk of harm to a child in accordance with KCSIE 2020.
- Maidstone Grammar School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) where appropriate. During the period Covid-19 all referrals will be made by emailing Misconduct.teacher@education.gov.uk.
- Maidstone Grammar School will continue to update the single central record and will log details of any risk assessment carried out on volunteers and staff on loan from elsewhere.

9. Supporting children in school (during partial or full closure periods)

- Maidstone Grammar School is committed to ensuring the safety and wellbeing of all its learners
- Maidstone Grammar School will be a safe space for all children to attend and flourish. A senior member of staff will ensure that there are appropriate staff on site and that staff to learner ratios have been considered to maximise the safety of children.
- Maidstone Grammar School will follow the current government guidance in relation to social distancing and all matters relating to public health from the respective websites and outlets
- Maidstone Grammar School will ensure that all children who are either categorised as vulnerable or children of critical workers and are in attendance are appropriately supported.
- Maidstone Grammar School will continue to record any support provided to children in relation to safeguarding issues on their respective safeguarding recording system.

Peer on Peer Abuse

- Maidstone Grammar School continues to recognise and respond to cases of Peer on Peer abuse by considering each incident on a case by case basis and basing any intervention on usual processes outlined within KCSIE 2020.
- Maidstone Grammar School recognises that the current circumstances and the changeable nature of current Government guidance may mean that the school may need to adapt elements of the process in some cases to ensure that they are able to respond in line with Government advice when required.
- The DSL will continue to consult as appropriate with multi-agency professionals to ensure that children's safety and wellbeing is not compromised when incidents of peer on peer abuse are brought to their attention.

Online safety

- Maidstone Grammar School's expectations with regards online behaviour and education when using school provided devices or internet access on site will continue to be implemented in line with existing policies. Any concerns regarding onsite online behaviour or use will be responded to in line with existing policies.
- Maidstone Grammar School will continue to provide a safe online learning environment where learners use school provided devices on site; appropriate filtering and monitoring will continue to be implemented.
 - Learners' internet use will be supervised by staff according to their age and ability and learners will be directed to use appropriate online resources and tools.

- Use of staff and learner personal devices, including mobile phones, will be managed in line with our existing mobile technology policy.

10. Supporting children not in school

- Maidstone Grammar School will continue to ensure the safety and wellbeing of all children and young people that remain on the school roll
- All DSLs will continue to identify those vulnerable children that would benefit from Early Help as identified in KCSIE 2020, provide pastoral support and consider whether they would benefit from external support also.
- There will be clear plans around how best to communicate with learners who are identified as vulnerable, as well as those about whom DSLs have concerns about who do not receive a statutory service.
 - This could include telephone contact and/or doorstep visits but is at the discretion of the DSL.
- Maidstone Grammar School and the DSL will work closely with all relevant agencies and professionals regarding safeguarding a child who is not on site.
 - Any plans will be reviewed regularly and if concerns become significant, the DSL will consider any requests for support if considered appropriate.
- Maidstone Grammar School recognises that this is a difficult time for children and young people who consider school as a safe place and the current situation may impact on learners', staff and parent/carers' mental health.
- The school will utilise its website and social media presence to ensure that safeguarding messages are shared with children and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.

Online safety away from school

- All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with the Child Protection Policy addendum.
 - Where necessary, referrals will be made to LADO, children's social care and as required, the police.
- Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
 - Childline: www.childline.org.uk
 - UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>
 - National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre
- Parents/carers are encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented.
- All communication with learners and parents/carers should be for professional purposes only and will only take place using school provided or approved communication channels; for example, school provided email accounts, the School's Virtual Learning Environment (VLE) and the school's Microsoft Teams facility. Ideally, this should be on school issued/owned equipment as staff are NOT permitted to keep any personal data of students on privately owned devices (this includes lists of students). Where this is not possible, the situation must be discussed with the IT Manager & Bursar beforehand.

- In addition, any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Maidstone Grammar School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- All the safeguarding principles and procedures underpinning practice when the school is fully operational continue to apply during the school closure / online learning period. These include that:
 - All staff have a duty of care to all students.
 - The welfare of the child / young person is always paramount.
 - “Recognise”- Staff should remain vigilant regarding any possible safeguarding concerns and always maintain an attitude of “it could happen here”.
 - “Refer”- Staff must never promise confidentiality - they have a duty to share any concerns with appropriate staff and particularly the DSL/ DDSLs at the earliest opportunity.
 - Staff must also ensure compliance with data protection and GDPR procedures with regard to personal data.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our Maidstone Grammar School Student Code of Conduct and Behaviour for Learning Policy, Maidstone Grammar School Staff Code of Conduct and the School’s Online Safety Policy and Acceptable Use Policy.
- When delivering remote learning, staff will:
 - Only use online tools that have been evaluated and agreed by leadership.
 - Ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
 - Where possible, pre-record content.
- Where ‘live’ streamed webcam videos or ‘live’ audio conversations (rather than in recorded form) via chat facilities are deemed appropriate and beneficial to learning and lesson delivery:
 - These must always take place via the School’s Microsoft Teams facility with a **minimum of three students participating at any one time.**
 - If there is any circumstance where this cannot be complied with then this will be discussed in advance with the DSL.
 - Staff and learners will ensure that a professional environment is maintained throughout.
 - Staff will agree online behaviour expectations with learners at the start of lessons. Staff will revisit our Acceptable Use Policy for staff / Acceptable Use Policy for students / Online Safety Policy with learners as necessary.
 - All participants will wear suitable dress, use professional language, and ensure backgrounds of videos (live or pre-recorded) are appropriate (e.g. a neutral, blank, blurred or pre-set background in teams). Staff and learners should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.
 - Where possible, other household members should not be in the background or shot; if this is unavoidable, they should follow appropriate language, appropriate dress and appropriate behaviour expectations.
 - If Live streaming, staff will mute and/or disable learners’ videos and microphones, as required.

- It is good practice to record the length, time, date and attendance of any online live and unrecorded lessons / contact held or made. For example, date / time or teaching period when delivered / teaching group / topic (such as “23.03.20 / Period 2, Year 7R Latin / Imperfect Tense”).
- There may be occasions where it is appropriate for staff to have a 1:1 communication with a student for a legitimate professional reason (e.g regarding an individual academic issue or pastoral reason). If this is required:
 - All 1:1 communication should take place via TEAMS Chat using the **text messaging facility** not via the live streamed video or audio facility.
 - If there is any circumstance where this cannot be complied with then this will be discussed in advance with the DSL and / or DDSLs so that appropriate arrangements are put in place.
- **Additional support and links**
- As well as through existing school mechanisms, learners, staff and parents/carers can access age appropriate and practical support and advice via a range of national and local services:
 - Childline: www.childline.org.uk
 - Kent Resilience Hub: <https://kentresiliencehub.org.uk>
 - NSPCC: <https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/>

The following information has also been provided to all parents by the school (April 2020)

Useful websites for parents / carers and students – including online safety, advice and other support for young people, including supporting young people’s mental health.



to access this website click [here](#)

Parents- Includes a range of resources to help parents keep children safe when they're using the internet, social networks, apps, games and more. Recent posts include advice and support to parents when talking to a child worried about the Coronavirus. To read the report click [here](#)



to access this website click [here](#)

Parents- A not-for-profit organisation set up to empower parents and carers to keep children safe in the digital world. Their support for parents includes a range of downloadable guides covering subjects such as Vlogging & livestreaming, online gaming and cyberbullying.



to access this website click [here](#)

Parents- From CEOP and Parent Zone, Parent Info is a website for parents covering all of the issues amplified by the internet. It is a free service which helps schools engage parents with expert safety advice, endorsed by

the National Crime Agency’s CEOP command. This website provides expert information across a range of online harms.



to access this website click [here](#)

Parents-Offers a range of resources for families, to help them meet the challenges of the digital age, including parent guides on the latest digital trends and platforms.



to access this website click [here](#)

Students- Support for young people to take control of their online life, including help and advice, skills and inspiration on topics such as friendships and bullying, safety and self-esteem. Recent posts include “5 things to do when you are feeling down” and “Is the news making you feel anxious?”.



to access this website click [here](#)

Students-Includes information for pupils on sexting, gaming, grooming, bullying, porn, relationships. This site also includes information on how students can access support via Childline including their telephone counselling service (0800 1111) and their 1-2-1 online counselling service. There is also an area called the Calm Zone ([here](#)) where there are practical tips for young people -breathing exercises, games, yoga exercises, “Ways to Cope” videos and more.



to access this website click [here](#)

Students- XenZone is a provider of online mental health services for children, young people and adults. Kooth, from XenZone, is an online counselling and emotional well-being platform for children and young people, accessible through mobile, tablet and desktop and free at the point of use, supported by the NHS. Students need to register to access. To access Kooth click [here](#). The video on the home page gives a good overview of services offered.



to access this website click [here](#)

Students -Young Minds mental health support for young people including recent information relating to Coronavirus and tips on looking after your mental health.



to access this website click [here](#)

Students – Information for Young Carers on sources of advice and support. If you need help on this, click [here](#)



to access this website click [here](#)

All- The Samaritans provide telephone support on 116 123. Their website has a section on looking after your mental health during the Coronavirus with videos and practical strategies.



to access this website click [here](#)

All- A national mental health charity providing mental health support and advice for adults and young people. [Here](#) is our local branch. Maidstone MIND continues to provide a service supporting a number of our students during the school closure period. Please contact Miss Johnson, Deputy Head, via the main school email if you wish to discuss a possible referral for a student.



to access this website click [here](#)

All- Headspace is primarily an online subscription (payment) based site providing support for stress, anxiety etc via mindfulness and meditation. However, they have now made a free area available in response to the Coronavirus. This includes a variety of resources such as audio clips for relaxation / relieving stress.



to access this website click [here](#)

Calm is an app that helps you seek to reduce anxiety, sleep better and reduce stress amongst other things. You can buy the app, but there is a free section for you to access if you wish.



to access this website click [here](#)

Parents- Slideaway is a charitable organisation which works with schools in West Kent. MGS has a long standing link with Slideaway. Please contact Miss Johnson, Deputy Head, via the main school email if you would like to discuss a possible referral.



to access this website click [here](#)

Students/Parents –Bereavement support. Hope Again is Cruse Bereavement Care's website for young people. Cruse is a national charity that provides support, advice, resources and information to children, young people and adults when someone close to them dies.



to access this website click [here](#)

All – tips, advice and support for all on maintaining healthy relationships.

In addition:

DfE Guidance

- Closure of educational settings: information for parents and carers: www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers
- Vulnerable Children Guidance: www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people
- COVID-19: guidance for educational settings: www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers: www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers
- Coronavirus (COVID-19): attendance recording for educational settings: www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

Specific Links relating to Coronavirus for Learners and Parents/Carers

- Kent County Council: www.kent.gov.uk/social-care-and-health/health/coronavirus
- Childline: www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/
- Mind: www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/
- Young Minds: <https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/>
- Kent Children's University: Home Resources Learning Packs: www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/
- Children's Commissioner:
 - Children's guide to coronavirus: www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/

- o Resources for parents during coronavirus: www.childrenscommissioner.gov.uk/coronavirus/resources/
- Sport England: www.sportengland.org/stayinworkout
- Place2be:
 - o www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/
 - o www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/

Online Safety

- NCA-CEOP: www.thinkuknow.co.uk/
- Internet Matters: www.internetmatters.org/
- Childnet: www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19
- UK Safer Internet Centre: www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc
- NSPCC: www.nspcc.org.uk/keeping-children-safe/online-safety/
- Parent Info: <https://parentinfo.org/>
- BBC Own it: www.bbc.com/ownit

Domestic Abuse

- Domestic Abuse Services: www.domesticabuseservices.org
- Victim Support: 0808 16 89 111 www.victimsupport.org.uk/help-and-support/get-help/supportline
- Look Ahead Care & Support – Service provider West Kent (Sevenoaks, Tunbridge Wells, Tonbridge and Malling): www.lookahead.org.uk/
- Oasis Domestic Abuse service – Service provider, East Kent. (Thanet and Dover): www.oasisdaservice.org/home
- Clarion Housing Association – Service provider for North and South Kent
 - o North Kent: (Dartford & Gravesham, Swale and Maidstone) Clarion DA confidential Helpline: 07376 637069 (Mon-Fri 9am – 5pm)
 - o South Kent: (Ashford, Folkestone & Hythe and Canterbury) Rising Sun Domestic Abuse service helpline: 01227 452852 (Mon-Fri 9am – 5pm)
- National Women’s Aid Domestic Abuse 24hr helpline:0800 2000247