



Reading Girls' School  
Succeeding Together

Name of Policy	COVID-19 School Safeguarding Policy
Scope of Policy	All students and members of staff at Reading Girls' School
Approved by	CEO
Date of Approval	31 <sup>st</sup> March 2020
Review period	Annually
Review Date	March 2021

GROWING STRONGER TOGETHER



**THAMES LEARNING  
TRUST**

## **1. Context**

From 20<sup>th</sup> March 2020 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.

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

<b>1. Context.....</b>	<b>2</b>
<b>3. Vulnerable children.....</b>	<b>4</b>
<b>4. Attendance monitoring.....</b>	<b>5</b>
<b>5. Designated Safeguarding Lead .....</b>	<b>5</b>
<b>6. Reporting a concern.....</b>	<b>6</b>
<b>7. Safeguarding Training and induction .....</b>	<b>7</b>
<b>8. Safer recruitment/volunteers and movement of staff.....</b>	<b>7</b>
<b>9. Online safety in school.....</b>	<b>8</b>
<b>10. Children and online safety away from school .....</b>	<b>8</b>
<b>11. Supporting children not in school .....</b>	<b>9</b>
<b>12. Supporting children in school .....</b>	<b>10</b>
<b>13. Peer on Peer Abuse.....</b>	<b>10</b>

## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Kimika Gardner	07707 036 359	safeguarding@readinggirlsschool.net
Deputy Designated Safeguarding Lead	Debbie Hargrave	07707 036 359	safeguarding@readinggirlsschool.net
Deputy Designated Safeguarding Lead	Debbie Jewell	07707 036 359	safeguarding@readinggirlsschool.net
Principal	Jon Gargan	07707036359	jgargan@readinggirlsschool.net
Safeguarding Trustee	Lindsey Bowden	07707036359	<a href="mailto:admin@readinggirlsschool.net">admin@readinggirlsschool.net</a>

## Key Contacts within the Local Authority

Pan Berkshire Safeguarding Procedures: <http://berks.proceduresonline.com/>

	Name	Address	Telephone contact	Email
Children's Single Point of Access	Duty Social worker	Brighter Futures for Children, Civic Offices, Reading, RG1 2LU	0118 937 3641  Emergency Duty Team (outside of office hours) Tel: 01344 786543 Fax: 01344 786535	<a href="mailto:cspoa@brighterfuturesforchildren.org">cspoa@brighterfuturesforchildren.org</a>
Prevent Officer Thames Valley Police	Prevent Officer	Reading Police Station Castle Street Reading RG1 7TH	07788 307 178	<a href="mailto:Preventreferrals@thamesvalley.pnn.police.uk">Preventreferrals@thamesvalley.pnn.police.uk</a>
Community Safety Partnership	Anthony Brain	Reading Borough Council, Civic Offices, Reading, RG1 2LU	0118 937 3179	<a href="mailto:Anthony.brain@reading.gov.uk">Anthony.brain@reading.gov.uk</a>
Service Manager for Early Help and Prevention	Coriene Dishington	Brighter Futures for Children, Civic Offices, Reading, RG1 2LU	0118 937 6012	<a href="mailto:Coriene.dishington@brighterfuturesforchildren.org">Coriene.dishington@brighterfuturesforchildren.org</a>

(including early years)				
Education Welfare Service	Shirley Moneanu	Brighter Futures for Children, The Avenue Centre, Tilehurst, Reading	0118 937 6554	<a href="mailto:Shirley.moneanu@brighterfuturesforchildren.org">Shirley.moneanu@brighterfuturesforchildren.org</a>
Local Authority Designated Officer	Jeremy Curtis	Brighter Futures for Children, Civic Offices, Reading, RG1 2LU	07841 253871 0118 937 3555	<a href="mailto:Jeremy.curtis@brighterfuturesforchildren.org">Jeremy.curtis@brighterfuturesforchildren.org</a>
Virtual School Headteacher - CLA	Clare Houlton	Brighter Futures for Children, The Avenue Centre, Tilehurst, Reading	07803 760667 0118 937 3504	<a href="mailto:Clare.houlton@brighterfuturesforchildren.org">Clare.houlton@brighterfuturesforchildren.org</a>
Virtual School Headteacher – Pupil and School Support	Gill Dunlop	Brighter Futures for Children, Civic Offices, Reading, RG1 2LU	0118 937 4147	<a href="mailto:Gill.dunlop@brighterfuturesforchildren.org">Gill.dunlop@brighterfuturesforchildren.org</a>
Safeguarding and Children Missing Education Officer (including exclusions)	Fiona Hostler	Brighter Futures for Children, Civic Offices, Reading, RG1 2LU	0118 937 4336 07811 422419	<a href="mailto:Fiona.hostler@brighterfuturesforchildren.org">Fiona.hostler@brighterfuturesforchildren.org</a>

## 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 the Designated Safeguarding Lead (DSL) and Deputies 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.

Reading Girls' 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 head (VSH) for looked-after and previously looked-after children. The lead person for this will be: KIMIKA GARDNER.

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 Reading Girls' School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, Reading Girls' School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Reading Girls' 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.

Reading Girls' School and social workers will agree with parents/carers whether children in need should be attending school –The school will follow up on any pupil that they were expecting to attend who does not.

The school will also follow up with any parent or carer who has arranged for their child/children to attend school who subsequently do not attend.

To support the above, the school will 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 DSL or a Deputy will notify their social worker.

### **Designated Safeguarding Lead**

Reading Girls' School has a DSL and Deputy DSLs.

The Designated Safeguarding Lead is: KIMIKA GARDNER

The Deputy Designated Safeguarding Leads are: DEBBIE HARGRAVE & DEBBIE JEWELL

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

Where a trained DSL (or deputy) 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 the child protection online management system (CPOMS) and liaising with the offsite DSL (or deputy) 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 or college.

It is important that all Reading Girls' School staff and volunteers have access to a trained DSL (or deputy). 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 Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the DSL and Deputies via the school's safeguarding email account – [safeguarding@readinggirlsschool.net](mailto:safeguarding@readinggirlsschool.net).

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 immediately to the DSL and Principal.

Concerns around the Principal should be directed to the CEO: RICHARD KEARSEY.

DSLs will continue to report concerns to the Children's Single Point of Access in the usual way.

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

## **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, 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.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should 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 Reading Girls' 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

For movement within the Trust, schools should seek assurance from the Multi Academy Trust (MAT) HR Manager that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's 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, Reading Girls' 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.

Where Reading Girls' School are utilising 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.

Reading Girls' 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 paragraph 163 of KCSIE.

Reading Girls' 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](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, Reading Girls' 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**

Reading Girls' School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

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

Online teaching should follow the same principles as set out in the MAT code of conduct.

Reading Girls' School will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only

- 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.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- 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 must only use platforms provided by Baylis Court Trust to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

### **Supporting children not in school**

Reading Girls' School is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust system of support is in place for that child or young person.

Details of support and contact must be recorded on CPOMS.

Systems of support can include; remote contact, phone contact, and door-step visits (observing social distancing). Other individualised contact methods should be considered and recorded.

Reading Girls' School will work closely with all stakeholders to maximise the effectiveness of any support implemented.

This support 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 social media pages.

Reading Girls' 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 Reading Girls' School need to be aware of this in setting expectations of pupils' work where they are at home.

Reading Girls' 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 child.

## **Supporting children in school**

Reading Girls' School is committed to ensuring the safety and wellbeing of all its students.

Reading Girls' School will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Reading Girls' 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 COVID-19.

Reading Girls' 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 child.

Where Reading Girls' School has concerns about the impact of staff absence – such as our DSL or first aiders – this will be discussed immediately with the trust.

## **Peer on Peer Abuse**

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

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the 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 on CPOMS and appropriate referrals made.

**All staff will be sent this additional policy to read and will sign to say they have read and understood the content.**