



ADDENDUM TO THE SAFEGUARDING (CHILD PROTECTION AND STAFF BEHAVIOUR) POLICY

**COVERING BOTH SCHOOLS
INCLUDING EYFS AND BOARDING**

Governors' Committee normally reviewing:	Governance Committee
Date last formally approved by the Governors:	Autumn 2020 Updated January 2021
Date policy became effective:	Summer Term 2020

Period of Review:	Weekly by DSLs
Next Review Date:	Weekly by DSLs

Person responsible for implementation and monitoring:	Designated Safeguarding Leads
Other relevant policies:	Safeguarding (Child Protection and Staff Behaviour) Policy

The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School

**Mr Simon James
Head, Preparatory School**

**Mr Chris Townsend
Head, Senior School**

[Aims and Ethos](#)

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

Addendum to the Safeguarding (Child Protection and Staff Behaviour) Policy

Child Protection measures during the COVID-19 Pandemic

Context

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different from business as usual.

This Annex to our Safeguarding (Child Protection and Staff Behaviour) Policy sets out details of our safeguarding arrangements during school closure due to COVID-19 for:

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This Annex is for all staff, parents, governors, volunteers and the wider school community. It forms part of the safeguarding arrangements for our school and should be read in conjunction with the following:

- the current Safeguarding (Child Protection and Staff Behaviour) Policy
- Keeping Children Safe in Education (DfE, 2020)
- the School's behaviour policies;
- the safeguarding response to children missing from education
- the role of the designated safeguarding lead (Annex B of KCSIE)

Version control and dissemination

This is version 3.0 of this addendum. It is reviewed by our Designated Safeguarding Leads (DSLs) on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website here [felsted.org/policies](https://www.felsted.org/policies) and is made available to staff by email and through the Google Classroom.

We will ensure that on any given day all staff will be aware of who the DSLs and deputy DSLs are and how staff can speak to them.

Safeguarding priority

During these challenging times the safeguarding of all children at our school continues to be our priority. The following fundamental safeguarding principles remain the same:

- the best interests of children continue to come first
- if anyone in our school has a safeguarding concern, they will act immediately
- a designated safeguarding lead (DSL) or deputy DSL will always be available
- no unsuitable people will be allowed to gain access to children
- children should continue to be protected when they are online.

Current school position

In March 2020, schools were instructed to close, although were required to offer a place to vulnerable children and children of workers critical to the COVID-19 response. We continue to support all our children and, therefore, as well as these eligible groups, have arrangements in place for other children with vulnerabilities, in discussion with other professionals involved (where relevant) and based on a risk assessment process.

In May 2020, the government issued guidance which set out the expectation for the gradual return of children to early years, school and further education settings. The safety of our children and staff is paramount and all decisions about reopening have been driven by our risk assessment process. We have written to parents separately about reopening arrangements.

In January 2021, the government introduced another lockdown which required another closure of Primary and Secondary Schools. As in the first lockdown, the school remained open for the children of Critical Workers, vulnerable children and children with an EHC Plan.

The principles within our existing safeguarding (Child Protection and Staff Behaviour) Policy still apply, as does the duty on all staff to safeguard children. We have, however, adapted our existing safeguarding arrangements to ensure we effectively safeguard our children during this time, whether they are attending on site or learning at home.

Safeguarding partners' advice

We continue to work closely with our own (or where appropriate the relevant child's) safeguarding partner arrangements, and we will ensure this annex is consistent with their advice. This will include expectations for supporting 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. The current advice is below.

Essex Social Care

Report a concern about a child

Contact Children's Social Care

If a child or young person is in immediate danger, call 999.

If you're worried that a child is being abused or neglected, call us on 0345 603 7627.

Out of hours or bank holidays, call the emergency duty team on 0345 606 1212.

You can also report a concern on the Children and Families hub.

You may want to report a concern if you:

- are worried about the safety or wellbeing of a child
- suspect neglect or abuse
- would like to report an incident

You can also report abuse of an adult, by getting in touch.

For professionals

If you're a professional concerned about a child you can contact us, using our online referral form.

Safeguarding

The Essex Safeguarding Children Board (ESCB) brings together different organisations across Essex to keep children and young people safe.

The Essex Safeguarding Children Board website gives information about working with children, child protection and ways to keep children safe.

More about what we do

You can find out more about how we assess need and help families on our Children and Families Hub.

More detailed guidance for practitioners is available in our [Effective Support document](#).

How to Contact the Local Authority Designated Officer (LADO) for allegations against members of the workforce

The role of the Local Authority Designated Officer (LADO) was introduced within 'Working Together to Safeguard Children' guidance in 2006, and has been developed over time to meet changing national guidance. They give advice and guidance on how concerns or allegations should be investigated against adults working with children. This information will tell you more about the role of the LADO. Please also see this information about data retention.

You should contact the Children's Safeguarding Service on 03330 139 797 if you have concerns or receive a complaint or allegation that a worker/volunteer has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

The Local Authority Designated Officer will advise you on action to take next.

Any referral should be followed up with a referral form. This form must be completed and emailed immediately to the Duty Local Authority Designated Officer (LADO).

If a concern is raised outside of office hours, and you think a referral to Social Care is required you should contact Essex Social care on 0845 606 1212 and inform the Local Authority Designated Officer at the first available opportunity.

E-mail: childrens.safeguarding@essex.gov.uk

(Please note this is not a secure address so any information sent must be password protected)

Local Authority Designated Officers

There are four LADOs for Essex County Council, Carole Fuller, Jacquie Wilkes, Mechelle de Kock and Rebecca Scott who share responsibility for covering the duty rota for referrals regarding concerns about people who work in positions of trust. To contact them please call 03330 139 797.

As always, all staff members have a duty to identify and respond to suspected / actual abuse or disclosures of abuse. Any member of staff who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred **must** report it immediately to the DSL (or, in their absence, the Deputy DSL).

All action is taken in accordance with the following guidance;

- Essex Safeguarding Children Board guidelines - the SET (Southend, Essex and Thurrock) Child Protection Procedures (ESCB, 2019)
- [Essex Effective Support](#)
- Keeping Children Safe in Education (DfE, 2020)
- Working Together to Safeguard Children (DfE, 2018)
- 'Effective Support for Children and Families in Essex' (ESCB, 2017)
- PREVENT Duty - Counter-Terrorism and Security Act (HMG, 2015)

Where there is risk of immediate harm, concerns will be referred by telephone to the Children and Families Hub and / or the Police. Less urgent concerns or requests for support will be sent to the Children and Families Hub via the [Essex Effective Support](#) portal. The School may also seek advice from Social Care or another appropriate agency about a concern, if we are unsure how to respond to it. Wherever possible, we will share any safeguarding concerns, or an intention to refer a child to Children's Social Care, with parents or carers. However, we will not do so where it is felt that to do so could place the child at greater risk of harm or impede a criminal investigation. On occasions, it may be necessary to consult with the Children and Families Hub and / or Essex Police for advice on when to share information with parents / carers.

Roles and responsibilities

The roles and responsibilities for safeguarding in our school remain in line with our Safeguarding (Child Protection and Staff Behaviour) Policy.

At least one of the DSLs or Deputy DSLs (two of whom are housed in Felsted) will be available on site during the school day.

The Designated Safeguarding Lead (DSL) for child protection in the Senior School is

Nicola O'Brien (Resident in Felsted)

Contact details: email: nfsob@felsted.org tel: 07581498869

The Deputy Designated Safeguarding Lead for child protection in the Senior School is

Lindsey Page

Contact details: email: wellbeing@felsted.org tel: 07788 318986

The Designated Safeguarding Lead (DSL) for child protection in the Prep School is

Jacqueline Atkins

Contact details: email: jaa@felsted.org tel: 07710700690

The Deputy Designated Safeguarding Lead for child protection in the Prep School is

Jeremy Fincher (Resident in Felsted)

Contact details: email: jpf@felsted.org tel: 07581 498306

In the exceptional circumstance that none of the DSLs nor Deputy DSLs are on site, the Headmaster, Chris Townsend and Senior Deputy Head, George Masters, are also appropriately trained and live on site, and will be responsible for coordinating safeguarding arrangements and will liaise with other appropriately trained staff about any concerns or issues.

Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with 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.

There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker, explore the reasons for this directly with the parent and agree an appropriate plan for that child.

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 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.

Senior leaders in our school, especially the DSL (and deputies) know who our most vulnerable children are, and they have the flexibility to offer a place to those on the edge of receiving children's social care support.

We will continue to work with children's social workers and local authority virtual school heads (VSH) for looked-after and previously looked-after children.

Increased vulnerability or risk

The mental health and wellbeing of all our pupils is always a priority and it is recognised that, without the protective factor of attending school, some of our children may be more vulnerable. We understand that families may be placed under considerable additional pressures, potentially coping with issues such as increased anxiety, financial difficulties, caring for children at home fulltime and illness or bereavement.

We will continue to do all we can to support our pupils and it is vital, therefore, that we work in partnership with parents / carers to do so. Parents / carers should share any concerns about the wellbeing of their child with school, so appropriate support and interventions can be identified and implemented.

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils' work where they are at home. Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff will be aware of the mental health of children and their parents and carers and will contact the DSL or a deputy if they have any concerns.

Attendance

Where a child is expected but does not arrive at school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSL or a deputy DSL will be informed.

The DSL or a deputy will attempt to contact the parents by telephone in the first instance. If contact cannot be made or if the DSL or a deputy DSL deems it necessary, we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any such visit is made to ensure that neither staff nor the family are put at risk.

Where a vulnerable child does not take up their place, we will notify their social worker.

The School continues to monitor the engagement of pupils not in school via the School's online learning.

Reporting concerns about children or staff

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains.

Staff and volunteers will continue to follow our child protection procedures as set out in the [Safeguarding \(Child Protection and Staff Behaviour\) Policy](#) and advise the DSL of any concerns they have about any child, including those who are not attending school.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our policy (as above)

The School will continue to follow the record keeping procedures already set out in our Safeguarding (Child Protection and Staff Behaviour) Policy, during the school closure.

Staff training and induction

All current school staff have received safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education. When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Safeguarding (Child Protection and Staff Behaviour) Policy.

All staff members are made aware of the boundaries of appropriate behaviour and conduct and the principles in our Safeguarding (Child Protection and Staff Behaviour) Policy still apply during this period. Additional arrangements and expectations to cover online learning are set out in the *Online Learning Policy and Procedures for Teaching Staff (updated January 2021)* and *UPDATE for Teachers: Teaching & Learning 2020-21*.

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, we will continue to follow our [Safer Recruitment Policy and Process](#).

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.

For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.

Peer on peer abuse

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in Appendix D of our Safeguarding (Child Protection and Staff Behaviour) Policy, which can be accessed here:

[Safeguarding \(Child Protection and Staff Behaviour\) Policy](#)

Online safety

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguarding and support children.

Our staff will follow the process for online safety set out in our [Safeguarding \(Child Protection and Staff Behaviour\) Policy](#), [Online Safety and ICT Acceptable Use Policy](#), [Social Media Policy](#) and the *Online Learning Policy and Procedures for Teaching Staff (updated January 2021)* and *UPDATE for Teachers: Teaching & Learning 2020-21*.

Staff who interact with children online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this addendum and report that concern to the DSL or to a deputy DSL.

We continue to provide parents with information on how to keep their children safe online and resources to support them to do this.

New children at the school

Note: Currently there are no pupils from other schools who attend Felsted School. As the situation is under regular review, the following italicised paragraphs may become relevant:

Children may temporarily join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children who join us, but it will be especially important where children are vulnerable.

For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal

education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is).

Ideally this will happen before a child arrives but where that is not possible it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our school senior leaders will take responsibility.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.

Supporting children not in school

While we are working very differently during this period of closure, the principles within our existing Policy still apply, as does the duty on all staff to safeguard children.

We have assessed the needs of all our pupils and put in place plans to support them and their families during this period of closure. These plans include an education offer (details of which have been shared separately with parents for their child) and arrangements to support pupils with their safety and wellbeing. These plans may include actions and interventions from other agencies, as we continue to work with partners to provide an appropriate level of support.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support that child. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures. Currently, the HMs, tutors, HoPs, DSLs and Wellbeing team make contact with the pupils for whom life under the lockdown conditions may prove difficult, eg children in a chaotic household; where there is parental substance misuse; where there is family breakdown or other difficulties.

The School's method of communication is through the Google Suite (Email and Hangouts Meet). Phone calls from a school phone direct to a pupil may be allowed in exceptional circumstances by prior agreement with the DSL.

All aspects of this addendum are under regular review.

Scenario to aid tutors in identifying safeguarding concerns in their pupils

You are making regular contact with your tutees in accordance with the School directives and you have one tutee who is finding it difficult to attend the academic sessions. They respond to contact, offering various excuses for their non-appearance and claim that they have found it hard to sleep because there has been a lot of noise in the house in the evening.

What should you do?

The crucial thing is to maintain contact with the student. The fact that they are keen to communicate implies that for them you are a trusted adult and it may be that they are hoping for some kind of intervention and support.

Inform the student's HM/ HoP as they may be able to shed light on the pupil's home life. Contact the pupil, asking open-ended questions about their home situation, eg *How are you finding life under lockdown? What are you enjoying about life at the moment? What do you find difficult?*

The problem may be innocuous, e.g. a young baby crying but it could be that there are arguments between parents which are upsetting and protracted. If the student opens up about their home life and the normal domestic life is preventing the tutee from sleeping, strategies could be explored as to how to mitigate the problem (earplugs in the case of a baby, for example).

If the student is experiencing substantial disruption which is upsetting to them, the DSL and HM/ HoP should be informed immediately. If these parental disagreements are the norm, the problems may well be exacerbated under the current lockdown restrictions and there is the possibility of escalation.

The DSL will review the case and contact outside services if needed. Contact may also be made with parents.