



COVID-19 ADDENDUM to the PGHS Child Protection and Safeguarding Policy

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1. Context: This policy contains details of changes/additions to the School Safeguarding and Child Protection procedures since the Government's instruction to close schools to all but key workers' children from 20th March 2020. This addendum is written in line with the DfE Guidance *Coronavirus (COVID-19): safeguarding in schools, colleges and other providers, 27 March 2020*.

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- *with regard to safeguarding, the best interests of children must always continue to come first*
- *if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately*
- *a DSL or deputy should be available*
- *it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children*
- *children should continue to be protected when they are online (DfE 27th March 2020)*

2. Key School Contacts and Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) is Miss Hannah Lucas (Deputy Head), who can be contacted directly at hannahlucas@pghs.co.uk or by staff using the School 'phone number listed in the Staff Handbook. All reports should be made directly to the DSL unless they are unavailable.

The Deputy Safeguarding Leads (DDSL) are Mrs Wendy Kempster (Headmistress) and Mrs Sarah Harney (Head of Nursery), who can be contacted via office@pghs.co.uk

Please note that this email is managed by a number of staff so confidential information should not be included in an initial email.

The Chair of Governors can also be contacted via the Bursar, initially using the email office@pghs.co.uk. Please mark the email for the attention of the Bursar but do not include confidential information.

Key contacts' information outside of School is available in Appendix A of the main policy.

3. Reporting a concern

All concerns should be reported in the usual way, following the guidance of the Child Protection and Safeguarding Policy. Concerns should be directly reported to the DSL (or DDSL in her absence) using the initial reporting form (Appendix D). Any queries should also be directly discussed with the DSL.

Remember, in accordance with KCSIE, anyone may make a referral at any time, and is actively encouraged to do so if they have concerns over a child's welfare. For Enfield, contact Children's MASH (Multi Agency Safeguarding Hub) on 020 8379 5555 (Mon-Thurs 9am-5pm; Fri 9am-4.45pm). Out of office hours call: 020 8379 1000 (select option 2 and you will be transferred to an advisor). Or make a referral via the Children's Portal: www.enfield.gov.uk/childrensportal Additional contact information for other boroughs is available in Appendix A of the main policy.

4. Attendance Monitoring

Teaching Staff are continuing to make daily contact with pupils.

Senior School:

Form Tutors carry out a virtual registration in the mornings and all Senior pupils have to respond. Likewise during all lessons, with the exception of some afternoon PE lessons, the pupils have to respond to their teacher at the start of each lesson. Non-responders are reported to the Headmistress and are logged. Most pupils are emailed the following morning to remind them to respond during Form Time and in **every** lesson. However, if a pupil remains 'absent' beyond period 1, the Headmistress directs the School Office to contact the parents directly.

Lower School:

Class Teachers expect to receive at least one piece of work daily from pupils and non-responders are logged and reported to the Deputy Head (Lower School). These 'absences' are followed up by email and if no response is given, parents will be directly contacted by telephone.

Parents are requested to email in to the School Office if their daughter is unwell and unable to work remotely, and these 'absences' are recorded.

In the event of continued non-response from parents, pupils will be reported as missing from education as per the main policy.

5. Safeguarding Training and induction

All staff working with pupils have up-to-date Safeguarding and Child Protection Training including having read Part One of Keeping Children Safe in Education (KCSIE). Updates and changes to local arrangements will be communicated to staff by the DSL and online training is available through the EduCare platform.

It is acknowledged that staff may be unable to access refresher DSL training during the period of closure for the period COVID-19 measures are in place, a DSL or DDSL will continue to be classed as trained even if they miss their refresher training.

6. Safer recruitment/volunteers and movement of staff during closure

In the event of recruitment during the period of closure, safer recruitment measures will continue to be followed, including, as appropriate, relevant sections in part 3 of KCSIE and in accordance with new guidance issued by the Disclosure and Barring Service (DBS) regarding the minimising of need for face-to-face contact for standard and enhanced DBS ID checking.

7. Supporting children in and out of School

PGHS is committed to ensuring the safety and wellbeing of all its children and young people. Where a child has been identified as receiving additional pastoral support in School, this should continue via a robust communication plan. This might include: regular email contact with an identified member of staff, including (but not limited to) Form Tutors, Class Teachers, Teaching Assistants, Deputy Head; 'phone contact; online chat. Where possible, all communication should be recorded or stored until return to 'usual working procedures', when a pastoral handover meeting for each pupil will take place with the DSL.

The Safeguarding Log will be regularly reviewed and updated by the DSL and changes shared with the Safeguarding Governor.

8. 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 that a child may be at risk. Any such concerns should be dealt with as per the main policy and, where appropriate, referrals should still be made to Children's Social Care and, as required, the police.

All online learning tools implemented by PGHS are done so in line with privacy and data protection/GDPR requirements. All communication should be made via the School Office 365/Outlook platforms and not through personal email addresses. All online learning should follow the School protocols.

9. Peer on Peer Abuse

All staff with direct contact with pupils have undergone additional training in peer on peer abuse since September 2019. The procedures for reporting incidents should continue in line with the School's main policy following the principles set out in part 5 of KCSIE.

The School will listen to and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

All concerns and actions will be recorded in line with the School's recording systems.