

Covid-19 Safeguarding Annex

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Introduction

Nottingham High School (NHS) is totally committed to ensuring the safety and well-being of all its students, including children in the EYFS, and the importance of a proactive approach. We understand that we are an important part of the wider safeguarding system for children, as we are in a position to identify concerns early, provide help and prevent escalation.

This annex summarises key COVID-19 related changes and sits alongside our *Safeguarding and Child Protection Policy including EYFS*. Other existing policies also still apply, including *Recruitment Selection and Disclosures Policy and Procedure*, *BYOD Policy*, *IT Acceptable Use Policy for Students*, *Anti-Bullying Policy*, *Staff Code of Conduct* and the *Whistleblowing Policy*.

The annex draws on existing statutory guidance including KCSIE (Sept 2019), the ISI's *Safeguarding Prompts for Remote Teaching* and a number of additional COVID-19 documents published by the DfE, including *COVID19 - Safeguarding in schools, colleges and other providers* (27 March 2020).

Whilst Nottingham High School's current operation in response to coronavirus (COVID-19) is to provide remote learning, a number of important safeguarding principles remain the same:-

- With regard to safeguarding, the best interests of students must always continue to come first;
- If anyone in school or working remotely from home has a safeguarding concern about a student they should continue to act and act immediately;
- All safeguarding and child protection concerns should be reported to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Leads (DDSLs) who are always available remotely;
- Recruitment of staff and/volunteers continues to follow safer recruitment procedures to ensure that unsuitable people are not allowed to enter the children's workforce or gain access to pupils/students;
- Students continue to be protected online.

Staff and volunteers should remind themselves of the content of the *Safeguarding and Child Protection Policy including EYFS* paying particular attention to Section 10, which includes information on peer-on-peer abuse and allegations against staff.

What staff and volunteers should do if they have any concerns about a child

It remains of paramount importance that all staff and volunteers act immediately if they have any safeguarding concerns, including concerns around online bullying or peer-on-peer abuse. A DSL or DDSL should be notified of a concern within half a day using the procedures outlined below.

Reporting Concerns

The usual reporting procedures outlined in the *Safeguarding and Child Protection Policy (including EYFS)* apply. Staff and volunteers can use:

- The online Safeguarding Referral Form (Senior School or Infant & Junior School versions)
- A direct email to the duty DSL/DDSL (as shown on the daily rota) or, if this proves difficult, an email to any DSL/DDSL including Lisa Gritti (Senior School) and Clare Bruce (Infant & Junior School);
- Telephone/video calling.

DSL (and Deputy) arrangements

A remote DSL will be assigned to each day. In the event of a safeguarding issue, please contact the assigned DSL in the first instance and, if this proves difficult, contact another DSL from the list below.

DSL	Email Address	Contact Number
Lisa Gritti	Gritti.l@nottinghamhigh.co.uk	07787 568368
Clare Bruce	Bruce.ca@nottinghamhigh.co.uk	07810 502691
Christian Cordy	Cordy.c@nottinghamhigh.co.uk	07881 708971
Michaela Smith	Smith.ml@nottinghamhigh.co.uk	07812 790118
Paul Spedding	Spedding.ip@nottinghamhigh.co.uk	07818 517804

Safeguarding training for staff will be delivered remotely, as necessary, and the My OnStream training module can also be used. Safer recruitment procedures remain in place and the maintenance of the Single Central Register continues. Rotas of staff on-site each day are maintained and retained.

Working with Local Safeguarding Partners

We continue to work with our Local Safeguarding Partners closely, accessing all of their services as necessary. Contact details can be found in Appendix A. Updated advice has been received from Nottingham City regarding Children in Need (CiN), Initial Child Protection Conferences/Reviews and Child in Care Reviews.

Vulnerable Children

Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education, health and care (EHC) plans, although many pupils/students on EHC plans can remain safely at home.

Further guidance can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerablechildren-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-andyoung-people>

We can offer a supervised place in School for any student who we believe to be vulnerable but does not fall into an official vulnerability category. We have given careful thought to identifying these students. Students could be exposed to domestic abuse, a risk of homelessness or mental health issues. We will also continue to work with the Local Authority, counselling services and external agencies to support these students.

Pastoral Support

The School offers very strong pastoral support to students and will continue to do so during School closure. Senior School Tutor Sets are running as per the usual school timetable and students continue to have access to the Tutor or Assistant Tutor, supported by the Assistant Heads (Individuals) as required. The Infant and Junior pupils continue to have daily access to their Class or Form Teacher through a variety of on-line forums. IJS pastoral messages are also shared with pupils via weekly online age-appropriate assemblies delivered by the Head of IJS and the IJS Deputy Heads.

School can be a very important part of our students' lives, offering them routine, help and guidance and we are fully committed to ensuring this support. Our School Counsellor remains available for remote counselling.

Keeping Students Safe

On School Site

Arrangements have been made for those students who are deemed to be vulnerable (in accordance with the DfE guidance) to continue attending school. For those parents/carers who are key workers there is also provision at School. However, where possible and safe to do so, parents and carers are encouraged strongly to keep their children at home.

The School and staff work in line with DfE guidance *Implementing Social Distancing in education and childcare settings* found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

This includes guidance for EYFS settings and suggests:

- Encouraging regular hand-washing more often
- Reminders to avoid touching your eyes, nose, and mouth with unwashed hands
- Reminders to cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands
- Surfaces and equipment cleaned and disinfected frequently
- Class sizes reflect the numbers of teaching staff available and are kept as small as possible
- Parents discouraged from gathering at entry points to the School and buildings
- sitting children at desks that are far apart
- Ensuring everyone queues and eats further apart than normal
- Keeping apart when in the playground or doing any physical exercise
- Visiting the toilet one after the other
- Staggering break times
- Putting guidelines on the floor in corridors
- Avoiding unnecessary staff gatherings

What does social distancing involve in early years settings where children are very young?

We acknowledge that social distancing for settings with very young children will be harder to maintain. Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.

Staff will pay particular attention to handwashing before and after supporting children who need help toileting or eating, as well as avoiding touching their own face whilst at work. Teachers and other staff may use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, including through games, songs and stories. As much as possible, we will seek to prevent the sharing of food, drink, utensils, equipment and toys. Equipment, toys and surfaces should be cleaned and disinfected more frequently.

For those students who continue to attend school on site, the School's policies and procedures on online safety continue to apply.

Online

We understand:

- the increasing role technology has to play in education and children's daily lives, and the increased use during this time of school closure;
- the wide-range of content which is available to children via the internet
- that alongside the benefits of technology, there are also risks

For students who are not physically attending school, we recognise that these students will be spending increased time online, either participating in school work, taking part in live streaming of lessons and/or as part of extended 'free-time' due to lockdown procedures in place nationally.

We recognise that this will pose increased risk to children, including:

- Grooming
- Exploitation, both criminal and sexual
- Radicalisation
- Peer on peer abuse, including cyber-bullying
- Sexual harassment

All staff who interact with students, including remote interactions, will continue to be vigilant and look out for signs that a child's safety and welfare might be at risk. Staff, students and parents have been given detailed advice on how to stay safe online, especially during remote learning and remote lessons. School policies supporting safe online working remain in place. A detailed remote online working risk assessment has been completed and filed in School.

The School's Anti-Bullying Policy, published on the School website, contains details of how students should report bullying, including online bullying, and the subsequent steps staff should take on receiving a bullying report. Students are aware of all of the adults that can support them in School, including their Tutor, members of SMT and the School Nurse.

Staff are aware that online bullying is potentially a safeguarding issue through their in-School and online safeguarding training.

Google Classroom, Google Meet, SMHW, email and Microsoft Teams (IJS) are used to communicate with students individually and as a group. Staff can broadcast to groups or individuals and have interactive conversations also. One-to-one visual tuition is permitted as long as staff take sensible precautions in line with their safeguarding training.

These precautions could include staff:

- Familiarising themselves with relevant policies;
- Implementing the distance learning guidance issued by DH (Academic);
- Only using the school-recommended platforms such as SMHW, Google Classroom, Google Meet and Microsoft Team (IJS);
- Considering their surroundings and the surroundings of their students, i.e. avoiding bedrooms and aiming for as plain a background as possible;
- Considering their dress and that of the child;
- Catering for the needs of SEND and vulnerable students;

Staff have been issued the following guidance in writing:

Senior Staff Guidance for Google Meet

- Ensure that your location, background and dress are appropriate;
- For all Pastoral Meets/Hangouts – If possible have both the Tutor and Assistant Tutor involved;
- Remind students that behavioural pathways are still in place and applicable. Use the ticket system to highlight behavioural/work issues or, for more significant breaches, inform a member of SMT;
- If you have any issues in the lesson, send a message to the 'SMT' email address with the class code and a member of SMT will sit in (virtually) to assist and make any phone calls home to students who are not interacting appropriately;

For Infant and Junior Staff Using Teams and Google Hangouts

- Ensure that your location, background and dress are appropriate;
- Encourage the pupils to act as though they are in school and that the chat function is for work related issues.
- Be aware and sensitive to any peer-on-peer issues.

General

- Any online bullying or peer-on-peer abuse should be considered as a potential safeguarding issue. The Anti-Bullying Policy should be followed should a disclosure of bullying be made;
- If a member of staff has any concerns about a student's mental health, any pastoral issues or the effect that prolonged isolation is having on a student, they should alert the Tutor, Class Teacher and/or DSL as necessary;
- Watch any videos in full before sharing with students;
- Do not share pictures of anything that isn't work-related or in the School context. If students share personal pictures with you via a platform, inform the DSL immediately;
- Should you have any safeguarding concerns, use the Safeguarding referral form, email or telephone to contact a DSL. These details are in the Safeguarding Policy on the School's website;
- Should you have any behavioural concerns, use email to contact a member of SMT;
- Should you have any wellbeing concerns, contact the student's Tutor or in the case of IJS pupils, the IJS DH (Pastoral) via email.

Senior School students have been sent the following guidance for online learning:

- You should be online (SMHW, Google Classrooms, SharePoint and email) and follow your normal timetable to enable teachers to respond your needs and keep structure to the day. This includes some Pastoral time.
- Check SMHW constantly during the school day as this will be the starting point from all your teachers when they are setting out each lesson. Then be prepared to access other forms of online platform (Google, SharePoint or email) to see further posts for each lesson, including Pastoral Time.
- You must try to complete all set work to the best of your ability.
- You must use your school email (unless teachers state otherwise on SMHW) to communicate with your teachers and ask questions if you do not understand.
- You must hand in set work as per teachers' instructions on SMHW or Google.
- If invited to join a video conversation/meet/hangout you must be suitably dressed, and from a public/appropriate room.

In addition to the above, students and parents have been sign-posted to age appropriate practical support should they have worries or concerns whilst online.

Similar messages to the ones listed above were shared with IJS pupils while they were trained how to use distance learning resources (such as Microsoft) teams and are regularly reinforced by subject teachers/Class teachers/Form Tutors during their online interactions with pupils.

Attendance

We will monitor attendance in School and supply data to the DfE as required. Students who have been identified as vulnerable or potentially vulnerable have been highlighted to Tutors to ensure regular contact is made with them.

Children Starting or Leaving Nottingham High School

The transfer of safeguarding files will continue as normal, led by the DSL and as per the principles laid out in KCSIE (Sept 2019).

Appendix A

Nottingham City

- Education Safeguarding: Karen Shead 0115 876 4725 email: karen.shead@nottinghamcity.gov.uk
- Designated Officer - Lisa Hurst 0115 8762042 Schools and Education Safeguarding Co-ordinator Lisa.hurst@nottinghamcity.gov.uk

- Children and families direct (Duty Team) – 0115 8764800
- Emergency duty team out of hours – 0115 8765600
- Nottingham City Safeguarding Partnership – 0115 876 4762
- email: safeguarding.partnerships@nottinghamcity.gov.uk
- [Advanced DSL – Vic Raynor – vraynor@bluecoat.uk.com](http://www.advanceddsl.org)
- mashpolice@Nottinghamshire.pnn.police.uk

Nottinghamshire

- Nottinghamshire Safeguarding Partnership - 0115 977 3935
- <http://www.nottinghamshire.gov.uk/caring/protecting-and-safeguarding/nscb/>
- MASH Duty Team – 0300 500 8090 (mash.safeguarding@secure.nottscc.gov.uk)
- Eva Callaghan – Designated Officer referrals - 0115 8041272
- Hazel McKibbin, Temp Service Manager – 0115 9773921

Derbyshire

- Call Derbyshire – 01629 533190 then ask for Children’s Services and Safeguarding.
- Designated Officer – Miles Dent – 01629 531940

Derby City

- First contact team - 01332 641172

Other useful numbers

- NSPCC - <https://www.nspcc.org.uk/> helpline 0808 800 5000
- Childline www.childline.org.uk 0800 1111
- Young Minds www.youngminds.org.uk
- The Samaritans can be called at any time free 116123 or Nottingham 0115 941 1111

PREVENT

Nottingham City contact for the Prevent Team is Mohammed Asif:

asif.mohammed3598@nottinghamshire.pnn.Police.uk or prevent@nottinghamshire.pnn.Police.uk

Although a Police team (call 101), their role is to support early intervention so that vulnerable children or adults do not end up facing criminal sanctions.

In addition to the Prevent Team, the following contacts may be useful:

- The UK Anti-Terrorist hotline: 0800 789 321
- Department for Education (DfE) helpline for non-emergency advice – 020 7340 7264 or email at counter-extremism@education.gsi.gov.uk
- Crime Stoppers: 0800 555 111
- Police Emergency: 999 Police Non-Emergency 101
- www.gov.uk/report-terrorism www.gov.uk/report-suspicious-activity-to-mi5