



REIGATE GRAMMAR SCHOOL



REIGATE ST MARY'S  
PREPARATORY AND CHOIR SCHOOL

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# Safeguarding Policy Covid-19 Addendum

## Including Early Years Foundation Stage

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**Policy Addendum**

**C-19 Addendum Author:**

**Date C-19 Addendum written**

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7a Safeguarding Addendum Covid-19

Sarah Arthur, Deputy Head

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## Concerned about a child?

If you have concerns about the safety of a child, you should act immediately.

1. Speak to the DSL or one of the Deputy DSLs straight away and follow this up with a referral on *My Concern*
2. If you cannot speak to one of the DSL team, you must take action yourself by contacting C-SPA (see below) or in the event of an emergency where a child is at risk of immediate harm, dial 999.

## Important Contact Details for Use by Anyone with Concern

The Children's Single Point of Access is the single point of contact for reporting concerns about the safety of a child, young person, or adult.

Children's Single Point of Access (C-SPA)

Tel: 0300 470 9100  
Email: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

Emergency Out of Hours Duty Social Care Team:

Tel: 01483 517898

DfE advice and support about extremism

Tel: 020 7340 7264  
Email: [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk)

Local Authority Designated Officer (LADO)

Tel: 0300 123 1650  
or 0300 200 1006  
Email: [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)

Surrey Children's Partnership Safeguarding Board

[www.surreyscb.org.uk](http://www.surreyscb.org.uk)

Notification of Child Death

Tel: 01372 833319

Forced Marriage Unit (including for advice about FGM)

Tel: 020 7008 0151

**Please contact Surrey police via 101 or if concerned for a child's immediate safety call 999**

## Reigate St Mary's Preparatory and Choir School Key Staff (Tel: 01737 244880)

<b>Headmaster</b>	<b>Marcus Culverwell</b>	<a href="mailto:headmaster@reigatestmarys.org">headmaster@reigatestmarys.org</a>
<b>Designated Safeguarding Lead (DSL)</b>	<b>Andrea Gower</b> Assistant Head	<a href="mailto:ajg@reigatestmarys.org">ajg@reigatestmarys.org</a>
<b>Early Years Designated Safeguarding Lead (EYDSL)</b>	<b>Sarah Page</b> Year 1 Class teacher	<a href="mailto:sjp@reigatestmarys.org">sjp@reigatestmarys.org</a>
<b>Deputy Designated Safeguarding Lead (DDSL)</b>	<b>Sam Selkirk</b> Head of Lower School	<a href="mailto:sas@reigatestmarys.org">sas@reigatestmarys.org</a>
<b>Deputy Designated Safeguarding Lead (DDSL)</b>	<b>Sarah Woodcock</b> Green Shoots Class teacher	<a href="mailto:swo@reigatestmarys.org">swo@reigatestmarys.org</a>
<b>Deputy Designated Safeguarding Lead (DDSL)</b>	<b>Barbara Hopkins</b> Extended Day Co-ordinator	<a href="mailto:bah@reigatestmarys.org">bah@reigatestmarys.org</a>
<b>Online Safety Coordinator</b>	<b>Simon Williams</b> Head of Digital Strategy	<a href="mailto:swi@reigatestmarys.org">swi@reigatestmarys.org</a>

## Reigate Grammar School Key Staff (Tel: 01737 222231)

<b>Headmaster</b>	<b>Shaun Fenton</b>	<a href="mailto:headmaster@reigategrammar.org">headmaster@reigategrammar.org</a>
<b>Designated Safeguarding Lead (DSL)</b>	<b>Sarah Arthur</b> Deputy Head	<a href="mailto:sja@reigategrammar.org">sja@reigategrammar.org</a>
<b>Deputy Designated Safeguarding Lead (DDSL)</b>	<b>Mary-Ann Collins</b> Senior Deputy Head	<a href="mailto:mac@reigategrammar.org">mac@reigategrammar.org</a>
<b>Deputy Designated Safeguarding Lead (DDSL)</b>	<b>Nick Lobb</b> Online Safety Coordinator Designated Teacher for Children Looked After	<a href="mailto:njl@reigategrammar.org">njl@reigategrammar.org</a>
<b>Deputy Designated Safeguarding Lead (DDSL)</b>	<b>Alex Boothroyd</b> Assistant Head and Head of Year	<a href="mailto:ajb@reigategrammar.org">ajb@reigategrammar.org</a>
<b>Deputy Designated Safeguarding Lead (DDSL)</b>	<b>Brendan Stones</b> Deputy Head	<a href="mailto:bps@reigategrammar.org">bps@reigategrammar.org</a>

## Governor Responsibilities for Child Protection and Safeguarding at RGS and RSM

<b>Chair of Governors</b>	<b>Mr James Dean</b>	01737 222231 (RGS) 01737 244880 (RSM) <a href="mailto:chairman@reigategrammar.org">chairman@reigategrammar.org</a>
<b>Lead Governor for Safeguarding and Online Safety at RGS</b>	<b>Mr Luke Herbert</b>	01737 222231 (RGS) 01737 244880 (RSM)
<b>Lead Governor for Safeguarding and Online Safety at RSM</b>	<b>Mrs Lisa Page</b>	01737 222231 (RGS) 01737 244880 (RSM)

## Context

From Monday 4 January 2021, parents were asked once again 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.

We 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 Safeguarding Policy contains details of our individual safeguarding arrangements; it should be read in conjunction with our Safeguarding Policy.

## Version Control and Dissemination

This is version 1.1 of this annex. It will be reviewed by our DSL/DDSLs on a regular basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website and is made available to staff through email and via the website. The Addendum will no longer be needed once the DfE has instructed schools to reopen fully.

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

## Safeguarding Priority

During these challenging times, the safeguarding of all children at our school (whether they are currently at home or in attendance) 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

***Reigate Grammar School and Reigate St Mary's are currently open to RGS/RSM children of critical workers and to any students we feel may be vulnerable. We are staffing this using RGS/RSM staff who have all completed safeguarding training according to our training schedule.***

## Safeguarding Partners' Advice

We continue to work closely with our three safeguarding partners, and we will ensure this annex is consistent with their advice. This will include information on the LADO (Local Authority Designated Officer) and children's social care, reporting mechanisms, referral thresholds and children in need. The current advice is below.

## Roles and Responsibilities

The roles and responsibilities for safeguarding in our school remain in line with our Safeguarding Policy.

Our DSL and at least one deputy DSL will be available during the school day either in person, or by phone and/or online video.

The DSL team will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

## Critical Workers

Parents whose work is critical to the coronavirus (Covid-19) and EU transition response include those who work in health and social care and in other key sectors outlined.

## Vulnerable Children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
  - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services;
  - adopted children or children on a special guardianship order;
  - those at risk of becoming NEET ("not in employment, education or training");
  - those living in temporary accommodation;
  - those who are young carers;
  - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study);
  - care leavers;
  - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) 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.

RGS and RSM 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 **Nick Lobb**.

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 increased 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 Reigate Grammar School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting Covid-19, staff at RGS/RSM or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England (PHE).

## Increased Vulnerability or Risk

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

At RGS/RSM, we will continue to support students with via our Pastoral Team, School Counsellor, School Nurse and the Chaplaincy where appropriate in each setting.

## Attendance

In mainstream schools, all secondary-age pupils who are not expected to be in school but are engaging in online learning should be recorded as code "X".

Children for whom on site provision is being provided should be recorded in line with the normal school attendance requirements.

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 or other listed emergency contacts. If contact cannot be made or if the DSL or a deputy DSL deems it necessary, we will contact the appropriate agency.

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

## 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 set out in the Safeguarding Policy and advise the DSL of any concerns they have about any child, including those who are not attending school. Staff can report concerns via **My Concern**, which can be done remotely. In the unlikely event that a member of staff cannot access **My Concern**, they should email the DSL and Deputy DSLs. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay: **Don't think what if I'm wrong. Think what if I'm right?**

The varied arrangements in place because of the Covid-19 measures do not reduce the risks that children may face from staff or volunteers. 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 Safeguarding Policy. Any concerns about a member of staff should be reported to the Headmaster and any concerns about the Headmaster should be reported to the Chair of Governors, Mr James Dean [chairman@reigategrammar.org](mailto:chairman@reigategrammar.org).

## Staff Training and Induction

For the duration of the Covid-19 measures, our DSL and deputy DSLs are unlikely to receive their refresher training. In line with government guidance, our trained DSLs and deputy DSLs will be classed as trained even if they cannot receive this training.

All current school staff have received safeguarding training and have read **Part One** and **Annex A** of **Keeping Children Safe in Education (KCSIE) 2020**. If new staff are recruited (or volunteers join us), they will receive a safeguarding induction in accordance with our Safeguarding and Child Protection Policy.

If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- the individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any caused for concern;
- there are no safeguarding investigations into the conduct of that individual;
- the individual remains suitable to work with children.

## 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.

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.

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.

RGS/RSM 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 at paragraph 163 of KCSIE.

RGS/RSM 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".

## Volunteers

RGS will use volunteers to assist in the government request for schools to manage the mass testing programme.

Under no circumstances, will a volunteer in respect of whom no checks have been obtained, be left unsupervised or allowed to work in regulated activity.

Volunteers, who on an unsupervised basis provide personal care on a one-off basis in RGS, will be in regulated activity. This means that if a volunteer is administering a Covid-19 test whilst un-supervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity;
- regular and day-to-day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will follow safer recruitment processes.

**During the Covid-19 period, all referrals should be made by emailing:**

[Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

## 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 our Safeguarding 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 Policy.

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 policy and report that concern to the DSL or to a deputy DSL, including reporting concerns to the police where appropriate.

Online teaching should follow the same principles as set out in the individual acceptable use policies for both RGS and RSM, as well as any additional guidance in their protocols to staff and students around online learning.

## Supporting Children Not in School

Where the DSL/DDSLs have 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.

At RGS a record should be kept on **My Concern** where appropriate. At RSM contact with parents/children is kept on a Contact Sheet. The communication plans can include remote contact, phone contact etc. Other individual contact methods should be considered and recorded.

We recognise that school is a protective factor for children and young people, and the current circumstances can affect the mental health of pupils, parents and staff.

### Supporting Children in School, i.e. Children of Critical Workers

RGS/RSM will continue to be a safe space for all children to attend and flourish and we will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate to maximise safety.

We 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.

We will ensure that, where we care for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.