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**CODE OF PRACTICE FOR
SAFEGUARDING
AND CHILD PROTECTION
COVID-19 ADDENDUM**

Last Reviewed May 2020
Reviewed by DSL

INTRODUCTION

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our RBK&C Local Safeguarding Children Partnership (LSCP) and local authority (LA).

It sets out changes to our normal Safeguarding and Child Protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy and our e-safety policy.

Unless covered here, our normal child protection policy continues to apply.

KEY PEOPLE

Designated Safeguarding Lead (DSL): Ines Saltalamacchia (head.is@sial.school)

Deputy Designated Safeguarding Lead (Deputy DSL):

Benjamin Mearhart (head.bm@sial.school)

Headteachers (Joint): Benjamin Mearhart (head.bm@sial.school)

Ines Saltalamacchia (head.is@sial.school)

Safeguarding & Child Protection in School and Education Officer - Triborough:

Hilary Shaw 0207 598 4876 mobile: 07817 365519 (hilaryshaw@rbkc.gov.uk)

Governor responsible for Safeguarding and Child Protection:

Michaela Rees Jones mobile: 07904 031280 (michaela@scuolaitalianalondra.org)

Chair of the Board of Governors: Alberto Pravettoni (alberto@scuolaitalianalondra.org)

Allegations against Staff RBKC: Please call 02073613013 and ask to speak to the Duty Child Protection Advisor or email kclado.enquiries@rbkc.gcsx.gov.uk

Early Help for Families RBKC: 0207 598 4608 / 0207 598 4601 (earlyhelp@rbkc.gov.uk)

Prevent Duty: Tina Bencik (Bi Borough, Hammersmith & Fulham and Kensington & Chelsea, Prevent Schools & Colleges Officer – Counter Extremism) 020 8753 2992 (tina.bencik@lbhf.gov.uk)

FGM: Rochell-Ann Naidoo (Child Protection Advisor) 020 7641 7564 (rnaidoo@westminster.gov.uk)

Child Sexual Exploitation (CSE): Sarah Stalker (The Royal Borough of Kensington and Chelsea Family Support and Child Protection Advisor, Mon-Weds only) 07971 322 482 (sarah.stalker@rbkc.gov.uk)

GUIDING PRINCIPLES

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#). Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

REPORTING CONCERNS

All staff and volunteers must continue to act on any concerns they have about a child immediately in line with our Safeguarding and Child Protection policy. It is still vitally important to do this.

The DSL and the deputy DSL can be contact off-site both by emails and by phone at any time.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children. The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
 - With a child protection plan
 - Assessed as being in need
 - Looked after by the local authority
- Have an education, health and care (EHC) plan

WORKING WITH OTHER AGENCIES

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our LSCP
- The local authority about 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

MONITORING ATTENDANCE

As all our children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

For children of compulsory school age (Reception – Y8) the attendance to our online lessons will be recorded in an online attendance record by each teacher running an online lesson. If a child expected to attend our online lessons does not attend repeatedly and with no communication from their parents/carers, we will:

- Follow up on their absence with their parents or carers, by email or phone
- Notify their social worker, where they have one

SAFEGUARDING ALL CHILDREN

Staff are aware that this difficult time potentially puts all children at greater risk.

Staff will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 'Reporting concerns'.

For children at home, they will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

Children are likely to be spending more time online during this period – see section ‘Online safety’ below for our approach to online safety both in and outside school.

See section ‘Mental health’ below for information on how we will support pupils’ mental health.

CONCERNS ABOUT A STAFF MEMBER

We will continue to follow the principles set out in Safeguarding and Child Protection policy and in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/volunteers working on site or remotely.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

PEER-ON-PEER ABUSE

We will continue to follow the principles set out in our Safeguarding and Child Protection policy and in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

ONLINE SAFETY

While the school remains closed, our learning continuity will continue via online learning via *Zoom* and offline learning via *Google Classroom*.

Zoom is an interactive video classroom. Children will be able to participate fully in the lesson via the microphone and webcam. All online lessons via *Zoom* will be recorded and saved on the school’s *Google Classroom*. By letting their child participate in the video classrooms parents/carers are automatically giving consent to the school to record their child. These lesson recordings will only be accessible to class members with a school email address and will not be shared with anyone outside the school. Lesson recordings will be kept for one year before being deleted.

In order to access *Google Classroom*, each child will be given their own individual email address within the school’s Google domain. These email addresses and the relevant passwords will be sent to each child’s parents/carers. Once parents/carers activate their child’s email address using the password provided, they are automatically giving consent to the school to use their child’s email address to communicate with them and are assuming full responsibility for their child’s account and their use of it.

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct and e-safety acceptable use agreement.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section ‘Reporting concerns’ of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

WORKING WITH PARENTS AND CARERS

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

MENTAL HEALTH

Where possible, we will continue to offer our current support for pupil mental health for all pupils. We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

STAFF RECRUITMENT, TRAINING AND INDUCTION

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS. New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements. New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our safeguarding and children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the LSCP, the LA or DfE is updated, and as a minimum monthly by our DSL.