



Rugby School

## COVID-19 Safeguarding and child protection arrangements during school closure at Rugby School

### 1. Context

From 5th January 2021 the UK Government advised that English schools should close and that the situation would be reviewed on February 15<sup>th</sup> 2021. Parents were duly advised to keep their children at home and that teaching and learning will continue via Teams. In the case of overseas children for the most part children will stay at home with their families. Those currently in the UK and with guardians will remain in the care of their guardians. The UK government has instructed schools to remain open only for children of critical workers or for vulnerable children. Rugby School parents have been advised of this.

This addendum of the Rugby School Safeguarding and Child Protection policy contains details of our specific safeguarding arrangements in the following areas:

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## Key contacts:

Role	Name	Contact Number	Email
Designated Safeguarding Lead	Sally Rosser	079175 50976	<a href="mailto:sar@rugbyschool.net">sar@rugbyschool.net</a>
Deputy Designated Safeguarding Leads	Lisa Greatwood	07813784373	<a href="mailto:ljj@rugbyschool.net">ljj@rugbyschool.net</a>
	Peter Bell	07967 012838	<a href="mailto:pkb@rugbyschool.net">pkb@rugbyschool.net</a>
Senior School Counsellor	Mikala Torrance	07841288706	<a href="mailto:mt@rugbyschool.net">mt@rugbyschool.net</a> <a href="mailto:timetotalk@rugbyschool.net">timetotalk@rugbyschool.net</a>
Head	Gareth Parker-Jones	01788 556217	<a href="mailto:gpi@rugbyschool.net">gpi@rugbyschool.net</a>
Safeguarding Governor	Charlotte Marten	07976203164	<a href="mailto:cm1@rugbyschool.net">cm1@rugbyschool.net</a>
Chair of Governors	Barry O'Brien		<a href="mailto:bob@rugbyschool.net">bob@rugbyschool.net</a>

## 2. Vulnerable children

Rugby School currently has 1 vulnerable child on roll.

## 3. Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day registration.

At Rugby School, Hms, tutors and teaching staff will be in regular contact with their tutees and/or families and the classes they teach. This may be via email, contact through Microsoft Teams, tracking access to online lessons or by telephone. Where staff have a concern about a student, they will raise it with the Hm or the DSL and record on My Concern.

#### 4. Designated Safeguarding Leads

Rugby School has a Designated Safeguarding Lead (DSL) and 2 Deputy DSLs, the Senior School Counsellor is also DSL trained. All contact details are included in the table above.

Sally Rosser, Lisa Greatwood and Peter Bell all live on site. they can be contacted by email, phone or by Office Teams.

#### 5. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the School Safeguarding and Child Protection Policy. This includes making a report via My Concern, which can be done remotely.

In the unlikely event that a member of staff cannot access their My Concern from home, they should email the Designated Safeguarding Leads. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should use a yellow form (available on Firefly) to report the concern to the Head or email him directly.

Concerns around the Head, Executive Head Master or Deputy Executive Head Master should be directed to the Chair of Governors, whose contact details are in the table above. Concerns about the Chair of Governors should be reported to the LADO (Local Authority Designated Officer) by calling 01926 745376 or via a referral form to [lado@warwickshire.gov.uk](mailto:lado@warwickshire.gov.uk)

#### 6. Safeguarding Training and Induction of DSL's

Face-to-face DSL training will not take place whilst there remains a threat of the COVID-19 virus but online, virtual training is being offered and Rugby School remains engaged with this, using 'A and A Safeguarding in Education' training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

## 7. 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, Rugby School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020) (KCSIE).

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.

In the unlikely event that Rugby School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE 2020. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Rugby School 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 (2020).

Rugby School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE (2020) and the TRA's 'Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Rugby School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE 2020.

## 8. Online safety in school

Rugby School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

## 9. 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 a child may be at risk. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the Police.

Rugby School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below is the guidance which should be followed when delivering virtual lessons and tutorials using webcam:

- Staff and children must wear suitable clothing, as should anyone else in the household. Lessons or tutorials must not be conducted if a child is in bed.
- Any computers used should be in appropriate areas, for example, not in bedrooms, unless this is the child's designated work/study space. Staff are encouraged to use the classroom background if they are not teaching in a school classroom or office.
- Students must not record lessons unless they have received the explicit permission of the staff member involved.
- The length of live classes will be directed by the Deputy Head Academic and specific guidance given to staff and students.
- Language and behaviour must always be professional and appropriate, including by any family members who may be in the background.
- Staff must only use platforms provided by Rugby School to communicate with students.
- Staff will use iSAMS to record attendance in lessons.



- Rugby School feels that it is important to continue to support and engage tutees so 1:1 tutorials will take place and staff will be given specific guidance about how these should be conducted.
- The counselling team will also continue counselling vulnerable pupils using Microsoft Teams and following specific ethical guidance as directed by the Sr School Counsellor; The BACP Ethical framework, The BACP 'Working online in the counselling professions' guidance and The BACP 'Using digital technology in the counselling professions'. Counselling sessions will not be recorded.

## 10. Supporting children when not in school

Rugby School is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they will ensure that a robust communication plan is in place for that child or young person.

Details of this plan will be recorded on My Concern, as should a record of contact which has been, or is to be, made.

The communication plans can include; remote contact, phone contact. Other individualised contact methods should be considered and recorded.

Rugby School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan will be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and via School Post for parents.

Rugby School recognises that being in school is a protective factor for some children and young people, and the current circumstances, can affect the mental health of students and their parents/carers. Teachers at Rugby School will be made aware of this by the Deputy Head Academic in setting expectations of students' work where they are at home.

## 11. Peer on Peer Abuse

Rugby School recognises that during the closure a revised process may be

required for managing any report of such abuse and supporting victims.

The School also recognises that if people are following the UK (and other) Government guidance around Social Distancing then, unless it is happening between family members, peer to peer abuse will only be taking place online. Students are likely to be using social media groups to keep in touch and just as before COVID-19 there will be cyberbullying, coercion, sexting and so on taking place. Such abuse should be reported in the usual way, using the guidance in the Safeguarding and Child Protection Policy.

Where the school receives a report of Peer on Peer abuse, they will follow the principles as set out in part 5 of KCSIE 2020 and of those outlined within the Safeguarding and Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on My Concern and appropriate referrals made.

**Teaching staff will continue to use the Rewards and Sanctions Policy within their teaching, and where appropriate, as directed by the Deputy Head Academic.**

**SAR**

**11.01.2021**