



**IPSWICH SCHOOL AND IPSWICH PREPARATORY SCHOOL  
(INCLUDING EARLY YEARS FOUNDATION STAGE [EYFS]  
AND THE LODGE DAY NURSERY)**

**CHILD PROTECTION AND  
SAFEGUARDING CHILDREN POLICY **ADDENDUM****

**Child Protection measures during the COVID-19 Pandemic and School Closure**

**SAFEGUARDING STATEMENT**

*Ipswich School is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its Child Protection and Safeguarding Children Policy.*

**EQUAL OPPORTUNITIES STATEMENT**

*The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.*

**Context**

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. Most children are no longer in a school setting and staff numbers have been affected by the outbreak.

This Annex to our Child Protection and Safeguarding Children Policy sets out details of our safeguarding arrangements during school closure due to COVID-19 for:

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## Version control and dissemination

This is version 1.3 of this addendum. It will be reviewed by our Designated Safeguarding Leads (DSLs) regularly as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website here <https://www.ipswich.school/about/key-information/policies/> and is made available to staff by email and through the Google Drive.

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

## Safeguarding priority

During these challenging times the safeguarding of all children at our school 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 as they are in school.

## Current school position

Currently, all sections of Ipswich School are open with the vast majority of children and students working in school. There is still an element of online learning for those who need to access teaching from home. This is for a variety of reasons including self isolation and not being able to return to the Boarding Houses. This addendum applies to those children and staff who may need to work from home and online due to Covid-19.

## Safeguarding partners' advice

We continue to work closely with our own (or where appropriate the relevant child's) safeguarding partner arrangements, and we will ensure this annex is consistent with their advice. This will include expectations for supporting 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. The current advice is below.



Report a concern about a child

Contact Children's Social Care

If a child or young person is in immediate danger, call 999.

If you're worried that a child is being abused or neglected, complete a referral form at <https://earlyhelpportal.suffolk.gov.uk/web/portal/pages/marf> .

You can also report a concern on the Children and Families hub. You may want to report a concern if you:

- are worried about the safety or wellbeing of a child
- suspect neglect or abuse
- would like to report an incident

You can also report abuse of an adult, by getting in touch.

### **For professionals**

If you're a professional working at Ipswich School concerned about a child you should first contact the DSL but you can also, use the Suffolk online referral form or speak to the MASH (Multi Agency Safeguarding Hub) team **03456 061 499**. <https://earlyhelpportal.suffolk.gov.uk/web/portal/pages/marf>

### **How to Contact the Local Authority Designated Officer (LADO) for allegations against members of the workforce**

If you have concerns about an adult working with a child under the age of 18 that you would like to report, please follow this link for the [Arrangements for Managing Allegations of Abuse Against People Who Work With Children or Those Who Are in A Position of Trust](#) procedure.

It is essential that any allegation of abuse made against a person who works with children and young people including those who work in a voluntary capacity are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation. The framework for managing allegations is set out in statutory guidance contained in Working Together to Safeguard Children 2015.

This policy applies to allegations against local authority foster carers and local authority residential workers.

Local Authority Designated Officers can be contacted for allegations against all staff and volunteers via:

- Email on [LADO@suffolk.gov.uk](mailto:LADO@suffolk.gov.uk) or
- LADO central telephone number **0300 123 2044**

### **Ipswich School Response**

As always, all staff members have a duty to identify and respond to suspected / actual abuse or disclosures of abuse. Any member of staff who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred **must** report it immediately to the designated safeguarding lead (or, in their absence, the alternate designated safeguarding lead).

All action is taken in accordance with the following guidance;

- The Children Act (1989)
  - The Education Acts of 1996 and 2002; and the publications
    - [‘Keeping Children Safe in Education’ KCSIE](#) (Department for Education [DFE], September 2020)
    - KCSIE [Disqualification under the Childcare Act 2006](#) (March 2015, revised Sept 2018)
    - KCSIE [What to do if you’re worried a child is being abused](#) (March 2015)
    - Departmental advice [Sexual Violence and Sexual Harassment Between Children in Schools and Colleges](#) (Updated May 2018)
    - [Working Together to Safeguard Children](#) (HM Government, July 2018)
    - [Prevent Duty Guidance : For England and Wales](#) (March 2015)
- Prevent is supplemented by non-statutory advice and a briefing note:

*The Prevent Duty: Department advice for schools and childminders (June 2015)*  
*The use of social media for on-line radicalisation (July 2015)*

This duty of care extends to boarding pupils who are accommodated at the School and the School's arrangements have regard to the National Minimum Standards for Boarding Schools.

Where there is risk of immediate harm, concerns will be referred by telephone to the Children and Families Hub and / or the Police. Less urgent concerns or requests for support will be sent to the Children and Families Hub via the [Suffolk Safeguarding](#) portal. The School may also seek advice from Social Care or another appropriate agency about a concern, if we are unsure how to respond to it. Wherever possible, we will share any safeguarding concerns, or an intention to refer a child to Children's Social Care, with parents or carers. However, we will not do so where it is felt that to do so could place the child at greater risk of harm or impede a criminal investigation. On occasions, it may be necessary to consult with other agencies working with children for advice or information on a child.

### **Roles and responsibilities**

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

If possible, a DSL will be available on site during the school day. Where this is not possible, we will have a trained DSL or deputy DSL available by phone and/or online video or email.

Where our DSL or a deputy DSL cannot be on site, then in addition to one of the above options we will also ensure a senior leader from the school takes responsibility for coordinating safeguarding on site.

#### **The Designated Safeguarding Lead (DSL) for child protection in the Senior School is**

Mrs Audrey Cura (Senior Deputy Head)  
Contact details: email: [safeguarding@ipswich.school](mailto:safeguarding@ipswich.school)

#### **The Deputy Designated Safeguarding Lead for child protection in the Senior School is**

Mr Nicholas Weaver (Headmaster)  
Contact details: email: [njw@ipswich.school](mailto:njw@ipswich.school)  
Mr Paul Wranek (Bursar)  
Contact details: email: [pvw@ipswich.school](mailto:pvw@ipswich.school)

#### **The Designated Safeguarding Lead (DSL) for child protection in the Prep School is**

Mrs Amanda Childs (Prep Head)  
Contact details: email: [safeguarding@ipswich.school](mailto:safeguarding@ipswich.school) tel: 01473 282800

#### **The Deputy Designated Safeguarding Lead for child protection in the Prep School is**

Mr James McCaughran (Deputy Head, Prep)  
Contact details: email: [safeguarding@ipswich.school](mailto:safeguarding@ipswich.school)  
Miss Annabelle Ryan (Head of Lower Prep)  
Contact details: email: [lowerprephead@ipswich.school](mailto:lowerprephead@ipswich.school)

#### **The Designated Safeguarding Lead (DSL) for child protection in The Lodge Day Nursery**

Ms Hayley List (Manager)  
Contact details: email: [hello@lodgedaynursery.co.uk](mailto:hello@lodgedaynursery.co.uk) tel: 01473 282800

## **The Deputy Designated Safeguarding Lead (DSL) for child protection in The Lodge Day Nursery**

Mrs Amanda Childs (Prep Head)

Contact details: email: [safeguarding@ipswich.school](mailto:safeguarding@ipswich.school) tel: 01473 282800

**The Prep Office is manned during the hours of 8.30am and 4.00pm Monday to Friday during term time. Outside of these hours, please only email the appropriate person who will call you back.**

### **Vulnerable children**

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans.

Those who have a social worker include children who have a child protection plan and those who are looked after by the local authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.

Those with an EHC plan will be risk-assessed in consultation with the local authority and parents to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

We will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Senior leaders in our school, especially the DSL (and deputies) know who our most vulnerable children are, and they have the flexibility to offer a place to those on the edge of receiving children's social care support.

We will continue to work with children's social workers and the local authority.

### **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 and key workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff will be aware of the mental health of [children](#) and their [parents and carers](#) and will contact the DSL or a deputy if they have any concerns. Please click on the links to find more information to help support children and their families with mental health concerns.

## **Attendance**

### Vulnerable children

Where a vulnerable child is expected but does not arrive at school or virtual school when it is necessary, 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 by telephone in the first instance. If contact cannot be made or if the DSL or a deputy DSL deems it necessary, we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any such visit is made to ensure that neither staff nor the family are put at risk.

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

Where any child is expected but does not arrive at virtual school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made within 48 hours, the DSL or a deputy DSL will be informed.

## **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 as set out in the [Child Protection and Safeguarding Children Policy](#) and advise the DSL of any concerns they have about any child, including those who are not attending school.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff. 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 policy (as above)

The School will continue to follow the record keeping procedures already set out in our Child Protection and Safeguarding Children Policy, during the school closure.

## **Staff training and induction**

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

All staff members are made aware of the boundaries of appropriate behaviour and conduct and the principles in our Child Protection and Safeguarding Children Policy still apply during this period. Additional arrangements and expectations to cover online learning are set out in the following documents:

[Online Safety Policy](#)

[Staff ICT Acceptable Use Policy](#)

[Pupil ICT Acceptable Use Policy](#)

And in expectations sent to all pupils parents with regards to remote education.

## **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 Safe 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.

For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

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.

## **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 [Child Protection and Safeguarding Children 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 [Child Protection and Safeguarding Children Policy](#) and our [Online Safety Policy](#), [Staff ICT Acceptable Use Policy](#), [Pupil ICT Acceptable Use 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 addendum and report that concern to the DSL or to a deputy DSL.

## **Temporary new children at the school due to vulnerabilities**

Currently there are no pupils from other schools attending Ipswich School. As the situation is under regular review, the following italicised paragraphs may become relevant:

*Children may temporarily join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.*

*For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is).*

*Ideally this will happen before a child arrives but where that is not possible it will happen as soon as reasonably practicable.*

*Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our school senior leaders will take responsibility.*

*The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.*

### **Supporting children not in school**

Where the DSL has 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. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures. Currently, the HMs, tutors, HoSs, HoHs, DSLs and Pastoral team make contact with the pupils for whom life under the lockdown conditions may prove difficult, eg children in a chaotic household; where there is parental substance misuse; where there is family breakdown or other difficulties.

**The School's method of communication is through the Google Suite (Email and Hangouts Meet).** Phone calls from a personal phone may be allowed in exceptional circumstances but all caller ID must be removed.

**All aspects of this addendum are under regular review.**

### **Scenario to aid tutors and class teachers in identifying safeguarding concerns in their pupils when working with pupils who are at home**

You are making regular contact with your tutees in accordance with the School directives and you have one tutee who is finding it difficult to attend the academic sessions. They respond to contact, offering various excuses for their non-appearance and claim that they have found it hard to sleep because there has been a lot of noise in the house in the evening.

What should you do?

The crucial thing is to maintain contact with the student. The fact that they are keen to communicate implies that for them you are a trusted adult and it may be that they are hoping for some kind of intervention and support.

Inform the student's Form tutor/ HoS/ HoH as they may be able to shed light on the pupil's home life. Contact the pupil, asking open-ended questions about their home situation, eg *How are you finding life under lockdown? What are you enjoying about life at the moment? What do you find difficult?*

The problem may be innocuous, e.g. a young baby crying but it could be that there are arguments between parents which are upsetting and protracted. If the student opens up about their home life and the normal domestic life is preventing the tutee from sleeping, strategies could be explored as to how to mitigate the problem (earplugs in the case of a baby, for example).

If the student is experiencing substantial disruption which is upsetting to them, the DSL should be informed immediately. If these parental disagreements are the norm, the problems may well be exacerbated under the current lockdown restrictions and there is the possibility of escalation.

The DSL will review the case and contact outside services if needed. Contact may also be made with parents.

**April 2021**