



Westbourne
House School

CHICHESTER

**CHILD PROTECTION (SAFEGUARDING) POLICY
COVID-19 ADDENDUM 2
Effective as of 8th March 2021**

**This is the policy of Westbourne House School, which incorporates the
Prep School, Pre-Prep, Early Years Foundation Stage as well as provision for boarding**

Executive Summary

On Monday 22nd February 2021, the Prime Minister announced the government’s roadmap to cautiously ease lockdown restrictions in England. This included a direction that as of Monday 8th March 2021, all pupils should return to school.

- Westbourne House will continue to have regard to the statutory safeguarding guidance keeping children safe in education (as amended January 2021).¹
- We will ensure that where we care for children on site, we have appropriate support in place for them.
- We will take advice and work with the local safeguarding partners.
- 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 coronavirus.

Aims

This addendum of the Westbourne House Child Protection (Safeguarding) Policy and the Covid-19 Addendum, contains details of our individual safeguarding arrangements in the following areas:

<i>Vulnerable children</i>	2
<i>Attendance monitoring</i>	3
<i>Reporting a concern</i>	4
<i>Safeguarding Training and induction</i>	4
<i>Safer recruitment/volunteers and movement of staff</i>	4
<i>Children and online safety away from school</i>	4

¹

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020 - Update - January 2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)

Supporting children not in school as they are following clinical or public health advice related to coronavirus (COVID-19	5
Supporting children in school.....	6
Elective Home Education (EHE).....	6
Contingency planning.....	7
All protocols to do with the testing of pupils and staff at WESTBOURNE HOUSE SCHOOL are under the direction of the Bursar, Gordon Falconer.	7

Key contacts

Remain as per the Child Protection (Safeguarding) Policy and the Covid-19 Addendum.

Vulnerable children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989², 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.

Westbourne House 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. The lead person for this will be: Roger Allingham DSL

² <https://www.legislation.gov.uk/ukpga/1989/41/section/17>

In circumstances where a parent is hesitant about or does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Westbourne House will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting Covid-19, Westbourne House or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Westbourne House will encourage all pupils to attend a school.

Attendance monitoring

We expect all pupils to attend school.

Parents or carers are expected to contact the school on the first day of the illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence. We expect parents or carers to make contact to make us aware of the status of any Covid-19 tests that have become necessary and to update the school on the welfare of the pupil.

From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended)³ for all pupils.

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (Covid-19)

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.

For children, self-isolating or quarantining or shielding – we will use code X.

In compliance with the Remote Education, Temporary Continuity Direction⁴ will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (Covid-19).

³ <https://www.legislation.gov.uk/ukxi/2006/1751/contents/made>

⁴ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf

Also, we will offer pastoral support to pupils who are:

- self-isolating
- shielding
- vulnerable (and off-school)

The Department for Education (DfE) expects schools to grant applications for leave in exceptional circumstances. This is recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (Covid-19), the absence will not be penalised.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report using the “Concern Form” and placing it in the DSL’s pigeonhole and communicating directly as outlined in the Safeguarding Policy.

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 report the concern to the Headmaster.

Safeguarding Training and Induction

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

Where new staff join, they will continue to be provided with a safeguarding induction, including copies of all relevant policy documents.

Safer recruitment/volunteers and movement of staff

When recruiting new staff, Westbourne House 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 (September 2020) (as amended January 2021).

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 Child

Protection (Safeguarding) Policy and where appropriate referrals should still be made to children's social care, MASH and, as required, the police.

Online teaching should follow the same principles as set out in the Covid-19 Addendum to the Safeguarding Policy.

Westbourne House will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

Below are some things to consider if there are virtual lessons, especially where webcams are involved:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school as they are following clinical or public health advice related to coronavirus (Covid-19)

Westbourne House is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL and Head of Pastoral has identified a child to be in need of pastoral-type support in school (PiP), they should ensure that a robust communication plan is in place for that child.

Details of this plan must be recorded on iSAMS, as should a record of contact have made.

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

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

Westbourne House recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers.

Teachers at Westbourne House need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

Westbourne House is committed to ensuring the safety and wellbeing of all its students.

Westbourne House will continue to be a safe space for all children to attend and flourish.

Westbourne House will refer to the Government guidance for education and childcare settings on how to implement social distancing⁵ and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of Covid-19.

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

Westbourne House will ensure that appropriate support is offered to all students with respect to their mental health.

Elective Home Education (EHE)

Westbourne House will encourage parents to send their children to school, particularly those who are vulnerable.

Where an application is made, Westbourne House will consider whether a parent's decision to educate at home gives greater cause for concern compared to remaining in school.

Where we feel that there is additional cause for concern the designated safeguarding lead will then consider making a referral to the local authority in line with existing procedures. This will happen as soon as Westbourne House becomes aware of a parent's intention, or decision, to home educate.

If a parent wants to admit their child to Westbourne House, we will follow our normal processes for in-year admissions applications.

⁵https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

Contingency planning

Westbourne House will ensure that for individuals or groups of self-isolating pupils and pupils who are shielding, we follow government guidance related to coronavirus (Covid-19), remote education plans.

Westbourne House will continue to operate as normally as possible. In the event that restrictions in schools are needed to help contain the spread of the virus, we will refer to the contingency framework⁶, which has been updated and outlines how schools should operate in the event of any restrictions.

All protocols to do with the testing of pupils and staff at Westbourne House are under the direction of the Bursar.

Monitoring and review

The School will review and monitor the effectiveness and compliance of this policy (and appendices – if appropriate). This policy will be kept up-to-date and amended to take account of legislative and regulatory changes.

Last Review Date	Next Review Date	Reviewer(s)
8 March 2021	Weekly/ As required	Designated Safeguarding Lead Headmaster Deputy Head Governor Responsible for Safeguarding

⁶ <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>