Westbourne
House School
CHICHESTER

CHILD PROTECTION (SAFEGUARDING) POLICY
COVID-19 ADDENDUM

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
From 20th March 2020 parents and carers were asked 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 - who absolutely need to attend.

Aims
It is important that schools remain safe places for children and this is why **WESTBOURNE HOUSE** is continuing 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 forms part of **WESTBOURNE HOUSE** Child Protection (Safeguarding) Policy and contains the Safeguarding provision for pupils being educated both on and off site during COVID-19.

The Child Protection (Safeguarding) Policy of **WESTBOURNE HOUSE** remains fundamentally the same and continues to have regard for the Keeping Children Safe in Education Statutory 2019 guidance.

This Addendum sets out the adjustments **WESTBOURNE HOUSE** is making in line with the changes to operational practice. This Addendum has been produced in line with the Government Guidance contained in **Coronavirus (COVID-19): safeguarding in schools, colleges and other providers -** Published 27 March 2020 and will be updated on a weekly basis or as further guidance is forthcoming from the Government.

In response to COVID-19 communication is key. To ensure safeguarding is effective **WESTBOURNE HOUSE** are confirming all emergency contact details and clear communication methods for staff, pupils, parents and carers during this time.

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1. Designated Safeguarding Leads

WESTBOURNE HOUSE has a Designated Safeguarding Lead ('DSL') and a Deputy DSL.

The **Designated Safeguarding Lead** is: **Roger Allingham (DSL)**
Email address: rallingham@westbournehouse.org
Contact Telephone Number: 07736 544062

The **Deputy Designated Safeguarding Lead** is: **Peter Fisher (Deputy Head)**
Email address: pfisher@westbournehouse.org
Contact Telephone Number: 07966 705354

The **Pastoral Team** is headed by: **Samantha Pollock (Pastoral Lead)**
Email address: spollock@westbournehouse.org
Contact Telephone Number: 07919 072461

In addition, **WESTBOURNE HOUSE** has put in place a measure to ensure that there is a dedicated and trained Safeguarding and Child Protection Team available to co-ordinate if either the DSL or Deputy DSL are unavailable at any time.

WESTBOURNE HOUSE aims to have a DSL or Deputy DSL on site at all times. However, recognises that this may not always be possible.

In the case whereby the DSL or Deputy DSL are unavailable to be onsite, the DSL or Deputy DSL will be available to be contacted via phone, email or online video whilst working from home, using the contact details as set out above.

Vicky Eismark, PA to Headmaster, who is also a trained Safeguarding Deputy, will take responsibility for the liaison with the DSL and Deputy Head. Such responsibilities will include, but not limited to:

- Liaising with the offsite DSL (or deputy)
- As required, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school
- Reporting any changes or concerns
- Ensuring site safeguarding checks are carried out and recorded

2. Critical Worker Definition

Children with a parent or carer who is listed on the government's critical worker list should be considered for a school place, so long as their job cannot be done from home.

Many parents working within these sectors will be able to ensure their child is kept at home and every child who can be safely cared for at home should be, to limit the chance of the

virus spreading. **WESTBOURNE HOUSE** will contact each parent or carer to establish whether those who are eligible will require a school place.

The critical worker list is as follows:

Health and social care
This includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributers of medicines and medical and personal protective equipment.

Education and childcare
This includes childcare, support and teaching staff, social workers and those specialist education professionals who must remain active during the COVID-19 response to deliver this approach.

Key public services
This includes those essential to the running of the justice system, religious staff, charities and workers delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting.

Local and national government
This only includes those administrative occupations essential to the effective delivery of the COVID-19 response, or delivering essential public services, such as the payment of benefits, including in government agencies and arms- length bodies.

Food and other necessary goods
This includes those involved in food production, processing, distribution, sale and delivery, as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines).

Public safety and national security
This includes police and support staff, Ministry of Defence civilians, contractors and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the COVID-19 pandemic), fire and rescue service employees (including support staff), National Crime Agency staff, those maintaining border security, prison and probation staff and other national security roles, including those overseas.

Transport
This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass.

Utilities, communication and financial services
This includes staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure), the oil, gas, electricity and water sectors (including sewerage), information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response, as well as key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services), postal services and delivery, payments providers and waste disposal sectors.

3. Vulnerable Children Definition

Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education and people up to the age of 25 with education with health and care (EHC) plans.

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.

Those with an EHC plan will be risk-assessed by **WESTBOURNE HOUSE** 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.

Home support could include, if necessary, carers therapists or clinicians visiting the home to provide any essential services if applicable. Many children and young people with EHC plans can safely remain at home. **WESTBOURNE HOUSE** will ensure that any decision made will be logged and reviewed regularly and a copy maintained of the child's file held on iSAMS**.**

4. Identifying Vulnerable Children – COVID-19

There is the expectation that children who have a social worker **must** attend school during COVID-19 partial closures, unless agreed and recorded otherwise.

WESTBOURNE HOUSE will have special consideration for the following groups of children should this be appropriate or become necessary:

- Children who are subject to a child protection Order
- Children who have, or have previously had, a social worker involvement
- Looked After Children
- Previously Looked After Children
- Children with an EHCP
- Children in which the school have previous raised concerns

- Children who are pending social care allocation
- Children of keyworkers
- Children in alternative education
- Children who are being educated off site or at home

WESTBOURNE HOUSE does not have key worker children who would be categorised as 'vulnerable' or who fall under the care and supervision of a social worker.

WESTBOURNE HOUSE will operate a Risk Rating System to identify any child considered to be vulnerable.

	A	**B**	**C**	**No Risk**
RISK FACTOR	On the basis of the available information there are major concerns about one or more risk indicators which significantly threaten the safety the child. Urgent action is required.	On the basis of the available information there are concerns about a specific risk indicator or indicators and customised action is required to ensure the safety of the child or young person.	On the basis of the available information any risk to the child is marginal, and safeguarding compliance is satisfactory.	This is the category that defines the remainder of the pupils at Westbourne House School. On the basis of the available information there is little or no risk to the child and safeguarding compliance is good.
ACTION	**Immediate Actions Required: Requires weekly contact from the Pastoral Team**	**Actions Required: Requires bi-weekly contact from the Pastoral Team**	**Actions Suggested: requires some contact from the Pastoral Team over and above**	**No action required or suggestions towards improvements/ best practice**

The DSL and/or Deputy DSL will ensure that any child identified as vulnerable through the Risk Rating system will have a **Pastoral Team** call carried as outlined above. The DSL or Deputy DSL will ensure that the **Pastoral Team** call is recorded on **iSAMS** and actioned appropriately and when necessary, referred to other agencies.

If for any reason the **Pastoral Team** are unable to carry out the call the dedicated Safeguarding and Child Protection Team at **WESTBOURNE HOUSE** will carry out the call.

This will be recorded as above and maintained if concerns are raised escalated through to the appropriate routes/agencies.

Children not meeting the 'vulnerable definition'

WESTBOURNE HOUSE will undertake as outlined above the Risk Rating system for any child they feel is vulnerable even if the child does not fall into the 'vulnerable' definition contained within Government guidance or does not reach the threshold as described in the WSSCP (West Sussex Safeguarding Children's Partnership) Threshold Guidance, see:

http://www.westsussexscp.org.uk/wp-content/uploads/WS1953-Threshold-Guidance-2018-v08.02.19-AW-amends-FEBRUARY-2019.pdf

WESTBOURNE HOUSE will adopt the same procedure and practice for any child identified as vulnerable, that does fall into the statutory vulnerable category.

When carrying out **Pastoral Team** calls, prior contact with the parent/carer will be established to arrange a suitable time for the staff to speak directly to the child.

5. The Role of the Local Authority

WESTBOURNE HOUSE has received the following information from the Local Authority in response to COVID-19:

https://www.westsussexscp.org.uk/wp-content/uploads/WSSCP-Partnership-briefing-COVID-19-April-Final_-PDF.pdf

6. Keeping Children Safe in Education

This Addendum has been drafted to ensure that **WESTBOURNE HOUSE** continues to have regards to Keeping Children Safe in Education 2019.

The way in which **WESTBOURNE HOUSE** is currently operating in response to COVID-19 is fundamentally different to how we would normally operate, however, a number of important safeguarding principles remain the same:

- The welfare of children remains **WESTBOURNE HOUSE** key priority
- The best interests of children will always continue to come first
- If anyone in **WESTBOURNE HOUSE** has a safeguarding concern about any child, they will continue to act and act immediately
- A DSL or deputy will be available, either onsite of remotely
- Unsuitable people will not be allowed to enter the children's workforce and/or gain access to children
- Children will continue to be protected when they are online

WESTBOURNE HOUSE has adopted a whole school approach to safeguarding including policy updates in response to COVID-19. **WESTBOURNE HOUSE** is not weakening its approach to safeguarding or undermining our child protection policy, but is tightening procedure to represent current working practice in context to COVID-19.

All policies are reviewed regularly by the senior leadership team and governing body and are being updated accordingly. Any updates made are subsequently cascaded to staff through the school office/email system and every effort is being made to shape best safeguarding practice.

7. Attendance

WESTBOURNE HOUSE is following the **Coronavirus (COVID-19): attendance recording for educational settings** – updated 26 March 2020.

https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

WESTBOURNE HOUSE is following the **Coronavirus (COVID-19): attendance recording for educational settings** – updated 26 March 2020.

https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

WESTBOURNE HOUSE does not have key worker children who would be categorised as 'vulnerable' or who fall under the care and supervision of a social worker.

The risk of COVID19 will not override the duty of care the school owe in ensuring the child is safe.

8. Reporting and Monitoring a concern

Whether a child is educated at home or in school, every member of staff and or volunteer holds a duty to report any concern they may have.

WESTBOURNE HOUSE continues to adhere to the reporting procedures as outlined in our Safeguarding and Child Protection Policy.

If staff have any concern for a child, they will report it immediately to the DSL or Deputy DSL. **WESTBOURNE HOUSE**, in response to COVID-19, have a dedicated safeguarding and child protection team available to ensure that there is always someone available to record and action a concern. This ensures due-diligence and accountability when reporting and referring.

In addition, the **Pastoral Team** have responsibility for the contact with children as set out in bullet point 4 above. The **Pastoral Team** can be contacted through **Samantha Pollock** as recorded above.

Increased risk in safeguarding

Families will be under immense pressure at the moment and not every home will be a place of safety for the child. Some children will be living in a confined living space and may be witnessing or be subject to an abusive household situation.

Due to an increase strain on families both financially and emotionally, in response to COVID-19, there is an increased requirement for safeguarding vigilance, reporting and monitoring.

Children's services may be working at a reduced capacity which will mean there is an additional prominence for persistent referring and the following up of any referrals made.

The **West Sussex Safeguarding in Education Team** can be contacted on:

- 0330 222 4030 for urgent matters
- safeguarding.education@westsussex.gov.uk for non-urgent matters.

The local children's **Safeguarding** service **referral** system (MASH) is:

- MASH@westsussex.gov.uk
    - During Office Hours: 01403 229900
    - Out of Office Hours: 0330 222 6664

It is important that in response to COVID-19 a concern is not disregarded and is followed up and there is evidence of any action that has been taken.

If a member of staff is reporting a concern remotely, they will follow the below procedure for remote referring:

Inform the DSL or Deputy DSL as soon as possible. Contact details are as above. Follow the reporting procedures as set out in the Westbourne House Safeguarding and Child Protection Policy.

When a referral is made the DSL or Deputy DSL will follow this up and action appropriately. In response to COVID-19 it is appreciated that staff will be working at a stretched capacity, **WESTBOURNE HOUSE** have therefore implemented a dedicated safeguarding and child protection team whose role is to check and ensure any reports have been actioned and are being monitored efficiently.

9. Safeguarding Training and Staff induction

All existing **WESTBOURNE HOUSE** staff have undertaken safeguarding training and have read part 1 of Keeping Children Safe in Education (KCSE 2019). **WESTBOURNE HOUSE** is monitoring any updates or changes to Government guidance and/or local arrangement and are cascading this to all staff and or volunteers.

WESTBOURNE HOUSE has implemented a robust reporting system in place during COVID-19 to ensure remote reporting is accessible and the variation in operation is taken into consideration.

Where new staff are recruited, or new volunteers enter the school, **WESTBOURNE HOUSE** will provide them with a safeguarding induction.

WESTBOURNE HOUSE will make all staff and volunteers aware of this Addendum to the Safeguarding and Child Protection Policy.

10. Children Moving Schools

WESTBOURNE HOUSE fully understands that in response to COVID-19 pupils may have to attend another school setting. **WESTBOURNE HOUSE** will provide, wherever reasonably possible, (in accordance to current guidelines on Information Sharing) the receiving institution with any relevant welfare and child protection information.

WESTBOURNE HOUSE will ensure, where it is practical, that 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.

WESTBOURNE HOUSE will continue to have appropriate regard to data protection and GDPR. We will share information for the purposes of keeping children safe.

In the event of a child being educated offsite, any information or concerns will be recorded on our safeguarding system and a copy securely given to the receiving school DSL.

11. Safer Recruitment, Volunteers and Movement of Staff

WESTBOURNE HOUSE continues to follow the Safer Recruitment Policy to ensure that people who are unsuitable are not allowed to enter the school in order to gain access to children. If **WESTBOURNE HOUSE** recruits new staff or volunteers, we will uphold our Safer Recruitment practice, taking into account Part 3 of Keeping Children Safe in Education.

In response to COVID-19, the Disclosure and Barring Service (DBS) have implemented COVID-19: Changes to DBS ID checking guidelines – 24 March 2020 which minimises the need for face-to-face contact.

With the COVID-19 altered provision in place children could be at greater risk of abuse from staff or volunteers. Any concern will be reported immediately.

If **WESTBOURNE HOUSE** utilises volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of Keeping Children Safe in Education.

Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in our school especially those in regulated activity.

The Government have issued guidance, contained in **Coronavirus (COVID-19): guidance on vulnerable children and young people -** Updated 27 March 2020; that a workforce already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school or college to support the care of children.

Any staff or volunteer new to **WESTBOURNE HOUSE** will complete a safeguarding induction.

12. Allegations or concerns about staff

WESTBOURNE HOUSE will continue to adhere to the whistle blowing policy.
WESTBOURNE HOUSE understands the importance of maintaining the view that 'it can happen here'.

In the case of a concern over the actions of a member of staff, the DSL or his deputy should be contacted immediately.

If the concern is about the Head Teacher then contact should be made with the LADO and/or the Chair of Governors. **Anyone can make a referral.**

- Contact details for LADO: lado@westsussex.gov.uk
- Chairman of Governors:
    - Chris Keville 07799 727122 or CKeville@westbournehouse.org

In West Sussex, the LADO is Jenny Coker (Designated Officer), Claire Coles and Sally Arbuckle (Assistant Designated Officers) and Sandra Sargent (Service support).

If necessary, **WESTBOURNE HOUSE** will make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of Keeping Children Safe in Education and the Teacher Regulatory Agency **Teacher Misconduct: referring a case – updated 28 March 2014.**

During the COVID-19 period all referrals should be made by emailing:

- Misconduct.Teacher@education.gov.uk.

13. New Staff or Volunteers

In the event of a cluster school and **WESTBOURNE HOUSE** being a host school, it is important that every new member of staff or volunteer read this policy and undertake a safeguarding induction with the DSL or other appointed person prior to starting.

It is important that new members of staff or volunteers, even if working in another setting and only temporarily transferring over, are familiar with the reporting procedure and staff code of conduct at **WESTBOURNE HOUSE**.

In the case of staff or volunteers transferring to **WESTBOURNE HOUSE** evidence and confirmation will be sought from the home school of:

- Safeguarding training
- Photo identification
- Confirmation they have read policy and procedure including Annex 1 to KCSIE
- DBS check, especially where it is a regulated activity
- Risk assessment in place
- Contact details

WESTBOURNE HOUSE will ensure that any changes will be updated on the single central record immediately.

14. Mental Wellbeing

At this unprecedented time staff, pupils, parents and carers may be experiencing severe stress and anxiety. Everyone reacts differently to events and changes in the way that we think, feel and behave vary between different people and over time.

Teachers should be aware of this in setting expectations of pupils' work where they are at home and/or on site. Equally taking into consideration their own working arrangements and workload.

Mental health issues can bring about changes in a young people's behaviour or emotional state which can be manifested in a range of different ways, and that can be an indication of an underlying problem. Staff will have special consideration for:

- Emotional state (fearful, withdrawn, low self-esteem)
- Behaviour (aggressive or oppositional; habitual body rocking)

- Interpersonal behaviours (indiscriminate contact or affection seeking, overfriendliness or excessive clinginess; demonstrating excessively 'good' behaviour to prevent disapproval; failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed; coercive controlling behaviour; or lack of ability to understand and recognise emotions).

To support parents and carers, pupils and staff, **WESTBOURNE HOUSE** will take into consideration the below factors:

- The importance on how to connect with and support others
- The importance of voicing concerns
- How to handle worries and concerns and coping strategies
- The importance of physical wellbeing
- The importance of sleep
- Managing media and information
- Understanding the facts
- Focusing on positives and goal setting
- Keeping an active mind
- Worries about health and finance
- Routine

The contact details of the **Pastoral Team** are:

The **Pastoral Team** is headed by: **Samantha Pollock**
Email address: spollock@westbournehouse.org
Contact Telephone Number: 07919 072461

15. Peer on peer abuse

In response to COVID-19 closure or partial closure **WESTBOURNE HOUSE** recognise that there is an increased opportunity for peer-on-peer abuse to take place. **WESTBOURNE HOUSE** will continue to remain vigilant to signs and symptoms of such abuse taking place.

WESTBOURNE HOUSE has completed a risk assessment for an off and onsite education provision and continue to adhere to and follow Part 5 of Keeping Children Safe in Education.

Special consideration has been given to, but not limited to:

- Children educated off site
- The use of the internet
- Children being educated in mixed age groups
- Increased vulnerabilities during this time

All pupils at **WESTBOURNE HOUSE** are aware of who to speak to if they have a concern using the contact details contained in section 18 of this Addendum.

16. Online Safety in Schools

Many pupils will have an increased use of the internet in response to COVID-19 which may put them at an increased risk. **WESTBOURNE HOUSE** will continue to provide a safe online working environment for our pupils.

WESTBOURNE HOUSE continues to operate an appropriate firewall, filtration and monitoring system. Staff are trained and are aware of the signs and signals of cyber-bullying and other online risks.

WESTBOURNE HOUSE has appointed an IT Support Team (see list below); members of which will be available to address technological issues and access arrangements as we embark on this phase of remote learning:

- Robin Turner
- Mark Forsyth
- Lainey Franks

The team can be contacted via email: techsupport@westbournehouse.org

In response to COVID-19, Mark Forsyth and the school's Safeguarding Governor (Mr James Passam) have also reviewed the school's online safeguarding procedures (E-Safety Policy).

WESTBOURNE HOUSE has taken guidance from the UK Safer Internet Centre to keep children safe whilst online, in addition to giving due regard to the advice and guidance given for Information Sharing as set out in Working Together 2018 and KCSIE 2019 and as part of the school's Child Protection (Safeguarding) Policy, which is up to date, reviewed and was signed off by the Governors and appropriate staff on 6th March 2020.

17. Online Safety away from School

When asking our pupils to work online **WESTBOURNE HOUSE** places the child's safety at the highest priority.

WESTBOURNE HOUSE recognises that in response to COVID-19 the majority of pupils will not physically be attending school. This increases their vulnerability and online safeguarding risk factors. **WESTBOURNE HOUSE** staff will be extra vigilant during remote interactions with pupils and report any concerns they may have in accordance with **WESTBOURNE HOUSE** reporting system and Safeguarding and Child Protection policy.

Where necessary, concerns will be referred to social services and if required the police. Staff and volunteers will be made aware of the importance of keeping themselves safe online. With increased internet use and the increase in their use of social media groups, pupils may be vulnerable to online peer on peer abuse in the form of cyberbullying in its various forms.

WESTBOURNE HOUSE ensure that any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

Staff

WESTBOURNE HOUSE has determined that during the COVID -19 situation that school staff and pupils should work from home using a remote access platform.

For staff at **WESTBOURNE HOUSE** this means adopting the same principals for online learning as is set out in our staff Behaviour Policy or Code of Conduct which would apply at school. In response to COVID-19 **WESTBOURNE HOUSE** has implemented guidance for all staff (and pupils) with regard to best practice as we move to remote learning. Similarly, specific guidance has been issued to our peripatetic music staff for 'one to one'/face to face' lessons.

This guidance/protocol relates to obtaining consent from parents, the recording the lessons, safe storage of these recording and appropriate conduct (from both pupil and teacher) during the lesson(s) for the duration of the COVID-19 period. This guidance and protocol has been issued by the DSL at **WESTBOURNE HOUSE.** Additional guidance will be issued from the Safeguarding Alliance shortly and will be disseminated as soon as we able to share it.

This includes, but is not limited to:

- Acceptable use of technologies
- Staff pupil/student online relationships
- Communication, including the use of social media
- Minimum expectations
- Online safety
- Essential rules for remote teaching
- SENCO and pastoral care team
- Subject leaders and tutors

The above COVID-19 teacher protocol has been adopted as an Addendum to the Safeguarding and Child Protection Policy by the DSL on 2nd April 2020.

Pupils, Parents and Carers

For pupils, parents or carers, **WESTBOURNE HOUSE** adopts the same principals for online learning as set out in the pupil behaviour policy. In response to COVID-19 **WESTBOURNE HOUSE** have implemented further guidance and protocols as set out in prior communications from the DSL, the Deputy Head - Academics and the Senior Mistress.

- Guidance and Protocols for remote learning have been made available to staff, parents and pupils.
- Email consent from parent for online face-to-face Peripatetic Music Staff sessions has been implemented.
- For pupils that the Pastoral Team and the DSL have identified as requiring 'one to one' contact a 'welfare call' will be made. This will be done by arrangement with the parent(s), the contact (telephone or appropriate remote platform) logged and the monitored by the Head of Pastoral Care and the DSL.

WESTBOURNE HOUSE understands that not every parent will feel comfortable allowing their child to use the internet for face-to-face contact and for some parents or carers they may feel this is an invasion of their privacy. **WESTBOURNE HOUSE** will discuss with the parents and carers any concerns they may have including who will have access to the face-to-face learning via an online model.

WESTBOURNE HOUSE will maintain continued communication with parents and carers during this time to reinforce the importance of safe online learning. Advice will be given such as, but not limited to:

- Confirmation of online tools and or sites that the school will be using/if using
- Confirmation of what the child may be asked to do online
- Confirmation as to who their child will be interacting with online
- Confirmation as to whether other pupils will be able to access their child via the online platform
- Allowing the parent or carer the opportunity to voice any concerns
- The importance of not leaving the child alone during screen time
- Monitoring the search history
- Maintaining open communication with the child about online safety
- How to report a concern
- Ensuring during face-to-face online sessions the child take place in an appropriate central home location

Not everyone offering a service in response to COVID-19 will have good intentions.

Parents and Carers at **WESTBOURNE HOUSE** will be provided with links to lists of support services including:

- Net Aware: https://www.net-aware.org.uk
- NSPCC: https://www.nspcc.org.uk/keeping-children-safe/online-safety/
- South West Grid for Learning: https://swgfl.org.uk/online-safety/10-online-safety-tips/
- ChildLine: 0800 1111 who are operating a 9am – Midnight service in response to COVID-19.
- UK Safer Internet Centre: https://reportharmfulcontent.com/report/
- CEOP: https://www.ceop.police.uk/ceop-reporting/
- Police: 999 if the child is in immediate danger.

WESTBOURNE HOUSE appreciates that not every child will have access to computer or internet facilities in the home. **WESTBOURNE HOUSE** will ensure that age appropriate resources are sent to any child who cannot access an online provision. In the case whereby a child is unable to access online facilities and in accordance with the risk rating system, the child will be contacted weekly with a **Pastoral Team** call.

Children are able to report any concerns they have online back to the school using the details contained in section 18 of this Addendum.

18. Help and Support

WESTBOURNE HOUSE emergency contact details:

• Peter Fisher	Deputy Head	07966 705354
• Caroline Oglethorpe	Head of Pre-Prep/EYFS	07789 072699
• Roger Allingham	DSL	07736 544062
• James Passam	Safeguarding Governor	07843 557952
• Chris Keville	Chairman of Governors	07799 727122
• Vicky Eismark	School Office / PA to Head	01243 782739 or veismark@westbournehouse.org

Contact Details for Agency Involvement:

- Jenny Coker - LADO (WSSCP): 0330 222 3339 or LADO@WestSussex.gov.uk
- West Sussex Safeguarding Children Partnership: 0330 222 7799 or wsscp@westsussex.gov.uk
- MASH: 01403 229900 or MASH@westsussex.gov.uk
- WSCC Help Line: 01243 777100
- Sussex Police: 0845 60 70 999
- ISI: 020 7710 9902
- NSPCC: 0808 8005000
- ChildLine: 0800 1111
- Public Concern at Work (Whistle Blowing): 0207 404 6609

Link for up to date information from West Sussex Safeguarding Children Partnership and Gov.uk:

- https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/

- https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers

For parents, carers and pupils

WESTBOURNE HOUSE has ensured that both parents and pupils have an open line of communication with the school. There are dedicated email addresses to use:

- safeguarding@westbournehouse.org
- help@westbournehouse.org

- ChildLine: 0800 1111 who are operating a 9am – Midnight service in response to COVID-19
- UK Safer Internet Centre: https://reportharmfulcontent.com/report/
- CEOP: https://www.ceop.police.uk/ceop-reporting/
- Police: 999 if the child is in immediate danger.

Staff

Should a need arise, in the event of the need for any support, be it to do with school or a wider issue please feel free to use either:

- safeguarding@westbournehouse.org
- help@westbournehouse.org

There is also the Health Assured Employee Assistance Programme (EAP) that can be accessed 24 hours a day on www.healthassuredeap.com or contact 0800 030 5182.

To gain access to the Health and Well-Being Portal, staff will be required to use the username and password that has previously been supplied by the Assistant Bursar – HR & Admin.

General

The Department for Education COVID-19 helpline:

- Email: DfE.coronavirushelpline@education.gov.uk
- Telephone: 0800 046 8687 - Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.
- **Young Minds Crisis Messenger**: 85258 – free text service for 24/7 support
- **NSPCC Helpline:** Phone: 0808 800 5000 and Email: help@nspcc.org.uk
- **Mind:** www.mind.org.uk

19. Reference Documents

- Coronavirus (COVID-19): guidance on vulnerable children and young people - Updated 27 March 2020
- Guidance for schools about temporarily closing - Updated 27 March 2020
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers - Published 27 March 2020
- Keeping Children Safe in Education
- Working Together to Keep Children Safe
- Teacher Misconduct: referring a case – updated 28 March 2014
- NSPCC Lone Working Guidance – Published 30 September 2019
- CEOP (Child Exploitation and Online Protection)
- Child Protection (Safeguarding) Policy
- Whistle Blowing Policy (contained within Employee Handbook – Section E)
- First Aid & Medical Policies
- Staff Behaviour Code of Conduct Policy
- Pupil Code of Conduct
- Critical Incident and Disaster Policy

20. Monitoring and Review

The School will review and monitor the effectiveness and compliance of this addendum to policy. It will be kept up-to-date and amended to take account of legislative and regulatory changes.

Last Review Date	Next Review Date	Reviewer(s)
April 2020	Weekly/ As required	Designated Safeguarding Lead Headmaster Deputy Head Governor Responsible for Safeguarding