

**GODOLPHIN SCHOOL**

**CHILD PROTECTION AND SAFEGUARDING POLICY  
COVID-19 ANNEX**

Last reviewed: 6 January 2021  
Next review: As required  
Reviewed by: Richard Dain



## **Safeguarding during the COVID-19 pandemic**

The Godolphin School will follow guidance laid down by the Department for Education and Public Health England. This guidance includes the following:

DfE guidance for schools and educational institutions published [here](#)

DfE guidance for the full opening of schools available [here](#)

### **The children always come first**

With regards to safeguarding, the best interests of children must always continue to come first. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. If anyone in School has a safeguarding concern about any child, they should continue to act immediately and pass on the concerns to the Designated Safeguarding Lead at the earliest opportunity as laid down in the Safeguarding and Child Protection Policy.

### **Designated Safeguarding Leads (DSLs)**

There will always be a Designated Safeguarding Lead on call – all staff and volunteers have the contact details for the DSL and DDSLs. In addition, there is a trained deputy DSL on site should an urgent need arise on the campus, for example with children of key workers. One DSL will normally be based in the Prep.

### **Vulnerable children**

Vulnerable children (including those who have a social worker and those children and young people up to the age of 25 with an EHC plan) who are unable to be cared for safely at home will have provision from the School. Children deemed by the School or local authorities who are assessed as vulnerable and could benefit from continued attendance at school may attend Godolphin regardless of their year group.

### **Attendance**

From 5 January 2021, the Government has decreed that education must take place remotely until at least the February half-term, with the exception of children of key workers and vulnerable children who may be educated in school.

Any pupils who are or become a Child in Need or a Child at Risk and who are expected to attend school must have any absences logged and followed up.

### **Children moving schools**

The School will continue to seek up-to-date pastoral, health and SEN documents and reports on any children joining the School to ensure that their care is continued. Similarly, any child leaving Godolphin will have our concerns and plans passed on to the DSL at their new school.

### **Mental health**

All staff should be aware that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents, and should therefore take appropriate steps when setting expectations of pupils' work where they are at home.

We will continue to seek access to support within and to health professionals and organisations beyond the School.

Any telephone calls or 1-1 sessions must be logged by the member of staff and pastoral concerns passed to their pastoral line manager, such as the Head of Prep or the Head of Year.

### **Remote Learning and online safety**

School staff and pupils must adhere to the Online Acceptable Use Policies which are applicable to them.

We will ensure that students who are being asked to work online have clear reporting routes in place so they can raise any concerns, including the School's My Concern form on the student portal. Tutors are expected to meet daily with their tutor group and on a regular basis 1 – 1 online to offer support and assess the need for additional support. We will also signpost children to age appropriate practical support from, for example:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

The [UK Safer Internet Centre's professional online safety helpline](#) also provides support for the children's workforce with any online safety issues they face. For example, recently published [guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) may be used to help plan online lessons and/or activities and plan them safely.

### **Parents**

Parents have been informed about the measures that the School is taking in order to get their help to implement them.

What parents can do:

- talk to their children about coronavirus (COVID-19), social distancing and handwashing
- follow [guidance for households with possible coronavirus infection](#)
- model social distancing so that their children learn good practice.

Parents were sent guidance on keeping their own children safe online and signposted to sites which can offer them support. Bulletins such as the COVID updates in The Red Pinny and The Blue Pinny will continue to provide useful guidance for parents.

### **Recruitment and Induction of new staff and volunteers**

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. Safer recruitment processes as detailed in the School policy will be maintained and the subsequent induction processes followed, albeit sometimes via online training.

There is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to or from another school or college to support the care of children.

The temporary guidance on DBS checks which came into force on 24 March 2020 was sent to the HR department.

The Single Central Register will be kept up-to-date in the usual manner.

Referrals of staff misconduct and allegations against adults in School must be carried out in the usual manner as laid down by law and in the School's Safeguarding Policy and Staff Code of Conduct.

### **Travel to School**

Where possible, those students who may come to School are asked to walk, cycle or use private transport to School, or to use the School minibus service when available. Parents are asked to drop their children and leave, where possible not leaving their vehicle and not gathering with other parents in order to reduce the risk of transmission.

Children travelling by minibus must reduce the risk of infection by wearing face coverings, using the hand sanitiser on the bus, sitting within their school groups where possible and obeying all other safety instructions from the driver and service providers.

### **The School site**

Children, parents, carers or any visitors, such as suppliers, are asked not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). Class sizes reflect the numbers of teaching staff available, are kept as small as possible, and small groups of children are kept together throughout the day wherever possible.

This means, for example:

- sitting children at desks that are facing forwards and separated where possible
- keeping staff desks 2m apart from student desks
- ensuring everyone queues and eats further apart than normal
- where necessary, lunch times, break times and the movement of pupils around the School are staggered to reduce large groups of children gathering
- keeping apart when in the playground or doing any physical exercise;
- no contact sports for the time being
- visiting the washrooms and toilet where possible in small groups within their 'bubble'
- avoiding unnecessary staff gatherings

A full risk assessment is available for staff and parents on the School website.

Boarding was offered from September 2020 and is kept under review in line with Government guidance. Boarders will be distanced and allocated spaces within their boarding bubbles; in accordance with the guidance, these may be different bubbles to those they are in during the school day. Isolation rooms and toilet facilities will be made available for those showing any signs and symptoms of COVID-19 until they can move back home or to alternative accommodation.

### **Cleaning, Hygiene and Personal Protection Equipment (PPE)**

Cleaning and cleansing of key areas such as toilets, door handles, bannisters, light switches and shared keyboards has been augmented, with more anti-bacterial gel – we are using sprays and hand washing with Prep girls rather than gels - available for the community. Equipment, including toys and surfaces, will be cleaned and disinfected more regularly. Pupils are not allowed to bring toys to School to share with other pupils.

All staff and children have been told and reminded through word of mouth and posters:

- to wash their hands with soap and water for 20 seconds frequently
- not to touch their faces where possible
- use a tissue or elbow to cough or sneeze and use bins for tissue waste

- to follow the 'catch it, bin it, kill it, approach

We ask parents to ensure clothes are washed frequently.

The Government Guidance on the full opening of schools recommends no face coverings for Primary aged children. For those in Year 7 (First Year) and above the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom is obligatory at Godolphin.

Staff may additionally wear visors in classrooms to reduce the risks of transmission whilst enabling the students to see their faces clearly. Staff desks will be 2m apart from the students' desks and tables.

### **Testing Staff and Students**

Godolphin School has received Lateral Flow Test (LFT) kits to be able to test secondary students on their return to School and, on a weekly basis, the School workforce. This testing is voluntary but highly recommended. Consent must be given for this test to take place and this was requested of parents in the letter of 1 January 2021 and in the staff briefing of 4 January 2021. The corresponding Privacy Notice is available on the website.

Godolphin School has received training information for the testing procedure and has trained some staff to carry out the tests. When students are set to return after the current lockdown, a wider training programme will be established in order to process more tests over a shorter space of time.

When an individual returns a negative LFT, they may continue in School. If they return a positive test, they must take a PCR (polymerase chain reaction) test and follow the self-isolation procedures where relevant. See also **Managing confirmed cases of COVID-19 in School**.

Those identified as close contacts of a member of staff or a student who has been identified as positive but who are not displaying COVID symptoms may choose to self-isolate at home or undergo LFT for 7 consecutive days (weekends count towards the 7 days although tests will not occur on those days). Where the LTF gives a negative result, the individual may continue in School.

### **Personal Protective Equipment (PPE)**

The Department for Education (DfE) and Public Health England has stated that personal protective equipment is not required for most staff, excluding health professionals, in a school setting. This is needed by medical and care professionals providing specific close contact care, or procedures that create airborne risk for anyone who has coronavirus (COVID-19) and is displaying symptoms.

When staff are caring for a pupil who has signs and symptoms of COVID-19 but where a 2m distance cannot be maintained, for example when waiting for a parent to pick up the child concerned, the staff should wear PPE.

More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance. PPE is also needed by some staff or volunteers who are involved in the testing of asymptomatic staff and students for the presence of the COVID-19 antigen.

**When someone displays symptoms of COVID-19:**

Staff must not attend the setting (or they must isolate themselves in their accommodation if resident on site) and parents must not bring or allow their children to attend School if they are displaying possible signs of COVID-19, such as a high temperature, new persistent cough, loss of the sense of taste or smell, or if they have tested positive in the previous 10 days.

Anyone who displays symptoms of COVID-19 should be tested.

The NHS Test and Trace process will be followed.

Staff and parents will need to be ready and willing to:

- Book a test if they are displaying symptoms. As an essential worker, staff have priority access to testing
- Test all children, when appropriate, including those under 5 noting that children under 11 will need to be helped by their parents if using a home testing kit
- Provide details of anyone they have been in close contact with if they tested positive for COVID-19 or if asked by NHS Test and Trace
- Self-isolate in accordance with Government Guidance if they have been in close contact with someone who tests positive for COVID-19 symptoms.

Parents and staff must inform the School immediately of the test results.

If someone tests negative:

- And they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating
- Other members of their household can also stop self-isolating
- They could still have another virus, such as a cold or flu, in which case it is still best to avoid contact with other people until they are better.

If someone tests positive, they:

- should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
- must continue to self-isolate for at least 10 days from the onset of their symptoms

- should keep self-isolating if they still have a high temperature until their temperature returns to normal
- can only return to School once the isolation period has been completed; they may have a cough or loss of sense of smell or taste, because these symptoms can linger
- other members of their household should continue self-isolating for the full 10 days.

**Managing confirmed cases of COVID-19 in School:**

The School will take swift action if someone has tested positive for COVID-19 and contact the local health protection team (if they have not already contacted the School) who will work with the School to:

- carry out a rapid audit to confirm who has been in close contact with the person during the period that they were infectious
- ensure that close contacts are asked to self-isolate or to have serial lateral flow tests (see **Testing Staff and Students**, above) for 7 days
- send home those who have been in close contact with the person tested positive who do not opt for serial LFT testing, advising them to self-isolate for 10 days since they were last in close contact with the infectious person

Close contact means:

- o Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
  - o Proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual.
  - o Travelling in a small vehicle, like a car, with an infected person.
- The School will send a letter to parents and staff if needed.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a PCR test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

The School will:

- not share the names or details of people with COVID-19 unless essential to protect others
- support the local health protection team by keeping a record of:  
Children and staff in specific groups/rooms (where applicable).  
Close contact between children and staff in different groups/rooms.

Household members of those who are sent home do not need to self-isolate unless the child or staff member who is self-isolating subsequently develops symptoms.

- If someone in a group that has been asked to self-isolate develops symptoms within their 10-day isolation period, they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should have a PCR test, and if the test result is positive, they should inform the School immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period).
- Their household should self-isolate for at least 10 days from when the person first had symptoms, following [COVID-19: guidance for households with possible coronavirus infection](#).

The School will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation, unless required to do so by law.

Further guidance is available on [Testing and tracing for coronavirus](#).

**If there is a suspected outbreak**

If there is a suspected outbreak of COVID-19 in School, the School will contact and follow the local health protection team advice.

If the School has two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, the School will contact their local Health Protection Team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole School or group.

If the School is advised to close as a result, the School will report this to the Independent School Inspectorate (ISI) through the usual channels.