

**SAFEGUARDING 1: SAFEGUARDING AND CHILD PROTECTION**  
**(Addendum two in response to COVID-19)**

Issued by: Anne Wakefield	Deputy Head Boarding and Pastoral Care (DSL)
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### **Benenden School Safeguarding Guidance during COVID-19**

#### **Guidance Statement**

This guidance should be read in conjunction with the Benenden School Safeguarding and Child Protection policy found on the website and staff portal. This guidance does not replace the policy but offers additional support during the COVID-19 pandemic whilst the school has reverted to remote learning during lockdown three.

Benenden School is committed to Safeguarding and promoting the welfare of all students and we all strongly believe that Safeguarding is everyone's responsibility. All students have the right to be protected from all types of harm and abuse. Whilst the School is undergoing remote learning, there are additional Safeguarding guidelines we should all be aware of. These are outlined in this guidance.

#### **Designated Safeguarding Lead (DSL) and Deputy DSLs**

A member of the Safeguarding Team (SGT) will always be on site during this time, as they would if school were in full session. All Safeguarding concerns should be reported immediately to the DSL or a Deputy DSL. Staff should be alert to new Safeguarding concerns that may be reported as a result of the COVID-19 pandemic or lockdown situation.

The SGT will continue to engage with social workers and attend all multi-agency meetings, which can be done remotely.

Please use the contact details at the end of this guidance.

#### **Safeguarding Team**

DSL Anne Wakefield (Deputy Head Boarding and Pastoral Care)

Deputy DSL Steve Miller (Deputy Head)

Deputy DSL Neal George (Assistant Head - Head of Co-curricular)

Deputy DSL Kate Dobson (Assistant Director of Boarding and Pastoral Care, Hm Limes)

[Safeguarding@benenden.school](mailto:Safeguarding@benenden.school)

07780 923413

#### **External help and support for staff**

The Department for Education COVID-19 helpline is available to answer questions.

Email [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Telephone 0800 046 8687

If you have a query about coronavirus (COVID-19), relating to schools and other educational establishments in England contact the helpline.

Lines are open Monday to Friday from 8.00am to 6.00pm and weekends 10.00am to 4.00pm.

#### **Kent Education Safeguarding Services**

All Safeguarding concerns should be reported to the Kent Safeguarding Team (via the DSL) using normal procedures. Telephone details are available at the end of this document. Staff should remember that it is their statutory duty to follow up and report concerns they do not feel the school has dealt with sufficiently but where possible, should go through the Safeguarding Team first.

### **Safeguarding and clusters**

Benenden is not currently hosting staff or children from other settings but if children and/or staff from multiple settings are clustered at Benenden, the principles in Keeping children safe in education (KCSIE) and the guidance from the DfE should be adhered to.

If Benenden is the hub in the cluster, we will continue to provide a safe environment, keep children safe and ensure staff and volunteers have been appropriately checked and risk assessments carried out as required.

### **Keeping Children Safe in Education – our responsibility**

KCSIE is statutory Safeguarding guidance that all staff and volunteers at Benenden should continue to have regard to, as per their legislative duty.

Specific considerations include:

- with regard to Safeguarding, the best interests of children must always continue to come first
- if anyone at Benenden has a Safeguarding concern about any child they should act immediately
- the DSL or deputy DSL will be available at all times (on site or by phone/Teams)
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

Safeguarding is everyone's responsibility and all concerns about a pupil must be reported to the DSL or deputy DSL immediately. Any concerns about a colleague must go directly to the Headmistress.

### **Vulnerable children**

We appreciate the need to remain vigilant that as pupils are working remotely, there may be Safeguarding concerns that surface as a result of the COVID-19 pandemic and lockdown. Hms have identified pupils they consider to be vulnerable and are in regular contact with them (and all the girls in their House). They have reminded them of the support network available (internal and external). All pupils were written to with the Safeguarding Team email address and external support services too. In addition, during term time, all pupils are sent the weekly pupil wellbeing survey to complete, if they wish, and this includes internal contact details for the SGT and Counsellors.

The Counsellors have also identified more vulnerable pupils and have contacted them to offer 'check-in' online sessions during this time. The DSL is in weekly contact with the Counsellors and House staff and concerns will be flagged and logged in CPOMS. The House staff appreciate the need to ensure our pastoral tracking system (CPOMS) remains up to date at all times. The SGT meets each week and a standing item on the agenda is to review CPOMS. House staff are offering drop in sessions for pupils. They are also in regular contact with parents by sending out newsletters or flagging specific concerns.

All pupils will have weekly contact with Tutor/Hm or a designated member of staff as a point of contact and to offer pastoral support. The Safeguarding Team are running a weekly wellbeing survey during term time whilst in lockdown.

## **Attendance**

The school will continue keep a record of children of critical workers and vulnerable children who are attending school, in the event that Benenden does become a host school. Teachers will also flag with their HoD and the Deputy Head Academic if a pupil does not access remote lessons. If deemed necessary, the First Deputy will contact parents if a pupil repeatedly misses remote lessons.

Attendance at remote lessons is being logged on iSAMS.

During the process of a phased return, attendance registers will be kept on iSAMS as well as completing the online Educational Settings Status form on a daily basis.

The school understands it must continue to notify social workers where children with a social worker do not attend school as well as contact parents whose child does not attend school who had been expected to do so.

## **Staff training and Safeguarding induction**

All existing school staff are up to date with their Safeguarding training. Any new staff or governors who started at Benenden after 11 December 2020 will receive online Safeguarding training delivered by a DDSL. They will have also completed the induction paperwork which includes reading key policies (as listed in KCSIE), KCSIE and completing online Prevent Awareness training. Further Safeguarding training will take place when school resumes. Safeguarding briefings for all will continue to be given to staff at the weekly Monday staff meetings, as necessary, which are currently taking place via Teams. These meetings are recorded meaning all staff have access to this information.

The DSL delivered a whole staff Safeguarding training update at the start of term. This was compulsory and a recording has been sent to staff unable to attend.

## **Children moving to Benenden from another establishment**

We will continue to do what we reasonably can to seek relevant welfare and child protection information for new pupils joining us. This will be especially important where children are vulnerable.

## **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. Benenden will continue to follow the relevant safer recruitment processes. In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to minimise the need for face-to-face contact.

- ID documents to be viewed over video link
- scanned images to be used in advance of the DBS check being submitted

Please note, the change will only be implemented for urgent cases where it is not possible to follow the normal identity checking guidelines. The applicant must present the original versions of these documents when they first attend their employment or volunteering role at Benenden.

If we utilise volunteers during this time, we will continue to follow the checking and risk assessment process as set out in KCSIE. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Also, if a member of the workforce temporarily moves to another school to support the care of children, there is no expectation that a new DBS check should be obtained. The same principle applies if childcare workers move to work temporarily in a school setting. The receiving institution

should risk assess as they would for a volunteer (see above). Whilst the onus remains on schools and colleges to satisfy themselves that someone in their setting has had the required checks, including as required those set out in part 3 of KCSIE, in the above scenario this can be achieved, if the receiving institution chooses to, via seeking assurance from the current employer rather than requiring new checks. At Benenden we would follow the same principle as we do for our work with TJWA.

The SCR will continue to be updated with all staff and volunteers working at Benenden and there will be a daily list of staff/volunteers on site until school resumes normally.

Benenden must continue to follow their 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.

We should continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 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). All referrals received by the TRA will continue to be considered. Where referrals on serious Safeguarding matters are received and it is deemed that there is a public interest in doing so consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time

### **Mental health**

We appreciate that this is difficult period for young people and adults too and this has the possibility of impacting mental health. We also understand that for some pupils, prolonged periods of time at home can be a negative experience. The Safeguarding Team, Medical Team, Hms and Counsellors have identified pupils they feel may be in this category. Where appropriate, parents have been contacted to raise awareness. Pupils have been contacted and will continue to be during this time. Those having counselling have been offered 'check-in' sessions and the counselling contact details have been regularly circulated to pupils and staff. The wellbeing survey sent out to pupils each week during term time is an additional method for the pastoral team to track pupils and for pupils to flag concerns they do not feel comfortable raising via Teams or email. As the school begins to re-open for some pupils, we do not underestimate the mental wellbeing challenges that may be experienced by some pupils and staff are fully aware of their role in looking out for signs of distress. This may include being fearful or withdrawn; aggressive or oppositional; or excessive clinginess. The pastoral team are offering talks for parents during the course of the spring term.

External support agencies suggested include:

#### **Child Line**

[www.childline.org](http://www.childline.org)

0800 1111

0808 8025544

#### **NSPCC**

[www.nspcc.org.uk](http://www.nspcc.org.uk)

0800 800 5000

#### **Samaritans**

[www.samaritans.org](http://www.samaritans.org)

116123

#### **Mind**

[www.mind.org.uk](http://www.mind.org.uk) 0300 123 3393

#### **Shout**

[www.giveusashout.org](http://www.giveusashout.org)

Text: 85258

#### **Useful Apps**

Calm

#### **Young Minds**

[www.youngminds.org](http://www.youngminds.org)

Headspace

ANW

DistrACT

Calm Harm

Thrive

MeeTwo

### **Peer on Peer Abuse**

Benenden School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

If we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within the Safeguarding 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 CPOMS and appropriate referrals made.

### **Online safety**

Please also refer to the addendum to the Online Safety policy.

We appreciate that remote learning has the potential to increase the risk to pupils online. However, clear guidelines have been given to pupils and staff to provide as safe an environment as possible. At Benenden, we are using the secure platform of Teams. All lessons are being recorded to allow pupils to re-watch or watch at a later date but also so that there is a record of the interaction. Staff and pupils have been asked to ensure their backgrounds are blurred. A reminder about wearing appropriate clothing has also been issued and that lessons must take place in a suitable location. There is a member of the IT department on 'virtual' call at all times, Monday to Friday. Staff have been reminded that they must only use their school email, telephone (can be via Skype for business) or school platforms to communicate with parents.

The [UK Council for Internet Safety](#) provides information to help governing boards and proprietors assure themselves that any new arrangements continue to effectively safeguard pupils online.

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. Kent Safeguarding Education Services can also provide support. The DSL can contact Rebecca Avery at the Education People for further advice.

Support for parents and carers to keep their children safe online includes:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online

ANW

- [Net-aware](#) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

### **Children and online safety away from school and college**

All staff who interact with pupils online should continue to be aware of their Safeguarding obligations and look out for signs a child may be a risk. Any such concerns should be dealt with as per the Safeguarding policy and where appropriate referrals should still be made by the DSL or member of the Safeguarding Team, to children's social care and as required the police.

We should be doing what we reasonably can to keep pupils safe.

### **Policies and Codes of Conduct**

Staff should continue to be aware of and follow our existing staff code of conduct whether working on or off site. All policies can be found on the School portal.

### **Site Access**

The School office is open Monday to Saturday (slightly reduced hours).

All staff must sign in and out of school using the online form on a daily basis and ensure they adhere to the Covid-19 risk assessment. Masks are mandatory around the site except whilst in your own place of work. Lateral flow testing takes place on a Monday with a sign-up sheet on the staff portal accessible by all staff. Parents and visitors are not able to access buildings without being accompanied by a member of staff and for specific reasons in line with government requirements.

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BENENDEN

**Benenden Safeguarding Team**

DSL mobile: 07780 923413

[safeguarding@benenden.school](mailto:safeguarding@benenden.school)

Designated Safeguarding Lead	Anne Wakefield Deputy Head Boarding and Pastoral Care 01580 236973 <a href="mailto:anw@benenden.school">anw@benenden.school</a>
Deputy Designated Safeguarding Lead	Steve Miller First Deputy 01580 236718 <a href="mailto:stm@benenden.school">stm@benenden.school</a>
Deputy Designated Safeguarding Lead	Kate Dobson Assistant Director of Boarding and Hm of Limes 01580 236743 <a href="mailto:kmd@benenden.school">kmd@benenden.school</a>
Deputy Designated Safeguarding Lead	Neal George Assistant Head – Head of Co-curricular 01580 236916 <a href="mailto:rng@benenden.school">rng@benenden.school</a>
Designated Teacher for Looked After Students	Anne Wakefield Deputy Head Boarding and Pastoral Care 01580 236973
Anti-Radicalisation Officer	Ali Harber Deputy Head Academic 01580 236902
School Medical Officer	Dr Sara Butler-Gallie (contacted via Kath Willdridge)
Senior School Nurse	Kath Willdridge 01580 236905
Headmistress	Samantha Price 01580 236616
Chairman of Council	Anna Birkett <a href="mailto:cmabirkett@benenden.school">cmabirkett@benenden.school</a>
Council Member with responsibility for Safeguarding	Fiona Cornish



**External Safeguarding Contacts**

Kent Safeguarding Student Multi-Agency Partnership (general enquiries (office hours))	<p>Telephone: 03000 42 11 26</p> <p><b>Email:</b> <a href="mailto:kscmp@kent.gov.uk">kscmp@kent.gov.uk</a></p> <p><b>Address:</b> Room 2.71, Sessions House, Maidstone, ME14 1XQ</p>
Kent Safeguarding Student Multi-Agency Partnership (emergency contact details)	<p><b>03000 41 91 91.</b></p> <p><b>If you think someone is in immediate danger, the best thing to do is call 999 for the emergency services.</b></p>
Designated Officers of the Local Authority	<p>03000 412284 07540 677200</p> <p>Gemma Willson Area Safeguarding Adviser (Education) <a href="mailto:gemma.willson@theeducationpeople.org">gemma.willson@theeducationpeople.org</a></p> <p>Joanne Barnett Area Safeguarding Assistant <a href="mailto:joanne.barnett@theeducationpeople.org">joanne.barnett@theeducationpeople.org</a></p> <p>Rachel Unsworth Admin Support (part-time)</p>
LADO Team	<p>03000 410888</p> <p>Now it's just one number for the whole LADO Team covering Kent Local Authority <a href="mailto:kentstudentslado@kent.gov.uk">kentstudentslado@kent.gov.uk</a></p>
Support and Advice about Extremism	<p>Police: 101</p>
NSPCC Whistleblowing Advice Line	<p>Weston House 42 Curtain Road London EC2A 3NH 0800 028 0285 <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></p>
Disclosure and Barring Service	<p>DBS customer services PO Box 3961 Royal Wootton Bassett SN4 4HF 03000 200 190 <a href="mailto:customerservices@db.gov.uk">customerservices@db.gov.uk</a></p>
Teaching Regulation Agency	<p>Teacher Misconduct Ground Floor South Cheylesmore House 5 Quinton Road Coventry CV1 2WT 0207 593 5393 <a href="mailto:misconduct.teacher@education.gov.uk">misconduct.teacher@education.gov.uk</a></p>
Independent Schools Inspectorate	<p>0207 6000100 <a href="mailto:concerns@isi.net">concerns@isi.net</a></p>