



# Heath Mount School

## **Addendum to the Child Protection and Safeguarding Policy and Procedures**

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**Heath Mount School, Hertfordshire**

**Independent Day and Boarding School for Boys and Girls**

September 2021

## 1. Context

1.1. The way schools and colleges are currently operating in response to the coronavirus (Covid-19) is fundamentally different to business as usual. This addendum sets out details of Heath Mount School's (the School) safeguarding arrangements for:

- 1.1.1. Context;
- 1.1.2. Scope and definitions;
- 1.1.3. Version control and dissemination;
- 1.1.4. Core safeguarding principles and priorities;
- 1.1.5. Key contacts;
- 1.1.6. Roles and responsibilities;
- 1.1.7. Safeguarding partners advice;
- 1.1.8. The current school position: phased return
- 1.1.9. Pastoral support for all children;
- 1.1.10. Supporting children in school;
- 1.1.11. Supporting children not in school;
- 1.1.12. Vulnerable children;
- 1.1.13. Increased vulnerability or risk;
- 1.1.14. Attendance;
- 1.1.15. Reporting concerns about children and staff;
- 1.1.16. Safeguarding training and induction;
- 1.1.17. Safer recruitment / volunteers and movement of staff;
- 1.1.18. Peer on peer abuse;
- 1.1.19. Online safety in school;
- 1.1.20. Online safety away from school;
- 1.1.21. New children at the school;
- 1.1.22. Related policies;
- 1.1.23. Monitoring and review.

## 2. Scope and definitions

2.1. This addendum applies during the period of partial re-opening of the School due to Covid-19 and reflects updated advice from our three local safeguarding partners Hertfordshire Constabulary, East and North Herts Clinical Commissioning Group and the Herts Valleys clinical Commissioning Group, along with our local authority, Hertfordshire County Council.

2.2. This Addendum has been remotely authorised by the governors and is addressed to all members of staff and volunteers. It is a whole-school policy, including the Early Years Foundation Stage (EYFS) provision and applies wherever staff, governors or volunteers are working with pupils, either onsite or remotely.

2.3. It sets out changes to our normal Child Protection and Safeguarding Policy and Procedures in light of the Department for Education's guidance: **coronavirus: safeguarding in schools, colleges and other providers** and should be read in conjunction with that policy.

2.4. Unless covered here, the School's Child Protection and Safeguarding Policy continues to apply.

### **3. Version Control and dissemination**

- 3.1. This is version 1.0 of this addendum. It will be reviewed by the Designated Safeguarding Lead (DSL), or in his absence, one of the Deputy Designated Safeguarding Leads (DDSLs) every 2-3 weeks as circumstances continue to evolve or following updated Department for Education advice or guidance. At every review, the governing board will be informed as to whether any changes are necessary. If they are, it will be put to the full governing board for approval.
- 3.2. This Addendum is available on the School website and to staff via the staffrooms and email updates, with the latest version saved in the 'policies' file of the staff drive.
- 3.3. We will ensure that on any given day, all staff will be aware of who the DSLs and DDSLs are and how staff can speak to them.

### **4. Core Safeguarding Principles and priorities**

- 4.1. During these challenging times, the School remains committed to ensuring the safeguarding and wellbeing of all its pupils, whether they are at home or attending school. The following fundamental safeguarding principles remain the same:
  - 4.1.1. The best interests of children must always continue to come first;
  - 4.1.2. If anyone in the School has a safeguarding concern about any child, they will continue to act immediately;
  - 4.1.3. A Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) will always be available;
  - 4.1.4. No unsuitable people will be allowed to gain access to the children's workforce and / or gain access to children;
  - 4.1.5. Children should continue to be protected when they are online.
- 4.2. With the above principles always in mind, the School has adapted its existing safeguarding arrangements to ensure it safeguards all its pupils during this time, whether they are attending on site or learning from home.

### **5. Key contacts**

- 5.1. Key school contacts remain identical to those set out on pages 4-5 of the School's Child Protection and Safeguarding Policy and Procedures. Jonny Spowart is the School's DSL and Deputy Head Pastoral (see paragraph 6.5 below, for his contact details).

### **6. Roles and Responsibilities**

- 6.1. The roles and responsibilities for safeguarding at the School remain in line with the School's Child Protection and Safeguarding Policy and Procedures. If possible, the DSL or one of the DDSLs will be available on site during the school day. All staff are aware of who the DSL and DDSLs are and know how to contact them.

6.2. If for any reason this is not possible, the School will ensure the DSL or DDSL are available by phone and / or online video.

6.3. If the DSL or a DDSL cannot be onsite, then a member of the Senior Management Team (SMT) will take responsibility for coordinating safeguarding on site.

6.4. The School recognises the challenges of maintaining contact with vulnerable children not attending school and the potential for increased referrals as more children return to school. Additional capacity has been created through an increase in non-teaching time available for the DSL and the DDSLs continue to be available either onsite or remotely to assist.

6.5. The contact details for the DSL and DDSLs are set out in the table below:

<b>Designated Safeguarding and Prevent Lead</b> Jonny Spowart (Deputy Head Pastoral)	Email: <a href="mailto:spowartjo@heathmount.org">spowartjo@heathmount.org</a> Mobile number: 07957 265376
<b>Deputy Designated Safeguarding Lead (Pre-Prep, including EYFS)</b> Anna Taylor (Head of Pre-Prep)	Email: <a href="mailto:tayloran@heathmount.org">tayloran@heathmount.org</a> Mobile number: 07876 408318
<b>Deputy Designated Safeguarding Lead</b> Rebecca Thornton (Head of Wellbeing)	Email: <a href="mailto:thorntonre@heathmount.org">thorntonre@heathmount.org</a> Mobile number: 07894 858156
<b>Deputy Designated Safeguarding Lead</b> Victoria Steward (School Counsellor)	Email: <a href="mailto:stewardvi@heathmount.org">stewardvi@heathmount.org</a> Mobile number: 07947 506215

6.6. If an exceptional circumstance arises whereby none of the DSLs or DDSLs are able to be on site, the Head is appropriately trained, and will be responsible for coordinating safeguarding arrangements. He will liaise with other appropriately trained staff about any concerns or issues.

## 7. Safeguarding partners' advice

7.1. We will continue to work closely with our three safeguarding partners, and we will ensure that this addendum is consistent with their advice. This will include the expectations for supporting children with Education, Health and Care (EHC) plans, the Local Authority Designated Officer (LADO) and children's social care, reporting

mechanisms, referral thresholds and children in need. The current advice is at paragraph 7.2, below.

7.2. As part of continued efforts to manage the ongoing concern of Covid-19, Hertfordshire County Council (HCC) has implemented a new Business Continuity Plan. Guidance has been provided to the School by children's services to ensure they maintain their service delivery whilst managing the impact on their staff and the children and families they are supporting.

7.3. In light of this, Children's Services have taken the decision to temporarily close the Consultation Hub for Children Protection Services from 18 March 2020 until further notice.

7.4. In the absence of the 'office based' Consultation Hub service, the School will seek advice directly from the Child Protection School Liaison Officers (CPSLOs) if the School has a concern about a child that it believes has suffered significant harm or is at risk of harm and therefore will warrant a child protection referral to children's services.

7.5. Where any member of staff or volunteer is concerned that a child may be at imminent risk of significant harm, they should call 999 for the Police or make a Child Protection Contact Referral by either calling the Customer Service Centre on 0300 123 4043 and / or submit a Child Protection contact Referral online.

7.6. The form can be found online here:

<https://www.hertfordshire.gov.uk/services/Childrens-social-care/Child-protection/Report-child-protection-concern.aspx>

7.7. There will be an expectation that before you call CPSLOs for advice you continue to consult the [Continuum of Need](#) (pdf) and the [Hertfordshire Safeguarding Children Partnership \(HSCP\)](#) or the School's DSL / DDSL.

7.8. The Child Protection School Liaison Officer's (CPSLO) team will provide a consultation service at the following times:

7.8.1. Monday-Thursdays 9.00am – 5.00pm and 9.00am – 4.00pm on Fridays

7.8.2. Will be operational during term-time only for as long as schools remain open. The contact details for each CPSLO and the duty rota can be found [here](#).

7.8.3. Reports to the LADO continue via the usual referral processes, which can be found [here](#).

## 8. The current school position: phased return

8.1. From 20<sup>th</sup> March 2020, parents were asked to keep their children at home, wherever possible and where it was safer to do so to slow down the spread of Covid-19. Many children will continue to remain at home during the initial stages of the phased return. However, from the 1<sup>st</sup> June, the School expects to be able to welcome more children back.

- 8.2. Priority will continue to be given to providing school places for 'key worker children', (the children of workers critical to the Covid-19 response) and those classed as vulnerable, with an EHCP or who have an allocated social worker.
- 8.3. The phased return has been carefully planned with reference to the following Department for Education guidance:
- 8.3.1. **Actions for education and childcare settings to prepare for the wider opening from 1<sup>st</sup> June 2020;**
  - 8.3.2. **Implementing protective measures in education and childcare settings;**
  - 8.3.3. **Covid-19 safeguarding in schools, colleges and other providers.**
- 8.4. The School has written to parents and staff about reopening, having undertaken a risk assessment across all activities at the School. The risk assessment has been shared with parents and staff. Further related documents and any updates will continue to be disseminated and published on our website.

## **9. Pastoral support for all children**

- 9.1. Pupil wellbeing continues to be of paramount importance. Government guidance on **mental health and behaviour** in school sets out how mental health issues may affect a child or young person's behaviour. The School's internal pastoral care framework, which provides for the identification, assessment, management and review of the risk to pupil welfare, remains unchanged. Details of this can be found at paragraph 11 of the School's Child Protection and Safeguarding Policy and Procedures. The process has been adapted so that it can continue to provide appropriate support in school, remotely and where required, from specialist services. The adapted process is as follows:
- 9.1.1. Internal virtual welfare meetings across the School to discuss pupils, the School's onsite and remote pastoral provision and ongoing initiatives with the deputy Head Pastoral either leading the meetings or updated afterwards.
  - 9.1.2. Form times for all pupils take place 2-3 times per week via Zoom. If deemed necessary, one-to-one interactions can take place with permission sought from the DSL and parents, following the School's guidance on 1:1 Zoom sessions.
  - 9.1.3. If form tutors do not engage with a pupil for three consecutive days or have any concerns, this should be reported to the Head of Year.
  - 9.1.4. Form tutor pastoral provision has been enhanced, reflecting the need to stay in touch with and support pupils, escalating any concerns where necessary. In Years 4 and below, check-ins with parents via email take place where necessary to ensure pupils are on track with work and are engaged. Individual phone-call check-ins take place when required. In Years 5-8, pupils check-in on their online collaboration space every day and complete a wellbeing questionnaire every Wednesday.

9.1.5. The School counsellor is available between 10.00am – 2.00pm on a school mobile every day during term time. Remote and face-to-face bereavement support is available via the School Counsellor. Bereavement resources will be provided to all teaching staff. In addition, all staff will complete online bereavement training.

9.1.6. As more children return to onsite learning, the School will ensure that one-to-one sessions with form tutors take place.

## 10. Supporting children in school

- 10.1. The School has referred (and will continue to do so) to the [government guidance for education and childcare settings on how to implement protective measures, including social distancing](#).
- 10.2. The School continues to follow the advice from Public Health England on handwashing and other measures to limit the risk of the spread of Covid-19.
- 10.3. The School will continue to be a place where our pupils can continue to feel safe and flourish. For some children, the return to school after an extended time at home will be challenging. Staff will support children to adjust to the necessary changes to the school routines and their environment.
- 10.4. The wellbeing of children will be at the forefront of the School's approach, with staff seeking to provide reassurance during the transition period and beyond. Staff will talk to the children about the changes to the school day and routines in an age appropriate manner and will acknowledge and listen to pupil anxieties, supporting them to understand the altered routines.
- 10.5. The School recognises that the current circumstances may adversely affect the mental health of pupils and their parents. Staff know to look out for changes in behaviour or in a pupil's emotional state, which could range from being excessively clingy, fearful, withdrawn or aggressive as more children return to school.
- 10.6. The School recognises that for some pupils, home may not have been a safe environment. School staff are aware of the need to respond sensitively to pupils' differing experiences during the period of school closure. As more children return to school, staff have been reminded to be particularly vigilant for any indicators that a child may have experienced abuse or neglect. All staff are trained in how to handle a disclosure from a child. Staff know that any safeguarding concerns, including those that relate to the period of school closure and / or remote learning, must be referred immediately to the DSL or DDSL.
- 10.7. As children make the return to school, parents and carers will be asked to ensure that all contact details held by the school are correct and to advise the school of any changes regarding the child's welfare, health and wellbeing. Where the School knows of particular circumstances affecting a pupil or family, such as a bereavement, a relationship breakdown, an incident of domestic violence, this will be shared with staff on a need-to know basis so that children can be supported.

## **11. Supporting children not in School**

- 11.1. Some pupils will be unable to return to school immediately due to the phased nature of reopening. In addition, some parents / carers of pupils eligible to attend may choose not to send them to school at this time. The current circumstances can affect the mental health of pupils and their parents / carers. Staff are mindful of this when setting expectations of pupils' work whilst at home.
- 11.2. If the School's pastoral support (see paragraph 9, above) system identifies a pupil who would normally receive pastoral support in school, the DSL will ensure that a plan is in place. The DSL will ensure that the plan is recorded and reviewed regularly to ensure that it remains current during the Covid-19 measures. If necessary, the DSL will consider any appropriate referrals to outside agencies. If the DSL is unable to contact a pupil about whom there have been concerns after a reasonable number of attempts, he will seek advice about safety and wellbeing checks with outside agencies.
- 11.3. The school will continue to share safeguarding messages via the school newsletter.
- 11.4. The School's method of communication with pupils is via Microsoft Teams and individual pupil email addresses. Phone or video calls directly with pupils may be made with the agreement of parents / carers and the agreement of the DSL. If using a personal phone, staff must dial '141' before calling the number.

## **12. Vulnerable children**

- 12.1. Vulnerable children in any year group should attend school, where it is appropriate and there are no shielding concerns for the child or their household, and/ or following a risk assessment for the children with an EHC plan. This is so that they can gain the educational and wellbeing benefits of attending. This is the case regardless of whether their year group is part of the phased return and regardless of whether they had chosen to access school provision prior to the phased return.
- 12.2. Vulnerable children are those who:
  - 12.2.1. Are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked after child;
  - 12.2.2. Have an EHC plan and it is determined, following a risk assessment, that their needs can be as safely or more safely met in the educational environment;
  - 12.2.3. Have been identified as otherwise vulnerable by education providers, local authorities (including children's social services) or other multi-agency partners (such as health care professionals, youth services and the police), and for whom attending school would be protective or helpful at this time. This might include children on the edge of receiving support from children's services, adopted children, those living in temporary accommodation, those who are young carers, those who would benefit from attending because of a mental health need and others at local-level discretion.

- 12.3. Where parents are concerned about the risks of the child contracting Covid-19, the School and social worker will discuss these anxieties with the parent following the advice published by Public Health England.
- 12.4. Senior leaders, in particular, the DSL and DDSLs, know who the most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.
- 12.5. The School will continue to work with and support children's social workers, and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

### **13. Increased vulnerability or risk**

- 13.1. 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 the school is providing for children of critical workers and vulnerable children on site, they will ensure appropriate support is in place for them.
- 13.2. Our staff and volunteers will be aware of the mental health of children and their parents and carers and will contact the DSL if they have any concerns. In addition, the School's robust pastoral care system is outlined at paragraph 9, above.

### **14. Attendance**

- 14.1. From the 1<sup>st</sup> June 2020, the School is partially open to more pupils beyond the children of critical workers. The School is taking attendance registers and will follow the government's guidance: '[Recording attendance in the school attendance register during the coronavirus outbreak.](#)'
- 14.2. Where a child is expected but does not arrive at school, the School will follow its attendance procedures and attempt to contact the family. If contact cannot be made, the DSL or DDSL will be informed.
- 14.3. The DSL or DDSL will attempt to contact the parents by telephone in the first instance. If contact cannot be made, the DSL will follow its Children Missing Education Policy, as set out at Appendix 2, paragraph 3 of the School's Child Protection and Safeguarding Policy and Procedures.
- 14.4. Where a vulnerable child does not take up their place, the School will notify their social worker.
- 14.5. The School continues to monitor the engagement of children not in school via the School's online learning provision and continues to ensure that it has up-to-date emergency contact details and additional contact details where possible.

### **15. Reporting concerns about children and staff**

- 15.1. All staff must continue to act on any concerns they have about a child immediately. It remains vital to do this, both for children attending school and those at home.

- 15.2. Staff should continue to follow the procedures contained within the Child Protection and Safeguarding Policy and Procedures and advise the DSL of any concerns they have about any child, including those not attending school.
- 15.3. The varied arrangements in place because of the Covid-19 measures do not reduce the risks that children may face from staff. It therefore remains extremely important that any allegations of abuse made against staff attending the School are dealt with thoroughly and efficiently, in accordance with Appendix 4 of the Child Protection and Safeguarding Policy and Procedures. If there is a requirement to make a notification to the Head whilst away from school, this should be done verbally and followed up with an email to the Head.
- 15.4. The arrangements to contact the LADO at the local authority remain unchanged (see paragraph 7.8.3, above).

## **16. Safeguarding training and induction**

- 16.1. For the duration of the Covid-19 measures, our DSL and DDSs are unlikely to receive their refresher training. In accordance with government guidance, our trained DSL and DDSs will be classed as trained even if they cannot receive refresher training.
- 16.2. Staff continue to be able to access online safeguarding refresher training and the DSL will provide periodic updates to staff.
- 16.3. All existing staff have undertaken safeguarding training and have read Part 1 and Annex A of Keeping Children Safe in Education 2021 (KCSIE). The DSL will communicate any new local arrangements, so that all staff know what to do if they are worried about a child.
- 16.4. Where new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with the School's Child Protection and Safeguarding Policy and Procedures. This must take place before starting or on their first morning with the DSL. They must read the School's Child Protection and Safeguarding Policy, the Behaviour and Discipline Policy and Whistleblowing Policy and the staff Code of Conduct.
- 16.5. All staff are aware of the boundaries of appropriate behaviour and conduct and that the principles contained within the School's Child Protection and Safeguarding Policy and Procedures still apply during this period, whether staff are in school or working and / or teaching remotely.

## **17. Safer recruitment / volunteers and movement of staff**

- 17.1. 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, the School will continue to follow its Recruitment, Selection and Disclosure Policy and Procedures.
- 17.2. 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. When undertaking ID checks on documents for the DBS it is reasonable to initially check these documents online through a live

video link and to accept scanned images of documents for the purposes of applying for the check. The actual documents will then be checked against the scanned images when the employee or volunteer arrives for their first day at school.

- 17.3. If staff are deployed from another education or children's workforce setting to the School, the School will take into account the DfE [supplementary guidance on safeguarding children during the Covid-19 pandemic](#) and will accept portability as long as the current employer confirms in writing that:
  - 17.3.1. The individual has been subject to an enhanced DBS and children's barred list check;
  - 17.3.2. There are no known concerns about the individual's suitability to work with children;
  - 17.3.3. There is no ongoing disciplinary investigation relating to that individual.
- 17.4. For volunteers, the School will continue to follow the checking and risk assessment process set out at paragraphs 167-172 of KCSIE 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.
- 17.5. The School will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child (paragraph 163 of KCSIE).
- 17.6. The School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) (paragraph 166 of KCSIE and the TRA's 'Teacher misconduct for making a referral.'). During this period of Covid-19 measures, all referrals should be made by emailing: [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)
- 17.7. It is essential from a safeguarding perspective that the School is aware, on any given day, which staff / volunteers are on the school site and that the appropriate checks have been carried out on those individuals. The School will continue to maintain its Single Central Register (SCR) during this period to ensure it has this awareness.

## 18. Peer on peer abuse

- 18.1. The School recognises that children can abuse their peers and 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. The School further recognises 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.
- 18.2. Staff will remain vigilant to the signs of peer-on-peer abuse and will follow the procedures set out at paragraph 18 and Appendix 2 of the Child Protection and Safeguarding Policy and Procedures.
- 18.3. Staff will receive this updated NSPCC guidance which highlights specific online areas of concern and how to address them: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/online-abuse/>

- 18.4. and: <https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely>

## **19. Online safety in school**

- 19.1. The School will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where children are using computers or other internet enabled devices in school, appropriate supervision will be in place and children will not be allowed to take their devices with them during break times. The School's Safe and Acceptable Use of ICT contains further guidance in relation to online safety.
- 19.2. Children are likely to spend more time online during the lockdown period and beyond due to social distancing. Staff, particularly form tutors, should remind children of the benefits and the risk of the online world and give them opportunities to ask questions about anything that worries them.
- 19.3. Staff have received training and are aware that the following should be considered when working from home:
- 19.3.1. Maintain standards of behaviour in accordance with the staff Code of conduct;
  - 19.3.2. Dress in an appropriate and professional manner;
  - 19.3.3. Follow the School's Safe and Acceptable Use of ICT policy;
  - 19.3.4. Follow the staff social media policy in the staff handbook;
  - 19.3.5. Ensure that confidential material is not viewed or accessed by other members of the household;
  - 19.3.6. Be mindful that confidential conversations may be overheard by other members of the household;
  - 19.3.7. Only use school accounts to communicate with pupils and parents;
  - 19.3.8. Seek the permission of the DSL before arranging 1:1 conversations or video calls with children and obtain parental permission. Dial '141' before the number if using a personal phone to make contact.

## **20. Online safety away from school**

- 20.1. It is likely that children will be using the internet more during this period. Our staff are aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when children are at school. Any concerns should be dealt with in accordance with the School's Child Protection and Safeguarding policy and procedures, reporting concerns to the DSL or one of the DDSLs. Where appropriate, referrals should still be made to children's social care and if required, the police.
- 20.2. The School is using online platforms to deliver remote learning. There are huge benefits to be gained from the appropriate use of technology; the delivery of remote learning and accessing learning resources at home are great examples of

this. Nevertheless, parents and teachers need to be aware of the potential risks that go alongside this benefit.

- 20.3. Children accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the school, [Childline](#), [the UK Safer Internet Centre](#) and [CEOP](#).
- 20.4. Parents and carers have received information about keeping children safe online with their peers, the School and the internet more generally. The School continues to work closely with parents and children to keep safe online. The School has made the necessary amendments to the staff code of conduct to reflect the different nature of interactions between staff and children while children are not in school.
- 20.5. The school will ensure that the use of online learning tools and systems complies with privacy and data protection requirements.

## **21. New children at the School**

- 21.1. Note: there are currently no pupils from other schools at the School. The situation is under regular review, so this paragraph may become relevant.
- 21.2. Children may temporarily join the School from other settings. When they do, the School will seek from those settings the relevant welfare and child protection information.
- 21.3. For vulnerable children, the School will ensure it understands the reasons for the vulnerability and any arrangements in place to support them. As a minimum, the School will require access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and to know who the child's social worker is and where relevant, who is the responsible Virtual School Head.
- 21.4. Ideally, this will happen before a child arrives. If this is not possible, it will happen as soon as reasonably practicable.
- 21.5. Any exchange of information will ideally happen at DSL or DDSL level, and likewise between Special Educational Needs (SEN) coordinators or a named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged that this is not always possible. Where this is the case, the School's senior leaders will take responsibility.
- 21.6. Safeguarding information will be recorded in our safeguarding records system and will be securely copied to the placing school DSL. It will be securely returned to the placing school on completion of the child's placement with the School so that there is a continuous safeguarding record for the child.
- 21.7. The DSL will undertake a risk assessment based on the information received, considering how risk will be managed and which staff need to know the information.

## **22. Related policies**

- 22.1. This Addendum links to the following policies and procedures:

- 22.1.1. Child Protection and Safeguarding Policy and Procedures;
- 22.1.2. Recruitment, Selection and Disclosure Policy and Procedure;
- 22.1.3. Staff Code of Conduct;
- 22.1.4. Safe and Acceptable Use of ICT Policy;
- 22.1.5. Health and Safety Policy;
- 22.1.6. Risk Assessment Policy;
- 22.1.7. Risk Assessment Policy for Pupil Welfare;
- 22.1.8. Anti-bullying Policy;
- 22.1.9. Whistleblowing Policy.

### **23. Monitoring and Review**

- 23.1. All aspects of this Addendum are under regular review as set out at paragraph 3, above.
- 23.2. This policy has been remotely approved by the full board of governors on 24 June 2020.