

Appendix B

Safeguarding During the Coronavirus (COVID-19) Outbreak

This appendix has been created in line with the DfE's 'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers' guidance.

Statement of intent

We understand that we face a time of great uncertainty and, as a school, we are doing all we can to provide clarity and safety to the school community. This appendix includes provisions which the school will have due regard for during the coronavirus pandemic. The information in this section is under constant review and is updated to reflect changes to government guidance as it is released.

1. Key definitions

For the purpose of this policy, the following definitions will be utilised:

- **Education hub:** a cluster of schools and colleges collaborating and sharing resources, staff and pupils in a local area.
- **Children of keyworkers:** children of parents who work in the following industries:
 - Health and social care, e.g. doctors and nurses
 - Education and childcare, e.g. teachers and DSLs
 - Local and national government, e.g. administrative occupations
 - Food and essential goods retail, e.g. supermarket workers and grocers
 - Public safety and national security, e.g. police and ministry of defence workers
 - Transport, e.g. freight transport workers and train drivers
 - Utilities, communication and financial services, e.g. bankers, oil workers, and telecommunications (999 and 111 critical services)
- **Vulnerable children:** those who have a social worker and those with EHC plans. Those who have a social worker include children who have a child protection plan and those who are looked after by the LA. 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.
- **Volunteer staff:** staff who are working in a school that is not their usual place of work.

2. The role of the DSL and their deputies

In light of the current crisis, the school has additional measures in place to ensure the safety and wellbeing of its pupils – this approach is led by the DSL.

During partial school closure, the DSL and their deputies are responsible for:

- Ensuring they or their deputies are available at all times, either in school or via telephone or online communication.
- Sharing their time and resources with other schools, where necessary.
- Being responsible for amending Appendix B (this section) in line with the continual changes to education policy released by the DfE and communicating all changes to staff and volunteers.
- Identifying vulnerable children and communicating additional safeguarding provisions to pupils and their families.

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- Maintaining telephone contact with vulnerable pupils and their families.
- In consultation with social care to develop a package of provision to support vulnerable pupils and their families. Monitoring the impact of this provision and reporting on uptake.
- Ensuring the school's pupils that are attending another school (as part of the hub approach) have the required support and communicating the pupil's additional needs with the other school's DSL.
- Working with the VSH and wider LA to protect vulnerable children.
- Ensuring staff are aware of reporting channels for safeguarding concerns.
- Sharing their contact information with the school community.
- Ensuring there is a consistent approach to safeguarding children throughout the coronavirus pandemic.
- Providing pupils with clear communication channels so they can report any concerns they have, including reports of peer-on-peer abuse.
- Ensuring any pupil who is not formally considered as vulnerable, but who may still be vulnerable, has access to school where required.
- Identifying a suitable member of the SLT to assume the role of temporary DSL should both themselves and their deputies become unable to work.
- Providing all volunteers and volunteer staff with copies of this policy.
- Adhering to safer recruitment procedures and carrying out risk assessments on volunteers where required.
- Seeking assurances from employers of volunteer staff, to ensure they have up-to-date safeguarding training and are safe to work with children.

The DSL will report back to the Governing Body on all relevant safeguarding concerns experienced during partial school closure.

The DSL will work with the local safeguarding partners to ensure pupils remain safe during partial school closure.

3. Attendance

- The school will no longer use its regular attendance register to record attendance during partial school closure.
- The school will report to the DfE the number of pupils in school and whether they remain partially closed using [the online form](#). This form will be submitted by 12:00pm each weekday.
- The school will record and investigate any absences where it expected a child to attend school and did not or where parents have arranged care for their child who subsequently did not attend.
- Measures are in place, in line with this appendix, to ensure pupils attending a different school are in a safe environment. For LAC, any change will be organised and monitored by the VSH.
- The DSL makes a pupil's temporary school aware of the reason why they are vulnerable (where relevant) and ensures the temporary school has access to the pupil's EHC plan and other supporting documents – this will be provided before the pupil is moved or as soon as possible.

- The school will not prevent the transfer of safeguarding data to a pupil's temporary school, yet, it will always have due regard for data protection legislation during the transfer of information.

4. Staff training and safeguarding induction

- The school will ensure that all existing school staff have read part one of 'Keeping children safe in education' (KCSIE) and are suitably trained in this policy and any local safeguarding arrangements.
- The DSL and Executive Headteacher (EHT) will ensure any volunteer staff from other schools are suitably trained in safeguarding and ensure that they have read KCSIE and are aware of the school's safeguarding policy and procedures and any additional local safeguarding arrangements.
- The EHT will risk assess any volunteers and volunteer staff working with pupils and use their professional judgement to assess whether they are suitable to work with pupils.
- The school will follow safer recruitment processes, in line with the relevant policy, when acquiring new staff.
- Anyone who has not undergone suitable DBS checks will not be left unattended with pupils.
- The school will report anyone to the TRA who they consider a safeguarding risk by emailing Misconduct.Teacher@education.gov.uk – all referrals received by the TRA will continue to be considered.
- The school will have a rotary system which allows the EHT to be aware of who will be in school at any one given time.
- The school will keep a record of each record of attendance for staff and pupils within school and any additional risk assessments made on staff in a secure file, e.g. the SCR.

5. Online safety and security

- All online programmes used will be checked by the school's DPO and DSL to ensure they are reputable and GDPR compliant.
- The ICT technician will work to ensure any loaned devices are secure and have the necessary antivirus malware protection downloaded.
- Any online queries which require the ICT technician will be addressed over the phone or online as much as possible – face-to-face contact is kept to a minimum.
- The DSL will report back to the Governing Body how they are ensuring pupils remain safe online during partial school closure.
- Pupils will report any suspicious online activity they encounter to the DSL or EHT.
- Staff will adhere to the Staff Code of Conduct at all times when delivering education online.
- Staff will report concerns over a pupil's safety online to the DSL.
- The school will collaborate with parents and carers to reinforce the importance of online safety.

6. Mental health

- The school understands how the coronavirus pandemic can cause pupils and staff to feel anxious and concerned and will offer any essential support required to those in need.
- The EHT will encourage line managers to hold one-to-one meetings with their staff over the phone or via a video call to ensure they feel supported during this stressful time.
- Pupils will be provided with different resources they can access to help them cope with their mental health, including ChildLine and other online services.
- Face-to-face support will only be provided where necessary or unavoidable.
- The school will have due regard for the Mental Health and Behaviour Policy when identifying early signs of mental health issues in pupils.

7. Supporting pupils at home

- The DSL will ensure every pupil has their contact information so they know how they can talk to them about any safeguarding concern.
- Pupils are provided with online safety information by their teacher.
- Pupils will be directed to practical online support, such as ChildLine, where they feel unsafe and require support outside of school.
- Parents are given a list of websites their child will be accessing and any information of online sessions with staff their child will be participating in during partial school closure.
- If parents have any concerns that need to be reported to the DSL they are asked to contact the school office on 01429 275122 and request to speak to Mrs Cairns. She will then call them back as soon as possible. There is a member of SLT on site Monday to Friday from 9 am to pick out any messages on the school answer phone. Parents can also contact The Children's Hub 01429 284284 if they have any concerns about a child's welfare and safety.

8. Peer-on-peer abuse

- The DSL will implement robust reporting procedures for peer-on-peer abuse during partial school closure and communicate these to all staff, pupils and parents.
- Reports made regarding peer-on-peer abuse will be risk assessed by the DSL on a case-by-case basis and, where required, investigated immediately and reported to the relevant authority, e.g. the police or CSCS where required.
- Both the alleged perpetrator and victim will be provided with support whilst the report is being investigated.
- Pupils will be provided with the contact details of relevant bodies who can provide support to them during this time, e.g. ChildLine.
- The DSL will keep the victim, the alleged perpetrator and their families up-to-date where necessary with details of the investigation, including the conclusion and how appeals can be made.
- Individuals will be given a copy of the school's Complaints Procedures Policy to assist them with the appeals process.

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- Communications will be made online or by telephone, unless face-to-face contact is unavoidable.

9. Monitoring and review

- The DSL is responsible for continually monitoring DfE updates and updating this appendix in line with any government changes and guidance from the local safeguarding partners.
- Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.

Appendix added April 2020

To be updated as part of annual review August 2020