



## COVID-19 Addendum to Safeguarding Policy

### OVERVIEW

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

1.1 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.
  
- place of work.

### 2. The role of the DSL and their deputies

2.1 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.

2.2 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 A (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.

- 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 LA and outside agencies to protect vulnerable children. Returning the LA form for vulnerable children daily.
- DSL or Deputy DSL will maintain good contact with the social workers of our children during lockdown.
- 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. Temporary DSL would be Mrs Jane Hall.
- 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.

2.3 The DSL will report back to the governing board on all relevant safeguarding concerns experienced during partial school closure.

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

**Class Teacher's responsibility:**

- Class teachers to phone all children once a week, the focus being, well-being, home learning and accessing work online. It is important that you speak to the child. If the parent is not with the child when you call, please ask for a time that is convenient to you both when you would be able to speak to the child.
- Record that contact has been made on the Shared G Drive.
- Should there be any concerns following your conversation please contact your DSL, Mrs Booth, Mrs Grimshaw or Mrs Needle and record on CPOMS.
- Should you be unable to make contact please inform Mrs Grimshaw who will send a text to the parent asking them to contact school.
- If school is unable to contact a child a home visit may be required by the DSL Mrs Booth.

### 3. Attendance

3.1 The school will no longer use its regular attendance register to record attendance during partial school closure.

3.2 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.

3.3 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.

- 3.4 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.
- 3.5 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.

## Online safety and security

- 3.6 All online programmes used will be checked by the school's [DPO](#) and DSL to ensure they are reputable and GDPR compliant.
- 3.7 The [ICT technician](#) will work to ensure any loaned devices are secure and have the necessary antivirus malware protection downloaded.
- 3.8 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.
- 3.9 The DSL will report back to the governing board how they are ensuring pupils remain safe online during partial school closure.
- 3.10 Pupils will report any suspicious online activity they encounter to the DSL or [headteacher](#).
- 3.11 Staff will adhere to the [Staff Code of Conduct](#) at all times when delivering education online.
- 3.12 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.

### **IMPLEMENTATION**

Whilst the school remains open to care for pupils of key workers there will be greatly reduced levels of staffing.

Intent

1. If staff or volunteers have any concerns about a child they should report the concerns to the DSL or Deputy DSL.
2. If the DSL or Deputy DSL are not on site the concerns must be reported at once to the most senior member of staff on site.
3. If it is not appropriate to that member of staff then the matter should be immediately reported by telephone to the DSL or Deputy DSL and also to the headteacher or if appropriate to the Deputy Headteacher.
4. It is crucially importance that any member of staff or volunteer must acting immediately on any safeguarding concerns
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
6. In the case of peer on peer abuse - given the very different circumstances that the school is operating in, the process for managing any report of such abuse and supporting victims will continue to follow the principles as set out in part 5 of KCSIE will continue to inform any revised approach.
7. If staff or volunteers have concerns about a staff member or volunteer who may pose a safeguarding risk to children the principles in part 4 of KCSIE will continue to support how the school responds to any such concerns.
8. The school will try to endeavour to maintain its arrangements to support children that the school is concerned about who do not meet the 'vulnerable' definition
9. The procedures for keeping children not physically attending the school safe, especially online will continue to apply.

**IMPACT**

The care and safety of pupils will not be compromised due to the unusual circumstances that the COVID-19 Epidemic has enforced on this school. The high standards set in KCSIE will be maintained at all times. It is important that all staff and volunteers are aware of this Addendum to our policy and that they keep up to date as it is revised. This revised policy will be made available publicly via the schools website. It must be applied in conjunction with all our other safeguarding policies.

Signed (Agreed) ..... CoG    Date.....    Review date.....