



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. **In our case Holy Family RC Primary has formed a hub with Limehurst Primary School and St Margaret Mary's CoE Primary School.**
- **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

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 are to phone families once a week, the focus being, well-being, home learning and accessing work online. It is important that teachers speak to the child. If the parent is not with the child when teachers call, they will ask for a time that is convenient 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 teachers will contact the DSL, Mrs Booth, Mrs Grimshaw or Mrs Needle and record on CPOMS.
- Should a teacher be unable to make contact they will inform Mrs Grimshaw who will send a text to the parent asking them to contact school.
- If school is unable to contact a child over a period of time 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 Should a child be required to attend a school within our hub, 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 Should a child be required to attend a school within our hub, 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 classteachers to ensure they are reputable and appropriate.
- 3.7 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.
- 3.8 The DSL will report back to the governing board how they are ensuring pupils remain safe online during partial school closure.
- 3.9 Pupils will report any suspicious online activity they encounter to their classteacher, DSL or headteacher.
- 3.10 Staff will adhere to the Staff Code of Conduct at all times when delivering education online.
- 3.11 Pupils will have online safety task to complete when they start to use google classroom.
- 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.

4. Mental health

- 4.1 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. This will be the priority focus when teachers are making the telephone calls to the pupils.
- 4.2 The headteacher will contact staff during the lockdown via the phone or a video call to ensure they feel supported during this stressful time.
- 4.3 Pupils will be provided with different resources they can access to help them cope with their mental health, including ChildLine and other online services. These will be posted on the website and texts sent to parents to make them aware of the resources available.
- 4.4 The DSL, will seek support from outside agencies for families, eg Early Help, should this be necessary.

5. Peer on Peer Abuse

- 5.1 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.

6. Monitoring and review

- 6.1 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.
- 6.2 Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.

Health and safety policy - schools			
Version	Date	Amended By	Comments
1	29/4/20	Alison Booth	
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