

Appendix 5 - Safeguarding Policy: COVID-19 addendum

Approved by:	DSL / Head / BET	Date: 24 April 2020
Last reviewed on:	24 April 2020	
Next review due by:	31 May 2020	

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	David Gunning	head@brookwood.surrey.sch.uk
Deputy DSL	Amy Swan	swana@brookwood.surrey.sch.uk
	Holly Rowland	holly.rowland@brookwood.surrey.sch.uk
Bourne Education Trust DSL	Gayle Jenkins	jenkinsg@bourne.education
Head of School	David Gunning	head@brookwood.surrey.sch.uk
Local Authority Designated Officer (LADO)	Rita Dada	0300 123 1650 LADO@surreycc.gov.uk
Chair of Governors	Cath McCormick	cathmac47@yahoo.co.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners the Local Authority (LA), The Clinical Commissioning Group and the Chief Officer of Police. The local authority for this school is Surrey.

It sets out changes to our normal safeguarding policy 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.

Unless covered here, our normal safeguarding policy continues to apply.

DfE guidance published 1st April 2020 classifies 'vulnerable' children as those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans. Those who have a social worker include children who have a child protection or child in need plan and those who are looked after by the local authority. 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

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education \(2019\)](#).

Although we are operating in a different way from normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people do not enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

In all cases, whether working from home or in school, you must report any concerns immediately to your DSL, DDSL or the Trust DSL and record the incident as quickly as possible on CPOMS.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We have planned for a trained DSL or deputy DSL to be on site/available by telephone whenever school is open. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If for any reason our DSL or deputy cannot be in school, they can be contacted remotely via email or a member of the school staff can contact them on their personal mobile.

If our DSL (or deputy) is unavailable, Gayle Jenkins is acting as Trust DSL and can be contacted via email at jenkinsg@bourne.education.

We will keep all school staff and volunteers informed as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that the DSL (and deputies), wherever their location, know who the most vulnerable children in our school are.

There are no planned occasions where a DSL or deputy is not on site/available by telephone, however if this was to happen, a senior leader would take responsibility for co-ordinating safeguarding.

This senior leader will be referred to as the Designated Senior Person (DSP)

The DSP will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessment.

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

We will continue to follow any guidance from Surrey on how to best support our children and families during this time.

We will continue to work with the local Health Teams & Police services, including Operation Encompass and will respond to any welfare checks or other concerns in a timely manner.

We will continue to share information on how to contact our 3 local safeguarding partners as well as signposting them to other supporting agencies.

6. Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers by telephone
- Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

Where vulnerable children are not in school we will maintain regular contact by as per the information given in clause 10 of this addendum.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately. If guidance is needed about dealing with concerns and carrying out investigations you should immediately seek the advice of the DSL, DDSL, Trust DSL or DSP.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately by following the process set out in the main body of this policy.

In dealing with allegations or concerns against an adult, staff must:

- Report any concerns about the conduct of any member of staff or volunteer to the Head of School immediately. If the Head of School is not available the matter should be immediately referred to the Designated Senior Person or the Trust DSL, Gayle Jenkins (contact information is listed at the beginning of this appendix).
- If an allegation is made against the Head of School, the concerns need to be raised with the Chair of Governors as soon as possible. If the Chair of Governors is not available, then the Trust DSL or the LADO should be contacted directly – [see Appendix 4 for contact details](#).

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Supporting children in school

We are committed to ensuring the safety and wellbeing of all our pupils.

We will continue to be a safe space for all children to attend and flourish. The Head of School will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

We will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

We will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

10. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this.

If these children will not be attending school, we will put a contact plan in place, as explained in section 11.1 below.

11. Safeguarding for children not attending school

11.1 Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact

We have agreed these plans with children's social care where relevant, and will review them fortnightly.

If we are unable to make weekly contact with a parent/carer, we will inform the child's social worker that we have not been able to make contact. If the child does not have a social worker, we will go through the list of contacts that school holds for that child and ensure that someone is able to update us on their wellbeing. If we have further concerns about any children, we will complete a doorstep visit to the home or contact CSPA or 101 for further advice.

11.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online (see section 12 below).

12. Online safety

12.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

The Bourne Education Trust Staff Code of Conduct and Staff Information Communication Technology policies have both been amended to reflect the current situation and revised copies have been made available to all staff.

12.2 Outside school

Where staff are interacting with children online, they will continue to follow our revised Staff Code of Conduct and Staff Information Communication Technology policies.

Safeguarding element of these policies will apply equally to any online and distance learning arrangements and include but are not limited to:

- Acceptable use of technologies
- Staff/pupil relationships and communication, including use of social media

Staff must continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- Realtime videoconferencing or live lesson delivery is **not** recommended and is covered in more detail in the Staff ICT policy.
- If, however, live class delivery has been agreed with the Head of School, lessons should be recorded so that if any issues were to arise, the video can be reviewed.
- Language & dress code must be professional and appropriate, including any family members in the background.
- Staff must ensure they deliver live or recorded lessons from a suitable environment, ideally with the background blurred

- Staff must only use platforms provided by or agreed by the Trust to communicate with pupils.

12.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

Support for parents and carers to keep their children safe online includes access information to the following online sites:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

Advice on keeping children safe online will be placed on our school website & Facebook page and regular verbal reminders will be given to parents during our 'check in' telephone conversations with them.

13. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Advice on external support agencies and services will be placed on our website and Facebook page and regular conversations will be held with parents, to ensure that we are checking on the children's wellbeing during this time.

All families have been sent a Safeguarding Letter which outlines our commitment to supporting the children and families at this time and the DSL email address has been given out in case parents/carers are worried about a child.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

14. Staff recruitment, training and induction

14.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who are not in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

14.2 Staff 'on loan' from other schools

We will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. These risk assessments will be coordinated by the School Business Manager and will be signed off by the Head of School.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

14.3 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children protection policy (including this addendum)
- Keeping Children Safe in Education part 1

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our safeguarding policy and this addendum

- Confirmation of local processes
- Confirmation of DSL arrangements

14.4 Keeping records of who is on site

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. The SCR can also, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

15. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will securely share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head
- Details of any medical needs and medication
- Contact details of parent(s)/carer(s)

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information securely before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

16. Other children and staff attending our setting

We will ensure that all external staff sign to confirm that they have read and understood

- KCSIE 19 (Part 1)
- Brookwood Primary School/BET Safeguarding Policy

Staff will be given a tour of our school to ensure that they are familiar with the building layout & our emergency procedures.

Children remain the responsibility of their own school staff & will be supported and cared for by their own Teachers/Support Staff.

17. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 8 weeks. At every review, it will be approved by the Head of School and a member of the Trust Executive team.

18. Links with other policies

This policy links to the following policies and procedures:

- Staff Code of Conduct
- Staff Information, Communication and Technology policy
- Data Protection policy
- Equal Opportunities and Inclusion policy
- E-safety policy
- Whistle-blowing policy
- Safeguarding Policy & Procedure