

Coronavirus (COVID-19) Annex

Safeguarding and Child Protection Policy and Procedures

For *Even Swindon Primary School*
Version 1 (30.03.20)

The way schools are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, **however a number of important safeguarding principles remain the same:-**

- With regard to safeguarding, the best interests of pupils/students must always continue to come first
- If anyone in school or working remotely from home has a safeguarding concern about a pupil/student they should continue to act and act immediately
- All safeguarding and child protection concerns should be reported to the Designated Safeguarding Lead or deputy DSL/s.
- Recruitment of staff and/volunteers continues to follow safer recruitment procedures to ensure that unsuitable people are not allowed to enter the children's workforce or gain access to pupils/students.
- Pupils/students continue to be protected online

Worried About A Pupil / Student

These procedures apply to situations :-

- which arise on school site, where you may be worried about a pupil/student because you have seen or heard something. You may have noticed a change in their behaviour.
- where you are working remotely from home and have concerns about a pupil/student you are communicating with. This may include observations during 'live' teaching sessions, communications from a pupil/student via email or a lack of contact from a pupil/student.
- where you are completing a welfare check via a telephone call.

Step 1

- If you are concerned that a pupil/student might be in immediate danger or at risk of significant harm you must act immediately. Do you need to take immediate action to secure the safety of the pupil/student?
- Report your concerns directly to a member of the safeguarding team, as soon as you are able. Start with DSL and then deputies if DSL is not available.
- If you are on school site and where neither the DSL or deputy DSL/s are on site, speak to the most senior member of staff on site. This will be communicated to staff (on site) via the noticeboard in Alison's office and will be updated on a daily basis.

Step 2

- Record your concerns using CPOMS
- Record the full date and time, location, your name and role and keep your record as factual as possible. Make it clear whether you have seen the child first hand or whether this is a concern arising from remote working.
- Use full names, not initials as we need to be able to identify who individuals are.

- Use the pupil/student's own words where applicable and enclose any direct quotes in quotation marks.

Step 3

- Record what action you are taking on the safeguarding concern form, for example whether or not parents/carers have already been spoken to.

Step 4

- In line with the school's main safeguarding policy, you should receive feedback about what action, if any is being taken in response to your concern. A recommended timescale for this is within 24 hours. However please be mindful that this timescale may not be met under the current circumstances. If you do not receive feedback or you feel that the situation is not improving for the pupil/student, you have a duty to challenge the DSL / deputy DSL. [See section on Whistle-blowing in the main safeguarding policy also.](#)

The Role Of The Designated Safeguarding Lead And Deputy DSL/s In Our School

Usual policy and procedure should be followed for any concern raised by a member of staff or parent.

In addition -

- Re-visit the school's risk assessment of vulnerable pupils document (put in place for COVID-19 period – saved in SLT, COVID-19) and review what additional safeguards need to be put in place in light of this new concern. If the child has not previously been identified as a vulnerable child, update the risk assessment document accordingly. Consider whether this child needs to be provided with a place to attend school.

Escalation

During the period covered by this annex, the school's policy on escalation still applies to ensure that safeguarding procedures continue to operate effectively and robustly.

Staff should refer to the main policy for escalation procedures to follow.

Identifying Support For Pupils/Students

The school's safeguarding team and senior leaders have reviewed all pupils/students on the school's safeguarding and child protection overview.

A risk assessment has been completed to identify a graduated offer of support for these pupils/students and any additional pupils and students whose welfare and safety may be at risk as a result of the partial closure of school, but who may previously not have been on the school's safeguarding overview.

Arrangements to support vulnerable pupils/students

Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education, health and care (EHC) plans, although many pupils/students on EHCPs can remain safely at home.

See also for further guidance

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Arrangements have been made for these vulnerable pupils to continue attending school if the risk assessment deems it would be better for them to do so. **We also have the flexibility to offer a place in school for any pupil who we believe to be on the edge of receiving children's social care support.**

Support for these pupils/students includes:-

- Regular communication with and agreed support from lead professional/social worker/Virtual Headteacher
- Continued involvement with Children's Services and other external professionals as part of review cycle eg Child protection conference involvement and core group reviews. These will take place in line with local safeguarding partners' advice.
- Sign-posting respite available for families with children who have special educational needs and disabilities

Where pupils/students who are deemed vulnerable are not attending school, the following safeguards have been put in place to support, in addition to the points above:-

- Weekly contact by telephone by classteacher
- Additional weekly contact by telephone for pupil's risk assessed as needing this

Keeping Pupils/staff Safe On School Site

Arrangements have been made for those pupils who are deemed to be vulnerable via the risk assessment (in accordance with the [DfE guidance](#)) to continue attending school. For those parents/carers who are key workers there is also provision at school. However, where possible and safe to do so, parents and carers are encouraged to keep their children at home.

The school and staff work in line with DfE guidance '[Implementing Social Distancing in education and childcare settings](#)'.

- Encouraging regular hand-washing more often
- Reminders to avoid touching your eyes, nose, and mouth with unwashed hands
- Reminders to cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands
- Surfaces and equipment cleaned and disinfected frequently
- Class sizes reflect the numbers of teaching staff available and are kept as small as possible
- Lunch times, break times and the movement of pupils staggered around the school to reduce large groups of children gathering
- Parents discouraged from gathering at school gates

Staff with serious underlying health conditions which put them at very high risk of severe illness from Covid-19 must inform the Headteacher so that shielding measures can be put in place. Staff in this position must not attend work.

Staff are in small teams to limit the numbers of staff on site at any one time.

Worried About The Actions Of An Adult Who Works/Volunteers With Children

The principles of the school's allegations procedures continue to apply for the period this annex covers and we continue to work in line with Part 4 of 'Keeping Children Safe In Education' 2019.

Keeping Pupils Safe Online

For those pupils/students who continue to attend school on site, the school's policies and procedures on online safety continue to apply.

This school recognises:-

- the increasing role technology has to play in education and children's daily lives, and the increased use during this time of lockdown.
- the wide-range of content which is available to children via the internet
- that alongside the benefits of technology, there are also risks

[DfE guidance](#) requires that schools have contingency plans in place should IT staff become unavailable, including ensuring that staff with the appropriate technical knowledge can cover to maintain safe arrangements. The assistant head will support in this instance and/or we will use the services of Romero as we have done so in the past.

For those who are not physically attending school, we recognise that these pupils/students will be spending increased time online, either participating in school work, taking part in live streaming of lessons and/or as part of extended 'free-time' due to lockdown procedures in place nationally.

We recognise that this will pose increased risk to children including:-

- Grooming
- Exploitation, both criminal and sexual
- Radicalisation
- Peer on peer abuse, including cyber-bullying
- Sexual harassment

All staff who interact with pupils/students, including remote interactions, will continue to be vigilant and look out for signs that a child's safety and welfare might be at risk. Staff are reminded that further information about the safeguarding themes listed above can be found in [Annex A](#) of 'Keeping Children Safe In Education' (Sept 2019)

In addition, pupils/students are sign-posted to age appropriate practical support should they have worries or concerns whilst online. Links to support are available via our school website and include:-

[UK Safer Internet Centre Hotline](#)

[Child Exploitation and Online Protection Centre](#)

[Parentzone](#)

Keeping staff safe online

Staff and volunteers will continue to work in line with our school's policy and procedures on online safety, our staff code of conduct and acceptable use policy.

The DfE is due to release further guidance shortly to support with safe remote learning and the guidance suggests that schools may need to produce an annex to their online safety policy, similar to this annex for the safeguarding policy.

SWGfL and LGfL have produced some useful guidance to support with this also. For schools using live streaming LGfL have produced 'Twenty Safeguarding Considerations for Lesson Livestreaming, which you may want to consider including as an annex to your acceptable use policy, asking staff to read and sign if they are delivering lessons online.

Attendance

A register is completed each day of children on site at the school gate, is transferred to an excel spreadsheet and data sent to DfE as required daily.

If a child does not attend a booked childcare session then this will be followed up with the parent immediately.

This update to the school's safeguarding policy (version 1) was compiled on *30th March 2020*



Signed:..... (Head teacher)

Date:

Signed:.....Ann-Marie Scott(Chair of Governors)

Date

Version 1 Shared with all staff on:- 31st March 2020 via email

