

Coronavirus Safeguarding Arrangements – updated January 2021

Policy Addendum

This document forms part of the safeguarding policy and provides supplementary guidance to take account of the special arrangements required due to the pandemic and national lockdown. The following alterations will be made to the current policy until schools are fully operational. This addendum guidance will be regularly reviewed as government updates are published.

Reporting a concern

1. All concerns will be recorded using the usual reporting systems. If electronic systems are not available, paper records will be made. Records will be stored in a locked cupboard and only shared with those adults who need to know important information
2. If a child who normally attends a different school needs concerns recording, this will be done as in point 1. When schools reopen to all children, all information will be passed directly to the home school. No records will be retained in our setting.
3. As most children will not be physically attending school it is important that staff continue to look for signs if children are at risk, and continue to record in school systems, or revised school systems anything noticed, however small. Mental and emotional health awareness will be an important facet of staff knowledge. Staff will be vigilant to observe behaviours of children who are attending live learning lessons. Concerns may be different to those that may be more usually seen when face to face with children and young people. Concerns may be noted regarding the presentation of the environment a child is working in or their own presentation.
4. Concerns will be shared with the DSL or Deputy DSL as per the normal policy. If the DSL/DDSL is not in school a senior teacher/manger will be appointed to receive CP information. The senior teacher and adult reporting a concern will then immediately telephone the DSL working from home to seek advice. The DSL will be responsible for contacting MASH as per usual. Any CP written information that needs to be sent to the DSL will be sent via secure access.
5. If any adult has concerns about the conduct of another adult, this should be reported to the HT, or Chair of Governors where the concern is about the HT. If the HT is not in school they should be contacted via their mobile or email as soon as possible. The chair of governors and NSPCC helpline continue to be available as per the full policy.

Attendance

1. During the period of national lockdown, primary and secondary schools in our Trust remain open to vulnerable children and young people and the children of critical workers only. Vulnerable children are defined by the government as those who are being assessed under Section 17 of the Children Act 1989, who are on Child in Need (CIN) or Child Protection (CP) Plan, who are a Looked after Child (LAC) or have an Education Health Care Plan (EHCP). A vulnerable child may also have been identified as vulnerable by the school or the local authority.
2. All other pupils should receive remote education. Pupils who are self-isolating should not attend school. Clinically extremely vulnerable pupils are also advised not to attend school.
3. Schools will continue to record attendance in the register as per the government guidance during this school closure period. Schools will follow up on absences of the pupils who are expected to be in school but where a parent wishes for their child to be absent, the school will authorise the absence during this national lockdown period. Absence will not be penalised.

4. It will continue to be particularly important to communicate any changes to expected attendance for vulnerable children to their social worker/SEN Team/additional professionals working the child/family without delay.

Vulnerable children not attending school

1. If vulnerable children do not attend, the school will work together with the LA and the named social worker to follow up with the parent/carer to explore the reason for absence, discussing their concerns considering the child's circumstances. Children will be encouraged to attend school, particularly where the social worker agrees that attendance would be appropriate.
2. Any vulnerable children expected in school will be contacted if they do not attend. If contact cannot be made, other emergency contacts will be tried. Where no contact can be made with the LA social services will be alerted. If the school deems it safe, home visits may be made to check on the child.
3. Weekly contact will be made with vulnerable children not in school, including those with a CIN/CP plan, children who present concerns and those with EHCPs who may benefit from a phone call by an allocated member of staff.

Children attending from a different setting

1. Should a child from a different home school ask to attend our school they will be asked to complete a registration form with details of the home school, three emergency contacts, name of any attached social worker, details of any EHCP.
2. Where possible the HT will contact the home school to check is any concerns/CIN plans/CP plans are held for the child. If the home school cannot be contacted, the HT will make the Local Authority aware of children that are being hosted and request any CP details from them.
3. Where possible, social care will be notified about the children on a plan being hosted away from their home school.

Safer recruitment

1. Any DSL whose training expires during this period of closure will continue to remain qualified to carry out the DSL duties.
2. The single central record will continue to operate and additional staff and volunteers will be added to it.
3. Additional staff and volunteers will be required to show photographic ID. Where a DBS cannot be obtained, usual volunteer processes will be in place so that no volunteer is left alone with children.

Working remotely

1. Schools will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are on-line using the settings IT systems of recommended resources.
2. Communications to parents will set out clearly what children and young people will be asked to accessed and which staff will be communicating with their children during this time.
3. Expected pupil conduct during remote lessons will be clearly communicated to parents and pupils in an age, and developmentally appropriately way. This will include actions that staff may take if pupils do not follow the expectations for behaviour online.
4. Staff will be made aware of the processes, protocols and code of conduct they should follow when working remotely from school and remotely online.

Maintaining a strong safeguarding curriculum

1. We recognise that children may be spending more time on line than normal. As part of our weekly work home, we will ensure there is a reminder information sheet or activity to keep internet safety high on children's agenda.
2. We recognise that children may be worried and anxious at this time. Where possible, we will signpost children to information that may allay worries, such as the Nurse Dotty book (<https://nursedottybooks.com/dave-the-dog-is-worried-about-coronavirus-2/>) , the Dr Who clip and the government guidance for parents and carers on children's health and wellbeing (<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>) . Parents will also be signposted to online resources and social stories available such as the Coronavirus book illustrated by Axel Scheffler (https://nosycrow.com/wp-content/uploads/2020/04/Coronavirus_INS.pdf) and short story by Manuela Molina which is downloadable in multiple languages (<https://www.mindheart.co/descargables>)

The named DSL on the policy continues to hold overall responsibility for safeguarding, whether he or she is on site or not, unless sick.	This person is: Their contact details are:
There is an agreed plan in place for covering sickness for the DSL.	1 st replacement: 2 nd replacement:
There is a weekly schedule identifying who the DSL is each day.	This can be found at (the front door, next to the signing in sheet etc) OR this person will be
In the event of an allegation against staff, please contact:	This person is: If the allegation is against a DSL or school leader please contact: Claire Shaw, Hamwic Education Trust Safeguarding Officer: 07395 792 805 or email claire.shaw@hamwic.org If you are unable to contact Claire Shaw please email: Misconduct.Teacher@education.gov.uk
There are no un-checked DBS staff or volunteers working on the school site.	Only school staff are permitted on site until further notice.
The site continues to be secure and cannot be accessed by non staff.	List here changes to access arrangements.
Pupils who are considered to be vulnerable are either seen in school or are contacted each week.	List arrangements for contact here
Pupils in school are supervised appropriately when using IT equipment and internet safety rules apply.	Confirm responsible staff are aware.
Parents and pupils are reminded about internet safety at appropriate intervals during the closure.	Confirm this is the case, e.g. Internet safety advice and guidance signposted on the school website.
School staff know who to contact in the event of a referral to social care.	List LA contact details
Name of person responsible for ensuring the above changes	This person is:
Date completed	
Process for sharing with staff and date by which this is completed.	
Date shared with Governors	