



Trinity St Stephen CE Aided First School

Vansittart Road, Windsor, SL4 5DF
T: 01753 862540 | E: office@tssfir.co.uk



Headteacher: Mrs Louise Lovegrove

Response to Child Protection in the light of Coronavirus March 2020

Addendum to the Child Protection Policy Sept 2019

This is the school’s response to the interim safeguarding advice provided by Gov. UK 27 March 2020

The statutory safeguarding advice Keeping Children Safe in Education still remains in place. We continue to keep the following priorities:

- We always act in the best interest of the child
- A Designated or Deputy Designated Lead is always available
- Unsuitable people are not allowed to join the workforce
- Children should continue to be protected when they are online

Focus	Hazard	Protective measures in place
School Attendance	Most children are no longer in school	Head Teacher keeps a record of vulnerable families and has contact with them at least twice a week by telephone. Contact is recorded and the situation risk assessed. Teachers are in regular contact with the Head Teacher and highlight any families who have not been in touch over the week. Families are contacted by telephone. Daily attendance records are sent to the LA and the DfE daily.
Vulnerable groups	Children may not be in contact with school	EHC children’s families are contacted at least twice a week by telephone. A risk assessment is completed and updated, when necessary, for children with EHCs . Where social services are involved with a family regular contact is made by telephone at least twice a week and the social worker is contacted if there are any concerns through the DSL.



Thriving and Achieving in a Caring Christian Community



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Actions to take when there are safeguarding concerns	Staff unaware of next steps when concerned	<p>All staff keep the KCSIE (Keeping Children Safe in Education) principles in mind. The pupil’s best interests must be of paramount importance at all times. The Child Protection Policy remains in place.</p> <p>All staff aware of who the Designated and Deputy Designated Lead are (Mrs Louise Lovegrove and Miss Kirsty Pugh)</p> <p>Staff have access via telephone and email to trained Designated Lead staff.</p>
Volunteers/safer recruitment	Unsuitable adults may be working with children. Adults who have not received appropriate induction may be working in school. Different recruitment procedures may lead to unsuitable people in education.	<p>Members of school staff team only will be asked to work with children.</p> <p>No volunteers on site.</p> <p>Staff team to refer to the Whistle Blowing Policy if they are concerned about other staff.</p> <p>Safer recruitment processes continue to be followed.</p>
Small group teaching in school	Adults may be working with very small groups or one to one with children.	<p>When children are on site there should be a minimum of three adults on site (ideally one should be the DSL. Telephone contact will be maintained if this is not the case).</p> <p>Adults working one to one must be current staff members. Classroom doors should remain open and, if possible, public spaces used for one to one sessions. The use of two staff ensures staff can have appropriate breaks.</p> <p>All staff have completed Safeguarding Level 1 training (Feb 2020).</p> <p>Staff will be vigilant and observant reporting any concerns to the Designated Safeguarding Lead. These may include concerns around home, general well-being, online behaviour or peer to peer abuse (this list is not exhaustive).</p>



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Mental well-being of all pupils	Current circumstances affecting the mental well-being of pupils	<p>The Family Link Worker continues to be available to those families who are already working with her.</p> <p>ELSA resources have been sent to families where staff recognises they may need greater emotional support.</p> <p>Regular checking in with vulnerable families and regularly assessing potential risks.</p> <p>Mindfulness resources sent to all families.</p> <p>Staff work email addresses are available to all families and families are encouraged to ask for support.</p>
Contact with staff	GDPR Staff and parents/carers are protected	<p>All contact between home and school will be via email. School has sent out work email addresses for all teaching staff. No staff will use personal phones to contact parents/carers. Telephone contact will mainly be through the school telephone or may, on occasion, be from a mobile with hidden caller ID.</p>
Learning and interacting online	Seeing or hearing unsuitable material online Children and teachers interacting online	<p>GDPR is respected in communication between teacher and parent at all times. Email communication should only refer to child by initials or first name only. Any group emails should be sent to the sender with the recipient email addresses in Bcc. Online safety resources are regularly communicated to parents, such as Childline (see below)</p> <p>Teachers communicating directly with students using a meeting tool such as Zoom must only meet if there are more than 5 children attending the meeting. Teachers should be dressed professionally and ensure that the space used for conferencing is bland without identifying features such as family photos. No other staff family members are included or involved in the meeting. Children should be encouraged to use a public space within the house.</p>



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Key Contacts:

Designated Safeguarding Lead: Louise Lovegrove Tel: 01753 862540 email: headteacher@tssfirs.co.uk

Deputy Designated Safeguarding Lead: Kirsty Pugh email: k.pugh@tssfirs.co.uk

Support for parents and carers to keep your child safe on line:

[Childline](#) - for support

[UK Safer Internet Centre](#) - to report and remove harmful online content

[CEOP](#) - for advice on making a report about online abuse

DfE coronavirus helpline:

Email DfE.coronavirushelpline@education.gov.uk

Tel 0800 046 8687

Louise Lovegrove

30 March 2020



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