

## COVID-19 Annex

### **1. Context**

The school is committed to safeguarding and promoting the welfare of children. This commitment remains the same in the difficult circumstances brought about by the COVID-19 outbreak. During this period the principles and practices of the Safeguarding and Child Protection Policy will continue to apply. In order to ensure the safety and welfare of children whilst working in extraordinary circumstances, the school will adhere to the [DfE coronavirus safeguarding guidance](#).

### **2. Version control and dissemination**

This is interim safeguarding guidance; it is under review and will be updated in line with DfE reviews and amendments.

This interim guidance is available for staff and parents/carers on the school website and also through the school internal system for sharing information.

### **3. Designated Safeguarding Lead**

There will always be a nominated Designated Safeguarding Lead (DSL) available on school site for the duration of the school day.

The name of the 'duty' DSL will be identified clearly when the weekly staffing rota is published.

Anyone with a safeguarding concern should contact the duty member of the leadership team for that day.

### **4. Vulnerable Children**

The school will continue to work with and support children's social workers and local authority leaders to help protect vulnerable children. This will include liaising with relevant providers and ensuring that vulnerable children attend school where appropriate.

The school has an identified list of vulnerable children including SEND - EHCP, Child Protection, Child in Need, Targeted Early Help, Social Emotional and Mental Health and Looked After Children, following guidance from DfE.

For those children who are not attending school and who are identified as vulnerable, communication with external agencies will be a priority to ensure the safety of the child. Regular weekly contact is being made with home through school staff to ensure welfare checks.

### **5. Safeguarding Partnerships**

The school will continue to work with and support children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

The school have adopted the Operation Encompass initiative. This is a unique Police and Education early intervention safeguarding partnership which supports children and young people exposed to domestic abuse. Operation Encompass is the reporting to schools before the start of the next school day when a child or young person has been involved or exposed



to a domestic abuse incident the previous evening. The information is given in strict confidence to the Designated Safeguarding Lead to enable support to be given.

## **6. Pupils and staff on site**

The school will continue to be a safe place for children to attend. The appropriate staff will be allocated to maximize safety, with strict adherence to Government guidance for education and childcare settings on how to implement social distancing and to advice from Public Health England on handwashing and other measures to limit the spread of COVID19.

The school has a member of the senior leadership team onsite during each day. If staff have concerns of a safeguarding nature, they should continue as expected in the current Safeguarding and Child Protection Policy and Procedures. The senior leader representative will manage the concerns and make contact with the Headteacher.

## **7. Pupil Attendance**

Pupils on site will be registered and the school will follow up on the welfare of any pupil/s expected to attend. Where a vulnerable pupil does not take up their place at school, or discontinues, the school will notify their social worker.

The school will maintain daily attendance records of all pupils and staff on site on any given day. Attendance submissions to the DfE will be made daily.

## **8. Wellbeing Support**

It is recognised that school can be a protective factor for children and young people, and that the current circumstances could affect the mental health of pupils and their parents. Staff will be in regular weekly contact with parents and will continue to be vigilant for signs of safeguarding risk or emotional distress.

Safeguarding concerns will be reported to the DSL in line with normal safeguarding procedures. The reporting of any concern should be immediate and without delay.

Pastoral concerns will be addressed initially by the class teacher, who will refer to their designated senior leader if further support is identified as needed. This may involve the school art therapists or other agencies depending on the nature of the issue. The identified senior leader will take responsibility for ensuring yellow contact forms are completed in line with school systems. Pupils or parents with a pastoral concern should contact their class teacher (via the school admin email address or via the office telephone) who will support and direct them to other staff as needed.

Where a pupil is already known to the school as being in need, or is in receipt of pastoral support in school, the DSL will ensure that a communication and support plan is in place for that child. This will include additional weekly telephone contact from the allocated senior leader.

## **9. Children working from home**

The vast majority of children will currently be off-site and being educated at home. There are systems in place for supporting children with home learning through online teaching, access to online learning platforms and home learning packs have been allocated for those without access to the internet.



The school has provided parents/carers with the opportunity for communication to discuss any possible concerns that they may have with learning from home. These conversations are carried out weekly by telephone in KS1 and to parents of pupils who have not accessed online learning platforms in KS2.

The school office remains open each day to answer telephone enquiries from parents.

## **10. Online safety**

It is likely that children will be using the internet and engaging with social media far more during this time. All staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguarding and support children.

All staff will follow the process for online safety set out in the Safeguarding and Child Protection Policy and the Acceptable Use Policy. The policy applies equally to existing and new online and distance learning arrangements which have been introduced for dealing with COVID-19. Using online learning tools and systems are in line with privacy and data protection/GDPR requirements.

Staff who interact with children online through Google Classroom in KS2 will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the duty DSL.

With many children working online and being taught through online lessons, it is important that each educational setting continues to support children who may be victims of peer-on-peer abuse. If any form of peer-on-peer abuse is reported to a staff member, this must be reported to the DSL and action taken.

## **11. Safeguarding training and induction**

Additional DSL training is unlikely to take place whilst there remains a threat from the COVID-19 virus. For the period COVID-19 measures are in place, a DSL 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 received up to date safeguarding training this academic year and have read and signed Keeping Children Safe in Education (2019), Part One.

Where new staff are recruited, they will continue to be provided with a complete safeguarding induction. If staff are deployed from another setting to the school, we will take into account the DfE supplementary guidance on safeguarding children and vulnerable adults during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that the individual has been subject to an enhanced DBS and children's/adult's barred list check, there are no known concerns about the individual's suitability to work with children or vulnerable adults, there is no ongoing disciplinary investigation relating to that individual.

**Viridis Schools April 2020**

**The Federation of Orchard, Southwold and Hoxton Garden Primary Schools**