

# **Buckler's Mead Academy**



## **Policy Document**

### **Child protection and safeguarding: COVID-19 addendum September 2020 Guidance**

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<b><i>Please note: The version of this document contained within the 'Policy Documents' Folder on BMStaff (T:\Admin\Policies and Procedures) is the only version that is maintained.</i></b>	

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## Important contacts

Role	Name	Contact details
Designated safeguarding lead (DSL)	Katie Royle	<a href="mailto:kroyle@bucklersmeadacademy.com">kroyle@bucklersmeadacademy.com</a> 01935 847525
Deputy DSL	Aimee Harding	<a href="mailto:aharding@bucklersmeadacademy.com">aharding@bucklersmeadacademy.com</a>
Other contactable DSL(s) and/or deputy DSL(s):	Mark Lawrence	<a href="mailto:mlawrence@bucklersmeadacademy.com">mlawrence@bucklersmeadacademy.com</a>
Designated member of senior leadership team if DSL (and deputy) can't be on site	Tim Yeates	<a href="mailto:tyeates@bucklersmeadacademy.com">tyeates@bucklersmeadacademy.com</a>
Headteacher	Mark Lawrence	<a href="mailto:mlawrence@bucklersmeadacademy.com">mlawrence@bucklersmeadacademy.com</a>
Local authority designated officer (LADO)		<a href="mailto:sdinputters@somerset.gov.uk">sdinputters@somerset.gov.uk</a> 0300 1232224
Chair of governors	Richard Hunt	

## **1. Core safeguarding principles**

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

Although we are operating in a slightly different way to 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 3 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

## **2. 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, both for children still attending school and those at home.

Staff are still able to report through the [concern@bucklersmeadacademy.com](mailto:concern@bucklersmeadacademy.com) email address, and in addition have been given direct phone numbers for the DSL and deputy DSL.

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

## **3. DSL (and deputy) arrangements**

We will have a trained DSL or deputy DSL on site at all times during the school day. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

Our DSL (or deputy) can be contacted by: [concern@bucklersmeadacademy.com](mailto:concern@bucklersmeadacademy.com) or 01935 847525, by staff not on school site. Staff have also been given direct mobile phone numbers for the DSL and Deputy DSL, and a "crisis line" number that forwards to the DSL private phone.

If our DSL (or deputy) is unavailable, we have a number of other L3 Safeguarding Trained staff members who will act as a temporary replacements. If this becomes necessary, we will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them, should there be a change in the current arrangements.

Should this be necessary, the senior leader 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 assessments
- Support any disclosures made on site

## **4. 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 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

The following guidance is currently in place:

### **5. Monitoring attendance**

The government expects all pupils to attend school in the autumn, unless they have a statutory reason not to, e.g. if they:

- Have been granted a leave of absence
- Are unable to attend because of sickness
- Are unable to attend because they're complying with clinical and/or public health advice given to them (e.g. if they're self-isolating and waiting for a test result)
- Are absent for a necessary religious observance

Standard procedures for recording attendance and following up on absence will remain in place.

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. Parents may continue to contact the school office by telephone during school hours, or use the Year Coordinator email system for communication.

### **6. Staff Training and Induction**

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.

Safeguarding INSET training will occur as usual during the September INSET days. Staff unable to attend in person due to absence will be seen by the DSL within 5 working days of their return to work to complete the training.

Staff unable to work on school site will complete the training via an online meeting with the DSL.

Training will include current local area arrangements, and likely safeguarding concerns due to COVID restrictions.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children protection policy (and 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 child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

### **7. Recording all visitors**

The school will record all staff and visitors on school site each day, and appropriate checks will be completed, and included on the SCR.

Should any staff "on loan" work or volunteer on school site, appropriate checks and risk assessments will be completed and recorded.

The school will endeavour to ensure there are as few visitors to school site as possible.

#### **7.2 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 completed by a member of the senior leadership team as necessary.

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

### **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 – whether those concerns are about staff/volunteers working on site or remotely. All concerns will continue to be referred immediately to the Headteacher, or in the case of his absence, his designated deputy. Staff will be made aware of who may be the designated deputy on any given day by email.

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](mailto:Misconduct.Teacher@education.gov.uk) for the duration of the COVID-19 period, in line with government guidance.

### **9. Supporting children's mental health**

Staff will be made aware of the possible effects that the COVID 19 period may have had on students' mental health. When pupils return to school, staff will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

We will continue to provide support for pupils who have to stay at home, by e.g. delivering support over the phone or getting help from relevant specialist support services.

All staff should be aware that mental health problems can, in some cases, be an indicator that a child may have suffered abuse, neglect or exploitation. Only trained professionals should attempt to diagnose a mental health problem, but staff are well placed to observe children day-to-day and identify any potential problems.

If staff have a mental health concern about a child that is also a safeguarding concern, they should follow the child protection policy and speak to the DSL.

### **10. Contact plans**

We will have contact plans for children where students are unable to attend school for an extended period of time, for reasons detailed in section 5:

Each child will have an individual plan which sets out:

- How often the school will make contact – this will be at least once a week
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both
- Staff will seek to make contact with both the parent and student
- Staff will record a summary of their conversation on a secure document that is shared with the DSLs and pastoral staff.
- Staff will make contact with FIS workers, Social Workers and all other relevant professionals to update them on any concerns or lack of contact in a timely manner.
- If we are unable to make contact with students and parents, we will refer to the police and/or social care to request a welfare check.

Staff 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 line with the

procedures set out in section 3 above.

For children at home, they will also look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any check-ins or phone/video calls

## **11. Online safety**

### **11.1 In school**

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

If IT staff are unavailable, our contingency plan is to employ an external temporary consultant, and to make use of our bought in support through ELIM.

### **11.2 Outside school**

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct and IT acceptable use policy. In addition to our Online Safety Policy and Acceptable Use Policy, staff have will:

- Only contact students through their official school email, and only respond to students that are using their school email addresses.
- Not engage with students outside of the Google Classrooms or official school email forum
- Record all communications on the appropriate logs, or school email system

Staff will 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.

### **11.3 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
- Know where else they can go for support to keep their children safe online

This will be through regular pastoral letters and through the use of our official school social media account.

## **12. Monitoring arrangements**

This annex to the policy will be reviewed as guidance from the local safeguarding partners, the LA or DfE is updated, and as a minimum every four weeks by Katie Royle, DSL. At every review, it will be approved by the full governing board.

## **13. Links with other policies**

This policy links to the following policies and procedures:

- Child protection policy
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy