

**Safeguarding and Child Protection Policy and Procedures (Covid-19 Annex)**  
**Millbrook CE Primary School**  
**St Barnabas Multi-Academy Trust**  
**January 2021**

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. -
- Children continue to be protected online This annex summarises key COVID-19 related changes and sits alongside our main school safeguarding and child protection policy. -
- The annex draws on existing statutory guidance and a number of additional COVID-19 documents published by the DfE, including 'COVID19 - Safeguarding in schools, colleges and other providers.'

<b>Quick Reference Guide</b>		
<b>Safeguarding Team</b>	<b>Name</b>	<b>Contact Details</b>
<b>Chair of The Board of Directors</b>	Mark Lees	mlees@stbarnabasmat.com
<b>CEO</b>	Sean Powers	spowers@stbarnabasmat.com
<b>Headteacher/ Head of School</b>	Jake Imrie EHT Ruth Belton HoS	<a href="mailto:jimrie@stbarnabasmat.com">jimrie@stbarnabasmat.com</a> <a href="mailto:rbelton@stbarnabasmat.com">rbelton@stbarnabasmat.com</a>
<b>Designated Safeguarding Leads</b>	Ruth Belton	<a href="mailto:rbelton@stbarnabasmat.com">rbelton@stbarnabasmat.com</a>
<b>Deputy Designated Safeguarding Leads</b>	Peter Bell	<a href="mailto:pbell@stbarnabasmat.com">pbell@stbarnabasmat.com</a>
<b>Chair of Local Governors</b>	Tasha Deacon	<a href="mailto:tasha.deacon@stbarnabasmat.com">tasha.deacon@stbarnabasmat.com</a>

<b>Multi-Agency Referral Unit</b>	0300 123 1116
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## 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'** sessions, communications from a pupil/student via email or a lack of contact from a pupil/student.
- Where you are completing a **welfare check**, either via a home visit/'door knock' or via a telephone call.
- Where new safeguarding concerns arise about a new pupil.

### 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, via the online reporting system, Safeguard my School.
- Where possible a trained DSL or deputy DSL will be available on school site. Where this is not possible or where you are working remotely the DSL and Deputy DSL/s can be contacted via their mobile. (See quick reference guide for numbers)
- In the first instance contact the Designated Safeguarding Lead. If the DSL is unavailable, please report to our deputy DSL/s.
- If you are on the school site and where neither the DSL or deputy DSL/s are on site, speak to the most senior member of staff on site.
- In the event that both the DSL and deputy DSL/s are uncontactable for staff working remotely, this will be communicated via e-mail and details of who to contact will be provided.

### Step 2

- Record your concerns using the concern/incident form on Safeguard My School as soon as possible.
- Staff must not complete hand written, hard copies of this form.
- 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

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quotation marks. If marks or injuries have been observed, record these on a body map and upload.

### Step 3

- In line with the school's main safeguarding policy, you should receive receipt notification about your concern, although not necessarily feedback about what action, if any is being taken in response to your concern.
- A recommended timescale for this receipt is within 24 hours. However please be mindful that this timescale may not be met under the current circumstances. If you do not receive confirmation 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.

### Arrangements to support Vulnerable Children

- 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 children to continue attending school. We also have the flexibility to offer a place in school for any pupil/student 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.
- Continued involvement with Children's Services and other external professionals as part of review cycle eg Child protection conference involvement and Core Group Meetings. 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:

- Doorstep safe and well checks. This is logged in the Vulnerable Child contact log.
- Lead professional/social worker made aware of non-attendance at school and additional support from these professionals agreed.
- Weekly telephone contact System in place for pupils/students to alert safeguarding team if at risk (Safeguard my School).

## **Keeping Pupils/Students Safe On School Site**

Arrangements have been made for those pupils/students who are deemed to be vulnerable (in accordance with the DfE guidance [LINK](#)) 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. This includes the following:

- 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 throughout the day -
- Bubble sizes reflect the numbers of teaching staff available and are kept as small and spaced out as possible.
- Lunch times, break times and the movement of pupils staggered around the school to reduce large groups of children gathering.
- Movement inside the building to follow a one-way system Parents discouraged from gathering at school gates.
- Parents encouraged to follow a 2m distance via yellow markings, to wear face masks and follow a one-way system when entering, on and exiting the site.
- Enhanced premises management for unused parts of the building including fire doors, alarms, legionella etc...

## **Keeping Pupils/Students Safe Online**

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

**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](#)
- [Online Protection Centre Parentzone](#)

## **Keeping staff and volunteers safe on site**

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

For staff who continue to attend the school site, the following steps have been taken:

- Signage encouraging regular hand-washing more often displayed in prominent areas
- 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 by staff during the day
- Class sizes reflect the numbers of teaching staff available and are kept as small and as spread out as possible
- Lunch times, break times and the movement of pupils staggered around the school to reduce large groups of children gathering
- Movement inside the building to follow a one-way system
- Parents discouraged from gathering at school gates.
- Parents encouraged to follow a 2m distance via yellow markings, to wear face masks and follow a one-way system when entering, on and exiting the site

### **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.
- Staff working remotely should not record any personal information about families or confidential information via personal devices.
- Where telephone calls are being made by staff working remotely, these should be made using a work phone where possible.
- If a personal phone is being used to make contact with families/complete welfare checks, staff should block their phone number by dialling 141 prior to making the call.
- If e mails containing personal information/confidential information are being sent remotely, staff should be reminded to password protect these before sending (sending the password via text) or encrypt the e mail before sending.
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[SEE DOCUMENT - ONLINE LEARNING & SAFEGUARDING - St Barnabas MAT.](#)

### **Safer Recruitment**

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. If a school recruits new staff, the principles of safer recruitment continue to be followed in line with Part 3 of 'Keeping Children Safe In Education' September 2020.

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- Where volunteers are utilised to support the school, the usual 'recruitment' procedures apply. Under no circumstances are volunteers, who have not been checked, left unsupervised with children.

### **Checks completed on all staff and regular volunteers**

- An enhanced DBS certificate, which includes barred list information, is required for any staff who will be engaging in regulated activity (working unsupervised with children). This is required for any staff employed since 2002. Prior to this staff were checked against List 99.
- Identity checks are completed, together with proof of right to work in the UK, via a video link.
- Qualifications are checked. If an individual has lived or worked outside of the UK an overseas police check / certificate of good conduct may be required. A check of visa/work permit will also be required here.

### **Induction of New Staff during the Coronavirus Pandemic**

Where new staff and/or volunteers are recruited, they will continue to be provided with safeguarding induction. If a situation arises where the workforce moves between schools, the receiving school should judge on a case by case basis the level of safeguarding induction required. In most cases they will require information about the receiving school's safeguarding policy and procedures to follow if worried about a pupil/student and procedures to follow if worried about an adult working or volunteering with children.

### **The Single Central Record**

The school continues to maintain an up to date single central record of all safer recruitment checks. This is in line with the requirements as set out in 'Keeping Children Safe In Education' Sept 2020.

Where there has been a break in service of 3 months+ -

- For a regular volunteer - a new enhanced DBS check (including barred list check if working unsupervised) will be completed on their return to volunteering at the school
- For external organisation staff – a new letter of assurance will be requested, asking for confirmation that there have been no changes to the circumstances (in relation to convictions) of any adults working in partnership with the school. Where an adult (volunteer or external organisation member of staff) has joined the DBS update service, this will be checked in order to be assured of any changes to an individual's circumstances.

The SCR tabs for volunteers and external organisations are kept up to date accordingly to reflect an accurate overview of who is currently working/volunteering with the school. This includes details of additional volunteers who have been drafted in to support with Covid testing.

Annex

<b>Signed:</b> <i>Jake Imrie</i>	<b>Headteacher/ Head of School:</b> Jake Imrie	<b>Date:</b> 07.01.2021
<b>Signed:</b>	<b>Chair of Governing Body:</b>	<b>Date:</b>