



## Emmaville Primary School

### Safeguarding During the Coronavirus (COVID-19) Outbreak Appendix

#### Statement of intent

We understand that we face a time of great uncertainty and, as a school, we are doing all we can to provide clarity and safety to the school community. This appendix includes provisions which the school will have due regard for during the coronavirus pandemic. The information in this section is under constant review and is updated to reflect changes to government and local guidance as it is released.

#### Key definitions

For the purpose of this policy, the following definitions will be utilised:

- **Children of critical workers:** children of parents who work in the following industries:
  - Health and social care, e.g. doctors and nurses
  - Education and childcare, e.g. teachers and DSLs
  - Local and national government, e.g. administrative occupations
  - Food and essential goods retail, e.g. supermarket workers and grocers
  - Public safety and national security, e.g. police and ministry of defence workers
  - Transport, e.g. freight transport workers and train drivers
  - Utilities, communication and financial services, e.g. bankers, oil workers, and telecommunications (999 and 111 critical services)
- **Vulnerable children:** those who have a social worker and those with EHC plans. Those who have a social worker include children who have a child protection plan and those who are looked after by the LA. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

## The role of the DSL and their deputies

Considering the current crisis, the school has additional measures in place to ensure the safety and wellbeing of its pupils - this approach is led by the DSL.

As more pupils return to school, the school makes it a priority to have a trained DSL on site. Where absence or illness makes this unfeasible, the school will consider the following two options:

- The school's DSL or deputy will be made available via telephone or online communication.
- The school will reach out to other schools and they will share a trained DSL or deputy where possible either in person or on video or voice call.

Where a DSL is unavailable on site, a member of the SLT will take responsibility for coordinating safeguarding within the school. Their role will include:

- Updating and managing access to child protection files.
- Liaising with the offsite DSL or deputy.
- Liaising with children's social care services where required.

During phased reopening, the DSL and their deputy are responsible for:

- Ensuring staff are kept up to date with the latest safeguarding information and developments, including via the safeguarding partners, newsletters and professional advice groups.
- Being responsible for amending Appendix A (this section) in line with the continual changes to education policy released by the DfE and communicating all changes to staff and volunteers.
- Working with the Virtual School Head and wider LA to protect vulnerable children.
- Providing support to teachers to ensure that contact is maintained with pupils who are not yet returning to school and their families.
- Ensuring staff are aware of reporting channels for safeguarding concerns.
- Ensuring there is a consistent approach to safeguarding children throughout the coronavirus pandemic.
- Speaking to pupils directly where possible to identify any concerns and ensuring pupils are provided with clear communication channels so they can report any concerns they have.

- Identifying a suitable member of the SLT to assume the role of temporary DSL should both themselves and their deputies become unable to work.
- Sharing their contact information with the school community.
- Identifying vulnerable children and communicating additional safeguarding provisions to pupils and their families.

The DSL will report back to the governing board on all relevant safeguarding concerns.

The DSL will work with the local safeguarding partners to ensure pupils remain safe during phased reopening.

All online or telephone communication will be made using school accounts or telephone numbers. If any staff need to use their personal number, this is withheld.

### Attendance

The school will resume its regular attendance register to record attendance during phased reopening.

The school will report to the DfE the number of pupils in school using [the online form](#). This form will be submitted by 12:00pm each weekday.

Parents will not be penalised if their child does not attend school.

The school will record and investigate any absences where it expected a child to attend school and did not or where parents have arranged care for their child who subsequently did not attend. Where relevant, the school will report to social workers any pupil absence.

The school encourages the attendance of vulnerable pupils where appropriate, i.e. where there are no shielding concerns for the pupil or their household, and/or following a risk assessment for pupils with an EHC plan.

Individuals who are, or live with someone who is, shielding are not expected to return to school. If a pupil is, or lives with someone who is, shielding but cannot receive education at home, the school will ensure they can attend in the safest possible way, e.g. by adhering to stringent social distancing measures.

The school will ensure that all pupils' emergency contact information is correct and encourage parents to provide as many contact numbers as possible.

### Staff training and safeguarding induction

The school will ensure that all existing school staff have read part one of the most up-to-date version 'Keeping children safe in education' (KCSIE) and are suitably trained in this policy and any local safeguarding arrangements.

The school will follow safer recruitment processes, in line with the relevant policies, when acquiring new staff.

New staff will continue to be provided with a safeguarding induction and the most up to date copy of this policy.

All staff will receive updates from the DSL regarding confirmation of local safeguarding processes and confirmation of the DSL and their deputy's arrangements, e.g. working schedule and contact information.

The school will report anyone to the TRA who they consider a safeguarding risk by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk) - all referrals received by the TRA will continue to be considered but hearings may not be scheduled for the current time.

The school will ensure the SCR is kept up to date in line with KCSIE. The SCR will be used as a record of attendance for staff as well as acting as a log of any risk assessments carried out on volunteers and staff on loan from other schools.

#### Online safety and security

The school will continue to ensure that appropriate filters and monitoring systems are in place to protect pupils when they are online on the school's IT systems.

All online programmes used will be checked by the school's DPO and DSL to ensure they are reputable and GDPR compliant.

The ICT technician will work to ensure any loaned devices are secure and have the necessary antivirus malware protection downloaded.

Any online queries which require the ICT technician will be addressed over the phone or online as much as possible - face-to-face contact is kept to a minimum.

The DSL will report back to the governing board how they are ensuring pupils remain safe online during partial school closure.

At all times, staff will adhere to the Staff Code of Conduct when delivering education online.

Staff will continue to look out for signs of a child being at risk online and report concerns over a pupil's safety online to the DSL. Where relevant, the DSL will make referrals to the police and children's social care.

The school will collaborate with parents and carers to reinforce the importance of online safety and encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

Pupils are provided with useful information and contact details of individuals and organisations they can turn to should they feel unsafe online, e.g. Childline or the UK Safer Internet Centre.

### Mental health and pastoral care

The school understands how the coronavirus pandemic can cause pupils and staff to feel anxious and concerned and will offer any essential support required to those in need.

The head teacher will hold meetings with their staff over the phone or via a video call to ensure they feel supported during this stressful time.

Pupils will be provided with different resources they can access to help them cope with their mental health, including Childline and other online services.

Face-to-face support will only be provided where two-metre social distancing can be adhered to.

The school will have due regard for the Social Emotional Mental Health (SEMH) Policy when identifying early signs of mental health issues in pupils.

Teachers will have due regard for the negative impact the current pandemic may have had on pupils, especially when setting expectations for pupils' work.

Pastoral support by either the SLT, teachers or the school counsellor will be offered to any family who requires it.

The school will consider one-to-one support for those who may benefit the most from it, e.g. for pupils with SEND. The SENCo will make weekly calls to all parents of children with an EHCP to offer help and support.

### Working from home

Teachers who remain working from home will plan lessons with the safety of pupils in mind - the school does not expect teachers to live stream or provide pre-recorded videos.

Teachers will, however, communicate with pupils and parents via the Seesaw Platform that is been used during the COVID 19 pandemic. Should any child not use the Seesaw Platform on a regular basis, then teachers are encouraged to log this on CPOMS and will contact the parent via telephone.

Teachers will ensure all online planning processes for children who are working online will have clear reporting routes to the school and external agencies so they can raise concerns whilst online.

Pupils will be provided with online safety information by their teacher.

Parents are given a list of websites their child will be accessing and any information of online sessions with staff their child will be participating in during partial school closure.

Parents are provided with the contact details of the DSL so they can report any concerns they have.

When communicating online, staff will:

- Communicate within school hours as much as possible.
- Communicate through the school channels approved by the SLT.
- Use school email accounts
- Use school devices
- Not share personal information.

### Peer-on-peer abuse

Reports made regarding peer-on-peer abuse will be risk assessed by the DSL on a case-by-case basis and, where required, investigated immediately and reported to the relevant authority, e.g. the police or CSCS where required.

Both the alleged perpetrator and victim will be provided with support whilst the report is being investigated.

The DSL will keep the victim, the alleged perpetrator and their families up to date where necessary with details of the investigation, including the conclusion and how appeals can be made.

Individuals will be given a copy of the school's amended Complaints Procedures Policy to assist them with the appeals process.

Communications will be made online or by telephone unless face-to-face contact is unavoidable.

### Monitoring and review

The DSL is responsible for continually monitoring DfE updates and updating this appendix in line with any government changes and guidance from the local safeguarding partners.

Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.

**Updated by Avril Armstrong**

