

COVID 19 – SPT Safeguarding guidance – March 2020 (Updated December 2020)

The SPT will continue to ensure the safeguarding of our most vulnerable pupils in the current COVID 19 situation acting in accordance to government advice and guidance and any subsequent update to it, accessing such information when published.

The SPT will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#), which ensures the best interests of children must come first whilst acknowledging additional protocols will be required at this time.

The SPT work closely with the Local Authority in the organisation of the 'educational offer' available in our schools for those pupils identified as vulnerable; we recognise this offer may be fundamentally different in the structure/ content of the 'school day'. Our offer will include liaison with identified health and social care colleagues.

The Executive Director (ED) will be the named conduit within our Trust between all agencies. The ED will raise any operational concerns implemented by the Government and the impact upon our provision to discuss/ address. Following meetings with the LA, the ED will cascade the information, advice, guidance and discussions held with the HTs, Operational staff and Chair of Trustees; this will include **any revised safeguarding advice** which may impact upon identified safeguarding protocols/ procedures.

Executive Director contact details:
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The key principles within our safeguarding policy will apply; these principles implement the guidance outlined within Keeping Children Safe in Education. Our schools will continue to provide a safe environment where staff and volunteers have been appropriately checked and risk assessments carried out. Parents will not be used as volunteers in our schools during this time.

Although our 'offer' is acknowledged as outside the usual school remit we continue to uphold the same safeguarding principles which ensure the best interests of children must always continue to come first identifying the following protocols to secure effective process:

SCHOOL ORGANISATION:

- Each school will undertake a risk assessment which determines the vulnerability of each pupil/ their families acting upon the information received to inform a potential school placement
- All teachers are provided with the contact details of their pupils/ families via SIMS; **all information will remain confidential and will not be removed from the school premises**; this information is used to ensure effective communication between home/ school/ pupil welfare when pupils are not in school
- Teachers will contact the families of their pupils in their charge on a weekly basis as a minimum, to discuss their welfare/ well-being, passing on any

concerns to the DSL/ DDSL with immediate effect; all contact will be recorded by the teacher

- If any teacher is absent this role will be passed on to the DSL/ DDSL
- Each school will identify the DSL/ DDSL who will attend the school on a daily basis, they will continue to work under the roles/ responsibilities which inform their post of responsibility
- If any pupil needs to attend a school outside of their named provision the HT's of each school will share pupil information which will include relevant welfare and child protection information if appropriate this information will remain confidential and is on a needs to know basis
- Schools will ensure they have suitably trained staff to attend to the management of physical and medical needs; if such staff are not available it will be the role of the DSL/ DDSL to contact the health managers to pass on such information to request advice on how to proceed. Using the information obtained the school will review the placement if/ as required
- The school will continue to record any Operation Encompass reports on CPOMS, acting upon the information received if/ as necessary; this may include a fuller discussion with social care colleagues, noting all discussion outcomes/ agreement
- Free school meals; schools will implement protocols and agreed procedures to provide food packages/ food vouchers for pupils in receipt of Free School Meals
- Schools will closely monitor the well-being of any pupil attending on a daily basis; if the child appears unwell or arrives at the school unwell, the school will follow national guidance immediately moving the child away from others. The school will telephone the parents with immediate effect, requesting they pick up their child from the school; if parents are not able to pick their child up from school, the school will contact 111 for further advice/ guidance
- Each school will continue to implement government advice on robust hygiene; measures aimed at social distancing will be fully considered promoting/ encouraging this during all interactions with pupils at all times
- The school will continue to follow the visitors policy to ensure no person enters the school without authorisation/ prior arrangement

ATTENDANCE:

- Each school will identify the key staff and pupils who will attend the school on a daily basis and record this
- As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance

- The exception to this is where any child we expect to attend school during the closure doesn't attend or stops attending. In these cases, we will:
- Follow up on their absence with their parents or carers, by telephoning them asking them for the reason for non-attendance or leave a message requesting they contact the school, recording the details of the call made upon CPOMs
- Notify their social worker, where they have one
- The school will record the attendance of any pupil following government guidance <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

SAFEGUARDING CONCERN:

- If anyone in the school has a safeguarding concern **about any child they should continue to act and act immediately adding information/ updating the CPoms safeguarding record for the child concerned**
- The DSL/ DDSL will continue to follow the safeguarding protocols/ processes outlined within the SPT policy, liaising with MARU/ LADO/ Named social worker accordingly with any concern raised where these meet published thresholds/ agreed outcomes of CiN/ Safeguarding meetings
- If anyone in the school has a safeguarding concern about a member of staff/ volunteer they **must raise this immediately** with the DSL/ DDSL; if the concern is about the Head Teacher this concern must be raised with the Executive Director
- The DSL/ DDSL will continue to work with and support children's social workers, where they have one, to help protect vulnerable children, recording all contact made
- If we can't make contact, we will make a welfare call to the police

If anyone has a safeguarding concern about **any child/ vulnerable adult** (outside of school) they must contact the **NSPCC HELPLINE - Telephone: 0808 800 5000**

DSL/ DDSL:

- A DSL or deputy will be available either in person or contactable on the telephone; **all staff will be provided with the contact details of the DSL/ DDSL within their school**
- If the DSL/ DDSL is not available, the Executive Director/ Executive Head Teacher will take responsibility for co-ordinating safeguarding on site

CHILD IN CARE:

- **Any concerns** regarding children in care will be **reported to both the Virtual school and social worker allocated to the child by the DSL/ DDSL, noting all communication on CPOMs**

COMMUNICATION WITH PARENTS (within school hours):

- The SPT will maintain effective communication with parents through regular newsletters containing the information, advice and guidance relayed to them by central government which informs the day to day operating procedures of our schools
- Parents have been provided with the school contact details and are encouraged to contact the school for any advice/ guidance in relation to their child; contact details are published on the school's web site
- Each school has identified key adults to make telephone contact with parents on a weekly basis noting discussion points accordingly; **if any member of staff has any concerns about any family and subsequent welfare, they will contact the DSL/ DDSL with immediate effect**
- The DSL/ DDSL will discuss any identified welfare issues which will determine course of action; welfare concerns will be passed onto social care colleagues via the usual reporting methods; all reports made will be recorded upon CPOMs

ONLINE SAFETY:

- We will continue to have appropriate filtering and monitoring systems in place in school
- Parents will be provided with online resources which can contribute to their child's education; such resources are published upon the school's web site. The SPT cannot endorse the use of any additional resources outside of those published
- The SPT has the ability to use Microsoft Office Teams to provide pupils with on-line tutorials/ lessons when these have been identified by the school as providing meaning/ relevance for pupils. The on-line system identified provides all staff with tutorials/ guidance which ensure safeguarding arrangements remains effective; staff are reminded to seek additional advice/ guidance from their line manager/ DSL if they require any further information relating to policy and subsequent process www.dns-ict.co.uk/spt

PEER ON PEER ABUSE:

- We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse
- Staff should continue to act on any concerns they have immediately – about both children attending school and those at home, recording any such concerns on CPOMs

HOMEWORK:

- Pupils within our schools have been provided with appropriate work which can be addressed at home; this will include IEPs. Teachers who know their pupils well have identified such work

RECRUITING NEW STAFF AND VOLUNTEERS:

- 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

MONITORING ARRANGEMENTS:

- This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 4 weeks; at every review, it will be approved by the board of Trustees

First Aid & Medication:

- Each school will endeavour to have a qualified first aider on site alongside suitably trained staff deemed compliant by the school nurse to administer medication. (Staff whose 'first aid at work' training is about to or has expired since the 16th of March 2020 should be aware that the HSE has agreed an extension of 3 months for renewal)
- If the identified member(s) of staff are not available, it will be the responsibility of the DSL/ DDSL to identify a senior person on site each day to lead on any crisis or serious incident including the provision of first aid; the risk assessment will additionally determine if staff available are able to administer medications, if such staff are not available these pupils will not attend school
- This decision will be supported by a risk assessment that takes into account the number of staff, children, the proximity of the emergency services & any particular risks presented identified via pupil's health plans provided by the school nurse
- The dynamic risk assessment undertaken will consider the ages, number & the medical needs of pupils, there may be a need to be at least one person trained in paediatric first aid at all times when children are on site; the DSL/ DDSL will discuss any risk assessment outcomes with the Executive Director when it has been determined the provision offered is

not able to safely support pupil's medical needs, as such the school offer will need to be withdrawn until suitable staff are available. The DSL/ DDSL will notify parents of agreed decisions made

- All risks will be minimised as much as possible, as such, pupils/ staff will not undertake any high risk or adventurous activities