

Annex to child protection/safeguarding policy April 2020

Safeguarding expectations during Covid-19

School childcare places will be offered to those children who are vulnerable either by the family being open to social care, having or awaiting an EHCP, or that the school has identified and it is felt that the children would be safer in school.

When the St Briavels school site is open to children there is a Deputy Designated Safeguarding Lead on site and the EHT Designated Safeguarding Lead is available by phone 01600 70781/0786 619590 at all times. All senior leaders have updated Designated Safeguarding Lead training online where required.

Where the children attend at least one weekly session the DSL will check-in with both the adult at drop off and the child/ren throughout the day. The DSL will report via email or phone call to the social worker, weekly. Unless there is a safeguarding concern or disclosure- see below.

Where these children do not book in any sessions the DSL will ring the social worker in advance, on the Friday morning. Where the children are booked in and do not attend the DSL will inform the social worker as soon as the children are not in attendance.

Where a child makes a disclosure or there is a safeguarding concern raised

The DSL will contact the social worker that is working with the family. Where the family is not open to social care then the Multi-Agency Safeguarding Hub (MASH) children's helpdesk 01452 426565 will be contacted for advice. Where there is a concern of immediate harm to a child the police will be contacted on 999.

Recording procedures will be undertaken as per school policy, using the proforma if to hand, written in pen, dated, signed, exactly what the child has said, no leading questions. This can be recorded on CPOMS later the same day and the handwritten record should be scanned and attached to child's record in CPOMS then shredded (once confirmed it is saved electronically).

Senior leaders on site will undertake a handover phone call on a Friday to the leader for the following week. All safeguarding information, including actions required, will be shared.

For our whole school community not classed as vulnerable or open to Early Help or Social Care

Teachers will be in touch with each member of their class a minimum of once a week, including sending emails that encourage/expect a response. The EHT will contact class teachers on a Thursday to ask for any concerns regarding pupils' well-being and to remind them to send the class contact document. The class contact document form will be completed by the class teacher weekly and sent to the EHT by Friday lunchtime.

Where there has been no contact with the class teacher the EHT will ring the families from the Redbrook site to make contact, check well-being and ask them to keep in touch. Messages will be left where there is no answer and the facility is available. If the EHT is unable to make contact, then the DSL will try again on the Monday. Where no contact is made, a home visit will take place by a senior member of staff on the Monday. If there is still no contact with the family then the MASH children's helpdesk will be contacted for further advice.

Teachers will then receive the information regarding actions taken and outcomes by email on the Monday. All records of contact with families are tracked showing engagement with school over time.

For our Vulnerable Children and Families not open to Early Help or social Care

We have a good knowledge of our families and their vulnerabilities. Support could be:

- **Well- being conversations when collecting hampers**
- **Check-in via hamper delivery**
- **Telephone conversations with children (two adults required for safeguarding of teachers and using the school telephone)**

Where vulnerable children attend childcare provision part time, the DSL on site will speak to the parent at drop off and collection to ascertain any elements of risk or support required. T

All our children with EHC Plans have been risk assessed.

Where families are open to Social Care/ Early help

DSL checks in with Social worker or EH lead practitioner a minimum of weekly via email or phone or immediately if concerns are raised by the class teacher.

Future Provision Emergency Measures

In the event of St Briavels having to close then children and staff from the federation would be expected to attend at Tutshill Primary School hub. This safeguarding policy annex would still apply to all children not attending school.

Responsibility of Governors

Governors have reviewed this policy and will monitor its implementation via regular reports from the EHT

Please see the appendix: [One minute Guide: Designated Safeguarding Lead \(DSL\) role during COVID-19 outbreak](#)