

Coronavirus (COVID-19) Annex Safeguarding and Child Protection Policy and Procedures For *Millbrook Primary School* Version 4 (October 2020)

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 must always continue to come first
- If anyone in school or working remotely from home has a safeguarding concern about a pupil 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.
- Pupils 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 ‘COVID-19 - Safeguarding in schools, colleges and other providers.’

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Quick Reference Contacts Guide

	Name	Contact
Designated Safeguarding Lead	Karen Pyman	head@millbrook.swindon.sch.uk 01793 872800
Deputy DSL	Helen Tucker	htucker@millbrook.swindon.sch.uk 01793 872800
Deputy DSL	Hannah Thompson	hthompson@millbrook.swindon.sch.uk 01793 872800
Senior staff designated in safeguarding team's absence	Sarah Tilling Martin Patterson	stilling@millbrook.swindon.sch.uk 01793 872800 mpatterson@millbrook.swindon.sch.uk 01793 872800
Head teacher/ Principal	Karen Pyman	head@millbrook.swindon.sch.uk 01793 872800

Children's Social Care	01793 466903
Emergency Duty Service	01793 436699

	Name	Contact
Head teacher/ Principal	Karen Pyman	head@millbrook.swindon.sch.uk 01793 872800
Co- Chairs of Governors	Luke Dawson Kelly Hunt	ldawson@millbrook.swindon.sch.uk khunt@millbrook.swindon.sch.uk
Local Authority Designated Officer / Designated Officer For Allegations		(01793) 463854
LA Virtual Headteacher	Sonja Joseph	Sjoseph@swindon.gov.uk 01793 464335

Police	101 /999
NSPCC Whistle-blowing Helpline	0800 028 0285

Worried About A Pupil

These procedures apply to situations :-

- which arise on school site, where you may be worried about a pupil 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 you are communicating with. This may include observations during telephone calls, communications from a pupil/parent via email or a lack of contact from a pupil/parent.
- where you are completing a welfare check, either via a home visit/'door knock' or via a telephone call.

Step 1

- If you are concerned that a pupil 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?
- Report your concerns directly to a member of the safeguarding team, as soon as you are able.
- 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 or the school office. (See quick reference guide or staff communication for numbers)
- In the first instance our Designated Safeguarding Lead
Karen Pyman
If the DSL is unavailable, please report to our deputy DSL/s
Helen Tucker or Hannah Thompson.
- If you are on school site and where neither the DSL or deputy DSL/s are on site, speak to the most senior member of staff on site. This will be communicated to staff (on site) via the staffroom noticeboard and will be updated on a daily basis.
- 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 school's safeguarding/child protection concern/incident form as soon as possible. This is on the 'O' Drive, hard copies are in the office/staffroom and has been emailed to all staff.
- 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's own words where applicable and enclose any direct quotes in quotation marks.
- If marks or injuries have been observed, record these on a body map. (Do not take photographs)

Step 3

- Record what action you are taking on the safeguarding concern form, for example whether or not parents/carers have already been spoken to.
- The concern form should be encrypted and emailed via Office 365 to the DSL/Deputy DSL. Once you have received confirmation that the document has been successfully received you should delete the record. **Copies should not be retained by you.**

Step 4

- In line with the school's main safeguarding policy, you should receive feedback about what action, if any is being taken in response to your concern. A recommended timescale for this is within 24 hours. However please be mindful that this timescale may not be met under the current circumstances. If you do not receive feedback or you feel that the situation is not improving for the pupil, you have a duty to challenge the DSL / deputy DSL.

See section on Whistle-blowing in the main safeguarding policy also.

The Role Of The Designated Safeguarding Lead And Deputy DSL/s In Our School

Our Designated Safeguarding Lead is *Karen Pyman*, who works in line with the requirements of the role, as set out in Annex B of Keeping Children Safe In Education Sept 2020.

Our deputy DSL's are *Helen Tucker and Hannah Thompson* and they are available in the absence of the DSL.

In addition, to our safeguarding team, additional senior staff have been designated to cover in the absence of the safeguarding team. This will be communicated to staff (on site) via the staffroom noticeboard when applicable.

In the event that both the DSL and deputy DSL/s are uncontactable for staff working remotely, this will be communicated via email and details of who to contact will be provided.

The members of our safeguarding team continue to work in partnership with a range of other agencies, including Children's social care, to keep pupils safe.

They will also endeavour to keep up to date with local advice from the Local Safeguarding Partnership on a regular basis.

What happens once a concern /disclosure has been reported to a member of the safeguarding team?

The DSL/deputy DSL/senior designated staff member will follow the steps below to respond appropriately to the concern and safeguard the pupil:-

Step 1

- If there is concern that the pupil is in immediate danger contact Children's Social Care (See Quick reference contact guide on page 2)
- You may also consider contacting the police on 999.
- If the pupil is not currently open to social care a referral will be completed in line with local safeguarding partnership advice.
<https://safeguardingpartnership.swindon.gov.uk/>
- If the pupil is already an open case to social care, the child's allocated social worker will be contacted by the DSL/deputy and the information of concern shared. If the allocated social worker is unavailable contact will be made with a team Manager to alert them to the concern. Safeguarding team members will ensure they keep up to date with local safeguarding partnership advice and guidance, as it may change.
- The DSL/deputy DSL/senior staff member will record the names of external staff involved in communications. This is particularly important where the child's social worker is unavailable and school have to share information with an alternative member of social care staff.

Step 2

- Contact the parent/s or carer/s of the pupil concerned, if this has not already been done. You may wish to take advice from Children's Social Care before contacting the parent/carer.
- If, having sought advice, you believe that sharing this information may increase the risk of harm to the pupil do not share with parents at this stage. The additional stresses on families at this time will need to be considered here, to ensure that a child is not being placed at greater risk by informing parents/carers.
- You must document your decision-making here, if the decision is made not to share information with parents/carers. In the majority of cases informing the parents/carers of the concern / disclosure which has been reported will not increase risk. Ask for any additional information from the parent/carer if applicable.
- Ensure that the parent/carer understands that a record will be kept by the school.

- Re-visit the school's risk assessments (put in place for COVID-19 period) and review what additional safeguards need to be put in place in light of this new concern. If the child has not previously been identified as a vulnerable child, update the risk assessments accordingly. Consider whether this child needs to be provided with a place to attend school.

Step 3

- If the concern does not require immediate contact with Children's Social Care, consider this latest concern within the context of any wider concerns / disclosures.
- Discuss and share information, on a 'need to know' basis with the pupil's teacher. What additional safeguards can the teacher put in place to safeguard the pupil?
- Are there any wider environmental factors present in the pupil's life which pose a threat to their safety/welfare? (Extra-familial harm – see Part 1 of KCSIE Sept 20) Are there any external agencies who may be able to offer support? Is it appropriate to communicate concerns to the police?

- Re-visit the school's risk assessments (put in place for COVID-19 period) and review what additional safeguards need to be put in place in light of this new concern. If the child has not previously been identified as a vulnerable child, update the risk assessments accordingly.

Step 4

- Ensure that the member of staff reporting the initial concern has received feedback about actions and outcomes (if applicable).

Step 5

- Update record-keeping with information about identified actions, completed actions, decision-making (where applicable) and outcomes (if appropriate).
- The storage of records received by the safeguarding team will need to be considered very carefully to ensure that records remain secure and confidential. Where possible, records should be stored on school site and not 'off-site'.

Escalation

During the period covered by this annex, the school's policy on escalation still applies to ensure that safeguarding procedures continue to operate effectively and robustly. Staff should refer to the main policy for escalation procedures to follow.

Identifying Support For Pupils

The school's safeguarding team and senior leaders have reviewed all pupils on the school's safeguarding and child protection overview.

A risk assessment has been completed to identify a graduated offer of support for these pupils and any additional pupils and students whose welfare and safety may be at risk as a result of the partial closure of school, but who may previously not have been on the school's safeguarding overview.

Arrangements to support vulnerable pupils

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 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 pupils to continue attending school (see also section entitled Working and Volunteering Safely). **We also have the flexibility to offer a place in school for any pupil who we believe to be on the edge of receiving children's social care support.**

Support for these pupils includes:-

- Regular communication with and agreed support from lead professional/social worker/Virtual Headteacher
- Continued involvement with Children's Services and other external professionals as part of review cycle e.g. Child protection conference involvement and core group reviews. 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
- Breakfast and After School Provision where needed
- All food provided on site

Where pupils who are deemed vulnerable are not attending school, the following safeguards have been put in place to support, in addition to the points above:-

- Regular doorstep 'safe and well' checks
- Lead professional/social worker/Virtual Headteacher made aware of non-attendance at school and additional support from these professionals agreed
- Telephone contact at least weekly
- Links to support available made available on school website
- Safety plan written with parents/carers to support pupils during time at home
- Remote pastoral support from our Pastoral Support Worker
- Remote educational support from our SENDCo and SRP Leader

Arrangements to support pupils we are concerned about but who do not meet the ‘vulnerable’ definition

In addition to those pupils identified as vulnerable, we are aware of the following groups who may be at increased risk during this time.

Pupils who are living in households where there is domestic abuse

Support includes:-

- Telephone contact at least weekly
- Links to support available on school website, including contact numbers for [National Domestic Abuse Helpline](#)
- Ensuring victims are aware of the Government advice that they are able to leave their house to seek refuge if their safety is at risk
- Regular review to monitor whether risk is increasing by pupil remaining at home and provision of school place if required

Pupils who have mental health issues, including anxiety and depression

Support includes:-

- Teacher contact with pupils to check on well-being via telephone, school email systems or virtual learning environments. Staff aware of safeguarding procedures to follow if they have concerns about a pupil's welfare
- Support from the school's pastoral worker
- Links to support available on school website, including [Young Minds](#) and [Childline](#)*
- Regular review to monitor whether risk is increasing by pupil remaining at home and provision of school place if required

Pupils who are at risk of peer on peer abuse, including cyber-bullying

Support includes:-

- Teacher contact with pupils to check on well-being via telephone, school email systems or virtual learning environments. Staff aware of safeguarding procedures to follow if they have concerns about a pupil's welfare
- Safety plan written with parents/carers to support pupils during time at home
- Links to support available on school website, including resources for parents to access to keep their children safe online
- Regular review to monitor whether risk is increasing by pupil remaining at home and provision of school place if required

Pupils who are at risk of being left at home unsupervised

- Clear communication with parents/carers about the importance of keeping their children safe whilst they are at home, including appropriate supervision, both in the 'real world' and online
- Regular review to monitor whether risk is increasing by pupil remaining at home and provision of school place if required

Pupils who are at risk of not having sufficient food

- Packed lunches provided as an emergency measure
- Vouchers for the local Fish & Chip shop provided as an emergency measure
- Food parcels from donations delivered by school staff
- Food parcels provided by 'The Magic Breakfast' delivered by staff
- Vouchers for The Swindon Food Collective offered on a weekly basis
- Supermarket vouchers provided on a fortnightly basis to those eligible for FSM
- Regular review to monitor whether risk is increasing by pupil remaining at home and provision of school place if required

Pupils attending another school/setting

Where pupils attend a different school (as part of a community hub arrangement) the receiving school will need to be made aware of the reason vulnerable children are attending.

Further guidance can be found on page 7 of the [DfE guidance](#) 'Safeguarding in schools, colleges and other providers'.

Keeping Pupils Safe On School Site

Arrangements have been made for those pupils who are deemed to be vulnerable (in accordance with the [DfE guidance](#)) 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.

The school and staff work in line with DfE guidance '[Implementing Social Distancing in education and childcare settings](#)'.

Additional steps being taken include -

- 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
- class sizes reflect the numbers of teaching staff available and are kept as small as possible
- parents discouraged from gathering at drop off and pick up times

Worried About The Actions Of An Adult Who Works/Volunteers With Children

The principles of the school's allegations procedures continue to apply for the period this annex covers and we continue to work in line with Part 4 of 'Keeping Children Safe In Education' 2020 and [Safer Working Practice Guidance](#), including the [addendum](#) which was published in April 2020.

These procedures apply to situations :-

- which arise on school site. You may be worried about the actions of an adult who is working/volunteering with children because you have seen or heard something which makes you feel uncomfortable.
- where you have concerns about an adult who is working remotely with children online.
- Where a pupil discloses worrying behaviour displayed by an adult (staff/volunteer)
- on school site or remotely, where you may be concerned that an adult's (staff or volunteer) actions are contravening the school's staff code of conduct.

All concerns about the behaviour/actions of an adult working or volunteering with children must be reported following the steps below:-

Step 1

- If you are concerned that a pupil 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?
- Report your concerns directly to the Head teacher as soon as possible.
Karen Pyman on 01793 872800
- If the Head teacher is not contactable, report to the most senior member of staff on site.
- If your concerns are about the Head teacher/Principal report to the Co-Chairs of Governors directly -
Luke Dawson on ldawson@millbrook.swindon.sch.uk or 01793 872800
Kelly Hunt on khunt@millbrook.swindon.sch.uk or 01793 872800

Step 2

- Record your concerns using school's safeguarding/child protection concern/incident form as soon as possible.
- Record the full date and time, location, your name and role and keep your record as factual as possible. Make it clear whether your concern/allegation is in relation to working on school site 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.

Step 3

- The concern form should be encrypted on Office 365 and emailed to the Head teacher or senior member of staff designated to cover for Headteacher. Once you have received confirmation that the document has been successfully received you should delete the record. **Copies should not be retained by you.**
- Where concerns arise involving the Headteacher/Principal, the Chair of Governors will need to be alerted.

What happens once a report about an adult working/volunteering with children is reported?

- The Head teacher/ Chair of Governors will consider the information in the report in line with Part 4 of 'Keeping Children safe In Education' Sept 19 and also in line with local procedures laid out by the Local Safeguarding Partnership.

- The Head teacher/ Chair of Governors will endeavour to keep up to date with local advice from the Local Partners, via the local authority safeguarding partnership website, on a regular basis, to ensure any emergency changes to procedures are followed.

Keeping Pupils Safe Online

For those pupils who continue to attend school on site, the school's policies and procedures on online safety continue to apply.

This school recognises:-

- the increasing role technology has to play in education and children's daily lives, and the increased use during this time of lockdown.
- the wide-range of content which is available to children via the internet
- that alongside the benefits of technology, there are also risks

The school has contingency plans in place should IT staff become unavailable, including ensuring that staff with the appropriate technical knowledge can cover to maintain safe arrangements.

For those who are not physically attending school, we recognise that these pupils will be spending increased time online, either participating in school work 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

All staff who interact with pupils, including remote interactions, will continue to be vigilant and look out for signs that a child's safety and welfare might be at risk. Staff are reminded that further information about the safeguarding themes listed above can be found in [Annex A](#) of 'Keeping Children Safe In Education' (Sept 2020)

In addition, pupils 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 and Online Protection Centre](#)

[Parentzone](#)

Keeping staff and volunteers safe on site

The school and staff work in line with DfE guidance [‘Implementing Social Distancing in education and childcare settings’](#).

Staff with serious underlying health conditions which put them at very high risk of severe illness from Covid-19 must inform the Headteacher that they have received a letter from the NHS 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
- Class sizes reflect the numbers of teaching staff available and are kept as small as possible
- Lunch times, break times and the movement of pupils around the school is carefully managed to reduce large groups of children gathering

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.

Safeguarding Supervision

We recognise that during this period of partial school closure/school closure, the challenges faced by all staff and volunteers will be significant. In particular the members of the school’s safeguarding team will also be faced with additional challenges. Where possible, opportunities for safeguarding supervision will be provided for the members of the safeguarding team and any additional staff who require further support.

The aim of this supervision will be to support staff at a time when working to keep children safe is even more demanding and emotionally draining than usual. The opportunity for supervision recognises the need for resilience and determination and offers opportunity to reflect on the impact of the situation we are faced with and prevent this adversely affecting staff and their work.

Attendance

We are recording attendance for those children attending and safeguards in place if there is no response from pupils following an attempt to contact, including informing social care if the child is an open case.

We are following up with any parent/carer who has arranged care for their child/children and the child/children do not subsequently attend.

We are communicating regularly with parents and carers to ensure emergency contact numbers are up to date.

Safer Recruitment Procedures

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. Where schools are recruiting new staff, the principles of safer recruitment continue to be followed in line with Part 3 of Keeping Children Safe In Education (Sept 2020).

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 pupils.

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 or by post (see ['Changes to DBS ID checking guidelines'](#))
- The applicant will be required to produce the original documents above once they physically attend the school
- 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.

In addition, staff who have a teaching role will be checked, via the DfE Secure Access Website, for

- qualified teacher status
- prohibition check
- section 128 check (for any individual who has a managerial role, including Governors and Trustees)
- completion of induction
- teacher not subject to a conditional offer/suspension
- European Economic Area sanctions

Visitors and externally employed staff

Where staff from external organisations continue to work remotely with our pupil, we ensure that the letter of assurance received confirms that the relevant checks are in place, including a barred list check if the individual is working in regulated activity.

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 20).

Induction of new staff

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 and procedures to follow if worried about an adult working or volunteering with children.

Training For Adults Working/Volunteering In Our School

We continue to be committed to ensuring staff and volunteers know and understand:-

- the signs and symptoms of abuse;
- how to identify pupils who may be vulnerable or require additional support to stay safe;
- their responsibility for referring concerns to the designated safeguarding lead / deputy;
- the procedures for reporting safeguarding /child protection concerns about adults working with children (allegations)

Training for Designated Safeguarding Leads and deputy DSLs

The statutory requirement for DSLs and deputy DSLs is to renew training every 2 years. However, face to face DSL training is unavailable during this period and whilst COVID-19 measures are in place, a DSL or deputy who has been trained previously to the required standard will continue to be classed as a trained DSL/deputy, even if they miss their refresher/update training.

This update to the school's safeguarding policy (Version 4) was compiled on 02.10.20

Signed:  (Head teacher)

Date:02.10.20

Version 4 Shared with all staff on:- 2nd October 2020