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## Covid19 - Emergency Safeguarding Procedures during Full School Closure – version 1.5

**The aim of this annex is to clarify changes to safeguarding procedures as a result of school closure. The Safeguarding Policy should still form the basis for any response to safeguarding concerns and should be read in conjunction with KCSIE 2020. This is version 1.5 updated on 12.01.2021. It will be reviewed by our DSLs on a weekly basis as circumstances continue to evolve or following updated DfE advice or guidance. It is available on our school website [www.elm-academy.org.uk](http://www.elm-academy.org.uk) and is shared with staff via email.**

### Aims:

- Ensure our fundamental safeguarding principles remain the same – the best interests of our students continue to come first
- To provide access to school for 'vulnerable' students and students of critical
- Ensure any concerns are acted upon immediately
- Where students do not attend school, investigate the reason and ensure that all students who meet the Governments' 'vulnerable children' definition (CP, CIN, LAC, EHCP or as otherwise identified by the local authority or the academy) have contact from school at least once a week with any contact being recorded on My Concern and actioned where needed.
- Ensure that all students identified as being on the edges of needing social care and that are classed by the school as vulnerable have additional contact and support with any contact being recorded on My Concern and being actioned where needed.
- To continue to work closely with our safeguarding partners and ensure this annex is consistent with their advice

### The School Setting:

- School will be open to vulnerable children, children whose parents are critical workers and pupils who are eligible under the current government guidance.
- The school switchboard will be open 8.30 am – 3.00 pm daily
- A member of SLT will be available daily and will act as a safeguarding contact in the absence of a DSL

#### **The designated safeguarding lead (DSL) for child protection is J Fish**

Contact details: email: [safeguarding.elm@leaf.bournemouth.sch.uk](mailto:safeguarding.elm@leaf.bournemouth.sch.uk) or  
[elm@leaf.bournemouth.sch.uk](mailto:elm@leaf.bournemouth.sch.uk)

**The deputy designated leads are R Yetton, S Boyd, D Hansford**

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***Any immediate concerns regarding a student should be reported to the DSL using the contact details provided and then recorded on My Concern in the usual way***

- Students are regularly reminded to maintain appropriate social distancing measures and provided with frequent opportunities to wash their hands
- My Concern will remain the main system for recording and reporting any concerns that may arise during the day and will be monitored regularly by DSLs
- Regular Principal Briefings are published via email to ensure ALL staff are kept up to date with any relevant information
- The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our Whistleblowing Policy

#### **Attendance:**

- As of January 2021 all students are expected to attend school remotely unless they are classed as vulnerable or their parents are critical workers.
- The school attendance registers are completed daily for all students in school
- Registers are shared with the DSLs to enable monitoring of vulnerable student attendance
- Where a child is expected but does not arrive at school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSLs will be informed
- Where a vulnerable student does not take up their place, we will notify their social worker

#### **Current Child Protection Concerns (CP, CIN, LAC):**

We will encourage our vulnerable students to attend school. Weekly phone contact is made by allocated DSL. Details of any contact will be recorded on My Concern. In the case of no contact being made the following steps will be taken:

- A letter or email will be sent to the family by the allocated DSL advising them of the attempts at contact and requesting an immediate response via telephone
- The allocated Social Worker and where applicable, Virtual School link will be made aware of the attempts at contact by the allocated DSL and a discussion around any next steps will be held between the school and CYPSC/Virtual School
- If no response is received following the letter request, a welfare check through our safeguarding partners will be requested by the school following a discussion within the DSL team and the LA Link Worker. Where required, a CMiE will be submitted to the local authority

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### **Vulnerable Families (This includes EHCP, Early Help support and those identified by the school as being vulnerable):**

Weekly contact by allocated staff member (SENDCo, HoY or Key worker). Details of any contact will be recorded on My Concern and logged on the tracking spreadsheet. Contact will be monitored by DSLs via a weekly audit of the tracking spreadsheet. In the case of no contact being made the following steps will be taken:

- A letter will be sent to the family by the DSL team advising them of the attempts at contact and requesting an immediate response via telephone
- Contact will be made by a member of the DSL team with any professional agencies known to the families and a discussion around next steps will be held between the school and relevant professionals
- If no response is received following the letter request, a discussion will be held with the **CHaD** by a DSL if deemed appropriate. Where appropriate a CMiE will be submitted to the local authority
- Targeted ELSA support may be delivered where appropriate through work packs and via phone calls for highlighted students who are working at home

### **Increased vulnerability or risk:**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents.

- Staff will be aware of this in setting expectations of students' work where they are at home
- Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.
- Our staff will be aware of the mental health of children and their parents and carers and will contact the DSL or a deputy if they have any concerns
- As students return, DSLs will monitor the status of all students within the school and ensure that any new concerns or actions that may result in a student becoming categorised as 'vulnerable' will lead to them being added to the appropriate contact lists. This may include further information from any of our Safeguarding Partners such as domestic abuse alerts
- Targeted ELSA support is delivered through work packs and via phone calls for highlighted students who are working at home

### **Class Teacher Calls:**

Contact is made twice weekly to provide learning and pastoral support as required

- Summary logs of all contact will be recorded on Teams
- Staff are aware of safeguarding policy following any concerns raised
- Concerns to be shared with DSLs via telephone or email prior to logging on My Concern
- Welfare letters to be sent when no contact has been made within the fortnightly period
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If no response is received following the letter request, a discussion will be held between the HoY/DSL/School's Link Worker and where appropriate a CMiE will be submitted to the local authority

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### School Link Worker:

Our DSLs and senior staff will work with the Local Authority and the **New Locality Teams** who will

- Act as a point of contact to work with schools (e.g. DSLs) in realising expectations set out both in the Senior Leadership correspondence and as outlined in recent DfE guidance
- Support schools with their oversight and response to vulnerable children and young people
- Provide or arrange additional capacity where required, to undertake safe and well checks
- Work with schools to identify other at-risk children with vulnerabilities to discuss and agree a suitable response

### Financial Difficulties:

- Access to food support through food bank voucher scheme for families identified by the pastoral team
- Access to emergency food parcels for families identified by the pastoral team
- Universal Credit applications can be supported if required - forms signed
- Liaise with Poole Family Information Service
- Publish help and support materials and links on school website
- The school will be supporting families in receipt of Free School Meals following guidance received from gov.uk

### Online Safety:

- Our staff will follow the process for online safety as set out in our Online Safety Policy
- The school will continue to maintain and update guidance via the website on local and national directives
- Social media platforms will be used to signpost students and families to relevant online safety guidance and recommendations regarding online learning during this period.
- Support for any issues that may arise via online learning can be flagged up with key staff – contact details have been shared with students and families and are on the school website
- Educational updates and reminders on staying safe online will be shared with students during this period as and when appropriate via home learning links, the school website, Facebook and Twitter

### Peer on peer abuse:

- Our staff will continue to follow the school's guidance contained in our Safeguarding policy regarding peer on peer abuse
- We recognise that peer on peer abuse can still occur during a school closure or partial closure and between those students who do attend the school site during these measures
- Staff will remain vigilant to the signs of peer on peer abuse and will report any concerns immediately to the DSLs and log on My Concern

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### Staff training and induction:

- For the duration of the COVID-19 measures, our DSL and deputy DSLs receive their training via online packages.
- All current school staff have received safeguarding training
- When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Safeguarding Policy.

If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- The individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any caused for concern
- There are no safeguarding investigations into the conduct of that individual
- The individual remains suitable to work with children

### Safer recruitment/volunteers and movement of staff:

- It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to students
- When recruiting new staff, where possible we will continue to follow our safer recruitment guidelines as laid out in the AAT Recruitment and Selection Policy
- In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.
- It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness

### New students at school:

- Children may join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.
- For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is)
- Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our school senior leaders will take responsibility.

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- The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.

### Support for parents and carers to keep their children safe online includes:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services
- [support for parents and carers to keep children safe from online harms](#), includes advice about specific harms such as online child sexual abuse, sexting, and cyberbullying
- [support to stay safe online](#) includes security and privacy settings, blocking unsuitable content, and parental controls

**Date Updated: 12/01/2021**

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