



## Coronavirus: Safeguarding Appendix

### Context

We are in uncharted waters. The landscape is changing by the minute, and school is endeavouring to be forward thinking and proactive in its approach.

We are an 11 - 16 community special school and have 97 children with EHCPs who are all vulnerable in a range of ways.

We face a universal challenge as a society and Brook Green Centre for Learning wishes to support the needs of Critical Workers, and vulnerable children, whilst at the same time, supporting staff in their emotional and professional needs. Ultimately this care will build resilience into the system. Our positive school community culture has led now to an increased sense of 'Team' from parents and staff; parents too have shown great consideration and appreciation of all the school is doing. We aim to continue this approach.

We aim to keep all those at school, and those at home, as safe and supported as possible, within pragmatic parameters.

Government guidance is changing almost daily, and we have made every effort to put these into place updating regularly but personalised to the needs and practices of our community. Feedback has been universally positive.

Safeguarding sits securely within these guiding principles. Now, more than ever we can see the close connection between leadership, staff, community and governance.

**Sara Jordan** - Headteacher and Designated Safeguarding Lead (DSL)

**Maria Krac and Allison Newcombe** - Deputy Designated Safeguarding Leads (DDSL)

**Karen Powell and Alex Wallace** - Safeguarding Governors

*This is an appendix to the main body of our policy and will be effective from **1<sup>st</sup> September 2020** until the school returns to business as usual, following the COVID-19 pandemic.*

*All staff and volunteers working in school or those working remotely will be provided with a copy of this addendum and be required to confirm to the DSL that they have read and understand this document.*

### Safeguarding Team arrangements

It is vital that while our school remains open a suitably trained DSL is available for consultation and advice.

We will strive to achieve having a trained DSL or DDSLs available on site. Due to staff self-isolating, social-distancing or being physically unavailable for other reasons, it is recognised this may not always be possible, and where this is the case there are options we will implement, the first being the preferred and second a backup option:

1. A trained DSL or DDSL from the school will be available to be contacted via phone or online video i.e. Teams, if they are working off site
2. Sharing trained DSLs with another local Special School Head until our own trained DSL can return to work or be available.

Where a trained DSL or DDSL is not on site, in addition to one of the above options, the school will have a senior leader - **Sarah Holt** (Deputy Head) who will take responsibility for co-ordinating safeguarding on site. This person will update and manage access to child protection files, liaise with the offsite DSL (or DDSL) and as required liaise with children's social workers where they require access to children in need and / or to carry out statutory assessments at the school.

In the event one of the above scenarios is implemented and the DSL changes, this will be communicated to staff by group text and e mail.

## **Gateway Response**

Making referrals into the Gateway will continue as usual, with referrals being made via the systems already in place. Where possible the referral will be made by the DSL or DDSLs, however if the DSL or DDSLs are not available in person the senior leader who is co-ordinating safeguarding on site may be required to make the referral after getting advice from a suitably trained DSL / DDSL.

## **Contacting the Local Authority Designated Officer (LADO)**

In the instance a referral to the LADO is necessary this will be actioned by the **Headteacher / DSL** within 1 working day of the allegation coming to light. Should they not be available then **Deputy Head** will make the referral.

Contact methods for the LADO will remain the same with all LADO referrals being made via the current system. If it is decided that a LADO Meeting is necessary the school will take part remotely, if possible.

LADO - Marie Partridge, [LADO@plymouth.gov.uk](mailto:LADO@plymouth.gov.uk)

## **Attendance of Vulnerable Children**

Vulnerable children may not be attending school for other reasons including self-isolation, social-distancing or for another reason, these will be monitored by the school and contact with the child and their family will be maintained via phone calls or Teams.

For those students who are not physically attending the school we still have a duty to keep them safe, including online. The following measures have been implemented to ensure that contact with children is maintained and school staff can maintain oversight of their welfare as best as practically possible.

We will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be **Allison Newcombe**.

Attendance of students will be taken twice each day with attendance also reported to the DFE. A daily staff register is also to be completed.

Any concerns over a student who should be onsite and is not, should be passed onto the Safeguarding team ASAP so necessary action can be taken.

The Safeguarding team will continue to engage with social workers, and attend all multi- agency meetings, which can be done remotely.

If staff have any concerns about children they will follow the standard reporting procedure outlined in the main body of our Safeguarding and Child Protection Policy.

## **Staff Training**

The school will be staffed appropriately, and all staff will satisfy the training requirements of 'Keeping Children Safe in Education (KCSIE) September 2020'.

Regular safeguarding updates will be e mailed to all staff or through briefings. Whole school safeguarding training took place in September 2020 and regular refreshers are scheduled in our weekly Teaching and Learning programme. New staff will receive safeguarding training as part of their induction.

## **Allegations against Adults working with Children**

Any staff member who works in the school will be aware of the process for sharing concerns about colleagues or other adults who works with children in regulated activity. In our school they will report these concerns directly to the **Headteacher / DSL** as soon as practically possible, ideally face to face, however during challenging times that may not always be possible, and a telephone call is also acceptable, but an email or text message is not acceptable as this may not be picked up in a timely manner.

It is made clear to staff in training, induction and in our Whistleblowing Policy that they should not consult or speak of the concern / allegation with other parties, without the expressed permission of the **Headteacher** so as not to damage the integrity of any potential investigation, nor tarnish reputation.

## **Online safety**

Brook Green will continue to provide a safe environment, including online. This includes the use of an online filtering system. It is important that all staff continue to look out for signs a child may be at risk, including online. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, and the police.

Where students are using computers in school, appropriate supervision will be in place.

We will ensure any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements.

## **Supporting children not in school**

Brook Green is committed to ensuring the safety and wellbeing of all its Children and Young people.

An overview document is in place to monitor students currently not in school due to self-isolation, illness or other identified reasons. This also shows if the student is FSM and requires a food parcel delivered. Any information on test results and students returning to school is also recorded on the document.

Where the Safeguarding team has identified a child to be on the edge of social care support, or who would normally receive pastoral support in school, we will ensure that a robust communication plan is in place for that child or young person.

All students and families will have regular contact with a member of staff. This will be identified as to who is the most appropriate within pastoral teams or by the Safeguarding team.

Communication will happen through phone calls, video calls, using Teams and email. This will differ from family to family depending on need. Safe use of Teams and online platforms have been given to staff also. Remote learning plans have been devised for each student where a bubble may need to isolate or if a student is self-isolating.

This plan must be reviewed regularly and where concerns arise, the Safeguarding team will consider any referrals as appropriate. Supervision between the Safeguarding team will continue to take place to discuss students.

We recognise that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of students and their parents / carers.

## **Supporting children in school**

We are committed to ensuring the safety and wellbeing of all its students. Brook Green will continue to be a safe space for all children to attend. The Headteacher will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.

We will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on hand washing and other measures to limit the risk of spread of COVID19.

We will work with students, staff and families to ensure that the transition back to school after a period of time off is well supported. We can make necessary referrals to other professionals to support our students.

***'Safeguarding is everybody's responsibility'***