

2020

# COVID – 19 Addendum to Safeguarding Policy

UPDATED 30.3.20

ADAPTED FROM DFE AND LA GUIDANCE NOTES – D MOULDS





## **COVID - 19 Addendum to Safeguarding Policy for Schools**

The Oval Learning Trust continues to apply the same rigour to safeguarding as it did before through its existing safeguarding policy and practice and has acknowledged the change in circumstances to its schools in respect of:

- increased use of IT,
- distance learning,
- potential school closure,
- smaller numbers of pupils in attendance,
- flexible workforce deployment,
- wider partner engagement as a hub
- and pupils who may need to attend different schools.

This addendum has been created from the DfE and LA updated guidance and in consultation with Headteachers and to facilitate continuation of effective safeguarding measures. Where applicable it overrides key aspects of the existing policies in schools to incorporate the considerations above.

### **Oval's COVID - 19 Strategic approach**

Oval have determined to take a whole trust approach to streamline all activity and provide a cohesive framework that is joined up across all schools so that schools can be supported to focus on and prioritise what is most important. We continue to work in Collaboration, Trust and Partnership with all our local schools. **Our strategy focuses on two key strands:**

#### **Stay open**

Provide sufficient workforce, planning and operational oversight to ensure that school provision will continue for children of key workers in its cluster in a safely co-ordinated way.

#### **Stay Learning (Stay Connected)**

Continue to maintain contact with children and families, particularly the most vulnerable, to provide support for children's well-being and safety.

### **Safeguarding and Improvement Unit contacts (from the original policy for reference)**

Head of Service - Safeguarding Improvement and Quality Assurance

Kelda Claire 0116 3059084 / 07507686100

## **LADO / Allegations:**

Lovona Brown / Kim Taylor 0116 305 7597

## **Safeguarding Development Officers:**

Simon Genders 0116 305 7750

Ann Prideaux 0116 3057317

## **First Response Children's Duty (Same-day referrals)**

Telephone 0116 3050005

Email [childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk)

Address First Response Children's Duty  
Room 100b  
County Hall  
Championship Way  
Glenfield  
LE3 8RF

## **All other referrals including Early Help Services**

<http://lrsb.org.uk/childreport>

**Early Help queries and Consultation Line** 0116 3058727

## **OVAL Learning Trust DSLs:**

Donna Moulds	<a href="mailto:dmoulds@ovalearningtrust.org">dmoulds@ovalearningtrust.org</a>	DSL for Trust and Swannington CE Primary
Sue Savage	<a href="mailto:ssavage@ovalearningtrust.org">ssavage@ovalearningtrust.org</a>	DDSL for Trust, DSL Blackfordby & Albert Village
Cheryl Pryce	<a href="mailto:cpryce@ovalearningtrust.org">cpryce@ovalearningtrust.org</a>	DDSL for Albert Village
Adele Leadbeater	<a href="mailto:aleadbeater@ovalearningtrust.org">aleadbeater@ovalearningtrust.org</a>	DSL for viscount Beaumonts
Keith Ellis	<a href="mailto:kellis@ovalearningtrust.org">kellis@ovalearningtrust.org</a>	DSL for Oakthorpe Primary
Suzanne Uprichard	<a href="mailto:suprichard@ovalearningtrust.org">suprichard@ovalearningtrust.org</a>	Chair of Trust
Vicki Giffard	<a href="mailto:vgiffard@ovalearningtrust.org">vgiffard@ovalearningtrust.org</a>	Safeguarding Director

**All Headteachers are also the Prevent single point of contact in each school.**

## **Guidance**

DfE guidance was issued on Friday 27<sup>th</sup> March – see link below...

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

LA guidance was also issued on 30<sup>th</sup> March

### **DfE coronavirus helpline**

Email [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Telephone 0800 046 8687

## **Key principles**

- Schools will continue to adhere to **Keeping Children Safe in Education 2019**

### **Priorities for schools**

- Schools will prioritise keeping children safe
- Schools will continue to report any safeguarding concerns immediately using existing school systems
- DSL/DDSL (or nominated SLT) All staff should know who the available DSL/DDSL is each day and how they can be contacted. If there is a DSL/DDSL whose training has expired, they should continue in the role and be regarded as trained.
- Unsuitable people will not be allowed to enter the workforce.
- Continue to consider online risks and how to protect children online (both in school and at home)

## **Key revisions and updated procedures and arrangements to the existing Child Protection Policy**

### **Strategy to Stay Open – key activities**

It is important that we review key worker status carefully and thoughtfully to ensure that valuable places are not taken up by those whose children could be at home and also so that keyworkers are supported in doing their jobs. This may need further discussion and ongoing review.

#### **Planning ahead**

Schools will ensure ongoing contact with keyworkers to plan a week ahead for sufficient cover and may need to adapt and flex these plans if shifts change or demand increases.

Schools will provide details of numbers of pupils attending every day and whether school is open or closed by completing the **Oval e-form by 10.45am**. This is sent to [educationeffectiveness@leics.sch.uk](mailto:educationeffectiveness@leics.sch.uk) by 11.00am.

Staff teams will be organised on a blue / red team rota arrangement to ensure one team is always away from school while the other is covering. This will provide a contingency for one team falling ill and a back-up resource for other schools.

## Health and Safety

Schools must ensure that health and safety and regular cleaning is even more prevalent in maintaining a safe environment. Where necessary POs can be used across schools in an emergency to ensure statutory testing takes place. Limiting use of space will minimise cleaning efforts and logistics.

All staff will adhere to government and PHE guidance on distance and isolation and handwashing and cleanliness to minimise risk of virus contamination and maintain up to date knowledge as this guidance changes or is updated.

## Staffing ratios

Schools will maintain a consideration for lone-working principles and policy with a minimum of 2 adults to one child (3 where staffing allows) to ensure no staff member is alone with a pupil. Where staffing levels fall, contingency arrangements must be referred to for staff deployment or pupil deployment to safeguard both pupils and staff.

Senior Leaders will make a decision about whether a school is safe to stay open by risk assessing provision and staffing cover.

## Volunteers or staff attending other schools

It may be necessary in order to keep sites open that we need to re-deploy staff to other settings.

Staff or volunteers attending other schools must have DBS checks completed. Where schools are using volunteers, they should continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Staff or volunteers who have not undergone the safeguarding checks cannot support cover in schools.

A short induction about key information and particularly safeguarding arrangements for that setting must be completed – this could be through an online discussion or by telephone. They must be aware of who the DSL is and be given a copy of the school's Addendum to the SG Policy.

If schools are using volunteers or recruiting new staff, schools must follow existing safer recruitment procedures and complete robust risk assessments. The SCR record must be maintained in exactly the same way as it was before for new volunteers or staff.

Receiving schools can if they choose seek reassurance about checks without having to do new checks.

Oval Senior Leaders can share Bromcom DSL login information from their school settings to secure continuity of DSL coverage with other Senior DSLs in emergency cover situations. This must be logged as a temporary update and reversed once cover is not needed.

## DSL arrangements due to absence

In the absence of a DSL due to illness schools will nominate a senior leader to take a lead role in co-ordinating SG activity. Where this is not possible, or in the event that a senior leader is not experienced enough, the DSL from another school can be utilised to support and/or mentor or step in to help.

## Strategy to maintain contact – key activities

### Pupil keep in touch logs

All schools will maintain a weekly overview of contact in the digital pupil 'keep in touch logs'. These logs will highlight in red those pupils that teachers and leaders note as being vulnerable and in need of more regular contact and will show an ongoing log of contact with pupils. These pupils may not fall into one or more DfE categories as described in the guidance but may be known to the school as going through the process of EHCP, experience mental health issues, have concerning parental supervision that falls below SC thresholds for intervention or other temporary or long-term concerns.

Teachers will update logs at least twice a week to note contact through e-learning, calls home etc...

Teachers in discussion and agreement with HTs will decide what is a reasonable frequency to keep in touch as this may be determined by personal circumstances.

Teachers and leaders may decide to increase contact periodically if they believe a pupil becomes vulnerable for a short period.

### Monitoring the keep in touch logs

HTs will review pupil keep in touch logs weekly so class teachers can give an ongoing summary of contact and so that joint decisions and adaptations can be made or concerns raised promptly. This may include increased conversations with parents or feedback to the HTB about policy changes.

Pupil Keep in Touch Logs **do not replace the reporting of a SG concern** through a DSL and onto the Bromcom system. It may be that a concern about lack of contact is escalated and logged as a SG concern in the usual way.

Disclosures may happen but in a different way and through digital channels. They must still be recorded in the same way and treated as seriously.

### Contact not made with pupils – referring concerns

Where contact isn't made across a week, (depending on the school agreed policy for that child) calls home will be made (email responses from families must be verified by a call if concerns arise).

School staff will not make well-being checks in person directly to a home unless specifically requested to do so by Early Help or Social Care and only then with support from a DSL and with a risk assessment for doing so.

### A quick guide for non-contact concerns:

1. Try the other contact details on record for the pupil
2. Keep trying at different times of the day
3. Call Early Help consultation line for advice (see DSL contacts sheet)
4. As a last resort, consider a police – safe and well check

Staff must continue to maintain a friendly but professional distance with families, despite increased personal contact by phone.

### Children who should be attending school and don't

Parents must be contacted in the usual way if pupils don't attend school and are expected to. If no explanation is forthcoming it must be reported.

### Pupils attending other schools

Parents must give permission for a child to attend another school and it is expected that this will be a planned arrangement. The DSL or designated senior leader must ensure all contact details and relevant background information is being shared with the host school so they have contact information in an emergency. Any relevant details must be shared with the DSL of the host school. The receiving school should be made aware of any relevant welfare and child protection information.

Where appropriate the receiving school should receive copies of:

- Emergency contact information for the child (or the name of someone who can access this quickly)
- Education and Health Care Plan
- Child in Need Plan
- Child Protection Plan
- Looked After Children – Personal Education Plan and name of their social worker as well as name of the Virtual School Head
- These should be received ideally before the child arrives but realistically as soon as possible. If DSL/DDSL not available to receive then a member of the SLT should do so.

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR they do not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE.

### Online working

Children are connected to 365 Teams with a login and password. These must not be shared with anyone else.

All parents have been sent copies of the **adapted 'Teams' acceptable use policies for parents and for children**. These policies are used as the agreed protocol for safer internet use and teachers must refer to these when they use the online learning platforms.

The padlet summary for online learning includes reference to safer internet use for parent and pupil reference.

All staff must adhere to the 'code of conduct' when working with pupils online. All Oval emails and communications leave a 'digital footprint' and all staff must know and understand that these can be checked at any time and must ensure parents and pupils understand this as well.

Pupils are not permitted to video conference staff members or call staff members directly. Staff must only conference groups of pupils for online lessons. If Teachers need to conference a single pupil they must be mindful to include another adult in the conference or report why this is necessary to do to ensure they are not compromising any lone-working principles.

Pupils must adhere to agreed timeframes as defined in the acceptable use document and staff must monitor this use.

Staff have an obligation to check how pupils are communicating online and during their online learning discussions must periodically check that they feel safe and do not have any concerns. Staff need to be mindful of the E-safety Policy and Anti-bullying policies and the references to peer-on-peer abuse that may still arise. These must be reported as a safeguarding concern in the usual way and may need investigating.

Where concerns or issues arise online, school leaders will apply their behaviour policies in the usual way. This may mean warnings or conduct sheets and even temporary or permanent removal from the learning platform.

Staff meetings and briefings must always provide the opportunity to review online policy and protocols and maintain vigilance in SG principles.

#### Reporting concerns about staff or volunteers

All staff must continue to be vigilant about the principles outlined in KCSIE and in the code of conduct.

Staff must maintain professional distance and be minded to observe safer protocols such as concealing phone ID when calling parents from personal mobiles and not giving personal mobile numbers out.

Concerns may arise in the way staff conduct themselves online as an example and concerns must be reported in the same way to the DSL or to a nominated DSL in another school if they are absent. In the event concerns arise about and Trust leaders then contact can be made with Directors as listed in the contacts list. Contact can be made by email and a telephone conversation arranged.

#### Safer Recruitment

If schools are recruiting at this time continue to follow the safer recruitment guidelines in KCSIE Part 3.

#### Mental Health

We will continue to be vigilant and aware of children's mental health and how this may present in changes in their behaviour. We will continue to support within school and use the white "Services Directory" (on LTS and in DSL pack) to signpost parents who are struggling with specific issues.

#### Policy review

This policy will be under continual review and scrutiny as a result of Covid-19 senior leadership meetings. It will also be reviewed in light of any new advice from the DfE or LA.