

Coronavirus (COVID-19) Annex

Safeguarding and Child Protection Policy and Procedures

For The Ridgeway School
Version 1 (03/04/2020)

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/students must always continue to come first
- If anyone in school or working remotely from home has a safeguarding concern about a pupil/student 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/students.
- Pupils/students 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	Insert contact phone number and where possible provide mobile number
Designated Safeguarding Lead	Dawn Blackler	<i>01793 376237</i>
Deputy DSL	Pam Keep	
Deputy DSL	Helen Buttery	
Senior staff designated in safeguarding team's absence	Gina Moody	
Principal	James Povoas	

Children's Social Care	01793 466903
Emergency Duty Service	01793 436699
Adult's Social Care (if 18+ students)	01793 463555
Emergency Duty Service	

	Name	Insert contact phone number
Principal	James Povoas	
Chief Executive Officer (if part of a Trust/Federation)	Nick Capstick	01793 376236
Local Authority Designated Officer / Designated Officer For Allegations	Rachel Hull (Thurs & Fri) Jon Goddard (Mon – Wed)	01793 463854
LA Virtual Headteacher	Sonja Joseph(Swindon) Kathryn Davis (Wilts)	

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

Worried About A Student

These procedures apply to situations :-

- which arise on school site, where you may be worried about a student 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/student you are communicating with. This may include observations during 'live' teaching sessions, communications from a student via email or a lack of contact from a pupil/student.
- 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 student might be in immediate danger or at risk of significant harm you must act immediately.
- Report your concerns directly to a member of the safeguarding team, as soon as you are able. This should be completed using the designated school Concern Form and sent via email directly to all members of the Safeguarding Team.
- 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. (See quick reference guide for numbers)
- In the first instance our Designated Safeguarding Lead Dawn Blackler (01793 376237)
If the DSL is unavailable, please report to our deputy DSL/s Helen BATTERY (batteryh@ridgewayschool.com) and Pam Keep (keep@ridgewayschool.com)
- 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 e-mail 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.
- 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 student'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.
- Where an electronic system is being used to record concerns, this should be sent to the safeguarding team or senior member of staff designated to cover for the DSL/deputy DSL in line with usual procedures.

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/student, 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 Dawn Blackler, who works in line with the requirements of the role, as set out in Annex B of Keeping Children Safe In Education Sept 2019.

Our deputy DSL are Helen Buttery and Pam Keep and 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 being available.

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.

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

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

<https://safeguardingpartnership.swindon.gov.uk/>

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

Step 1

- If there is concern that the student is in immediate danger contact Children's Social Care/Adult's Social Care (See Quick reference contact guide on page 2)
- You may also consider contacting the police on 999.
- If the student 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 student is already an open case to social care, the student'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 Safeguarding team and senior members of staff have a list of students currently open to Social Care and their social worker names and contact details.
- The DSL/deputy DSL/senior staff member will record the names of external staff involved in communications. This is particularly important where the student'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 student 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 student 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.
- If the student is not already an open case and a referral to social care is completed the student should be added to the school risk register and their risk level graded with additional safeguards that will be put in place in light of the new concern. A key contact person should be identified for the student and family and contact details for them provided. This information should be shared with the safeguarding team, The MAT and the Local Authority should be informed of any additions to the school risk register as soon as the circumstances allow.

Step 3

- If the concern does not require immediate contact with Children's/Adult'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 student's teacher/tutor.
- Student should be added to the risk register and their risk level graded with additional safeguards that will be put in place in light of the new concern. A key contact person should be identified for the student and family and contact details for them provided. This information should be shared with the safeguarding team, The MAT and the Local Authority should be informed of any additions to the school risk register as soon as the circumstances allow.
- If there any wider environmental factors present in the pupil/student's life which pose a threat to their safety/welfare? (Contextual safeguarding – see Part 1 of KCSIE Sept 19) these should be shared on the risk register. Advice could be sought from the Early Help Hub to identify further services or agencies that may be able to offer help and support. (Swindon 01793 466903 Option 1)

Step 4

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

Step 5

- A member of the Safeguarding Team will update the students chronology on CPOM's with information about identified actions, completed actions, decision-making (where applicable) and outcomes (if appropriate).

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 Students

The school's Safeguarding Team and senior leaders have reviewed all students on the school's safeguarding and child protection overview.

A risk assessment has been completed to identify a graduated offer of support for these students and any additional 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 students

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/students 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 students 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/student who we believe to be on the edge of receiving children's social care support.**

Support for these pupils/students 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 eg 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
- Additional mental health and wellbeing support has been identified to parents via email or phone contact.
- Additional mental health and wellbeing support has been identified to students via One Note, their remote learning portal. Students can continue to report concerns via the Whisper button or the CEOP reporting button through One Note or the school website. This has been shown and explained to all students prior to school closure.

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

- Welfare checks via phone and or email will be made depending on the level of risk identified and in line with guidance provided by the MAT or Local Authority
- Lead professional/social worker/Virtual Headteacher made aware of non-attendance at school and additional support from these professionals agreed
- In the event of no contact the Safeguarding Team will identify whether a door knock is appropriate and identify a professional to complete.
- Links to support are made available on the school website
- Safety plan written with parents/carers to support students during their time at home.
- If required the DSL or a member of the safeguarding team can seek advice and support from the School Counsellor or other external agencies.

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

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

Students who are living in households where there is domestic abuse

Support includes:-

- Telephone contact will be dependent on the level of risk identified on the risk register.
- 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 student remaining at home and provision of school place if required

Students who have mental health issues, including anxiety and depression

Support includes:-

- Teacher/mentor contact with students to check on well-being via school email systems or virtual learning environments. Staff aware of safeguarding procedures to follow if they have concerns about a pupil/student’s welfare
- Support from the school’s pastoral team. A key worker from the Pastoral team will be identified if required for a student who is considered vulnerable and this will be reviewed on weekly basis.

Links to support available on school virtual learning platform including, [Young Minds](#), [Kooth](#) and [Childline](#)*

- Regular review to monitor whether risk is increasing by the student remaining at home and provision of school place offered if required
- Access to the school counsellor if a need is identified

*Childline reporting (27th March 20) that there has been a sharp rise in calls to their number, particularly by girls aged 12 to 15.

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

Support includes:-

- Mentor contact with students to check on well-being via school email systems or virtual learning environments. Staff aware of safeguarding procedures to follow if they have concerns about a student's welfare
- System in place for students to alert safeguarding team if at risk. If staff are making calls from home they have been advised on how to withhold their personal phone number and to only use school email for communication.
- Safety plan written with parents/carers to support students during time at home
- Links to support available on school website, including resources for parents to access to keep their children safe online eg [Kidscape](#) and <https://www.thinkuknow.co.uk/>
- Regular review to monitor whether risk is increasing by the student remaining at home and provision of school place offered if required

Students 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
- System in place for students to alert safeguarding team if at risk.
- Students identified as vulnerable or children of key workers in Year 8 or below have been offered the opportunity to attend school if no other support is available.
- Regular review to monitor whether risk is increasing by the student remaining at home and provision of school place offered if required
- Parent of students who receive free school meals have been provided with a voucher that can be redeemed at any of the major supermarkets. Follow up calls to be made by staff to ensure this can be accessed.

Students attending another school/setting

Where students 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 Students Safe On School Site

Arrangements have been made for those students 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'](#).

- On arrival at school students will be expected to use the hand sanitiser provided.
- Regular use of the hand sanitiser throughout the day
- 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
- Only use areas of the school that have been identified for use by school Site Team
- Surfaces and equipment cleaned and disinfected frequently and students will use the same computer station at all time
- Lunch times, break times and the movement of pupils staggered around the school to reduce large groups of children gathering and be taken outdoors if weather permits
- Parents discouraged from gathering at school gates

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' 2019.

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 student 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 student 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 student?
- Report your concerns directly to the Principal as soon as possible. This is James Povoas
- If the Principal is not contactable, report to the most senior member of staff on site.
- If your concerns are about the Principal report to the Nick Capstick, CEO of the Trust directly.

Step 2

- Record your concerns using CPOMS/other online system/the school's safeguarding/child protection concern/incident form as soon as possible.
- Where schools do not have access to an online recording system, the school's safeguarding and cp concern form should be accessible for staff to access electronically. Staff should be discouraged from completing written, hard copies of this form.

- 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

- Where an electronic system is being used to record concerns, this should be sent to the Principal or senior member of staff designated to cover for Principal in line with usual procedures.
- Where concerns arise involving the Principal, Nick Capstick, CEO of the Trust will need to be alerted.
- Where a school does not have access to an electronic recording system, the concern form should be password protected (ideally using WINZIP) and emailed to the Principal or senior member of staff designated to cover for Principal They should be alerted of the password for the document via text message. Once you have received confirmation that the document has been successfully received you should delete the record. **Copies should not be retained by you.**

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

- The Principal/CEO/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 Principal/CEO/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 Students Safe Online

For those students 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

[DfE guidance](#) requires that schools have 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 students will be spending increased time online, either participating in school work, taking part in live streaming of lessons and/or as part of extended 'free-time' due to lockdown procedures in place nationally.

Staff will use the helpline for professionals if they are concerned about a student who is identified for inappropriate behaviour online and contact the parent/carer.

<https://swgfl.org.uk/services/professionals-online-safety-helpline/>

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 students, 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 2019)

In addition, pupils/students 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/Principal 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
- Only use areas identified by the school Site Team
- Lunch times, break times and the movement of pupils staggered around the school 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.

The DfE is due to release further guidance shortly to support with safe remote learning and the guidance suggests that schools may need to produce an annex to their online safety policy, similar to this annex for the safeguarding policy.

[SWGfL](#) and [LGfL](#) have produced some useful guidance to support with this also. For schools using live streaming LGfL have produced 'Twenty Safeguarding Considerations for Lesson

Livestreaming, which you may want to consider including as an annex to your acceptable use policy, asking staff to read and sign if they are delivering lessons online. The school uses One Note as its online Learning Platform and staff have been told to report concerns of the use of this platform to the Safeguarding Team for appropriate action. Staff are expected to follow the school code of conduct when setting work on this platform

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.

Staff will have access to the School Counsellor if a need is identified and have access to Simply Health through the White Horse Federation.

Attendance

Attendance in school is recorded in line with guidance from the DfE and is submitted daily by a member of the senior team.

A phone call is made to the parents/carer of a young person who does not attend if they were expected in school.

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 2019).

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/students.

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 (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)
- 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 students, 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 19).

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/student 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/students 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.

All staff are required to complete safeguarding modules provided on TalentLMS (the Trust/Federations online training system) and any training/updates provided by the DSL to ensure they are up to date.

This update to the school's safeguarding policy (version 1) was compiled on 03.04.20

Signed:.....(Principal)

Date:

Signed:.....(Chair of Governors)

Date

Version 1 Shared with all staff and regular volunteers on:-