

Appendix 10

COVID-19 Pandemic - Safeguarding Appendix

This appendix applies to all adults, including volunteers, working in or on behalf of the school and during the COVID-19 school closures we will still maintain our usual process of recording concerns through the schools recording system. Concerns can be followed up via emails to the school DSL (Simon Curtis) and/or DDSL (Kay Marshall). For urgent concerns, phone calls can be made to the school DSL (Simon Curtis) and DDSL (Kay Marshall). Staff are to act immediately on any safeguarding concerns.

We continue to work closely with our three safeguarding partners, and we will ensure this appendix is consistent with their advice. This will include expectations for supporting children with education, health and care (EHC) plans, the local authority designated officer and children's social care, LADO, reporting mechanisms, referral thresholds and children in need. The current advice is below.

1. Single site provision:

- 1.1. When sites combine, either directed by the Trust, or LCC, then the DSL and DDSLs will be appointed on a rota at the given site. Each school will still have overall responsibility for its own pupils, ensuring that points 2-10 below are undertaken.
- 1.2. Joining schools will work collaboratively to ensure the safety of pupils and staff members. Shared supervision will be taken of the pupils attending, information will be shared with all staff regarding duty days, fire evacuation, first aid and recording student attendance. DSL'S and DDSL'S will be contactable during the school day via email and/or telephone.
- 1.3. Staff need to be aware of the appendices pertinent to each school site, both primary and secondary. **When staff members are working from one site, it is that school's policy or suite of policies that are followed.**
- 1.4 Simon Curtis (SDC) to be the Trust Safeguarding Lead for the duration of the closure: contact details scurtis@banovallumschool.co.uk

2. Aims:

- 2.1. To ensure all pupils are safe and school support strategies and safeguarding procedures are up to date and implemented where appropriate.
 - HET COVID 19 Risk Assessment
 - School Specific COVID 19 Risk Assessments – Curriculum/safeguarding etc.
 - Vulnerable Child Risk Assessments
 - IT Acceptable Use Policy
- 2.2. Where possible learning can continue at home through work provided
- 2.3. To provide a safe space for children of Key Workers
- 2.4. All vulnerable families have additional contact and support with any concerns reported and recorded.
- 2.5. All stakeholders are up to date with DfE, LCC H&S guidelines and policy updates that are relevant to them.

3. Children moving from schools:

- 3.1. Parents/carers notified in advance of any changes to school setting.
- 3.2. Pupils supervised/supported via Horncastle Education Trust staff members.
- 3.3. Pupils to register upon arrival
- 3.4. Pupils and staff members are informed and shown the fire evacuation procedures.
- 3.5. Lead staff members may share safeguarding information with each other if it is felt necessary to do so. We must continue to have appropriate regard to data protection and GDPR, however, this does not prevent the sharing of information for the purposes of keeping children safe.

4. Safer recruitment- movement of staff:

- 4.1 There is no expectation that a new DBS check should be obtained if/when staff temporarily moves to another school setting.
- 4.2 QEGs and Banovallum have a joint Trust rota and register which records the movement of staff and volunteers. The primary sector would be included in this, as and when required.
- 4.3 Each school in the Trust will continue to keep their single central record up to date.

5. Online Safety;

Due to pupils increased use of online platforms:

- 5.1. We will ensure that our online learning tools (such as Hegarty Maths, Active Learn, Epraise and GCSEPod etc.) and systems are in line with privacy and data protection/GDPR requirements.
- 5.2. Pupils/parents can contact the school via the DSL (Simon Curtis scurtis@banovallumschool.co.uk), DDSL (Kay Marshall kmarshall@banovallumschool.co.uk), Epraise messenger or admin@banovallumschool.co.uk to raise any concerns whilst online. A 'classroom standard' of behaviour is expected from all participants.
- 5.3. Staff and pupils will be in regular contact via online platforms, staff are reminded that a professional and supportive manner is required during this time.
- 5.4. Parents can gain further information and support from the following:
- [Internet matters](#) - for support for parents and carers to keep their children safe online
 - [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
 - [Net-aware](#) - for support for parents and careers from the NSPCC
 - [Parent info](#) - for support for parents and carers to keep their children safe online
 - [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
 - [UK Safer Internet Centre](#) - advice for parents and carers

6. Mental Health:

- 6.1. Pupils who are known to need support will be contacted and supported.
- 6.2. Pupils may wish to utilise support from the following:
- Kooth- online counselling service
 - Childline- for support
 - NSPCC- for support
 - MIND- for support
 - Young Minds- for support
 - Young Carers Association- for support
 - UK Safer Internet Centre- to report and remove harmful online content
 - CEOP- for advice on making a report about online abuse
 - Samaritans- for support

7. Vulnerable pupils and families:

- 7.1 Vulnerable students will be regularly contacted via the DSL, DDSL, Pastoral team, SENCO and if appropriate, our external counselling services.
- 7.2 Where applicable and (age) appropriate, pupils receiving counselling will continue to do so via telephone sessions.
- 7.3 Students who are part of a Child Protection process will be contacted daily, and students supported within a CIN or TAC process and other students who are on the vulnerable group will be contacted at least weekly. Communication will be by telephone, and if appropriate via email.
- 7.4 All visiting staff briefed on safeguarding arrangements in our school (A paper copy of our safeguarding appendix document on arrival)
- 7.5 Normal GDPR rules still apply - GDPR does not prevent the sharing of information for the purposes of keeping children safe.

8. Attendance:

- 8.1 A student attending school who is defined as a vulnerable student, will be registered upon entering the school.
- 8.2 If those who were expected to attend fail to do so, contact will be made with parents/carers.

9. Pupils attending alternative provision:

- 9.1 Contact will be made with the AP school to collate information regarding the closure plans and the provision for students who will be attending.
- 9.2 Where students are not attending school, confirmation is required of provided work and how communication with the student and family is to be maintained.
- 9.3 AP provider to remain in contact with the school regarding any circumstantial changes or concerns.

10. Training:

- 10.1. All staff members have participated and completed the following training and read the appropriate and relevant government documentation this academic year:
- 10.2. Safeguarding- Keeping Children Safe in Education, Face to face training
- 10.3. Prevent- Face to face training or eLearning if absent for event.
- 10.4. Safeguarding - eLearning
- 10.5. Online Safety - eLearning
- 10.6. GDPR- eLearning
- 10.7. All staff maintain S&CP virtual training through LSCP according to individual school timetables.