

# Coronavirus (COVID-19) Annex

## Safeguarding and Child Protection Policy and Procedures

For EOTAS  
Version 21 January 2021

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 via the CPOMS system.
- 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 support documentation produced by external organisations such as Coronavirus (COVID-19) briefing: safeguarding guidance and information for schools NSPCC 2021

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## Quick Reference Contacts Guide

	<b>Name</b>	
<b>Designated Safeguarding Lead</b>	Natalie Coveney	07971353020
<b>Deputy DSL</b>	Chris Mawdsley	christopher.mawdsley@eotas.swindon.sch.uk
<b>Deputy DSL</b>	Sally Nichols	07971353027
<b>Deputy DSL</b>	Valerie Olds	07971353021
<b>Deputy DSL</b>	Kate Hooper Hudson	kate.hooper@eotas.swindon.sch.uk
<b>Senior staff designated in safeguarding team's absence</b>	Sarah Zasada Juliette Baldwin	sarah.zasada@eotas.swindon.sch.uk juliette.baldwin@eotas.swindon.sch.uk
<b>Head teacher/ Principal</b>	Lindsey Hull	07949248846 <b>Professional agency or internal school use only)</b>

<b>Children's Social Care</b>	01793 466903
<b>Emergency Duty Service</b>	01793 436699 / 999
<b>Adult's Social Care (if 18+ students)</b>	01793 463555 adultsafeguarding@swindon.gov.uk

	<b>Name</b>	
<b>Head teacher/ Principal</b>	Lindsey Hull	07949248846 <b>Professional agency or internal school use only)</b>
<b>Chair of Governors</b>	Tim Byford	tim.byford836@gmail.com
<b>Safeguarding – management committee representative</b>	Bob Linnegar	BLinnegar@commonweal.co.uk
<b>Local Authority Designated Officer / Designated Officer For Allegations</b>	LADO Jon Goddard	01793 463854
<b>LA Virtual Headteacher</b>	Sonja Joseph	Tel: 01793 464335 Mob: 07557095100 Email: <a href="mailto:sjoseph@swindon.gov.uk">sjoseph@swindon.gov.uk</a>

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

## Worried About A Pupil / Student

These procedures apply to situations :-

- which arise on school site, where you may be worried about a pupil/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 pupil/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 pupil/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 pupil/student?
- Report your concerns directly to a member of the safeguarding team, as soon as you are able.
- 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 [natalie.coveney@eotas.swindon.sch.uk](mailto:natalie.coveney@eotas.swindon.sch.uk) 07971353020 If the DSL is unavailable, please report to our deputy DSL/s

Chris Mawdsley	christopher.mawdsley@eotas.swindon.sch.uk
Sally Nichols	07971353027
Valerie Olds	07971353021
Kate Hooper	kate.hooper@eotas.swindon.sch.uk

- If you are on school site and where neither the DSL or deputy DSL/s are on site you can contact the DSL or deputy by phone for support or speak to the most senior member of staff on site.
- In the event that both the DSL and deputy DSL/s become uncontactable through illness or other absence. Additional information will be provided by email.
- 
- [Step 2](#)
- Record your concerns using CPOMS as soon as possible.

<https://stratton.cpoms.net>

- 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 pupil/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.
- CPOMS will ensure this is 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 Natalie Coveney 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 DSLs are Chris Mawdsley – first point of contact for concerns re Riverside students, Sally Nichols, Valerie Olds, Fernbrook and Kate Hooper – first point of contact for concerns about Oakfield students. All are available to deputise for each other and available in the absence of the DSL. CPOMS will automatically direct concerns to the correct DSL with a back up system in place for absence

In addition, to our safeguarding team, additional senior staff may be designated to cover in the absence of the safeguarding team. This will be communicated by email in the event it is necessary

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

Swindon Multi Agency Safeguarding Hub (MASH) – 01793 466903 select OPTION 2 Seek advice on any safeguarding concerns about a child

Early Help Hub – 01793 466903 select OPTION 1 to speak to Early Help Hub for advice or Team around the Child advice \*\*

Social Workers – 01793 466903 select OPTION 3 to speak to an allocated social worker \*\*

The Family Service – 01793 465111 \*\*

U Turn – 01793 464662 Swindon service for support, help and guidance to young people (and their families) who have alcohol and/or drug-related problems.

Tamhs – 01793 463177 \*\*

Camhs – 01865 903480 \*\*

Ontrak – 01793 464662 Swindon Counselling service for 14-19 yr olds

Lift Psychology – 01793 836836 <https://lift-swindon.awp.nhs.uk/>

(No courses currently but 1:1 telephone appts. Service for 16 years only and above)

NHS – 111

Police – 101

\*\*These services are available to call only if you are already working with them or have had a referral made

### **School Nursing Service**

For young people 11-18 in secondary schools

Speak to a qualified nurse on 0300 247 0090, a confidential telephone drop-in service

Monday to Friday 12-2pm.

CHAT health text service for advice or support for any health issues or worries. Text number 07480 635513

For parents of children of any age

Access to advice and support with one of our duty nurses Monday to Friday 9-5pm. Tel 0300 247 0090

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/>

### **What happens once a concern /disclosure has been reported to a member of the safeguarding team?**

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

#### **Step 1**

- If there is concern that the pupil/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 pupil/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 pupil/student is already an open case to social care, the child'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 DSL/deputy DSL/senior staff member will record the names of external staff involved in communications. This is particularly important where the child'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 pupil/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 pupil/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.
- Re-visit the school's risk assessment (put in place for COVID-19 period) and review what additional safeguards need to be put in place in light of this new concern. If the child has not previously been identified as a vulnerable child, update the risk assessment accordingly. Consider whether this child needs to be provided with a place to attend school.

### 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 pupil/student's teacher/tutor. What additional safeguards can the teacher/tutor put in place to safeguard the pupil/student?
- Are 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) Are there any external agencies who may be able to offer support? Is it appropriate to communicate concerns to the police?
- Re-visit the school's risk assessment (put in place for COVID-19 period) and review what additional safeguards need to be put in place in light of this new concern. If the child has not previously been identified as a vulnerable child, update the risk assessment accordingly.

### Step 4

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

### Step 5

- Update record-keeping 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 Pupils/Students

The school's safeguarding team and senior leaders have reviewed all pupils/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 pupils/students and any additional pupils and 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 pupils/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.

Arrangements have been made for these pupils/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. All students at EOTAS are currently offered a minimum of part time provision in school.

Support for pupils/students who are shielding or whose families have refused the offer of attendance at school are offered a full time virtual curriculum.

Where pupils/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:-

- Door step safe and well checks and the delivery of free school meals
- Lead professional/social worker/Virtual Headteacher made aware of non-attendance at school and additional support from these professionals agreed
- Telephone contact twice weekly if appropriate and daily for any extreme cases.
- System in place for pupils/students to alert safeguarding team if at risk. A safeguarding email address [safeguarding@eotas.swindon.sch.uk](mailto:safeguarding@eotas.swindon.sch.uk) is available on the website and all .Students have access to their tutor's email address and can report concerns to them.
- Where parents are struggling to keep their children safe during the closure DSL/DDSL and social care to complete a Safety plan, written with parents/carers to support pupils/students during time at home
- Any issues or concerns are all recorded by staff member on CPOMS.

## **Arrangements to support pupils/students we are concerned about but who do not meet the 'vulnerable' definition**

All students within EOTAS meet the wider definition of vulnerable outlined in government guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/952443/210114\\_School\\_national\\_restrictions\\_guidance\\_FINAL\\_14012021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf)

However, should any new students not meet these criteria Support would include:-

- Telephone contact twice weekly.
- A full programme of remote learning including live on line lessons. Work packs provided in cases where technology is unavailable temporarily

- Ensuring victims of domestic abuse 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 between safeguarding team and pastoral teams to monitor whether risk is increasing by pupil/student remaining at home and provision of school place if required
- Any issues or concerns are all recorded by staff member on CPOMS.

#### Pupils/students who have mental health issues, including anxiety and depression

Support includes:-

- Teacher/tutor contact with pupils/students to check on well-being in person or via telephone and 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. Students are also able to email pastoral team on the [safeguarding@eotas.swindon.sch.uk](mailto:safeguarding@eotas.swindon.sch.uk) email
- Links to support available in work packs, including [Young Minds](#) and [Childline](#)\*
- Regular review between safeguarding team and pastoral teams to monitor whether risk is increasing by pupil/student remaining at home and provision of school place if required
- Therapeutic Arts practitioner is maintaining contact via email with their open list of cases. Contact recorded on cpoms

#### Pupils/students who are at risk of peer on peer abuse, including cyber-bullying

Support includes:-

- Teacher/tutor contact with pupils/students to check on well-being in person or via telephone and school email systems. Staff aware of safeguarding procedures to follow if they have concerns about a pupil/student's welfare
- System in place for pupils/students to alert safeguarding team if at risk Students can email staff using school email addresses for subject teachers to set work. Staff have been encouraged to use the setting of work to check in with students and remind them of staying home and staying safe.
- Any issues or concerns are all recorded by staff member on CPOMS.
- Links to support available on leaflet distributed to parents with work packs
- Regular review between safeguarding team and pastoral teams to monitor whether risk is increasing by pupil/student remaining at home and provision of school place if required

#### Pupils/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 will be emphasised in twice weekly phone calls
- System in place for pupils/students to alert safeguarding team if at risk via tutor phone calls or [safeguarding@eotas.swindon.sch.uk](mailto:safeguarding@eotas.swindon.sch.uk) email address
- Regular review between safeguarding team and pastoral teams to monitor whether risk is increasing by pupil/student remaining at home and provision of school place if required



Free School Meals are collected by students on their scheduled sessions in school or delivered to isolating or shielding students twice per week

## **Keeping Pupils/Students Safe On School Site**

Arrangements have been made for those pupils/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.

The school and staff work in line with DfE guidance and the EOTAS risk assessment

The steps we are taking include the following:-

- No parents to come into the building, students to be dropped off in the carpark, unless for a prearranged meeting where safety protocols are in place.
- All staff in the building will abide by the COVID risk assessment.
- 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
- Surfaces and equipment cleaned and disinfected frequently
- Class sizes are kept as small as possible and as spaced out as possible
- Staff and students to comply with government guidance on mask wearing in school
- lunch times, break times and the movement of pupils staggered around the school to reduce large groups of children gathering

## **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' 2020.

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 pupil/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 pupil/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 pupil/student?

- Report your concerns directly to the Head teacher/Principal as soon as possible. Lindsey Hull, [lindsey.hull@eotas.swindon.sch.uk](mailto:lindsey.hull@eotas.swindon.sch.uk) 07949248846
- If the Head teacher is not contactable, report to the most senior member of staff on site or the DSL.
- If your concerns are about the Head teacher/Principal report to the Chair of Governors directly. Tim Byford [tim.byford836@gmail.com](mailto:tim.byford836@gmail.com)
- Where concerns arise involving the Headteacher/Principal, the Chair of Governors will need to be alerted. In the event where the Chair is unavailable then the governor for safeguarding is Bob Linnegar [BLinnegar@commonweal.co.uk](mailto:BLinnegar@commonweal.co.uk)
- Where the concern is not linked to a particular student, the information should be password protected and e mailed to the Head teacher/Principal or senior member of staff designated to cover for Headteacher/Principal or Governor. They should be alerted of the password for the document via a separate email. 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 Head teacher/Principal/ Chair of Governors/CEO will consider the information in the report in line with Part 4 of 'Keeping Children safe In Education' Sept 20 and also in line with local procedures laid out by the Local Safeguarding Partnership.
- The Head teacher/Principal/ Chair of Governors/CEO 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 Pupils/Students Safe Online

For those pupils/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. This forms part of the EOTAS risk assessment

For those who are not physically attending school, we recognise that these pupils/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.

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 pupils/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 2020)

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 a safeguarding email to be distributed each week

[UK Safer Internet Centre Hotline](#)

[Child Exploitation and Online Protection Centre](#)

[Parentzone](#)

Safeguarding Team will share communications with students and parents about staying safe online and signposts to this external support and advice.

The school and staff work in line with DfE guidance

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 a full personalised risk assessment can be put in place. In extreme cases it may be agreed that the risks are too high for the person to attend work.

For staff who continue to attend the school site, the following steps have been taken:-

- No parents to come into the building, students to be dropped off in the carpark unless for pre arranged meetings with strict mask wearing and social distancing protocols in place.
- 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
- Surfaces and equipment cleaned and disinfected frequently
- Class sizes are kept as small as possible and as spaced out as possible
- Government guidance on the use of masks in education settings is adhered to
- 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.

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

All staff should deliver online learning in line with the principles outlined in the EOTAS Esafety policy

## **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 are encouraged to contact their line managers and peers to support their own wellbeing. Reminders to be sent by DSL for websites for further support.

## **Attendance**

All students have been risk assessed for their vulnerability in the home and the risk RAG rated.

Students not attending school and parents not responding to telephone calls will be reported to the safeguarding team and SLT.

Students and staff attending school for partial opening are recorded in line with attendance recording procedures on SIMS.

Staff will follow up with any parent/carer who has arranged care for their child/children and the child/children do not subsequently attend.

SLT have communicated to all keyworker and vulnerable parents and carers to ensure emergency contact numbers are up to date.

Students on any vulnerable list Borough or school identified will be chased by phone & eventual doorstep knock if no contact is made.

If no response is received a report will be forwarded to a student's named social worker or in the event they do not currently have a social worker a report will be forwarded to Swindon MASH.

## **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 2020).

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 and Trustees in academies 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 pupil/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.

DSL and DDSL training is currently all up to date.

Basic awareness safeguarding training in early September it is hoped that this will resume as normal but this will be subject to review.

Staff are being emailed safeguarding updates and reminders as part of DSL emails

This update to the school's safeguarding policy (version 1 ) was compiled on *22 January 2021*

Signed:.....(Head teacher/Principal)

Date:

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

Date

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

