

Coronavirus Safeguarding Arrangements

Policy Addendum

This document forms part of the safeguarding policy and provides supplementary guidance to take account of the special arrangements required due to the pandemic. The following alterations will be made to the current policy until schools are fully operational.

Reporting a concern

1. All concerns will be recorded using the usual reporting systems. If electronic systems are not available, paper records will be made. Records will be stored in a locked cupboard and only shared with those adults who need to know important information
2. If a child who normally attends a different school needs concerns recording, this will be done as in point 1. When schools reopen, all information will be passed directly to the home school. No records will be retained in our setting.
3. Concerns will be shared with the DSL or Deputy DSL as per the normal policy. If the DSL/DDSL is not in school a senior teacher/manger will be appointed to receive CP information. The senior teacher and adult reporting a concern will then immediately telephone the DSL working from home to seek advice. The DSL will be responsible for contacting MASH as per usual. Any CP written information that needs to be sent to the DSL will be sent via secure access.
4. If any adult has concerns about the conduct of another adult, this should be reported to the HT, or Chair of Governors where the concern is about the HT. If the HT is not in school they should be contacted via their mobile or email as soon as possible. The chair of governors and NSPCC helpline continue to be available as per the full policy.

Registration

1. Children will be registered as per the government guidance during this school closure period.
2. Any vulnerable children expected in school will be contacted if they do not attend. If contact cannot be made, other emergency contacts will be tried. Where no contact can be made with the home social services will be alerted. If the school deems it safe, home visits may be made to check on the child.

Vulnerable children not attending school

1. Weekly contact will be made with all children with CIN/CP plan, children who present concerns and those with EHCPs who may benefit from a phone call by an allocated member of staff.
2. Where vulnerable children cannot be contacted in the week, the DSL will be alerted. If the DSL has sufficient concern; they will report this to Social Care.

Children attending from a different setting

1. Should a child from a different home school ask to attend our school they will be asked to complete a registration form with details of the home school, three emergency contacts, name of any attached social worker, details of any EHCP.
2. Where possible the HT will contact the home school to check is any concerns/CIN plans/CP plans are held for the child. If the home school cannot be contacted, the HT will make the Local Authority aware of children that are being hosted and request any CP details from them.
3. Where possible, social care will be notified about the children on a plan being hosted away from their home school.

Safer recruitment

1. Any DSL whose training expires during this period of closure will continue to remain qualified to carry out the DSL duties.
2. The single central record will continue to operate and additional staff and volunteers will be added to it.
3. Additional staff and volunteers will be required to show photographic ID. Where a DBS cannot be obtained, usual volunteer processes will be in place so that no volunteer is left alone with children
4. All additional staff coming into school will be required to read KCSIE 2019 and the school CP policy.

Maintaining a strong safeguarding curriculum

1. We recognise that children may be spending more time on line than normal. As part of our weekly work home, we will ensure there is a reminder information sheet or activity to keep internet safety high on children's agenda
2. We recognise that children may be worried and anxious at this time. Where possible, we will signpost children to information that may allay worries, such as the Nurse Dotty book, the Dr Who clip and the government guidance for parents and carers on children's health and wellbeing.

The named DSL on the policy continues to hold overall responsibility for safeguarding, whether he or she is on site or not, unless sick.	The person is Mrs J.Clarke Their contact details are 01202 659179 office@henburyview.dorset.sch.uk
There is an agreed plan in place for covering sickness for the DSL.	Mrs H.Collins Their contact details are 01202 659179 office@henburyview.dorset.sch.uk
There is a weekly schedule identifying who the DSL is each day.	The school diary.
In the event of an allegation against staff, please contact: Misconduct.Teacher@education.gov.uk	
There are no un-checked DBS staff or volunteers working on the school site.	All staff are DBS checked.
The site continues to be secure and cannot be accessed by non-staff.	All gates with access to the internal areas of the school site are locked.
Pupils who are considered to be vulnerable are contacted each week.	Mrs Clarke and Mrs Saunders are calling these families.
There is provision in place for holiday care for children of key workers .	Will assess provision requirements.
Pupils in school are supervised appropriately when using IT equipment and internet safety rules apply.	Yes
Parents and pupils are reminded about internet safety at appropriate intervals during the closure.	There is always a reminder on the weekly learning sent home.
School staff know who to contact in the event of a referral.	See our Safeguarding Policy.

Name of person responsible for ensuring the above changes.	Mrs J. Clarke
Date completed.	31.3.20
Process for sharing with staff and date by which completed.	Email
Date shared with Governors.	Safeguarding Governor – 31.1.20