

# Safeguarding Policy (once school reopens on 2<sup>nd</sup> June 2020)

Revised: June 2020  
Review date: As appropriate

## **Covid 19 appendix**

### Appendix to Safeguarding Policy to address Corona Virus. March 2020

This appendix should be read in conjunction with the Safeguarding Policy 2019 and procedure described within it.

The safeguarding of all children attending St Mary's Primary School remains a priority even while school is closed to the majority of pupils. The best interests of our children must and will always come first. If anyone has a safeguarding concern about a child they should continue to act immediately as they would if school were open under usual circumstances.

#### Key Contacts at St Marys:

Designated Safeguarding Lead  
- (DSL) Anna Barker

Deputy Designated  
Safeguarding Lead - Breda  
McKelvey

Headteacher - Jane O'Brien

Chair of Governors – Katie Chubb

### All School Staff must immediately Report

- Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play;
- Any explanation given which appears inconsistent or suspicious;
- Any behaviours which give rise to suspicions that a child may have suffered harm;
- Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment;
- Any concerns that a child is presenting signs or symptoms of abuse or neglect;
- Any significant changes in a child's presentation, including non-attendance;
- Any hint or disclosure of abuse about or by a child / young person;
- Any concerns regarding person(s) who may pose a risk to children
- Information which indicates that the child is living with someone who does not have parental responsibility for them for a period of more than 28 days.

### What to do if a child discloses?

All staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm;
- clarify the information without asking leading or probing questions;
- make a written record of what the child has said
- keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?';
- try not to show signs of shock, horror or surprise;
- not express feelings or judgements regarding any person alleged to have harmed the child;
- explain sensitively to the child or young person that they have a responsibility to refer the information to the Designated Safeguarding Lead;
- reassure and support the child or young person as far as possible;
- not promise secrecy;
- explain that only those who 'need to know' will be told;
- explain what will happen next and that the child will be involved as appropriate.
- use the following prompts to support a conversation:

TELL me about this...

EXPLAIN that to me...

DESCRIBE what happened...

Is there anything more you want to tell me?

### Reporting a concern

- speak to the DSL – Anna Barker as a matter of urgency
- Record in the green Safeguarding Book in each class

- Complete a 'Logging Concerns Form.' (attached to this document).

### What to do if safeguarding concerns arise about an adult colleague?

- Contact the DSL Complete a 'Logging Concerns Form.'
- If it is about the headteacher contact the appropriate Chair of Governors

### Definition of Vulnerable Child

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans. Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. Many children and young people with EHC plans can safely remain at home.

Senior leaders, know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Anna Barker will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and attending Child Protection conferences or core group meetings, either remotely or in person.

There will also be a system of phoning families in liaison with their social workers to check on their well-being.

### Safer recruitment/volunteers and movement of staff

St Mary's will not be recruiting volunteers to work on site at the present time. All school staff are DBS checked and there is a safer recruitment system in place.

## Online safety in schools

St Mary's is using the school website and Google Drive to post weekly homework for pupils. Passwords have only been shared with school families. Staff are monitoring content regularly and will report any concerns.

There may be occasions in which the use of an on-line platform (e.g. zoom or Microsoft Teams) will prove beneficial for a pupil in order to receive some teaching e.g. after an EP assessment where specific strategies have been suggested.

In this situation the following needs to be in place:

- Written parental consent must be given (see appendix 2)
- The parent must be in the same room as the child during the call and a main room should be used, not the child's bedroom
- A member of staff must be in the same room as another member of school staff during the call
- All participants must be dressed appropriately e.g. not nightwear, fully clothed at all times

## Walkie Talkies

As staff are working in 'bubbles' to reduce any risk it is not recommended to leave individual bubbles unless an emergency situation. Staff will have walkie talkies to communicate with SLT or the office, for example in the following circumstances:

- A child sustains an injury that requires first aid e.g. a head injury
- A child has left their 'bubble' and is refusing to return (see behaviour policy appendix)
- There is an incident in which the Stay on Green procedures are not resolving it
- A child or adult is exhibiting symptoms of Covid 19 e.g. a high temperature or continuous cough
- A child is absent and staff need to clarify that school is aware

## Vulnerable Children

The government has asked schools to identify and support children who are deemed vulnerable. This includes children who have a social worker, children who have an EHCP, children with SEMH needs and others who school know have family circumstances for which they may need additional support.

At St Mary's children who fall into the above are contacted weekly via their parents. For those who have a social worker, close liaison between the DSL and them will continue, this will include attending core groups or CPP via zoom or MST.

Children with additional needs, be it developmental, emotional or cognitive who return to school will be risk assessed to identify if they need further support to manage their return.

### Appendix 1 Safeguarding / Child Protection **Logging Concerns form**

<b>School:</b>	
<b>Pupil's Name:</b>	

<b>Date of Birth:</b>	
<b>Year Group:</b>	
<b>Date:</b>	

Note the reason(s) for recording the incident. Ensure the following factual information is included: Who? What? Where? When? Substantiate the opinion. Attach body map or other information if appropriate:

Note action taken, including names of anyone to whom your information was passed:

Signature:

Name of member of staff (printed):

Position:

Date:

Time:

## Appendix 2

Contract between home and school when using any video conferencing e.g. Zoom or Microsoft Teams

### School will:

- Set up an online teaching session with a pupil where a specific referral or need has been identified by another professional or school staff
- Ensure that all meetings are attended by two members of staff
- Keep to deadlines regarding beginning and end of session

### Parents will:

- Be in the same room as their child during the online teaching session
- Set up the online teaching in a main room and not in the child's bedroom
- Ensure that the child is dressed in daywear and fully clothed at all times
- Support their child to stick to time deadlines when logging on to the teaching session

### Pupils will:

- Log on to their teachers lesson from a main room in the house and not their bedroom
- Make sure they are on time and fully dressed for the lesson
- Complete any home learning that their teacher has set them

I agree to the above:

Signed parent \_\_\_\_\_

Teacher \_\_\_\_\_

Pupil \_\_\_\_\_