

## COVID-19 SAFEGUARDING APPENDIX

This appendix is written to work alongside the Viaduct Federation's existing Child Protection policy in response to the Covid-19 outbreak and the guidance issued by the Department for Education document 'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers' issued on 27<sup>th</sup> March 2020.

### KEEPING CHILDREN SAFE IN SCHOOLS AND COLLEGES

There will be a DSL (or deputy) on site at all times whilst the school is open – this includes school holidays when the school is open to key worker children.

If for any reason a DSL or deputy is unavailable to be in school (most likely due to illness or quarantine) then they should be available on the phone. If illness prevents this, then the school will source DSL advice and support from other schools in the Radcliffe cluster.

### VULNERABLE CHILDREN

Vulnerable children are categorised in the DFE document as those with a social worker or an EHCP (educational health care plan). These children are all eligible for a place within the school during this time.

The Inclusion Manager will work with families to determine if the most appropriate place for children with an EHCP is at school or at home and will liaise with families to ensure that they have appropriate work and provision to support them in either setting. The Inclusion Manager will create a Risk Assessment for these children and will make weekly phone calls to these families as part of on-going support.

The DSL will liaise with social workers and families to determine if these children should be in school or are safe and appropriately cared for at home. Social workers will be the lead professional in supporting these families but the DSL will make weekly phone calls to these families as part of on-going support (unless directed otherwise by the social worker).

The DSL will also identify additional families that do not fall into either category but are known to require support. They will make weekly phone calls to these families to offer support to these families during the closure, notes from these will be recorded on CPOMs.

### ATTENDANCE

Schools are not expected to keep 'normal' attendance records during this time but must have a register of children that have been allocated a key worker place.

Where possible the school should know on which days to expect children in school (acknowledging this may not be possible for all families due to the changing nature of shift work).

If a child has a social worker, then the social worker will be informed if the child does not attend the setting.

Where possible the school has made sure that contact details of families are up to date. All contact details of children allocated a key worker place from Wyvern school will be kept on file at Bushfield school during this period of closure.

## CHILDREN MOVING BETWEEN SCHOOLS AND COLLEGES

Where a child who does not normally attend Bushfield has been allocated a key worker place at Bushfield, key information regarding welfare and child protection has been shared with the Bushfield DSL and vice versa. The DSL from both schools are able to contact the deputy DSLs (who all work across both schools) or the DSL to gather further information should concerns be raised.

Any child attending the setting with an EHCP or IEP will have these documents made available by the Inclusion Manager to ensure that needs can be met appropriately.

## SAFER RECRUITMENT / VOLUNTEERS & MOVEMENT OF STAFF

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. If the school recruits new staff during this time then they should follow the usual safer recruitment protocol.

Staff from Wyvern who are working at Bushfield during this time do not need a new DBS check. Conversely Bushfield staff do not need a new DBS to work with a Wyvern child.

All visitors to the school site will be kept to a minimum according to the social distancing measures in place. However this may at times be necessary so a member of staff will always be present in the office to ensure that any visitors to the site are expected and appropriately monitored during their time in the school building.

## MENTAL HEALTH

The headteachers will make it clear at regular intervals what is expected of children in terms of home working to help alleviate stress and anxiety to children and parents. Opportunities should be made available for children to share their work with their teachers to support on-going relationships (this will be through Class Dojo and Interactive Learning Diary).

The headteachers and school senior leaders will make it clear at regular intervals what is expected of staff in terms of working from home to help alleviate stress and anxiety to staff.

Appropriate support should be made for all children attending school during this time to support them with their learning and to reduce anxiety about parents who are working in key worker roles.

## ONLINE SAFETY IN SCHOOL

The school will continue to have IT support (virtually or by phone) in place to ensure that children in school remain safe online. If IT staff should become unavailable due to illness then the school will seek support from the Local Authority or other schools in the Radcliffe cluster.

## CHILDREN'S ONLINE SAFETY AWAY FROM HOME

If a member of staff should become concerned about a child's online safety whilst the child is working at home then they should report their concerns to the DSL (or deputy) immediately – either in person if working in school or via the phone. These concerns will then be dealt with following the school's usual child protection policy.

The school have ensured that any online learning tools and systems are in line with privacy and data protection / GDPR requirements.

Children working at home will be given clear reporting routes so that they can raise any concerns they may have whilst online. These reporting routes will be sent out to all children via 'Class Dojo' on

a fortnightly basis. As well as these routes the school will also signpost children to Childline and the UK Safer Internet Centre for support.

Parents will also receive online safety advice via parentmail to ensure they are aware of how to keep their children safe online if they decide to access additional online educational programmes or when their child is using social media. The school will signpost parents to online safety platforms including:

- Internet matters
- London Grid for Learning
- Net-aware
- Parent Info
- Thinkuknow
- UK Safer Internet Centre