



## Covid19 - Emergency Safeguarding Procedures During Full School Closure

With Effect From January 2021

The aim of this annex is to clarify changes to safeguarding procedures as a result of school closure to the majority of pupils. The Safeguarding Policy should still form the basis for any response to safeguarding concerns and should be read in conjunction with KCSIE 2020.

This version was updated on 11.1.21. It will be reviewed by our DSLs on a weekly basis as circumstances continue to evolve or following updated DfE advice or guidance. It is available on our school website <http://www.bayside-academy.co.uk/> and is shared with staff via email.

### Aims:

- Ensure our fundamental safeguarding principles remain the same – the best interests of our students continue to come first – for all pupils whether attending school or accessing learning remotely.
- Ensure any concerns are acted upon immediately.
- Ensure that all children who meet the Government’s ‘vulnerable children’ definition (including CP, CIN, LAC, EHCP) have contact from school at least twice a week (either through school attendance or other contact), with any contact being recorded on school data sheets and concerns raised and actioned on My Concern where needed.
- Ensure that all students identified as being on the edges of needing social care and that are classed by the school as vulnerable, have additional contact and support with any concerns being recorded on My Concern and being actioned where needed.
- To continue to work closely with our safeguarding partners and ensure this annex is consistent with their advice.
- Where possible, to ensure learning can continue at home through work provided.
- Staff continue to have an oversight of academic progress through monitoring.
- All vulnerable families have additional contact and support, with any concerns reported and recorded using My Concern, with relevant follow up actions being completed.

### The School Setting:

- School will remain open for students who are deemed vulnerable and for students in critical worker families.
- The school will be comprehensively staffed, including a member of SLT, pastoral support and a DSL daily.
- All staff are up to date with appropriate safeguarding training.
- **Any immediate concerns regarding a student should be reported to the DSL on My Concern in the usual way.**
- Students and adults follow a comprehensive risk assessment and are regularly reminded to maintain appropriate social distancing measures and provided with frequent opportunities to wash their hands.
- Safeguarding email [safeguarding@bayside-academy.co.uk](mailto:safeguarding@bayside-academy.co.uk) is set up for anyone to report safeguarding concerns. This is monitored daily during school opening times in addition to normal safeguarding reporting arrangements.
- Daily Principal Briefings are published via email to ensure ALL staff are kept up to date with any relevant information.
- The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff attending our school are dealt with thoroughly and efficiently and in accordance with our Whistleblowing Policy.

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#### Attendance:

- Attendance is recorded and monitored daily for all pupils attending school, with any concerns raised directly to the DSL on site.
- For pupils classified as vulnerable, attendance is recorded using Integris in line with regular recording processes. All pupils not attending will have absence verified and recorded. The online Educational Setting Status form is submitted daily recording attendance of critical worker and vulnerable students and a record of this attendance is saved.
- Attendance of vulnerable pupils is communicated for monitoring purposes weekly to BCP.
- A record of contact is kept for all pupils with an additional detailed record for pupils classified as 'vulnerable'. Any relevant monitoring concerns are immediately raised through My Concern and communicated to a DSL following the usual school systems.
- Where required, a CMiE will be submitted to the local authority.

#### Current Child Protection Concerns (LAC, CP, CIN):

- All pupils are invited to attend school daily (DSL and pastoral support worker on site every day).
- Phone contact twice a week if not attending school – this will be via the professional working most closely with the family but recorded centrally by school using protected spreadsheet and MyConcern.
- In the case of not being able to contact families, we will complete a welfare check, either by school staff or through our safeguarding partners, following a discussion within the DSL team and with the LA Link Worker.
- We will support food provision through provision of meals on site or FSM supermarket vouchers, as well as signposting to local services.
- We will continue to liaise with all other professionals as usual.
- Participation in any review meetings will be as usual but via video / telephone conferencing.
- BCP Children's First Response Team will be contacted to report concerns.

#### Vulnerable Families (This includes EHCP, Early Help support and those identified by the school as being vulnerable):

- Invitation to attend school for specific pupils.
- Weekly contact by teacher and additional contact for specific children from pastoral support worker. Details of any contact will be recorded on Inclusion spreadsheet. Contact will be monitored by DSLs through this spreadsheet.
- If contact is not possible, a discussion around next steps will be held between the school and relevant professionals. An email / letter will be sent requesting contact to be made, followed by a home visit and liaison with local services if contact has not been possible.
- In cases of no response being received following telephone contact, letter / e-mail request and home visit, a discussion will be held with the school's Link Worker and where appropriate a CMiE will be submitted to the local authority and/or a referral will be sent to the Children's First Response Team.
- All concerns to be recorded on My Concern.

#### Class Teacher Calls:

Contact via telephone will be attempted weekly, with all pupils' families to provide learning and pastoral support as required.

- All contact recorded within log on school computer system.
- Staff aware of safeguarding policy following any concern raised.
- Concerns to be shared with DSLs via telephone or email prior to logging on My Concern.
- Contact to be monitored to ensure contact at least once a week. If no contact made, a discussion will be held between the DSL/School's Link Worker and where appropriate a home visit / CMiE will be submitted to the local authority and/or a referral will be sent to the Children's First Response Team.

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#### Critical Worker Children:

- The school will remain open for critical worker children (as well as those classified as vulnerable), families to request places in the understanding that pupils who can be safely looked after at home should be.
- Staffing will be comprehensive each day to allow for minimal contact between pupil groups and at least one DSL on site.
- Registers taken and sent to DfE on daily basis.
- Full Risk Assessment, including social distancing and regular hand washing structures in place.

#### Increased vulnerability or risk:

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents.

- Staff will be aware of this in setting expectations of students' work where they are at home.
- Where we are providing for children on site, we will ensure appropriate support is in place for them.
- Our staff will be aware of the mental health of children and their parents and carers, as well as staff, and will contact the DSL or SLT if they have any concerns. Additional resources will be provided for specific pupils through class teachers or Inclusion Tea staff.
- DSLs will monitor the status of all students within the school and ensure that any new concerns or actions that may result in a student becoming categorised as 'vulnerable' will lead to them being added to the appropriate contact lists. This may include further information from any of our Safeguarding Partners such as domestic abuse alerts.

#### School Link Worker:

Our DSLs will work with the Local Authority who will

- Act as a point of contact to work with schools (e.g. DSLs) in realising expectations set out both in the Senior Leadership correspondence and as outlined in recent DfE guidance: Coronavirus: safeguarding in schools, colleges and providers (20.05.20).
- Monitor the LA tracker and with this the attendance of vulnerable children, in relation to their link schools.
- Support schools with their oversight and response to vulnerable children and young people.
- Provide or arrange additional capacity where required, to undertake safe and well checks.
- Work with schools to identify other at-risk children with vulnerabilities to discuss and agree a suitable response.

#### Financial Difficulties:

- Support if needed for Universal Credit etc.
- Liaise with local support and signpost families to relevant agencies / organisations.
- Publish help and support materials and links on school website.
- Access to food support through food bank voucher scheme for families identified by the pastoral team.
- The school will be supporting families in receipt of **Free School Meals** following guidance received from national government. Pupils not attending school who are eligible for FSM will receive Free School Meal Vouchers to use in supermarkets, attending school will receive meals on site.

#### Online Safety:

- Our staff will follow the process for online safety as set out in our Online Safety Policy <http://www.bayside-academy.co.uk/parents/internet-safety/>.
- The school will continue to maintain and update guidance via the website on local and national directives.
- Letters and the school website will signpost students and families to relevant online safety guidance and recommendations regarding online learning during this period.
- Support for any issues that may arise via online learning can be flagged up with key staff – contact details have been shared with students and families and are on the school website.
- Educational updates and reminders on staying safe online will be shared with students during this period as and when appropriate, via home learning links and the school website.

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**Support for parents and carers to keep their children safe online includes:**

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online.
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations.
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support.
- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world.

**Staff training and induction:**

- All current school staff have received safeguarding training.
- When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Safeguarding Policy.
- No visitors are to be on site during closure with contact to pupils unless permission is obtained from the Principal.
- Safeguarding measures for contractors are in place as normal and enforced through site manager.

**Teachers:**

- Comprehensive timetabling of staff in place for supporting students attending school – at least one DSL on site daily is available to support with any safeguarding need.
- Contact details provided to staff for vulnerable pupils on password protected Integris system (not hard copy).
- Students learning remotely to be able to contact teachers through Purple Mash '2Email' and within Microsoft Teams: teachers to check account and respond daily. Email activity monitored.
- Staff continue to have access to AAT confidential telephone counselling service.

**Safer recruitment/volunteers and movement of staff:**

- It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to students.
- When recruiting new staff, where possible we will continue to follow our safer recruitment guidelines as laid out in the AAT Recruitment and Selection Policy.
- In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.
- We will continue to maintain our single central record (SCR) during current measures.

**New students at school:**

- Children may join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.
- For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum, we will seek access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker is.

**Logistics:**

- Home visits when required will take place with a minimum of two staff present.
- Safeguarding email [safeguarding@bayside-academy.co.uk](mailto:safeguarding@bayside-academy.co.uk) set up for anyone to report safeguarding concerns and monitored daily during school opening times.
- School telephone and email will be accessible between 7:30 and 3:30.
- All safeguarding concerns reported straight away to the DSL on site.

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