

Addendum – Safeguarding Procedures in response to Covid-19

1. Scope

This policy sets out changes to our normal child protection policy in response any changes required due to an outbreak or suspected outbreak of Covid which impacts school's normal provision, this may include partial or whole school closure. This addendum should be read in conjunction with our Covid Risk Assessment which is available on the school website.

Current government guidance (Sept 2020) indicates that all children should be accessing school provision other than where there are exceptional circumstances relating to health conditions as outlined in government guidance or, because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). These pupils will have provisions put into place to access home-learning.

In the event of a whole/partial school/college closure due to an outbreak of Covid, the school's duty of care to promote the safety and well-being of children remains the same. If you have any concerns about a child contact the DSL/DDSL and follow the usual safeguarding procedures. The DSL, DDSLs and pastoral team will remain active during school/college closure and will be available to provide advice and support.

Contact details: School 0161 766 1597

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Orienne Langley-Sadler	Safeguarding1@elmsbank.co.uk
Deputy DSL/Safeguarding Officer	Rebecca Carney	Safeguarding1@elmsbank.co.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site/contacted	Alison Morrell	Safeguarding1@elmsbank.co.uk
Headteacher	Orienne Langley-Sadler	Safeguarding1@elmsbank.co.uk
Local authority designated officer (LADO)	Mark Gay	LADO@bury.gov.uk 07583877250 (0830 – 1800)
Chair of governors	Mrs Bernie Garner	bernie.euston@ntlworld.com

The DSL/DDSLs have access to the safeguarding email inbox and this will be monitored daily during school's opening times.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

Have a social worker, including children:

- With a child protection plan
- Assessed as being in need
- Looked after by the local authority

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2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we may operate in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available during school hours (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children still attending school and those at home.

The DSL/DDSLs will remain available during normal school hours.

Staff and volunteers should raise concerns by contacting the DSL/DDSLs via school email, school telephone line 0161 766 1597 or the safeguarding inbox: safeguarding1@elmsbank.co.uk. If a child is at immediate risk of harm, staff should call 999 and report to the police and inform the DSL/DDSL as soon as practicably possible.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

Have a social worker, including children:

- With a child protection plan
- Assessed as being in need
- Looked after by the local authority
- Have an education, health and care (EHC) plan

4. DSL (and deputy) arrangements

If school/college is only partially open we aim to have a trained DSL or deputy DSL on site wherever possible. All SLT are trained to DSL level and can act as DDSLs when the DSL is not available.

If our DSL (or deputy) can't be in school, they can be contacted remotely by the email address: safeguarding1@elmsbank.co.uk and a telephone number for the DSL/DDSL is available to staff on site.

We will ensure that the DSL (and deputies), wherever their location, know who the most vulnerable children in our school/college are. This is co-ordinated by our safeguarding officer who has oversight of the most vulnerable students.

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The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children. We have arrangements in place for contact with the Children with Disabilities (Social Care) Team to ensure continuity of service and will also liaise with other key agencies as required such as MASH and Early Help.

6. Monitoring attendance

Current government guidance (Sept 2020) indicates that all children should be accessing school provision other than where there are exceptional circumstances relating to health conditions as outlined in government guidance or, because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). Children who are self-isolating for one of the reasons outlined above (and where this is agreed with the school/college) will not be marked as an unauthorised absence.

For absences of children expected to attend school/college as normal or during a limited provision, the usual procedures will apply:

- Follow up on their absence with their parents or carers, by telephone, home visit or in some circumstances letter or email
- Notify their social worker, where they have one

If there are concerns regarding non-attendance and we are unable to make contact, we may contact MASH for advice.

7. Contact with children and families

In the event of a school/college closure or reduced provision we will remain in regular contact with all our students and their families. This will be done via form tutor contact in the first instance which may include email, telephone contact or via Microsoft Teams (online).

For children and families who are identified as having a greater level of vulnerability, contact will be made via telephone, face to face or via Microsoft Teams by the pastoral team or safeguarding officer. "Vulnerability" can relate to a Child in Need, a child where there are current or previous safeguarding concerns, or a family who may identify as struggling to cope without the routine and support of regular school attendance.

Where concerns are raised by a family or member of staff, these will be recorded, an action plan agreed and relevant agencies informed as required by our standard safeguarding policy. Where we are unable to make contact via phone, email or letter, or home visit we will refer this to MASH for advice.

8. Concerns about a staff member or volunteer

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We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/volunteers working on site or remotely as outlined in our standard safeguarding policy.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

9. Remote contact with children and families

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct and IT acceptable use policy.

Staff will only make online contact with families via staff school email addresses and should not share personal contact details. Online video calls should be via Microsoft Teams where possible, and always using school email accounts. Where children and families make contact via the school/college Twitter feed, staff may respond, however this will be done from the school/college Twitter accounts.

Contact telephone numbers given to families will be school mobile phones, personal contact details should not be shared.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

10. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum at 3 monthly intervals whilst Covid-19 affects our usual educational provision. At every review, it will be approved by the Headteacher.

11. Covid Outbreak at School:

Covid Outbreak at School:

In the event that a member of staff or student shows Covid symptoms on entering the school the following will happen:

- a) Staff member will be sent home immediately and asked to self-isolate for 7 days in the first instance. They will arrange a test and communicate the outcome of that test asap to the school.
- b) Parents/carers will be called for a student suspected with signs of Covid. The child will be escorted to the sensory garden, weather dependent and student ability dependent. The staff member will remain at least 2m away and wear PPE consisting of apron, gloves, face mask and clear visor. The child must not touch any door handles or surfaces inside. Where the weather is deemed not suitable to being outside or the student is unable to be safe outside, meeting room 2 will be used. Where a student can independently sit within meeting room 2, the escorting member of staff will sit outside of the room. The room will be fully ventilated with windows open. The member of staff will wear PPE consisting of gloves, apron, face mask and clear visor. Once the student has been collected by the parent, the student will be asked to self-isolate for 7 days and seek testing. Parents to confirm the test result to school asap. School will assist in obtaining the test where appropriate.

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c) In the event meeting room 2 has been used to isolate a student with Covid symptoms, the site team will deep clean the areas the student has been located. Site team will wear PPE consisting of gloves, aprons, face masks and clear visors.

d) In the event a student/staff member becomes ill during the day with suspected Covid symptoms – the above applies but there will also be a deep clean conducted by the site team (wearing PPE as above) of any areas that the student has been during the day. The remaining group or POD (depending on area of school) will be sent home to self-isolate for 14 days or await the outcome of the test. School staff to always have a change of clothes to enable them to have a shower where they have been working within 2m of suspected Covid student.

a. KS3 POD – Hydro showers and New Hygiene suite when completed

b. KS4 POD Hydro showers

c. Thrive POD – Thrive Hygiene suite

d. SP POD – SP Hygiene suite

e. Nurture POD – Independent Living Room Shower.

f. College – Gym showers

e) In the event a member of staff or student is confirmed to have Covid – a dynamic risk assessment will be completed and assess to what extent a deep clean is needed and whether the school will need to be closed to undertake this. All endeavours to keep the school open will be maintained – however it may be necessary to close the school in exceptional circumstances. The Trustees, Governors and Headteacher reserve the right to make this judgement.

f) In the event a member of staff or student is confirmed to have Covid – staff members and students working closely with them (within a 2m distance and for longer than 15 minutes) will be informed and ask to self-isolate for 14 days. In this time, they will need to seek a test between day 7-14 and confirm the outcome to school.

Please note: All the same procedures will be in place at the college in light of a suspected outbreak. However, students will be escorted to the student entrance and wait there for family to pick them up.

Version	Date	Author
3	11.09.20	Rebecca Carney