

## COVID - 19 Addendum to Safeguarding Policy

During the unprecedented situation in which we find ourselves, it should be noted that safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

Primarily, staff should continue to pay due regard to the Trust's safeguarding policy and Keeping Children Safe in Education - for school and colleges. A copy of each can be found here:

<https://wgacademy.sharepoint.com/Trust%20Shared/Shared%20Documents/Staff%20Handbook/POLICIES/Safeguarding%20Policy%20BMA%20and%20BMPA%20Sept%202019.pdf>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

### Staffing rota and DSL/DSO arrangements:

During the period of school closure, both academies will remain open to children of key workers and vulnerable children (as defined by the DfE).

All provision will be located on upper site to allow for a reasonable adjustment in staffing.

A rota of staff is created and shared via email to ensure that there are sufficient teaching, support and admin staff available to support children in school each day. A member of SLT will also be available in school each day. A suitably qualified member of the safeguarding team (The designated safeguarding lead or designated safeguarding officer) will also be available either in school each day or contactable by telephone.

### Reporting a concern:

If you have a concern about any student at Bluecoat Meres or Bluecoat Meres Primary Academies, you should report it immediately to the safeguarding team. In what is undoubtedly an incredibly stressful time for our children and families, it is imperative that we maintain and even increase our levels of vigilance in respect of safeguarding. If you are concerned in any way, report it and please do so immediately.

### If you are in school at the time of your concern:

**Find the allocated member of the safeguarding team and notify them of your concerns immediately. You should do this verbally but will be asked to follow this up in writing.**

For details about how to report a concern in writing please see appendix 7 and 8 of the Trust's safeguarding policy and attached at the end of this document for ease of reference.

### If you are not in school at the time of your concern:

Please refer to appendix 7 and 8 of the Trust's safeguarding policy attached at the end of this document for ease of reference.

During the period of COVID-19 related school closure, the Designated Safeguarding Leads (DSL) and Designated Safeguarding Officers (DSO) from both primary and secondary teams will have access to both methods of reporting. This will ensure that whichever member of the safeguarding team is on duty in school or on call from home on a given day, they will be able to pick up reports about both primary and secondary students.

If you are unable to contact a member of the safeguarding team and if you believe that a child or adult may be a victim of neglect, abuse or cruelty call:

- Children's safeguarding - 01522 782111 (Monday to Friday, 8.00am to 6.00pm)
- Adults safeguarding - 01522 782155 (Monday to Friday, 8.00am to 6.00pm)
- or 01522 782333 (outside office hours)

You do not need to know everything about the situation. You may just be worried or feel that something is not right.

If you believe that a crime has been committed and there is an immediate risk of danger, call the police on 999 or 112.

If there is no immediate danger, call the police on 101.

If you have concerns about the conduct of a member of staff:

You should report these concerns to the Interim Chief Executive Officer, Mark Fowle via email. You will receive an acknowledgement of your report within 24 hours.

If you feel that there is an immediate and significant risk of danger to a child or young person, you should contact the police on 999.

Who are vulnerable students and how are they being supported during school closure?

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans.

The parents of all students with a social worker have been written to and contacted by telephone to invite students either to access the childcare provision or for a hot lunch available from the canteen each day.

Where it has been agreed that the child/ren is safer at home, social workers have been informed. All vulnerable children to be contacted at home twice a week by a member of the safeguarding team. Where possible, the staff member calling home should seek to speak to the child themselves as well as parent to ascertain that they are safe and well. All calls to be logged on CPOMs. In the event of a concern if no contact is made with the family after the second attempt, a safeguarding referral to children's services should be made to highlight concerns.

It is imperative that school staff continue to work with and support children's social workers and the local authority virtual school head for looked-after and previously looked-after children.

For students with an EHCP, all parents have been contacted and offered access to the childcare provision or for a hot lunch available from the canteen each day.

Where it has been agreed that the child/ren is safer at home, parents have been offered access to an iPad (if there is no access to the internet at home) to support home learning and have been given an email address where they can access support from an allocated TA. In addition, a member of the SEND team will contact parents of all EHCP children as a minimum once per week to ensure that they are safe and well and offer additional SEND support with home learning.

In addition to this group, there are a number of students who do not currently meet the 'vulnerable' status as outlined by the DfE but who we might consider as vulnerable in other ways. A list of such children has been created by the safeguarding teams from both academies and these families will also be contacted on a regular basis by telephone to ensure that they are safe and well. This list will be reviewed and amended as appropriate by each of the safeguarding teams. If, as a member of staff, you have concerns about any of our students and would like for them to be contacted as part of the safe and well checks, please notify your DSL by email.

## Staff recruitment/volunteers and movement of staff

We do not anticipate any new staff starting at either academy in the coming weeks. Should this change, we will take effective measures in line with safer recruitment practices to ensure a robust system is in place to ensure that only those who are suitable to work with children are appointed. Subsequently, a rigorous induction process will take place to ensure that safeguarding training is up to date.

In order to maintain effective safeguarding procedures, we do not currently have any volunteers working in either academy, nor do we plan to use volunteers during the period of school closure. If this changes and we do make use of volunteers we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSiE. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

At present we are able to operate our provision for children of key workers and vulnerable children across both academies with the support of Trust staff. As such, we do not anticipate any movement of staff. Nonetheless, should this become a necessity and we are the host school, we will ensure that the employers of all staff working on site are contacted prior to commencement to seek assurances that a DBS check has been carried out and as the receiving institution, we will conduct a risk assessment.

The Trust SCR will continue to be kept up to date throughout the period of closure as outlined in paragraphs 148 to 156 in KCSiE.

## Online safety in School

During the period of school closure, we will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems or recommended resources.

## Online safety for children away from school

During the period of school closure, there are no plans for staff to interact with children online, except by their academy email address. Staff who continue to interact with children in this way in order to set work or offer feedback, should continue to look out for signs that a child may be at risk. Any such concerns should be reported in the manner outlined above and where appropriate referrals should still be made to children's social care and as required, the police.

Additional information will be made available for students and parents/carers on the Trust website with advice about how to stay safe online.

During the period of time where staff are working remotely, they should continue to have regard for the staff code of conduct including and not limited to acceptable use of technologies, staff pupil/student relationships and communication including the use of social media. It is not anticipated that any staff other than those assigned to do so as part of safe and well checks (admin staff, safeguarding team and SEND team) will contact students directly or engage in discussions beyond their learning. All staff should maintain due regard for professional working relationships with both students and the wider community. Under no circumstances should any member of staff make contact with students via personal email addresses or on personal electronic devices (except by prior arrangement with the Interim CEO). Similarly, staff should not make contact with students via any form of social media at any time. These measures are imperative in ensuring the continuation of robust safeguarding measures.

### Peer on peer abuse

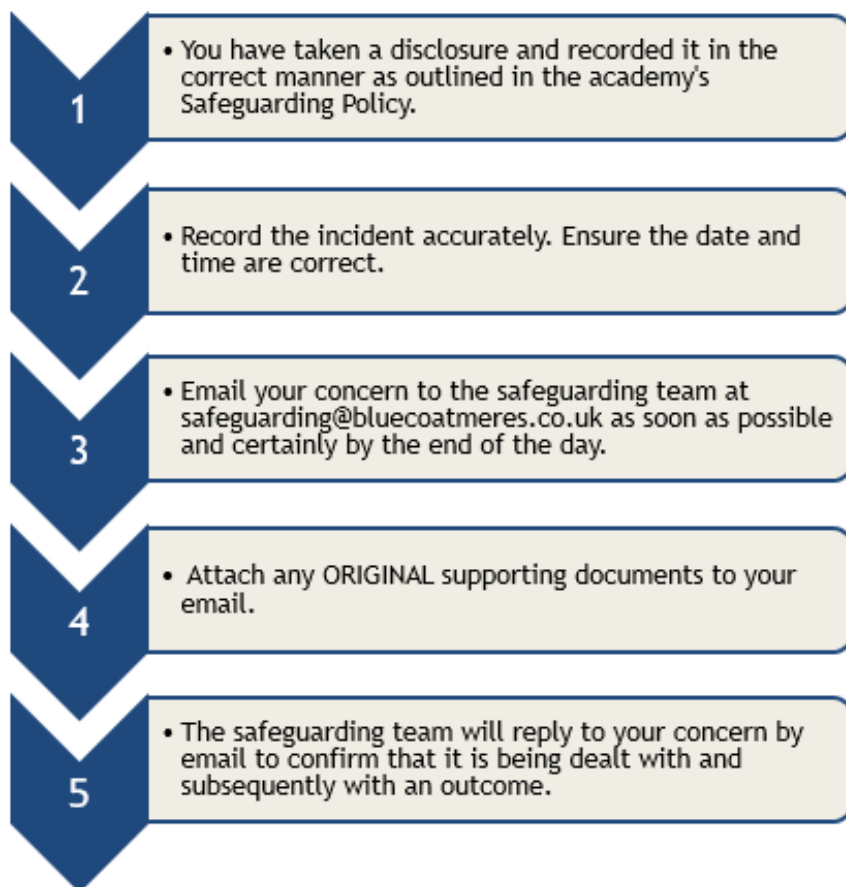
The Trust will continue to respond to allegations of peer on peer abuse in line with part 5 of Keeping Children Safe in Education and the Trust's safeguarding policy. Any such reports should be referred to the safeguarding team immediately as outlined above on page 2 of this document.

It should be noted however that given new social distancing guidance from the government, a breach of such boundaries might be considered 'peer on peer abuse' for example, touching, deliberate coughing or spitting near to or at a peer or similar violations of the 2 metre (6 foot) required distance from other people. It is important however, that staff balance such concerns with what will be a period of adaptation for children and young people and a consideration of whether harm is intended. In the first instance, children should be reminded of social distancing guidance and reference might be made to one of the many posters displayed around the academy to support this. If there is a repeated pattern or a clear intention then the concern should be reported to the safeguarding team in the usual way.

### Updates to this addendum

This document is subject to update in line with new or additional guidance from the DfE, Local authority, Lincolnshire Safeguarding Children Partnership, Local Authority Designated Officer. The most up to date version will be available via the trust website.

## BLUECOAT MERES ACADEMY SAFEGUARDING STAFF PROCEDURE



### Safeguarding Staff

**Kirsty Kuffour**  
**Designated Safeguarding Lead**

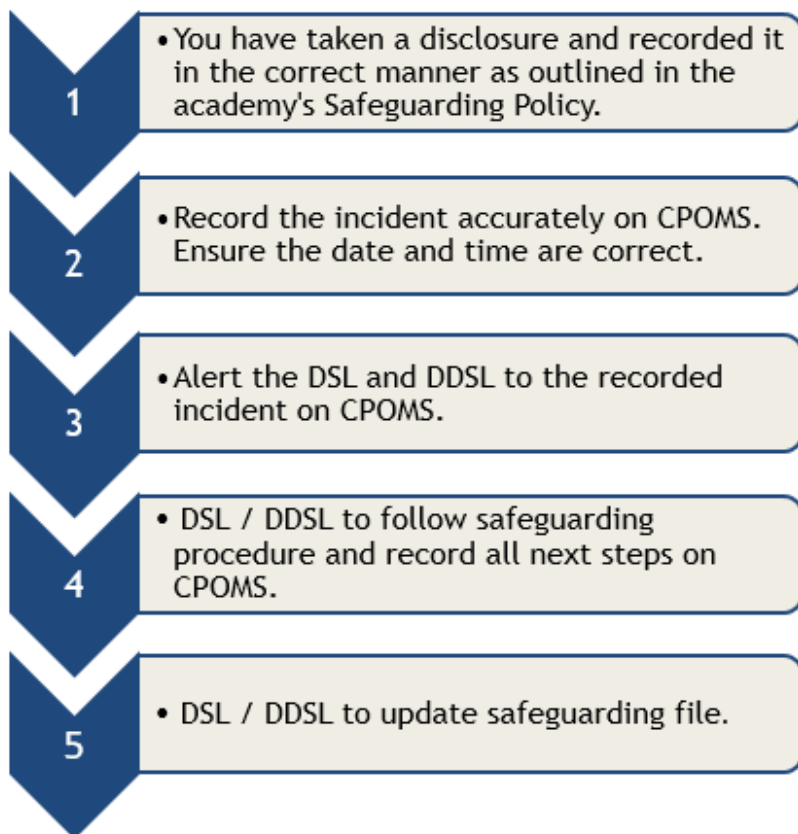
**Jo Glover**  
**Deputy Designated Safeguarding Lead**

**Helen Blakey**  
**Deputy Designated Safeguarding Lead**

If there is no immediate danger to the child, or if you need some advice or information, you can contact the Children Services Customer Service Centre (CSC) on **01522 782111**.

If it is outside normal office hours you can contact the Emergency Duty Team (EDT) on **01522 782333**.

## BLUECOAT MERES PRIMARY ACADEMY SAFEGUARDING STAFF PROCEDURE



### Safeguarding Staff

**Moira Hunt**  
**Designated Safeguarding Lead**

**Natalie Smyth**  
**Designated Safeguarding Lead**

**Tamara Weston**  
**Deputy Designated Safeguarding Lead**

If there is no immediate danger to the child, or if you need some advice or information, you can contact the Children Services Customer Service Centre (CSC) on **01522 782111**.

If it is outside normal office hours you can contact the Emergency Duty Team (EDT) on **01522 782333**.

January 2020