SRET Covid Addendum for Safeguarding 2021

Alongside the Somerset Road Education Trust (SRET) Safeguarding Child Protection and Policy, the following updated arrangements apply until further notice:

Policies

All staff have been provided with a copy of:
- The SRET Safeguarding and CP policy and this update 2020-21
- Pt 1 of the latest version of Keeping Children Safe in Education (KCSiE 2020) and

All staff working directly with children have also been given a copy of:
- Annex A of KCSiE and
- SWGFL Remote learning - a guide for education professionals

Vulnerable children include children who have a social worker and young people up to the age of 25 with education, health and care plans (EHCP). It also includes children who have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance as per current government guidance.

In this addendum, where we refer to vulnerable children, this means those who:

> Are assessed as being in need, including children:

- With a child protection plan

- With a child in need plan

- Looked after by the local authority (LAC)

> Have an education, health and care (EHC) plan

> On the edge of receiving support from children's social care services or in the process of being referred

> Adopted or on a special guardianship order

> At risk of becoming NEET ('not in employment, education or training')

> Living in temporary accommodation

> Young carers

> Care leavers

> Facing difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)

> In need of support for their mental health

We will liaise with the Local Authority and with parents to decide whether a child with an EHCP needs to continue to be offered a place at Exeter House School, St Mark's C of E Junior School or Wyndham Park Infants' School to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. We understand that many children and young people with EHC plans can safely remain at home. Eligibility for free school meals is not a key determining factor in assessing vulnerability.

Our senior leaders and DSLs (Designated Safeguarding Leads) have the flexibility to offer a place to children who do not have a social worker but for whom some safeguarding needs have already been identified.

There is an expectation that all vulnerable children who have a social worker will continue to attend an education setting, so long as they do not have underlying health conditions that put them at risk. Local authorities and education settings do not need to complete their usual day-today attendance processes to follow up on non-attendance. We will follow the process set out in Wiltshire Council's flowchart

To support the above, we will, when communicating with parents/carers of vulnerable children, confirm that emergency contact numbers kept on the children's files are correct and ask for any additional emergency contact numbers where they are available.

Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

> The best interests of children must come first

> If anyone has a safeguarding concern about any child, they should act on it immediately

> A designated safeguarding lead (DSL) or deputy should be available at all times (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

Safeguarding Leads

To ensure staff have access to specialist advice and support about safeguarding, the following details apply. Where a trained DSL (or deputy) is not on site nor contactable by phone or video call, arrangements have been made for a trained DSL from Exeter House Special School to provide advice remotely for Wyndham Park and St Mark's and for a trained DSL at Wyndham Park and St Mark's to provide advice remotely for Exeter House.

In such instances, a senior leader will also take responsibility for co-ordinating safeguarding on site.

Name	Job title	Responsibilities	Main registered base	Phone number	Email address
Matt Sambrook	Executive Principal Exeter House and SRET	Trust CEO DDSL – Exeter House	Exeter House	01722 334168	head@exeterhouse.wilts.sch.uk
St Mark's Junior school and Wyndham Park Infant School					
Gareth Flemington	Head Teacher SM/WP DSL SM/WP	Safeguarding Lead – Primary	SM/WP	01722 333487 01722 334594	head@wyndhamstmarks.uk
Amy Scammell	Deputy Headteacher SM DDSL	Deputy Safeguarding Lead	SM	01722 333497	ascammell@wyndhamstmarks.uk
Kate Wilkins	Deputy Headteacher WP DDSL	Deputy Safeguarding Lead	WP	01722 334594	kwilkins@wyndhamstmarks.uk
Beverley Morris	Deputy Headteacher WP DDSL	Deputy Safeguarding Lead	WP	01722 334594	bmorris@wyndhamstmarks.uk
Norma Hallett	Parent Support Advisor SM/WP DDSL	Deputy Safeguarding Lead	WP/SM	07873 427658	nhallett@wyndhamstmarks.uk
Exeter House School					
Jodie Hawkins	Head of Pastoral Needs	Safeguarding Lead – Special Behaviour Lead	Exeter House	01722 334168	jodiehawkins@sret.uk

		DSL			
George Cooper	Family Support Worker DDSL	Deputy Safeguarding Lead	Exeter House	01722 334168	georgecooper@sret.uk
Alison Long	Head of Vocational centre and Upper School DDSL	Deputy Safeguarding Lead	Exeter House	01722 330585	alisonlong@sret.uk
Kerry Sheppard	Tutor at Vocational Centre DDSL	Deputy Safeguarding Lead	Exeter House	01722 330585	kerrysheppard@sret.uk
Trust Governance					
David Bray	Safeguarding Lead SRET	SRET Trustee Health and safety and Safeguarding Lead	EH/SM/WP	c/0 01722 334168	davidbray@sret.uk
Jenny Baylis	Chair of LGC and Trustee	Chair of LGC (Special and Primary)	EH/SM/WP	c/0 01722 334168	ehchair@sret.uk
Wiltshire LA					
Anton Hammond	Designated Officer	Designated Officer for Allegations	Wiltshire LA County Hall	0300 3560108	dofaservice@wiltshire.gov.uk

Reporting a concern

Where staff have a concern about a child, they will continue to follow the process outlined in the SRET Safeguarding and Child Protection Policy.

If a member of staff cannot access our electronic data management system (MyConcern) for safeguarding from home, they will contact the Designated Safeguarding Lead, who is available from the list above.

Any email containing confidential information will be sent using official school email addresses. The word document will be password protected – sent separately by text.

Where staff are concerned about an adult working with children in the school they will continue to follow the Wiltshire process set out in the allegations flowchart published on www.wiltshirescb.org.uk. In the absence of the Headteacher staff will follow the alternative leadership contact arrangements.

Safeguarding training and induction

Our DDSLs will continue to keep up to date by reading government guidance and other relevant newsletters e.g. NSPCC as they are published.

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2020), as well as Annex A for those working directly with children. The DSL will communicate with staff any new local arrangements, as appropriate.

The school makes use of the available range of e-learning courses to ensure the DDSLs and staff training is kept up to date.

Where new staff are recruited, or new volunteers enter our schools they will continue to be provided with a safeguarding induction. If staff are deployed from another education or children's workforce setting to our schools we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic. We will follow Wiltshire Council advice about safeguarding in relation to visiting staff/volunteers as it is published and updated on Right Choice until further notice.

For movement within the Trust, the Multi- Academy Trust (MAT) safeguarding lead/HR Manager will confirm that all staff have received appropriate safeguarding training.

Upon arrival, at our schools, visiting staff/volunteers working here on a temporary basis, are given a copy of our safeguarding child protection policy, including confirmation of DDSL arrangements.

Safer recruitment/volunteers and movement of staff

When recruiting new staff/selecting new volunteers, we will continue to follow the relevant safer recruitment processes for our schools including relevant sections in Part 3 of Keeping Children Safe in Education (2020).

Volunteers who are supporting the work of the school will:

- be properly supported and given appropriate roles
- be subjected to the checking and risk assessment process set out by KCSiE 2020. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

We will continue to keep the single central record (SCR) up to date as outlined in in KCSIE and will follow Wiltshire Council advice about safeguarding in relation to the SCR and visiting staff/volunteers as it is published and updated on Right Choice until further notice.

Delivering remote education safely

Where possible, staff only use work-provided devices/platforms/systems. For more details please refer to our Remote Education Policy February 2021.

All staff will:

- consider the approaches that best suit the needs of our pupils and staff
- ensure there is approval by the DSL for the method used for any online teaching or catch-up sessions with parents and/or children
- conduct online sessions in a neutral area where nothing personal or inappropriate can be seen or heard in the background
- maintain a smart dress code, in clothing appropriate to the role, compliant with professional standards.

Staff follow the following NSPCC guidance [Live streaming safely](#) in respect of any live streaming sessions.

Online safety in schools and colleges

During the partial closure and as children return to our schools, we will continue to provide a safe online environment for staff and children. This includes the use of an online filtering system. Where children are using computers in school, appropriate supervision will continue to be in place.

All staff who interact with children, including online, will continue to look out for signs a child may be at risk. Any such concerns will be dealt with as per our Safeguarding and Child Protection Policy and where appropriate referrals will still be made to children's social care and as required, the police. As online teaching continues for children not yet offered a place back at school, will follow the same principles as set out in our Staff Behaviour Policy. We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Supporting children not in school

All schools are committed to ensuring the safety and well-being of all its pupils. The DSL will ensure a robust communication plan is in place for each child, its parents/carers or the Social Worker. Communication may include remote contact, phone contact, door-step visits and may be referred back to at a later date. The schools will make safeguarding information and messages available via the website.

Schools recognise they are a protective factor for children and the current circumstances have significant potential to affect the mental health of staff, pupils and parents/carers. Staff will be aware of this in setting expectations (even given the government recommendations) and in follow-ups with home.

We recognise that school is a protective factor for children and young people, and the current circumstances can affect the mental health of pupils and their parents/carers.

We will devise plans to support any child who is vulnerable and not able to attend school for any reason, as well as to support the children as they return to school. Plans will be shared with parents and (social workers where involved) and will be reviewed fortnightly.

Supporting children in school

The Headteacher/ Head of School will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate. We will refer to the Government guidance for education and childcare settings on how to implement groupings/social distancing and continue to follow the advice from Public Health England to limit the risk of spread of Covid-19.

Support from the Multi-Academy Trust

Somerset Road Education Trust (SRET) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction. The MAT may also provide regular group and individual supervision sessions. This may take the form of an online meeting.

Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe. We will continue to update this addendum where necessary, to reflect any updated guidance from our 3 local safeguarding partners.

Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse. Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

Concerns about a staff member, supply teacher or volunteer

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/supply teachers/volunteers working on site or remotely. 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). We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

In accordance with procedures in place we may refer issues to the Designated Officer for Allegation (formerly the LADO).

Safeguarding all children

All children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk. Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns. They should share these concerns with the DSL in the first instance and may be asked to refer to the Inclusion team.

Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary, they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

> Not completing assigned work or logging on to school systems

> No contact from children or families

> Seeming more withdrawn during any class check-ins or video calls

Working with parents and carers

We will make sure parents and carers:

> Are aware of the potential risks to children online and the importance of staying safe online

> Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school

> Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides

> Know where else they can go for support to keep their children safe online

Outside school

> Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/IT acceptable use policy – including use of social media

> 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

> We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

Mental health

If any pupil, parent or carer has concerns about mental health and wellbeing, they should contact the Year Leader in the first instance. In they absence they can contact the Headteacher or Deputy Headteacher. The school will make sure pupils, parents and carers are aware of this.

Children in school

Staff and volunteers will be aware of the possible effects that this period may have on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Children at home

Where possible, we will continue to offer some our current support for pupil mental health for all pupils but will be mindful of bubble restrictions. We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time. When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health. Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures.

Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff and volunteers who work in our school are safe to work with children. We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education. When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable. We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 183-188 of Keeping Children Safe in Education.

Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements. New staff and volunteers will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education.

Monitoring arrangements

This policy will be reviewed as guidance from our 3 local safeguarding partners or the Department for Education is updated, and as a minimum every four weeks by the Headteacher. At every review, it will be approved by the Local Governing Committee.

Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff Behaviour Policy
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Remote Education Policy