



Safeguarding COVID 19 Annex. 01/06/2020 updated

This guidance applies to both schools within the Rayleigh Schools Trust, Sweyne Park and Glebe. This is interim safeguarding guidance, it is under review and will be updated when required.

In March 2020, schools were instructed to close to the majority of pupils whilst remaining open to offer a place to vulnerable children and children of workers critical to the COVID-19 response. We obviously want to support all our children and, therefore, as well as these eligible groups, have considered making a place available to other children with vulnerabilities. We will continue with this, although any decisions will be in discussion with other professionals involved and based on a risk assessment process.

In May 2020, the government issued guidance which set out the expectation for the gradual return of children to early years, school and further education settings. The safety of our children and staff is paramount and all decisions about reopening have been driven by our risk assessment process. We have written to parents separately about reopening arrangements.

Safeguarding

Keeping Children Safe in Education (KCSIE). We will continue to provide a safe environment, keep children safe and ensure staff and volunteers have been appropriately checked and risk assessments carried out, as required.

KCSIE is statutory safeguarding guidance that we will continue to regard. Safeguarding at the Trust: important safeguarding principles remain the same:

- the best interests of children must always continue to come first
- if anyone in a school has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy will always 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

Clearly, we are working very differently during this period of partial closure. However, the principles within our existing Child Protection Policy still apply, as does the duty on all staff to safeguard children. We have, however, adapted our existing safeguarding arrangements to ensure we continue to effectively safeguard our children during this time, whether they are attending on site or learning at home.

When schools were instructed to close, we assessed the needs of all our pupils and put in place plans to support them and their families during the summer term. These plans included an education offer and arrangements to support pupils with their safety and wellbeing. Where appropriate, the plans included actions and interventions from other agencies, as we continued to work with partners to provide an appropriate level of support. These plans

are regularly reviewed to ensure they reflect current need and are updated accordingly to ensure appropriate support is in place.

As always, all staff members have a duty to identify and respond to suspected / actual abuse or disclosures of abuse. Any member of staff who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred must report it immediately to the designated safeguarding lead (or, in their absence, the deputy designated safeguarding lead). All staff are aware of their responsibility in that respect.

All action is taken in accordance with the following guidance;

- Essex Safeguarding Children Board guidelines - the SET (Southend, Essex and Thurrock) Child Protection Procedures (ESCB, 2019)
- Essex Effective Support
- Keeping Children Safe in Education (DfE, 2019)
- Working Together to Safeguard Children (DfE, 2018)
- 'Effective Support for Children and Families in Essex' (ESCB, 2017)
- PREVENT Duty - Counter-Terrorism and Security Act (HMG, 2015)

Where there is risk of immediate harm, concerns will be referred by telephone to the Children and Families Hub and / or the Police. Less urgent concerns or requests for support will be sent to the Children and Families Hub via the Essex Effective Support portal. The school may also seek advice from Social Care or another appropriate agency about a concern, if we are unsure how to respond to it. Wherever possible, we will share any safeguarding concerns, or an intention to refer a child to Children's Social Care, with parents or carers. However, we will not do so where it is felt that to do so could place the child at greater risk of harm or impede a criminal investigation. On occasions, it may be necessary to consult with the Children and Families Hub and / or Essex Police for advice on when to share information with parents / carers.

Concerned about a child?

If you are working with children in the school building, immediately speak with the DSL/DDSL on duty and then complete a MyConcern referral with all the details – this must be done before the end of the school day, as usual.

If you are working from home, log on to myconcern in the normal way and report a concern, the DSL team will receive a notification. In this uncertain time, please do check back that your concern has been actioned. Remember anyone can make a referral to children's social care.

Should you have a concern about a member of staff, contact the Headteacher or their Deputy – if your concern is about the Headteacher, contact the Chair of Governors:

Sweyne Park: Chair of Governors Lynda Walker lwalker@sweynepark.com

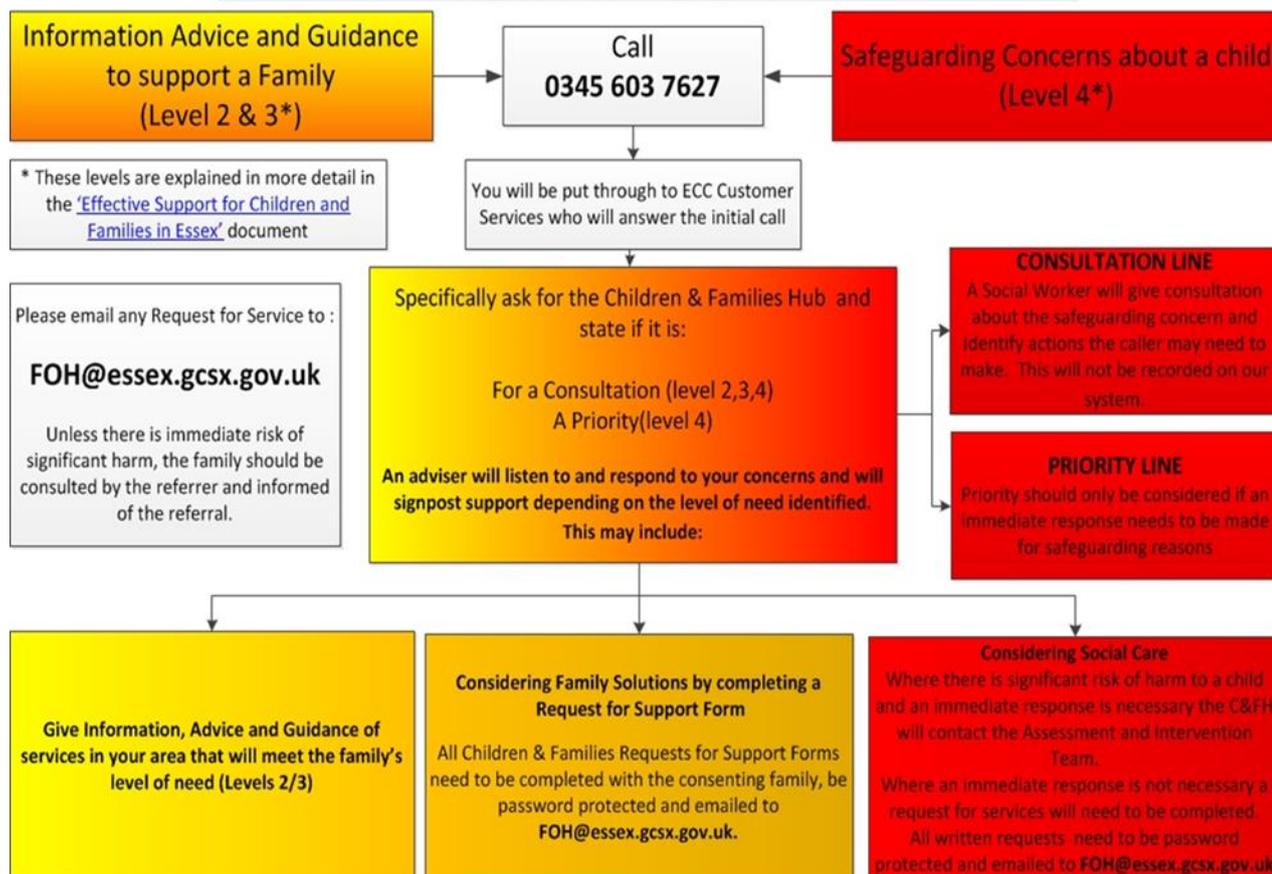
Glebe: Chair of Governors Mr Munford smunford@glebeschool.com

The LA continue to run a LADO service: 03330 139 797

Social Care, like all services are under extreme pressure – however, they are running a service.

Children & Families Hub Partner Access Map

(Mon-Thurs 8.45-5.30pm Fri 8.45-4.30pm) Out of Hours Tel no: 0345 606 1212



Designated safeguarding leads (DSLs)

A qualified DSL or deputy will be available at all times during the school day. They can be contacted, in the first instance (when not in school) via the school office, email or MyConcern, please ensure you leave a telephone number.

The DSLs of both schools continue to be available and there will always be at least one member of the team on duty during the school day, whether or not there are pupils in school.

Stephanie Whitcombe swhitcombe@sweynepark.com Sweyne Park and Glebe

Nicola Bache head@glebeschool.com Glebe

It is acknowledged that DSL training is very unlikely to take place during this period. For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

Our most vulnerable pupils

Our most vulnerable pupils have been risk assessed using MyConcern, using a four point (and colour) risk assessment.

1 Green

2 Yellow

3 Amber

Safeguarding policy Covid 19 annex. Updated for 1 June 2020

4 Red

Any pupil who has an assessment of 2 or above has either received an email (Sweyne Park) to their personal school account or had a phone call home (Sweyne Park and Glebe).

Pupils' welfare will continue to be monitored in this way during the pandemic. Should staff be concerned about a pupil, for example if we do not get contact, they will follow our normal safeguarding procedures.

Supporting parents/carers to safe online

We have issued parents/carers with guidance about talking to their children re: online safety using CEOP's resources. We will continue, once every two weeks, to update these resources as and when CEOPs release the guidance/information. We have also sign posted to:

- CEOP (Child Exploitation and Online Protection)
- Childnet
- Internet Matters
- Net Aware
- NSPCC
- Parent Info
- Safer Internet
- UK Council for Internet Safety

Staff are aware that children are vulnerable to being bullied or groomed for abuse or radicalisation online. Staff will be vigilant to any signs that that this may be occurring and report any concerns in the usual way.

It is important that parents make the school aware of any concerns they may have about the online activity of their child, or any particular vulnerability they may have in this respect.

Online safety whilst in school

Our system continues to be monitored and filtered and, whilst we have children or staff in school, is checked daily. We have a contingency plan in place should staff who fulfil this role become unwell.

Increased risk:

We should remain mindful that in heightened, stressful, situations the incidents of abuse increase. Staff are having increased contact via SMHW and emails. It is important we continue to be vigilant and pick up on the signs of distress – it could happen here!

Attendance – Vulnerable pupils

Local Authorities and schools do not need to complete the usual day-to-day attendance processes to follow up on non-attendance.

Sweyne Park and Glebe, along with social workers, will discuss with families whether Children In Need should be attending education provision. We will follow up on any child that we are expecting to attend, who does not. We will also follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend. When communicating with parents/carers, we will take the opportunity to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. In all circumstances, where a vulnerable child does not take up their place at school or college, or discontinues, we will notify the social worker.

The DFE has introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

Staff training and safeguarding induction

Safeguarding policy Covid 19 annex. Updated for 1 June 2020

All existing school staff have had safeguarding training and have read part 1 of KCSIE. The important thing for all staff is to remain aware of any new/updated arrangements so you know what to do if you are worried about a child. Please check your emails regularly.

Where new staff are recruited, or new volunteers enter the school, they will continue to be provided with a safeguarding induction. No staff will work in school without an Enhanced DBS check and without all our current checks having taken place.

The existing school workforce may move between schools on a temporary basis in response to COVID-19. Both schools have the same policy and safeguarding procedures in place.

A pupil moving between Trust schools:

If there are any safeguarding concerns, EHCP, etc. information, this will be shared with the relevant senior member of staff.

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR, they do not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE.

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 children. If we are recruiting new staff, we will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of KCSIE. 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.

Where we are utilising 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 will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Members of the school workforce already engaging in regulated activity and who already have the appropriate DBS check: there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school to support the care of children. The same principle applies if childcare workers move to work temporarily in a school setting. The receiving school will risk assess, as we would for a volunteer. The onus remains on us to satisfy ourselves that someone in our setting has had the required checks, including as required those set out in part 3 of KCSIE.

We will continue to follow our legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

We will also continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral'. During the COVID-19 period, all referrals should be made by emailing Misconduct.Teacher@education.gov.uk. All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received, and it is deemed that there is a public interest in doing so, consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. Headteachers and DSL can access this remotely.

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff should be aware of this in setting expectations of pupils' work when they are at home.

Where we are providing for children of critical workers and vulnerable children on site, we will endeavour to ensure appropriate support is in place for them. Mental health issues can bring about changes in a young person's behaviour or emotional state which can be displayed in a range of different ways, and that can be an indication of an underlying problem. Support for pupils and students not currently in school can include existing provision in the school (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services

Children and online safety away from school

Staff will consider the safety of our children when they are asked to work online. The starting point for online teaching should be that the same principles as set out in our staff behaviour policy apply. The policy will apply equally to any existing or new online and distance learning arrangements which are introduced

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

An essential part of the process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to school, we will also signpost children to age appropriate practical support from the likes of:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOPs - for advice on making a report about online abuse

Parents and carers may choose to supplement the school online offer with support from online companies and, in some cases, individual tutors. It cannot be emphasised enough the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Where there is a crisis, there will be those individuals who will seek an opportunity to take advantage of children, to groom and then abuse.

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

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers
- CEOPs

Please be aware that staff contacting families by telephone from home will withhold their number.

Safeguarding Team

The safeguarding team at Sweyne Park School:

- | | |
|------------------------------------------------------------------|-----------------------------------------------|
| • The Headteacher, Designated Lead for staff | Katharine Dines |
| • The Designated Lead for pupils | Steph Whitcombe |
| • Governor with responsibility for Safeguarding/CIC/
E-safety | Jacqui Clements |
| • Governor with responsibility for Alternative Provision | Lynda Walker |
| • Deputy Designated Safeguarding: - pupils | Richard Bradley
Vanessa Brend
Joy Jacob |

Alick Robertson

- Designated E-Safety
- Designated premises Security co-ordinator
- Disadvantaged Pupils (including adopted and SGO)
- Child Sexual Exploitation Champions

Steph Whitcombe/Dan Joslin
Simon Smith
Nicola Welch
Steph Whitcombe
Adam Thomson
Vanessa Brend
Richard Bradley
Joy Jacob

MyConcern

Vanessa Brend/ Steph Whitcombe

The safeguarding team at Glebe Primary school:

- The Headteacher, Designated Lead for staff Nicola Bache
- The Designated Safeguarding/CIC Lead for pupils Nicola Bache
- Governor with responsibility for Safeguarding/CIC Mrs Helen Dart
- Governor with responsibility for Safeguarding - staff Mrs Helen Dart
- Deputy Designated Safeguarding/CIC: - pupils Miss Michaela Hembling
- Designated E-Safety Mrs Hannah Howard
- Designated premises Security co-ordinator Mr Simon Smith
- Disadvantaged Pupils Mrs Claire Rose
- Child Sexual Exploitation Champion Mrs Nicola Bache
- Adopted and SGO pupils Mrs Nicola Bache

- MyConcern Mrs Nicola Bache

MAT:

Designated Lead for staff	Katharine Dines
The Designated Lead Pupils	Steph Whitcombe
Designated premises Security co-ordinator	Simon Smith

Contact with any of the above can be made via telephone or email, however the DSL details are below:

Stephanie Whitcombe whitcombe@sweynepark.com 01268- 784721

Nicola Bache head@glebeschool.com 01268 784253

Governors:

Sweyne Park

Governor with responsibility for Safeguarding/CIC – pupils
Jacqui Clements jacquic@sweynepark.com
Chair of Governors – Concerns about the Headteacher Lynda Walker Lyndaw@sweynepark.com

Glebe:

Governor with responsibility for Safeguarding
Mrs Helen Dart hdart@glebeschool.com
Chair of Governors – Concerns about the Headteacher Mr Munford smunford@glebeschool.com

Online safety resources for pupils

Safeguarding policy Covid 19 annex. Updated for 1 June 2020

Childline: Childline helps anyone under 19 in the UK with any issue they're going through. Children can talk with Childline about anything, whether big or small; their trained counsellors can help. See their website or call free on 0800 1111.

BBC Own It: Updated in relation to COVID-19, this website provides support for young people to take control of their online life. Topics include help and advice, skills and inspiration on matters such as friendships and bullying, safety and self-esteem.

BBC Bitesize: A free online study support resource designed to help with learning, revision and homework. Bitesize provides support for learners aged 5 to 16+ across a wide range of school subjects. It also supports children and young people's wellbeing and career choices; since 20 April daily lessons have been published to help pupils across the UK with home schooling.

Online resources for parents and carers

Essex Safeguarding Children Board (ESCB)

The ESCB is a statutory multi agency organisation which brings together agencies who work to safeguard and promote the welfare of children and young people in Essex. It has produced guidance for parents and carers to help them understand online safety and exploitation generally.

Internet Matters – helping parents and carers keep their children safe online

A not-for-profit organisation that has a simple purpose – to empower parents and carers to keep children safe in the digital world. See their website for further information.

The Children's Society - A charity fighting child poverty and neglect, and helping all children have a better chance in life. They have produced information about online safety.

The NSPCC (National Society for the Prevention of Cruelty to Children) - The NSPCC has produced several online safety guides, from setting up parental controls to advice on sexting, online games and video apps.

Parent Info - A website offering expert safety advice in relation to a range of online harms, endorsed by the National Crime Agency's CEOP command.

Common Sense Media - Independent reviews, age ratings, & other information about all types of media for children and their parents.

Parent Zone for families- A website with a range of digital age resources for families, including guides on digital platforms and trends.

Children's Commissioner - The Children's Commissioner has published a digital safety and wellbeing kit for parents, and a safety guide for children. The kit and guide have been designed to help ensure children are safe and their wellbeing is looked after while at home during the coronavirus outbreak – when their screen time maybe higher than usual.

The UK Council for Internet Safety (UKCIS) - The UK Council for Internet Safety (UKCIS) is a collaborative forum through which government, the tech community and the third sector work together to ensure the UK is the safest place in the world to be online.

Disrespect Nobody - Home Office advice on healthy relationships, including sexting and pornography.

The Department for Education COVID-19 helpline, is available to answer questions.

DfE coronavirus helpline

Email: DfE.coronavirushelpline@education.gov.uk

Telephone: 0800 046 8687

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm. (Please have your unique reference number (URN or UK PRN) available when calling the hotline).