

Boxgrove and Kidbrooke Park Primary Schools and Kidbrooke Park Learning Centre

Safeguarding Policy Update: *Coronavirus Appendix September 2020*

Keeping Children Safe in Education (KCSIE) remains in force throughout the response to coronavirus (COVID-19). The department of education has issued non-statutory interim guidance on safeguarding in schools, colleges and other providers during the coronavirus outbreak.

Boxgrove and Kidbrooke Park Primary Schools have very strong safeguarding practice and our usual school policy remains in place in the event of a closure having very few or no children on site. Our responsibilities regarding harmful and abusive behaviour and online safety are also unchanged. The referral process to RBG children's social care also remain the same.

This appendix therefore details the ways in which our existing policies are adapted in the event of a closure or reduced opening of the school.

A. Safeguarding for all

- a. In order to try to continue our safeguarding practice while students are at home, we require member of SLT to maintain contact with vulnerable families and children at least weekly.
- b. Additional checks will be made on vulnerable, LAC and EHCP students and reports/risk assessments made.
- c. The DSL (HoS) is either on site or easily contactable at all times. The Deputy DSLs (AHTs) will also be contactable by phone or video. When the school is open, at least one member of the leadership team will be on site to support safeguarding.
- d. As enshrined in safeguarding guidance, the best interests of the child are our first priority. Most children will have their needs well met at home. Where needs cannot be met at home for certain categories of students, then school attendance is available if government guidance allows. These categories of students will be identified at the time of closure by the LA or Government.
- e. If the school closes completely, the safeguarding processes outlined above remain in place.
- f. We rely on our colleagues in The Royal Borough of Greenwich and Neighbouring LAs to work with us, both in Children's Social Care and Early Help.
- g. We rely on our colleagues in the police to work with us where a child is vulnerable because of their criminal activity or exploitation by criminals.

B. Students at or from other schools

- a. We do not expect Boxgrove or Kidbrooke Park Primary Schools to be a hub for other students and we do not expect to send any students to be taught at any other schools.
- b. If this situation changed, we would work with RBG structures and the other schools to safeguard children of our school or children from other schools on our site. Close links would be made and kept with the relevant DSLs and the standard of provision (described in 'a' above) would be established and maintained.

C. New arrivals

- a. Where RBG admissions allocate new arrivals to schools. We will make certain that we have at least the minimum documentation to ensure any new student is receiving work as do other students on roll and has safeguarding needs met.

D. Children dying or suffering bereavement

- a. Children who have suffered a bereavement will be offered counselling where that is possible in accordance with school capacity. Where the school's capacity cannot facilitate the counselling, parents and cares will be informed of external services and support offered with referrals where needed.
- b. If a child dies, friends will be offered counselling where that is possible in accordance with school capacity.
- c. Staff will be offered guidance on dealing with children's bereavement. Any staff bereavement will be dealt with using existing HR and support processes.

E. Online safety

- a. Online safety resources are available on the school website.
- b. As a result of necessarily increased online learning activity in the event of a closure, Boxgrove and Kidrooke Park Primary Schools will provide parents with access to a range of online learning resources and a parent support email address has been set up to offer guidance to parents.
- c. We have links on our website to Childline, CEOP and UK safer internet centre.
- d. While there should not be a need, we are aware that parents and carers may choose to supplement the school online offer with support from online companies or individual tutors. We emphasise the importance of securing online support from reputable providers.

F. Staff communication with students and parents

- a. Staff have clear guidance on safe working from home and will continue to adhere to the school policies that are in place such as; Code of Conduct, Code of Practice and GDPR. Staff will promote the safe use of video/ICT, when setting work for and communicating with students and parents.
- b. However, in the event where key staff are self-isolating at home or while the school is closed staff may need to contact vulnerable students in order to ascertain their wellbeing or safety. This may involve telephoning from a location not the school site, so staff must follow these new instructions
 - i. Staff must contact the parent or carer
 - ii. The safest way to do this is by using a school telephone, either a mobile or on-site landline.
 - iii. Where staff use their own device, they must dial 141 before the parent or carer's number to ensure their own number's anonymity.
- c. Students whom the school know to be vulnerable (those working with Early Help or for whom a TAC process is in place) but who have not been allocated a social worker are contacted in the same way as those who fit the official description.
- d. Students believed to be vulnerable but for whom no process is in place are also contacted in the same way as those who fit the official description.
- e. Our strong relationships with parents of children in need remain. The DSL has ways of finding out about the needs of children about whom they hold a concern, and these will remain. Many parents of students with difficulty are in daily contact in normal times: this remains the case under these new circumstances.

G. Building, Cleaning and Hygiene

- a. When the school building is open, reception is staffed and so ingress to the building is monitored in the usual way. Attendance of staff and students is logged.
- b. Hand sanitiser is in reception and other key areas with an expectation that staff use this on entry and exit. Supplies of sanitiser and soap are distributed and available.
- c. Cleaning and deep cleaning is the responsibility of the premises team.

Reporting to the Local Authority

- d. We will fulfil any reporting requirements the LA may put in place for the duration of closure.

H. Illness of key safeguarding staff

- a. The HoS is responsible for ensuring that all key staff involved in these processes have deputies in case of illness.

I. Breaches of this policy

- a. If any member of staff breaches this policy, they must report it to the HoS as soon as possible, so that the mistake can be rectified, and school processes can be improved by reflection on mistakes.

Written by: Roger Trevena and Rachael Clare

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Agreed by Chair of Governors: