



## Covid-19 Annex to Safeguarding Policy

This annex should be read in conjunction with the school's safeguarding policy and other relevant policies and procedures

During the Covid-19 pandemic safeguarding children continues to be a priority.

Unless stated otherwise all existing policies, procedures and guidance continue to apply.

- 1) Concerned about the safety or welfare of a child
  - a) Speak to your Designated Safeguarding Lead as per the safeguarding policy
  - b) SPOC is operating as normal
  - c) If you believe that a child is at immediate risk of harm call the police on 999
  
- 2) Allegations against a teacher, other staff member, volunteer or another professional
  - a) Follow procedures as per the school safeguarding policy
  - b) The LADO function is operating as normal
  
- 3) Designated Safeguarding Leads
  - a) We will endeavour to ensure the DSL or Deputy DSL is available on site
  - b) In the event that the DSL and all Deputy DSLs are unable to be present on site on-call alternative arrangements will be put in place
  - c) Advised all staff of any on-call arrangements.
  - d) When on-call the DSL and Deputy DSLs can be contacted as follows:
    - o Zoe Harris                      07989188160  
[head@elmwood-inf.croydon.sch.uk](mailto:head@elmwood-inf.croydon.sch.uk)
    - o Esther Payne                      [epayne3.306@lgflmail.org](mailto:epayne3.306@lgflmail.org)
    - o Stefania Campbell                      [scampbell10.306@lgflmail.org](mailto:scampbell10.306@lgflmail.org)
    - o Helen Walsh                      [hwalsh@elmwood-inf.croydon.sch.uk](mailto:hwalsh@elmwood-inf.croydon.sch.uk)
  
  - e) The DSL will inform all staff of any changes to the safeguarding policy
  
- 4) Vulnerable children
  - a) We recognise that all pupils are potentially vulnerable during this period, though some pupils are already known to be more vulnerable than others. Please see the chart below for how we prioritise these groups of children.
  - b) The school will take steps to ensure all children are safeguarded during this period.
  - c) Children will be prioritised in relation to risk, with actions proportionate to risk.
  - d) A record will be kept of all contacts made, which will be recorded as a simple tick sheet. Relevant information must be recorded on CPOMS and an alert sent to the DSL.
  - e) Any concerns about the welfare or safety of a child should be recorded and reported to the DSL as normal as set out in the school's safeguarding policy.

Priority	Arrangements to safeguard
1) Without continued regular contact this child they will be at significant risk of harm.	Senior Leaders/Inclusion Team to contact families at least three times per week, including holiday periods.
2) Active contact needs to be maintained with this family on a regular/weekly basis to monitor how the family are coping and to escalate if necessary.	Senior Leaders/Inclusion Team to contact families at least twice times per week, including holiday periods.
3) Less frequent contact can be maintained due to stability in this child's safety network	Class Teachers to contact families once per week. This applies to all children other than those being called by SLT/Inclusion Team in Priority 1 or 2.

5) Attendance

- a) The school will maintain a daily register of all staff, volunteers and children attending the school.
- b) The numbers in attendance will be reported daily to the Department of Education and Croydon Council in line with required reporting requirements.
  - o For Croydon Council this should be sent to [educationenquiries@croydon.gov.uk](mailto:educationenquiries@croydon.gov.uk) by midday every day.

6) Online lessons/activities and other staff contact with pupils

- a) The schools Code of Conduct in relation to use of technology; staff/pupil relationships and communication; and use of social media still applies.
- b) The safeguarding of staff and children remains paramount.
- c) The head teacher may grant permission in advance in specific circumstances such as allowing staff to deliver live online lessons/activities or carry out welfare checks.
- d) These should be part of an agreed Covid-19 learning and safeguarding plan.
- e) In devising the plan staff **must not**:
  - o Contact children on the child's mobile phone. Telephone welfare checks must be made via the parents/carers contact numbers.
  - o Email pupils from their personal email address or email pupils at their personal email address. Any emails between staff and children must be from/to email addresses within the school's email system.
  - o Deliver online lessons/activities on a one-to-one basis. These must be delivered from school accounts/platforms and there must always be at least two members of staff online for the duration of all such lessons/activities.

7) Safer recruitment

- a) Safer recruitment checks will continue for new staff and volunteers as before in line with the school safer recruitment policy
- b) All new staff and volunteers must undertake safeguarding training

8) Safeguarding when acting as a hub school

- a) The head teacher in agreeing to act as a hub must ensure that:
  - o The school that is sending children to the hub school also sends appropriate staff to support the children in attendance at the hub school.

- Every day all staff, volunteers and children at the school are aware of the safeguarding arrangements at the school.
- All staff and volunteers working at the school from other schools have satisfactorily cleared all required safer recruitment checks and undergone safeguarding training in the last 12 months. This can be done by way of a letter of assurance from the sending school.
- Staff and volunteers from other schools are added to the Single Central Register.
- They have emergency contact information for all staff, volunteers and children in attendance at the school.
- They have emergency contact details for a member of the sending schools senior leadership team and their on call DSL.
- They have appropriate SEND, medical, safeguarding and welfare information in respect of any vulnerable children attending the school

9) Safeguarding when sending your pupils to a hub school

- a) The head teacher in sending pupils to attend a hub school must ensure that:
- They send appropriate staff to support your school's children while they are attending the hub school.
  - Such staff must have satisfactorily cleared all safer recruitment checks and undergone safeguarding training in the last 12 months.
  - They provide the hub school with a letter of assurance regarding safer recruitment checks and safeguarding training.
  - Your staff and the hub school have emergency contact details for a member of the school's senior leadership and team and on call DSL.
  - Your staff and hub school have emergency contact information for all children expected to attend the hub provision.
  - Your staff and the hub school have appropriate SEND, medical, safeguarding and welfare information in respect of any vulnerable children attending the hub schools.
  - That other involved professionals are made aware that the child will be attending a different school as part of a hub school arrangement.

10) Contextual safeguarding information

- a) The designated safeguarding lead for the school will ensure:
- All staff and volunteers are aware of the increased contextual safeguarding risks associated with Covid-19 in respect of online safety, mental health and domestic abuse.
  - Parents/carers and children are given appropriate information in relation to the increased contextual safeguarding risks associated with Covid-19 in respect of online safety, mental health and domestic abuse.

This annex must be approved by the chair and lead governor for safeguarding prior to being implemented. It should then go to the next governing body for formal ratification.

Signed: S Turawa

Signed: *Z Harris*

Print name: Sheri Turawa

Print name: *Zoe Harris*

Designation: Governing board co-chair

Designation: Lead governor for safeguarding

Date: 9<sup>th</sup> April 2020

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