

COVID-19 Safeguarding Addendum

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, at Two Rivers High/Primary School a number of important 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 - **whether this be to contact DSL/DDSL (on duty) or to call first response directly**
- a DSL or deputy should **will** be available everyday
- 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

Two Rivers High/Primary School will, as far as is reasonably possible, take a whole institution approach to safeguarding. This will allow them to satisfy themselves that any new policies and processes in response to COVID-19 are not weakening their approach to safeguarding or undermining their child protection policy.

Two Rivers Primary Procedures

Current additional safeguarding procedures include daily Do-Jo communication with all parents. For those parents unable to access this on-line service phone calls will take place.

SMT contact all parents weekly and respond to concerns accordingly. This information is recorded within pupil files and shared where needed.

Designated safeguarding leads (DSLs)

The ideal scenario for Two Rivers High/Primary School is to have the DSL or deputy available on site. It is recognised this may not be possible, and where this is the case there are 2 options to consider:

- the DSL or deputy from the school **will** be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs or deputies between Two Rivers Primary and High Schools (who should be available to be contacted via phone or online video)

Where DSL or deputy is not on site, in addition to one of the above options, **it is recommended** a senior leader **will** take responsibility for co-ordinating safeguarding on site. This **will** include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

All school and college staff and volunteers will have access to the DSL or deputy and know on any given day who that person is and how to speak to them.

It is acknowledged that DSL training is very unlikely to take place during this period (although the option of online training can be explored). For the period COVID-19 measures are in place, **the** 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.

Senior leaders, especially DSLs (and deputies) know who their most vulnerable children are and have the flexibility to offer a

place to those on the edges of receiving children's social care support.

The department has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school and senior leaders will ensure this completed

Where new staff are recruited, the school, they **will** continue to be provided with a safeguarding induction. An up to date child protection policy (described above) will support this process as will part 1 of KCSIE.

Children moving schools and colleges

It will be important for any school or college whose children are attending another setting to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information. This will be especially important where children are vulnerable. For looked-after children, any change in school should be led and managed by the VSH with responsibility for the child. The receiving institution should be aware of the reason the child is vulnerable and any arrangements in place to support them. As a minimum the receiving institution should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is). This should ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders should take responsibility.

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.

Online safety in schools and colleges

It will be more important than ever that schools and colleges provide a safe environment, including online. Two Rivers High/Primary will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school or college's IT systems or recommended resources.

Two Rivers High/Primary School IT staff will maintain safe IT arrangements.

Two Rivers High/Primary School will also consider contingency arrangements if their IT staff become unavailable.

Children and online safety away from school and college

Two Rivers High/Primary School will **continue to** ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Two Rivers High/Primary School will be in regular contact with parents and carers and these communications will be used to reinforce the importance of children being safe online. School communication will reinforce that parents monitor what online sites their children.

- Use only recommended online learning tools

- Use social media and news media sparingly

Parents and carers may choose to supplement their child's school online work with support from online companies and in some cases individual tutors. Two Rivers High/Primary School recognises 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. Concerns in this area can be reported to school.

The department encourages schools and colleges to share this support with parents and carers.