

Addendum 1 (revised due to new government guidance on 19.5.20)

This addendum of the Nova Primary School Safeguarding Policy contains details of our individual safeguarding arrangements in the following areas due to the COVID 19 response.

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1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were also asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

From 1st June, the Government has stated that schools may be able to open to Year Reception, Year 1 and Year 6 if it is satisfied that it has met targets for reducing the number of infections or deaths associated with COVID-19. The content of this policy and addendum will remain largely unchanged as procedures for safeguarding and child protection are clearly set out in either the original policy or the addendum. Additional information has been summarised regarding safety in school in relation to COVID-19 and more details can be found in the associated COVID-19 reopening plan and risk assessments.

2. Key Contacts

Name	Role	Contact Details
Anna Morris	Headteacher	head.nova.p@bristol-schools.uk
Jo Ferns	School Business Manager	j.ferns@novaprimarieschool.co.uk
Helen Thorpe	Deputy Headteacher	h.thorpe@novaprimarieschool.co.uk

Rachel Risley	Inclusion Leader Deputy Designated Safeguarding Lead	r.risley@novaprimarieschool.co.uk
Janet Green	Lead Learning Mentor Deputy Designated Safeguarding Lead	j.green@novaprimarieschool.co.uk
Tom Pepper	Caretaker	t.pepper@novaprimarieschool.co.uk
Patrick Cummings	Chair of Governors/Safeguarding Lead	Chair.nova.p@bristol-schools.uk

School telephone number and Email address: 01179030446 nova.p@bristol-schools.uk

3. Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order 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. Many children and young people with EHC plans can safely remain at home.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Nova Primary School will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they or a member of family do not have underlying health conditions that put them at risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Nova Primary will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, a member of the safeguarding team on duty or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Nova will encourage our vulnerable children and young people to attend a school, including remotely if needed via our distance learning packages that are available to our other pupils and with support from staff as appropriate.

Nova Primary is aware that circumstances for families will change e.g. children will come out of isolation, parents may access employment that makes them critical to the COVID 19 response and it is our intention to remain as flexible as we can to continue to offer a school place and care to those who need it. Parents are encouraged to contact the school if their circumstances do change to discuss their support needs.

Nova is aware that some families have been adamant in not allowing their children to attend the setting despite their vulnerable status. Ongoing discussions continue to take place with these families to help them make informed decisions.

4. Attendance monitoring

Local authorities do not need to complete their usual day-to-day attendance processes to follow up on non-attendance for children. Children who do not attend Nova will not be penalised and no penalty notices will be given during this time. However, if parents say their child will be attending, then the school will chase this up with phone calls and texts as it is essential that we safeguard our families and know they are okay. Primary and social workers will agree with parents/carers whether children in need should be attending school –once again, Nova Primary will then follow up on any pupil that they were expecting to attend, who does not.

Attendance figures will be submitted to the DfE within the daily timescales detailed in their updated attendance guidance. Weekly figures will be submitted to the local Authority. If and when the designated year groups attend, SIMs will be used to record attendance at a school level.

How will this look in our school?

To support the above, Nova Primary will, when communicating with parents/carers and carers, 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 discontinues a member of the Safeguarding team on duty will notify their social worker.

5. Designated Safeguarding Lead

Nova Primary has a Designated Safeguarding Lead (DSL) and 2 Deputy DSLs.

The Designated Safeguarding Lead is: Anna Morris

The Deputy Designated Safeguarding Leads are: Rachel Risley, Janet Green

We will endeavour to have a trained DSL (or deputy) available on site when we are open. Where this is not the case, a trained DSL (or deputy) will be available to be contacted via phone.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site- this will be our Deputy Headteacher, Helen Thorpe.

This might include updating and managing access to child protection online management system, CPOMS and 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.

It is important that all Nova Primary School staff and volunteers have access to a trained DSL, deputy or SLT member co-ordinating safeguarding on that day. On each day staff on site will be made aware of who that person is and how to speak to them.

The DSL/deputies will continue to engage with social workers, and co-ordinate attendance at all multi-agency meetings, which can be done remotely until social distancing restrictions are lifted.

6. Reporting a concern

Where staff have a concern about a child, they will continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which will be done remotely or via the member of staff responsible for safeguarding working in the school if remote access is not available.

In the event that this member of staff cannot be contact, they should email the Designated Safeguarding Lead. This will ensure that the concern is received and actioned as necessary.

Staff are reminded of the need to report any concern immediately as they would if normal business was happening.

Where staff are concerned about an adult working with children in the school, they should use the same process to report this to the Headteacher or Chair of Governors.

Where there are changes to local reporting or referral processes due to the impact of the COVID 19 pandemic, the DSL will ensure they are up to date with all advice and updates shared from our local safeguarding partnership and will follow any changes specified by them to continue to ensure safety for all our pupils.

7. Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

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.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter Nova Primary School, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that: -

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

8. 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. When recruiting new staff Nova Primary will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (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 Nova Primary 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. Nova Primary will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult.

Nova Primary will 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 will be made by emailing Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such Nova will continue to keep the single central record (SCR) up to date.

9. Online safety in schools and colleges

Nova Primary will continue to provide a safe environment, including online. We will continue the use of an online filtering system and the monitoring systems we currently have in place to safeguarding students and staff.

Where students are using computers in school, appropriate supervision will be in place.

10. Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Nova Primary will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. If new tools or systems are recommended by staff to students, these will be checked and added to the school's data map in consultation with the School's Data Protection Lead.

These are our additional expectations for staff conduct when supporting distance learning during the COVID 19 pandemic

- Staff should only contact pupils using the school or home learning email accounts
- Lessons can be conducted online if prior agreement has been obtained from SLT and the parents
- If recording lessons or messages staff must wear suitable clothing, as should anyone else in the household.
- If recording lessons staff must not be seen to be consuming anything inappropriate e.g. alcohol, illegal substances or smoking.
- Any computers used should be in appropriate areas, for example, not in bedrooms or bathrooms; and the background should be neutral and blurred if possible.
- Language and gestures must be professional and appropriate, including any family members in the background.
- Any videoing of messages or lessons must be vetted by the Senior Leadership Team before being sent/published
- Staff must only use platforms provided by their school to communicate with pupils e.g. Twitter.
- Any lessons/worksheets shared must come from reputable sources, be appropriate in content and be sourced in line with privacy and data protection/GDPR requirements
- When contacting pupils by telephone, school numbers must be used. If sharing contact details with pupils or families, then these must not be personal numbers.
- Staff must not meet up with any pupils in a 1:1 situation.
- Staff must not meet up with any family members of pupils in a 1:1 situation
- Staff must be vigilant regarding concerns about their pupils, both in terms of safeguarding, child protection and well-being and report this in a timely manner via CPOMs or to their DSL.
- Any contact made with families due to needing pastoral type support must be recorded as agreed with your safeguarding team.

Staff members not following these additional expectations will be subject to action in the same way they would if they were not following our normal code of conduct.

11. Supporting children not in school

Nova Primary is committed to ensuring the safety and wellbeing of all its pupils.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, we will ensure that a robust communication plan is in place for that child or young person.

Details of this plan will be recorded by the school, shared with the senior leadership team and the DSL. A record will be kept of any contact made with families and children or young people on CPOMs.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods could be considered and will be risk assessed and recorded.

Nova Primary and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan will be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

Nova Primary will share safeguarding messages on its website and social media pages. 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. Teachers have been made aware of this in setting expectations of pupils' work where they are at home.

12. Supporting children in school

Nova Primary is committed to ensuring the safety and wellbeing of all its pupils and will continue to be a safe space for all children to attend and flourish.

The Head will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Nova Primary will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19. There are robust action plans and risk assessments in place which clearly outline social distancing measures and hygiene measures. Children's physical safety is of paramount importance and this addendum should be read alongside these documents.

Nova Primary will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. In most cases, should these children be members of the designated year groups for reopening, they will return to their class groups if and when this is allowed.

Where Nova Primary has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with SLT and implement use of risk assessment to mitigate any risk to children and staff.

13. Peer on Peer Abuse

Nova Primary recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within our Safeguarding Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions will be recorded on CPOMS and appropriate referrals made.

Peer on Peer abuse will not be tolerated and revised consequences given when it occurs. Nova has amended its behaviour policy to ensure children are supported in meeting expectations for behaviour and this document should be read alongside it.