



Covid19 - Emergency Safeguarding Procedures During Full School Closure – v. 1.2

The aim of this annex is to clarify changes to safeguarding procedures as a result of school closure to the majority of pupils. The Safeguarding Policy should still form the basis for any response to safeguarding concerns and should be read in conjunction with KCSIE 2019. This is version 1.2, was updated on 25.5.20. It will be reviewed by our DSLs on a weekly basis as circumstances continue to evolve or following updated DfE advice or guidance. It is available on our school website <http://kinson-academy.co.uk/> and is shared with staff via email.

Aims:

- Ensure our fundamental safeguarding principles remain the same – the best interests of our students continue to come first – for all pupils whether attending school or accessing learning remotely.
- Ensure we continue appropriate regard to KCSIE 2019.
- Safeguarding concerns acted on without delay.
- Ensure that all children who meet the government's 'vulnerable children' definition (CP, CIN, LAC, EHCP) have contact from school at least once a week. Any concerns will be reported and recorded using My Concern.
- To provide access to school for 'vulnerable' students and students of key workers, in accordance with Government guidelines.
- Ensure that all students identified as being on the edges of needing social care and that are classed by the school as vulnerable, have additional contact and support with any contact being recorded and the use of My Concern to report and record concerns, which will be actioned where needed.
- To continue to work closely with our three safeguarding partners and ensure this annex is consistent with their advice.
- Where possible, learning can continue at home through work provided.
- Staff continue to have an oversight of academic coverage.
- Thorough monitoring of Safeguarding communication offered to parents/carers via email Safeguarding@kinson-academy.co.uk

The School Setting:

- School will remain open for pupils who are deemed vulnerable and for students in key worker families, in accordance with Government guidelines.
- School will open for identified year groups, as shared in Government guidelines. (Year R/1/6/)
- School will plan for a member of SLT, Pastoral support and DSL daily, but in any unavoidable staff absence, a member of SLT will be available daily and will act as a safeguarding contact.
- All staff on the rota are up to date with appropriate safeguarding training.
- All safeguarding concerns will be reported in the same way using My Concern.
- Pupils and Staff are regularly reminded to maintain appropriate social distancing measures and provided with frequent opportunities to wash their hands.
- My Concern will remain the main system for recording and reporting any concerns that may arise during the day and will be monitored regularly by DSLs.
- Regular Principal Updates are published via email to ensure ALL staff are kept up to date with any relevant information.
- The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our Whistleblowing Policy.
- Safeguarding communication continues to be offered to parents/carers via email Safeguarding@kinson-academy.co.uk

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Attendance:

- Attendance is recorded and monitored daily for those pupils attending school, with any concerns raised directly to the DSL on site.
For pupils attending school, following government guidelines, Integris is used in accordance to regular attendance recording. Where a child is expected but does not arrive at school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSLs will be informed.
- The online Educational Setting Status form is submitted daily recording attendance of key worker and vulnerable students.
- The school-based attendance registers are completed daily for all students in school, these are shared with DSL's for monitoring purposes.
- Attendance of Vulnerable pupils is communicated weekly with BCP link worker during Term time.
- Where a vulnerable student does not take up their place, we will notify their social worker.
- A record on contact is kept for all pupils, with additional records for vulnerable pupils. Any concerns will be logged on My Concern, which is monitored daily by DSL's.

Current Child Protection Concerns (CP, CIN, LAC) and monitoring:

- Invitation to attend school is shared and followed up.
- Phone contact twice a week if not attending by CT, DSL's and Pastoral team.
- In the case of not being able to contact families, via phone or email, a welfare check will be requested through our safeguarding partners by the school.
- A letter will be sent to the family by the allocated DSL advising them of the attempts at contact and requesting an immediate response via telephone or email.
- Where required, a CMIE will be submitted to the local authority.
- Offer of food through FSM voucher scheme where applicable.
- Participating in any review meetings as usual via video/telephone conferencing.

Vulnerable Families (This includes EHCP, Early Help support and those identified by the school as being vulnerable):

- Invitation to attend school for specific pupils.
- Weekly contact made via phone and additional contact where required. Contact will be recorded and shared with DSL's for monitoring purposes.
- In the case of not being able to contact families, via phone or email, contact will be made by a member of the DSL team with any professional agencies known to the families and a discussion around next steps will be held between the school and relevant professionals. a welfare check will be requested, through our safeguarding partners by the school.
- A letter will be sent to the family by the DSL team advising them of the attempts at contact and requesting an immediate response via telephone/email.
- If no response is received following the letter request, a discussion will be held with the **school's Link Worker** and where appropriate a CMIE will be submitted to the local authority and/or a referral will be sent to the **Children's First Response Team**.

Class Teacher Calls:

- Contact via telephone will be attempted weekly, with the second week prioritising any families where contact was not made in the first instance.
- Calls will offer learning and pastoral support as required.
- All contact recorded on class lists, shared with DSL's for monitoring purposes and required follow up calls.
- Any safeguarding concerns will be logged on My Concern.
- Staff aware of safeguarding policy following any concern raised.
- Welfare emails and letters will be sent, if no contact has been made in the fortnightly call allocation.

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- If no response is received following the letter request, a discussion will be held between the DSL/School's Link Worker and where appropriate a CMiE will be submitted to the local authority and/or a referral will be sent to the Children's First Response Team.

Increased vulnerability or risk:

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents.

- Staff will be aware of this in setting expectations of students' work where they are at home.
- Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.
- Our staff will be aware of the mental health of children and their parents and carers, as well as staff, and will contact the DSL or a deputy if they have any concerns.
- DSLs will monitor the status of all students within the school and ensure that any new concerns or actions that may result in a pupil becoming categorised as 'vulnerable' will lead to them being added to the appropriate contact lists. This may include further information from any of our Safeguarding Partners such as domestic abuse alerts.
- Where appropriate, additional resources and calls will be made to support such situations.

School Link Worker:

Our DSLs and senior staff will work with the Local Authority who will;

- Act as a point of contact to work with schools (e.g. DSLs) in realising expectations set out both in the Senior Leadership correspondence and as outlined in recent DfE guidance: Coronavirus: safeguarding in schools, colleges and providers (01.04.20)
- Monitor the LA tracker and with this the attendance of vulnerable children, in relation to their link schools.
- Support schools with their oversight and response to vulnerable children and young people.
- Provide or arrange additional capacity where required, to undertake safe and well checks.
- Work with schools to identify other at-risk children with vulnerabilities to discuss and agree a suitable response.

Financial Difficulties:

- Access to food support through food banks, and FSM vouchers for means tested families.
- Link to BCP council FSM applications shared to school community
<https://www.bournemouth.gov.uk/childreducation/Schools/FreeSchoolMeals.aspx>
- If needed for Universal Credit etc - forms signed.
- Publish help and support materials and links on school website.
- Continued use of supporting families in receipt of **Free School Meals** following guidance received from GOV.uk

Online Safety including support for parents and carers to keep their children safe online:

- Our staff will follow the process for online safety.
- The school will continue to maintain and update guidance via the website on local and national directives and through letter communication.
- Support for any issues that may arise via online learning can be flagged up with staff or reported via Safeguarding@kinson-academy.co.uk
- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support.

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- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services
- [Professionals online safety helpline](#) has advice for professionals needing support with online safety. Telephone/email support for any online safety issue they may have.

Peer on peer abuse:

- Our staff will continue to follow the school's guidance contained in our Safeguarding policy regarding peer on peer abuse.
- We recognise that peer on peer abuse can still occur during a school closure or partial closure and between those students who do attend the school site during these measures.
- Staff will remain vigilant to the signs of peer on peer abuse and will report any concerns immediately to the DSLs and log on My Concern.

Staff training and induction:

- All current school staff have received safeguarding training.
- When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Safeguarding Policy.
- No visitors are to be on site during school closure with contact with pupils unless authorised by the Principal.
- Safeguarding measures for contractors are in place, and enforced through the site manager.

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 pupils.
- When recruiting new staff, where possible we will continue to follow our safer recruitment guidelines as laid out in the AAT Recruitment and Selection Policy.
- 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.
- We will continue to maintain our single central record (SCR) during these measures.

New students at school:

- Children may join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.
- For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that 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.
- The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.

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Logistics:

- Home visits will not be completed whilst UK is under reduced contact measures by school staff unless it is deemed absolutely necessary. This will be sanctioned by the Principal.
- Safeguarding@kinson-academy.co.uk email will be monitored daily during school working days.
- Clear record of families supported/attended kept.

Kinson Academy will be open (physically and virtually) for staff and students to report concerns.

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