



Covid19 - Emergency Safeguarding Procedures during Partial or Full School Closure

Updated: January 2021

The aim of this annex is to clarify changes to safeguarding procedures as a result of partial or full school closure. The Safeguarding Policy should still form the basis for any response to safeguarding concerns and should be read in conjunction with KCSIE 2020.

It will be reviewed by our DSLs, following a partial or full closure, as circumstances continue to evolve or following updated DfE advice or guidance. It is available on our school website <http://kinson-academy.co.uk/safeguarding/> and is shared with staff via email.

Aim:

- Ensure our fundamental safeguarding principles remain the same – the best interests of all our students continue to come first.
- To continue to provide access to school for students who meet the Governments' '**vulnerable children**' definition including, CP, CIN, LAC, EHCP, and students of key workers.
- To provide access to school for identified groups of students as directed by our safeguarding partners.
- Ensure any concerns are acted upon immediately.
- Where students do not attend school, ensure that all students who meet the Governments' '**vulnerable children**' definition, have contact from school at least once a week with any contact being recorded. Safeguarding concerns will be recorded on My Concern and actioned where needed.
- Ensure that all students identified as being on the edges of needing social care support and those classed by the school as vulnerable, have additional contact and support offered, with any concerns being recorded on My Concern and actioned where needed.
- To continue to work closely with our safeguarding partners and ensure this annex is consistent with their advice.
- Maintain clear communication avenues by monitoring Safeguarding communication offered to parents/carers via email Safeguarding@kinson-academy.co.uk

The School Setting:

- School will remain open for students who are deemed vulnerable and for students in key worker families. They will remain in year group bubbles where possible.
- Where a staff rota is required, all staff are up to date with appropriate safeguarding training.
- A member of SLT will be available daily and will act as a safeguarding contact in the absence of a DSL.
- Any immediate concerns regarding a student should be reported to the DSL using the contact details provided and then recorded on My Concern in the usual way.
- The safeguarding email Safeguarding@kinson-academy.co.uk is set up for anyone to report a safeguarding concern and is monitored by the DSLs daily.
- Students are regularly reminded to maintain appropriate social distancing measures and provided with frequent opportunities to wash their hands in line with the school Risk Assessment.
- 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.
- Daily Principal Briefings are published via SharePoint 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

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volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our Whistleblowing Policy.



Attendance:

- The online Educational Setting Status form is submitted daily recording attendance of key worker and vulnerable students
- The school attendance registers are completed daily for all students in school.
- Vulnerable student attendance is monitored daily by DSLs.
- DSLs follow reporting procedures to BCP Children's Services First Response Hub and BCP for those pupils deemed as vulnerable.
- 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.
- Where a vulnerable student does not take up their place, we will notify their social worker.

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

- For those students who have not taken up a school place, phone contact will be attempted at least twice a week – this will be via the DSL/Inclusion team and recorded centrally by school and updating MyConcern as necessary.
- In the event that contact cannot be made with a family, we will request a welfare check through our safeguarding partners in the first instance. Where required, a CMiE will be submitted to the local authority.
- Offer of food through Foodbank and support for FSM vouchers if means tested.
- Liaising with all other professionals as usual.
- Participating in any review meetings as usual but via video / telephone conferencing or as a paper exercise if requested.
- BCP Children's First Response Hub will be contacted to report concerns.

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

- Phone contact once a week – recorded on central record and updated on MyConcern as necessary.
- If phone contact is unsuccessful, an email will be sent to the family by the DSL team advising them of the attempts at contact and requesting an immediate response via telephone.
- If contact is still unsuccessful after email, a member of the DSL team will make contact with any professional agencies known to the families and a discussion around next steps will be held between the school and relevant professionals.
- If no response is received following a letter request, a discussion will be held with Children's Services First Response Hub and where appropriate a CMiE will be submitted to the local authority and/or a referral will be sent to the **Children's Services First Response Team.**

Class Teacher Calls:

- Contact via telephone will be attempted weekly with all students/families in the class.
- All calls are to be logged on the school system.
- Staff are aware of the safeguarding policy and will raise a concern immediately on MyConcern.
- Inclusion/DSL team will support where no contact has been made within a fortnightly period.
- Welfare emails to be sent when no contact has been made within the fortnightly period.
- If no response is received following a letter request, a discussion will be held between the Phase Lead/DSL/Children's First Response Hub and where appropriate a CMiE will be submitted to the local authority and/or a referral will be submitted to the **Children's Services First Response Team.**

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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 key workers and vulnerable children on site, we will ensure appropriate support is in place for them.
- Our staff will consider the mental health of children and their parents and carers and will contact the DSLs if they have any concerns.
- As students return, DSLs will monitor the status of all students within the school and ensure that any new concerns or actions that may result in a student 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.
- Targeted ELSA support can be delivered through work packs and via phone calls for highlighted students who are working at home.

Financial Difficulties:

- Access to food support through food bank voucher scheme for families identified by the Inclusion team.
- Universal Credit applications can be supported if required - forms signed
- Liaise with local support and signpost families.
- Publish help and support materials and links on school website.
- The school will be supporting families in receipt of **Free School Meals** following guidance received from Gov.uk. Pupils in school who are eligible for means tested Free School Meals, will continue to have a meal on site. Pupils not attending school who are eligible for means tested FSM will receive Free School Meal vouchers.

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 visits are to be on site during closure unless permission is obtained from the Principal.
- Safeguarding measures for contractors are in place as normal.

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 students.
- 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.

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- 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. Original documentation will be checked prior to successful candidates being employed by the academy.
- It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.

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 children in care (CIC), their personal education plan and know who the child's social worker (and, for CIC, who the responsible VSH is).
- 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. However, it is acknowledged this may not always be possible; in which case school senior leaders will take responsibility.
- 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.

Online Safety:

- Our staff will follow the process for online safety as set out in our linked policies (ICT Acceptable Use Policy & Remote Learning Policy Add-on <http://kinson-academy.co.uk/document-zone/>)
- The school will continue to maintain and update guidance via the website on local and national directives.
- Social media platforms will be used to signpost students and families to relevant online safety guidance and recommendations regarding online learning during this period.
- Support for any issues that may arise via online learning can be flagged up with key staff during calls or reported via the safeguarding email; safeguarding@kinson-academy.co.uk
- Educational updates and reminders on staying safe online will be shared with students during this period as and when appropriate via home learning links, the school website and letters home.

Support for parents and carers to keep their children safe online includes:

- [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
- [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
- [Net-aware](#) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [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
- [support for parents and carers to keep children safe from online harms](#), includes advice about specific harms such as online child sexual abuse, sexting, and cyberbullying
- [support to stay safe online](#) includes security and privacy settings, blocking unsuitable content, and parental controls.

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