

The Blue Tangerine Federation

SPECIALIST & SPECIAL EDUCATIONAL NEEDS SCHOOLS



**POLICIES, GUIDANCE & PROCEDURES**

# **COVID-19 CONTINGENCY PLANNING SAFEGUARDING EMERGENCY GUIDANCE**

Implemented March 2020

***Last updated January 2021***

## General Principles

Whenever the schools are operational, a DSL should be contactable.

DSL	Josh Pollard	[REDACTED]	[REDACTED]
Deputy DSL	Stephen Hoult-Allen	[REDACTED]	[REDACTED]
Deputy DSL	Manda Sides	[REDACTED]	[REDACTED]
Deputy DSL	Jamie Caple	[REDACTED]	[REDACTED]
Deputy DSL	Pam Stocks	[REDACTED]	[REDACTED]
Deputy DSL	Huw Bucknell		[REDACTED]
Deputy DSL	Lyn Maestroddi		[REDACTED]

All communication of a sensitive nature should continue to be exchanged via secure networks, e.g. CPOMS in preference to email. If all DSLs were ill and unable to work then the most senior member of staff available should consult with the Local Authority and this could involve making the decision to close the setting and sign post to other services.

### Other Leadership Staff:

#### Collett:

Head of Lower School	Alex Chaplin
Head of Middle School / Head of Curriculum	Ben Linford
Head of Upper School	Jennie Witter
Head of Interventions	Anu Gray
Head of Outreach	Karen Thorp

#### St Luke's:

Head of Lower School	Kat Douch
Head of Middle School 1	Paula Leonard
Head of Middle School 2	Hayley Lampard
Head of Upper School	Amy Tallantire
Head of Interventions	Rachel Andrew
LOtC Coordinator	Josh Crosswell
Transitions Coordinator	Jacqui Roper

As with non-lockdown times, there will be provision for appropriate first aid and specialist expertise where safely manageable. If this is not practical or available, due to staff isolation, then the most senior person should risk assess the situation and communicate temporary arrangements to the relevant staff. If the arrangements agreed put anybody at risk or could result in adding additional pressure to essential services, e.g. NHS then this should be discussed with the LA and/or parents to agree whether it is suitable that school continues.

### **Daily contact with all students**

The Executive Head, Heads of School and DSL have produced a list of our most vulnerable children. All of these children have been offered in-school provision. Not all children will be physically attending school. This is either because parents/carers are opting not to send them in or because we are not able to safely offer full levels of attendance to all students at this time.

However, efforts to *contact all children at least once per school-day* will be made by relevant class staff. This will either be via:

- **A phone call to the parent** - The member of staff will phone the parent and request to be put on loudspeaker to speak to the child.
- **A video call to the parent** - The member of staff will video call the parent over Microsoft Teams or Zoom which the parent will set up for the child.

***DURING A VIDEO CALL, MORE THAN 1 MEMBER OF STAFF MUST BE PRESENT. THIS COULD BE MANAGED THROUGH:***

- *2 members of staff logging into the video call separately*
- *2 members of staff being present in the same room and engaging in the video call*
- *1 member of staff engaging in the video call with 1 other member of staff within earshot in the same room but continuing with their own work.*

Each day, the method of contact will be recorded on a spreadsheet, separately from the school's attendance register. The corresponding codes to record are displayed as a key on the spreadsheet.

### **The above contacts will be recorded on:**

Collett:

St Luke's:



### **When it has not been possible to make contact**

When it has not been possible to make contact for **2 Days** in a row, the class staff must notify the DSL. The DSL will then ensure that contact with parent and child is chased until established. Non-contact will be treated and responded to in the same way as unexplained absences would ordinarily be.

***Specific safeguarding concerns will continue to be recorded on CPOMS and responded to as per federation policy.***

DSLs will continue to act upon the information shared via CPOMS. This includes liaison with specialist services and social workers where concerns are raised. Where children have long-term or chronic health needs, regular contact should be made with specialist health teams via the SENCO. Any actions taken should be detailed on CPOMS as per normal safeguarding procedures.

Every D/DSL should ensure that they have access to an internet connected electronic device in the event that they were required to work remotely. If this is the case then appropriate procedures should be followed to ensure confidentiality of data and safeguarding of staff and children. This includes:

- Agreeing & arranging any home visits with another DSL to avoid the possibility of lone working.
- If using a personal telephone to make phone contact, withhold number so that this is not available to the parents/carers.
- Locking/logging out of electronic device after use and ensuring that CPOMS information is secure at all times (e.g. not visible to others).

In cases of self-isolation, DSLs should take precautions to protect themselves from risk of infection. This includes viewing home/children through a window, standing 2 metres back from the front door or liaising with a social worker or other professional involved who may be visiting (this limiting the need for DSLs to visit). In this case, the information from the professional who has visited should be shared and added to CPOMS.

In addition to the contact made proactively by the schools the DSL **must**, at regular intervals, remind parents/carers of how they too can access services and report safeguarding concerns (even if out of hours). This includes sharing screen shots/weblinks via Class Dojo and other communications.

Where a school receives an Operation Encompass (domestic violence) notification, the in-box should be checked and appropriate action taken and recorded on CPOMS. If the schools close completely then the LA will be informed and the notifications will be received on the first day returning to school.

The DSL is part of the **Emergency Planning Team (EPT)**. Therefore, this team should be briefed at every weekly meeting with the lists of most vulnerable rated list reviewed and shared where appropriate. This should identify/delegate responsibility for contact within the team of DSLs and/or other appropriate staff.

All CPOMS notes should clearly indicate the following:

- The type of communication, e.g. in person, on the phone
- Details of parties involved, e.g. which staff visited
- Summary of conversation & any other points to note
- Any recommendations or signposting to services given to family
- Arising actions and next steps (or 'no further action' if just for monitoring)

The notes added should tick the category COVID-19 CLOSURE (under parental contact category) as well as any other relevant categories. This will help us monitor the impact of the current situation on our families.

### **Attendance**

Daily attendance will be taken on Arbor. Children in school will be marked as 'present'. Children who are not in school will be marked as 'C' for authorised absence. The only exception to this will be for children who are shielding, self-isolating or quarantining; in such circumstances, they will be marked as 'X' on the register inline with DfE guidance.

If children are absent, on days the school is expecting them in, then contact should be made with the family to check they are safe and well. However, as long as they are accounted for no further action needs to be taken other than making a note on the register.

During this period, no sanctions will be processed (e.g. penalty notice or prosecutions). The priority is ensuring children are safe, well and accounted for.

The school reception should update the Head of School with attendance figures each day. These should also be supplied to the LA and/or the DfE daily as requested following their channels of communication.

Where there are concerns about the safeguarding or welfare of a child, regardless of whether or not they should be attending school, DSLs should follow their usual channels of communication to report these concerns.

### **Strategy Meetings/Communication with other Professionals**

The federation will, as much as is reasonably practical, continue to be involved in meetings related to the safeguarding and welfare of children in our care. However, before meeting in person, consideration should be given to strategies which minimise the risk of infection, e.g. submitting reports rather than attending, meeting via Microsoft Teams or conference calls. In the event that a meeting has to take place, all members should wash their hands, avoid contact or sharing pens etc and the room should be organised so people can sit appropriately apart.

### **Covid-19 Impact**

The federation recognises that the impact of the virus could be significant and vast for many of our families. This could include some of our vulnerable families facing financial hardship, demonstrating an increase in mental health issues or displaying increasing signs of stress or being unable to cope. DSLs and/or nominated staff should be aware of this and support families wherever they can. This may include signposting to other services via the school website or refer to Early Help or other local organisations.

If a DSL and/or nominated person believes that a child is at increased risk of harm due to the associated impact of Covid-19 then this should be discussed with the DSL (even where there were no previous significant concerns) so that appropriate action could be taken. This could include prioritising the risk via the weekly RAG review of vulnerable children and increasing the contact made with the child/family.

### **Free School Meals**

The federation is awaiting information from the Local Authority or DfE for updates on provision for free school meals. This information will be shared as soon as it becomes available.