

This mandatory addendum is a supplement to KCSIE 2019. The guidance is taken from:
<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

The way the schools within the Bolton School Foundation are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual; however, 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.
- a DSL or deputy should be available.
- 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.

The Nursery and KidZone are operating much as normal, except that there are fewer children and staff present, as only key workers' children are attending.

Designated Safeguarding Lead Arrangements

The Designated Safeguarding Leads for each School/ setting and their Deputies remain unchanged. The DSL must be available for consultation (on site/ telephone/ video link) or arrange for cover from a Deputy DSL.

The DSLs must follow updates from the LA/ LADO as they emerge.

During this interim, not having in date DSL training is not a barrier to the role.

We are required to have a Duty DSL on site at Park Road. For students who are currently housed in Park Road (BD Juniors, BD Seniors, GD Juniors, GD Seniors), the Duty DSL will be the senior staff member in school that day. Named Senior Staff for BD are currently: Helen Brandon, Paul Davidson, Sue Faulkner, Fraser Mullins and Jack Williams. Named Senior Staff for GD are currently: Carol Laverick, Sue Hincks and Lynne Kyle. The Duty DSL will be the first responder to any safeguarding incidents within school, including any allegations about the conduct of a member of staff. They will notify the Headteacher/ relevant DSL of developments at the earliest, practical opportunity.

Teaching staff who are on rota at Park Road should be aware of who the Duty DSL is for that day.

The DSLs for Beech House, the Nursery and for KidZone remain the same; they or their Deputy continue to work on site.

DSLs are expected to continue to participate in Core Group Meetings within the child Protection framework.

Referrals

Please refer any concerns you may have about the safety or wellbeing of a child to the DSL in the usual way.

If you believe a student is at immediate risk of serious harm, do not hesitate to contact the relevant emergency services.

Vulnerable Children

The Foundation is required to ensure continuity of education for the following students <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

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, who are identified as a 'Child In Need' 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.

It is imperative that daily contact is made with any children who meet this definition. We are required to report their progress to the local Virtual Head of School and we must notify the named Social Worker if we are unable to make contact. We have other students in the Bolton School Foundation who do not meet this criteria but whom we consider to have vulnerabilities.

The DSLs within each school must know who these children are, have contact details for their Social Workers and support them through the pastoral structures within their school.

Emergency contacts for this cohort of students should be regularly checked and updated.

Attendance

The DFE have suspended the usual arrangements for recording attendance. Schools are required to complete this online form daily to provide a record of which vulnerable children and children of key workers are being educated on site: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

Online Teaching and Learning Protocol

The Foundation's Safeguarding Policy and the Acceptable Use IT Policy are still in effect whilst we are working from home. In addition to the protocols on distance learning, the following additional procedures must be implemented.

- Staff must not engage in live conversation with an individual pupil via telephone or online, by audio or video, unless specific consent for this has been obtained from the parents. If any conversation, as part of a group discussion or via email, gives immediate cause for concern over pupil welfare or other safeguarding nature, staff must email the details to the DSL.
- When using any technology which can use video, then Staff and pupils must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background. Language must be professional and appropriate, including that of any family members in the background.

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- If a member of staff has any other concerns over the well-being of a pupil who is at home. s/he should make a referral to the DSL in the same way as they would in school. As usual, any concern over the conduct of a member of teaching staff must be reported to the Headteacher immediately.
- Staff must not use their own personal mobile phone to contact pupils. If a conversation is necessary with a parent, staff should ensure that their outgoing number is blocked.
- Staff must not use Social Media apps to contact students or parents.
- Staff must only use their school email account for contact and for setting up accounts on any software, app or file server.
- Staff must not retain the personal and contact details of pupils or parents on any personal device, computer or on paper. ISAMS should be used to retrieve information.

Mental Health

The Foundation recognises that these difficult circumstances will present challenges to the mental health of staff, students and parents. We will communicate clearly what our expectations are around remote learning and be mindful of the varied domestic circumstances of our communities. The Foundation's Pastoral Support systems will continue to offer support to those who need it and will signpost where additional guidance can be sought.

Safer Recruitment

The Foundation remains committed to taking every measure possible to ensure that we take every measure to prevent unsuitable people from working with children. We will continue to undertake the full, relevant checks on all new members of staff, contractors or volunteers. We will maintain a register of which members of staff are working on site each day.