

<b>Title</b>	Annex to Brooke Weston Trust Safeguarding and Child Protection Policy: COVID-19
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<b>Associated Policy</b>	Safeguarding and Child Protection Policy
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EFFECTIVE FROM: June 2020

NEXT REVIEW: As government advice is updated or September 2020, whichever is sooner

**Amendments made on 21/5/20 to reflect DfE updates to “*Coronavirus (COVID-19): safeguarding in schools, colleges and other providers*” on 20/5/20.**

## 1. Key Contacts

1.1 School-level contacts, including the Principal, Designated Safeguarding Leads (DSL) and Deputy Safeguarding Leads, can be found below.

1.2 The Safeguarding Advisers for Brooke Weston Trust, who operate across all Trust schools in a support and advisory capacity, can be contacted using the details below.

### 1.3 The Multi-Agency Safeguarding Hub (MASH)

The MASH team can advise on whether a family needs early help or whether they meet the threshold for statutory child protection. They can be contacted by members of staff or parents/carers.

Northamptonshire

Telephone: 0300 126 1000.

Cambridgeshire

Telephone: 0345 045 5203 (office hours) 01733 234 724 (out of hours)

Referral form and email to: [referralcentre.children@cambridgeshire.gov.uk](mailto:referralcentre.children@cambridgeshire.gov.uk)

### 1.4 Local Authority Designated Officer (DO)

Northamptonshire

Designated Officers Andy Smith - 01604 367862, Christine York - 01604 362633

Cambridgeshire

Designated Officers Janet Barr - 01223 727968, Paul Walker - 01223 727969, 01223 727967

### 1.5 Out of hours service

Should you need to contact children's Social Care urgently during the evening, at night or at the weekend, phone the out of hours team on 01604 626938 (Northamptonshire) or 01733 234724 (Cambridgeshire). An operator will answer the phone and take details of the problem and your contact details. They will then pass this information over to the duty social worker.

### 1.6 Whistleblowing Officer

Christine Stewart ([cstewart@brookewestontrust.org](mailto:cstewart@brookewestontrust.org) or 01536 684283)

### 1.7 NSPCC

0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk) – 24 hour service.

### 1.8 CEO

Dr Andrew Campbell ([acampbell@brookewestontrust.org](mailto:acampbell@brookewestontrust.org) or 01536 397000)

### 1.9 Trust Safeguarding Team

BWT Strategic Safeguarding Lead: Claire Greaves ([cgreaves@brookewestontrust.org](mailto:cgreaves@brookewestontrust.org) or 01536 532700)

Primary Safeguarding Advisor: Sarah Fleming ([sfleming@beanfieldprimary.org](mailto:sfleming@beanfieldprimary.org) or 01536 262000)

	<b>Brooke Weston Academy</b>			<b>Corby Business Academy</b>			<b>Kettering Science Academy</b>			<b>Corby Technical School</b>		<b>Thomas Clarkson Academy</b>	
	Principal Shaun Strydom			Head of School Simon Underwood			Principal Tony Segalini			Principal Angela Reynolds		Principal Richard Scott	
	Designated Safeguarding Lead Rebecca Waterson			Designated Safeguarding Lead Amy Harris			Designated Safeguarding Lead Claire Greaves			Designated Safeguarding Lead Elizabeth James		Designated Safeguarding Lead Alex Salmon	
<b>Deputy Safeguarding Lead</b> Wanda Gerard	<b>Deputy Safeguarding Lead</b> Nina Smith	<b>Deputy Safeguarding Lead</b> Vicky Hilling	<b>Deputy Safeguarding Lead</b> Elaine Pickford	<b>Deputy Safeguarding Lead</b> Donna Lapsley	<b>Deputy Safeguarding Lead</b> Nicola Treacy	<b>Deputy Safeguarding Lead</b> Kayleigh Incles	<b>Deputy Safeguarding Lead</b> Laurie Chapman		<b>Deputy Safeguarding Lead</b> Linda Arnold	<b>Deputy Safeguarding Lead</b> Emma Toye		<b>Deputy Safeguarding Lead</b> Hayley Davies	<b>Deputy Safeguarding Lead</b> Claire Ziebart
	<b>Safeguarding Governor</b> Vikki Williams		<b>Deputy Safeguarding Lead</b> Ann Ingram	<b>Safeguarding Governor</b> Claudia Slabon			<b>Safeguarding Governor</b> Paul Jackson			<b>Safeguarding Governor</b> Gary Campbell		<b>Safeguarding Governor</b> Jan Hutchinson	
	<b>Beanfield Primary</b>			<b>Pekover Primary</b>			<b>Compass Primary</b>			<b>Gretton Primary</b>		<b>Oakley Vale Primary</b>	
	Principal Samantha Eathorne			Principal Carrie Norman			Principal Jo Fallowell			Principal Jane MacDonald		Principal Emma Goodwin	
	Designated Safeguarding Lead Sarah Fleming			Designated Safeguarding Lead Esther Fletcher	<b>Deputy Safeguarding Lead</b> Charlotte Salter		Designated Safeguarding Lead Jo Fallowell			Designated Safeguarding Lead Sarah Block		Designated Safeguarding Lead Julia Baulch	
<b>Deputy Safeguarding Lead</b> Julia Dickinson	<b>Deputy Safeguarding Lead</b> Callum Reilly		<b>Deputy Safeguarding Lead</b> Kate Kendal	<b>Deputy Safeguarding Lead</b> Louise Tombleson	<b>Deputy Safeguarding Lead</b> Sam McGovern	<b>Deputy Safeguarding Lead</b> Nicole Andrews	<b>Deputy Safeguarding Lead</b> Fran Dunn			<b>Deputy Safeguarding Lead</b> Hannah Moore		<b>Deputy Safeguarding Lead</b> Becky Annetts/ Katie Mason	
	<b>Safeguarding Governor</b> Stephen Prati			<b>Safeguarding Governor</b> David Oliver			<b>Safeguarding Governor</b> Reg Talbot			<b>Safeguarding Governor</b> Tim Eaton		<b>Safeguarding Governor</b> Stephen Prati	

Quality Assured by the Safeguarding Review Group whose overall purpose and responsibilities are:

- To monitor and review safeguarding practice of individual schools and the Trust as a whole.
- To provide informed and objective challenge to the local governing bodies, school leaders and the Board.

### **Brooke Weston Academy** – 01536 396366

Rebecca Waterson, Designated Safeguarding Lead, [RWaterson@brookeweston.org](mailto:RWaterson@brookeweston.org)

Nina Smith, Deputy Safeguarding Lead, [NSmith@brookeweston.org](mailto:NSmith@brookeweston.org)

Wanda Gerard, Deputy Safeguarding Lead, [WGerard@brookeweston.org](mailto:WGerard@brookeweston.org)

Vicky Hilling, Deputy Safeguarding Lead, [VHilling@brookeweston.org](mailto:VHilling@brookeweston.org)

### **Corby Business Academy** – 01536 303120

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Elaine Pickford, Deputy Safeguarding Lead, [Elaine.Pickford@corbybusinessacademy.org](mailto:Elaine.Pickford@corbybusinessacademy.org)

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Ann Ingram, Deputy Safeguarding Lead, [Ann.Ingram@corbybusinessacademy.org](mailto:Ann.Ingram@corbybusinessacademy.org)

Nicola Treacy, Deputy Safeguarding Lead, [Nicola.Treacy@corbybusinessacademy.org](mailto:Nicola.Treacy@corbybusinessacademy.org)

### **Kettering Science Academy** – 01536 532700

Claire Greaves, Designated Safeguarding Lead, [CGreaves@ketteringscienceacademy.org](mailto:CGreaves@ketteringscienceacademy.org)

Laurie Chapman, Deputy Safeguarding Lead, [LChapman@ketteringscienceacademy.org](mailto:LChapman@ketteringscienceacademy.org)

Kayleigh Incles, Deputy Safeguarding Lead, [KIncles@ketteringscienceacademy.org](mailto:KIncles@ketteringscienceacademy.org)

### **Corby Technical School** – 01536 213100

Elizabeth James, Designated Safeguarding Lead, [EJames@corbytechnicalschoo.org](mailto:EJames@corbytechnicalschoo.org)

Linda Arnold, Deputy Safeguarding Lead, [LArnold@corbytechnicalschoo.org](mailto:LArnold@corbytechnicalschoo.org)

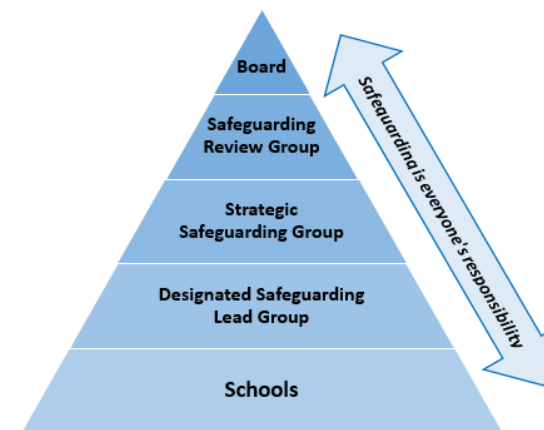
Emma Toye, Deputy Safeguarding Lead, [EToye@corbytechnicalschoo.org](mailto:EToye@corbytechnicalschoo.org)

### **Thomas Clarkson Academy** – 01945 585237

Alex Salmon, Designated Safeguarding Lead, [ASalmon@thomasclarksonacademy.org](mailto:ASalmon@thomasclarksonacademy.org)

Claire Ziebart, Deputy Safeguarding Lead, [CZiebart@thomasclarksonacademy.org](mailto:CZiebart@thomasclarksonacademy.org)

Hayley Davies, Deputy Safeguarding Lead, [HDavies@thomasclarksonacademy.org](mailto:HDavies@thomasclarksonacademy.org)



## Brooke Weston Trust Safeguarding Team

Claire Greaves – Trust Safeguarding Lead  
[cgreaves@brookewestontrust.org](mailto:cgreaves@brookewestontrust.org)

Sarah Fleming – Primary Safeguarding Advisor  
[sfleming@beanfieldprimary.org](mailto:sfleming@beanfieldprimary.org)

## **Beanfield Primary** – 01536 262000

Sarah Fleming, Designated Safeguarding Lead, SFleming@beanfieldprimary.org  
 Julia Dickinson, Deputy Safeguarding Lead, JDickinson@beanfieldprimary.org  
 Callum Reilly, Deputy Safeguarding Lead, CReilly@beanfieldprimary.org

## **Peckover Primary** – 01945 584741

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 Kate Kendal, Deputy Safeguarding Lead, KKendal@peckoverprimary.org  
 Lou Tombleson, Deputy Safeguarding Lead, LTombleson@peckoverprimary.org  
 Sam McGovern, Deputy Safeguarding Lead, SMcGovern@peckoverprimary.org  
 Charlotte Salter, Deputy Safeguarding Lead, CSalter@peckoverprimary.org

## **Compass Primary** – 01536 532707

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 Nicole Andrews, Deputy Safeguarding Lead, NAndrews@compassprimary.org

## **Gretton Primary** – 01536 770366

Sarah Block, Designated Safeguarding Lead, SBlock@grettonprimary.org  
 Hannah Moore, Deputy Safeguarding Lead, HMoore@grettonprimary.org

## **Oakley Vale Primary** – 01536 461199

Julia Baulch, Designated Safeguarding Lead, JBaulch@oakleyvaleprimary.org  
 Becky Annetts, Deputy Safeguarding Lead, BAnnetts@oakleyvaleprimary.org  
 Katie Mason, Deputy Safeguarding Lead, KMason@oakleyvaleprimary.org

## **BRITkids** – 01536 303120

Clive Wears, Designated Safeguarding Lead, CWears@corbybusinessacademy.org  
 Emily Boyd, Deputy Safeguarding Lead, EBoyd@corbybusinessacademy.org

Key:	Duties:
<b>Principal</b>	Statutory for the Principal to maintain overall responsibility; liaise with Designated Officer as and when necessary; audit CPOMS 3 times per year
<b>Designated Safeguarding Lead</b>	Statutory for the DSL to be part of the Academy SLT; maintain overall day to day responsibility; undertake refresher training every 2 years* and deliver whole staff training annually (as outlined in the Keeping Children Safe in Education document)/ not less than termly; attend BWT training opportunities; maintain accurate records through CPOMS; ensure knowledge of appropriate policies; liaise with Safeguarding Governor *Where a DSL's training has expired, BWT will allow the DSL to continue in the role for a maximum period of 3 months provided that a refresher training session has been booked.
<b>Deputy Safeguarding Lead</b>	Refer to and liaise with the Local Authority and other agencies in line with <i>Working Together to Safeguard Children 2018</i> ; undertake refresher training every 2 years*; act as a source of support, advice and expertise to all staff on safeguarding matters; inform DSL of any issues including those progressing to S47; attend BWT training opportunities; maintain accurate records through CPOMS; liaise with Safeguarding Governor; encourage a culture of listening to students and promoting their wishes and feelings *Where a Deputy Safeguarding Lead's training has expired, BWT will allow the Deputy Safeguarding Lead to continue in the role for a maximum period of 3 months provided that a refresher training session has been booked.

## 2. Policy Statement

2.1 This Annex to the Brooke Weston Trust Safeguarding and Child Protection Policy has been created in response to the COVID-19 pandemic.

### 2.2 Covid-19 Phased Return

From 20th March 2020 parents were asked to keep their children at home, wherever possible and where it was safer to do so to slow to spread of Covid-19. Many children will continue to remain at home during the initial stages of the phased return. However, from 1<sup>st</sup> June for primary schools and 15<sup>th</sup> June for secondary schools, we expect to be able to welcome more children from identified year groups' back to learn in the school setting on a part time basis. Priority will continue to be given to providing school places for 'key worker' children (those children of workers critical to the Covid-19 response) and those classed as vulnerable, with an EHCP or have an allocated Social Worker.

The phased return has been carefully planned with reference to Department for Education (DfE) guidance:

- Actions for education and childcare settings to prepare for wider opening from 1<sup>st</sup> June 2020
- Implementing Protective Measures in Education and Childcare Settings
- Covid-19 Safeguarding in Schools, Colleges and Other Providers

Each school has undertaken thorough risk assessments in planning the phased return.

This revised Annex of the Brooke Weston Trust Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements during this time, to protect all children, whether attending school or remaining at home, from harm and abuse.

Brooke Weston Trust is committed to ensuring the safety and wellbeing of all its students. The following safeguarding principles remain unchanged:

- 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 either on site or by phone;
- 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.

2.3 This Annex must be read in conjunction with the Brooke Weston Trust Safeguarding and Child Protection Policy. Guidance from the DfE is being reviewed and updated regularly as we navigate through these unprecedented times and therefore this Annex will also be updated as required.

This Annex of the Brooke Weston Trust's Safeguarding, and Child Protection Policy contains details of our reviewed safeguarding arrangements in the following areas:

- Supporting Children in School
- Supporting children Not in school
- Vulnerable children and young people
- Attendance monitoring
- Designated Safeguarding Lead (DSL)
- Reporting a concern
- Safeguarding training and induction
- Safer recruitment/volunteers and movement of staff
- Online safety in school and away from school

- Peer on peer abuse
- **Children moving schools**
- Support from Brooke Weston Trust

### 3. Who does this policy apply to?

- 3.1 This Annex applies to all volunteers, students, visitors, governors, parents or carers and staff working for The Brooke Weston Trust.

### 4. Who is responsible for carrying out this policy?

- 4.1 The Principal of each school is responsible for ensuring this Annex is carried out and the Designated Safeguarding Lead is responsible for its implementation.
- 4.2 The responsibilities as set out in the Brooke Weston Trust Safeguarding and Child Protection Policy also still apply.

### 5. What are the principles behind this policy?

- 5.1 Brooke Weston Trust recognises that the welfare and safety of a child or young person is always of paramount consideration.
- 5.2 During these unprecedented times all staff will work together with parents, carers and other agencies to safeguard and promote the welfare of all children and young people.
- 5.3 Principals and Designated Safeguarding Leads (DSLs) will keep themselves up to date when government updates are provided and amend policies and procedures as required.

### 6. Procedures

#### 6.1 *Supporting Children in School*

Brooke Weston Trust is committed to ensuring the safety and wellbeing of all its students.

Brooke Weston Trust will refer to the Government guidance for education and childcare settings on how to implement protective measures including social distancing: [implementing protective measures in education and childcare settings](#)

All schools will continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of Covid-19.

Brooke Weston Trust will continue to be a safe space for all children to attend and flourish. We recognise that for some children the return to school after an extended period of time at home will be challenging and staff will support children to adjust to the necessary changes to the school environment and routines. Supporting pupil wellbeing will be at the forefront of our approach and school staff will seek to provide reassurance to pupils as we manage the transition period. Staff will talk to the children about the changes to the school day in an age appropriate manner, acknowledge and listen to pupil anxieties and support children to understand the altered routines.

Brooke Weston Trust recognises that the current circumstances may adversely affect the mental health of children and their parents. School staff have been briefed to look out for changes in behaviour or in a child's emotional state, which could range from being excessively clingy, fearful, withdrawn or aggressive as more children return to school. As always, pupil wellbeing is at the heart of our work, and school staff will seek to provide appropriate support for pupils both in school and where required from specialist services.

Brooke Weston Trust recognises that for some children, home may not be a safe space, and there may be children who are relieved to return to school. School staff have been reminded of the need to respond sensitively to pupils' differing experiences during the period of school closure. School staff have been asked to be particularly vigilant, as more children return to school, for signs and indicators that a child may have experienced abuse or neglect. School staff have been trained about how to handle a disclosure from a child, and understand that any safeguarding concerns, including those that relate to the period of school closure, must be referred immediately to the DSL (or deputies) in the usual way.

Prior to children returning to school, parents and carers will be asked to ensure that all personal details held by the school, such as emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. At this time, parents and carers will also be asked to advise the school if there are any changes regarding the child's welfare, health and wellbeing that it would help school to be made aware of. Where the school is aware of particular circumstances affecting a child or family, such as bereavement, a relationship breakdown, an incident of domestic violence, this will be shared with staff on a need-to-know basis so that children can be best supported.

All schools are committed to ensuring the safety and wellbeing of all its children and young people. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. The lead member of staff each day 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.

Principals will ensure that appropriate First Aid and medical care is in place as required, for example ensuring that students on site who have an Individual Health and Care Plan have the required staff in to ensure their needs can be met.

Where there is concern about the impact of staff absence – such as DSL or first aider – Principals will discuss them immediately with the Executive Principal.

## **6.2 Supporting Children Not in School**

Brooke Weston Trust is committed to ensuring the safety and wellbeing of all its children and young people.

Brooke Weston Trust recognises that some children will not be eligible to return to school immediately due to the phased nature of re-opening, and that some parents/carers of children eligible to attend may choose not to send them to school at this time.

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, they should ensure that a robust communication plan is in place for that child or young person. The communication plans can include remote contact, phone contact, door-step visits\* if required. Details of this plan must be recorded on CPOMS, as should a record of contact have made.

\* A home visit/door-step visit would rarely be required in the circumstances of COVID-19. If the DSL believes it is necessary they must speak to a Safeguarding Advisor to ascertain the level of concern and risk assessment, with alternatives, before undertaking any visit. (See also COVID -19 Home Visit Guidance).

All staff, including the DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

If there are significant concerns about a child or young person and numerous attempts at contact have not been successful, further advice about safe and well checks will need to be made.

Brooke Weston Trust recognises 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 at schools need to be aware of this in setting expectations of pupils' work where they are at home.

Schools will ensure that appropriate care and support for children of critical workers and vulnerable children when they are on site. Concerns should be raised as normal in the ways previously identified.

Schools will share safeguarding messages on its website and social media pages and using other methods as appropriate.

All schools will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

### **6.3 Vulnerable children and young people**

All vulnerable children continue to be eligible to attend school full time during the period of phased opening. This applies regardless of whether their year group is due to return to school as part of the phased return, and regardless of whether they had chosen to access school provision prior to the phased return.

Vulnerable children include those who have:

- a Social Worker including children who are subject to a Child Protection Plan (CPP) and those who are looked after by the Local Authority (CLA). A child or young person 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, (Children in Need (CIN)).
- an Education, Health and Care Plan (EHCP) and it is determined, following risk assessment that their needs can be as safely or more safely met in the educational environment
- been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are Young Carers and others at the school and local authority's discretion

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability. Senior leaders, especially the DSL (and Deputy Designated Safeguarding Lead (DDSL)) know who the most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's Social Care support.

All schools will continue to work with and support Social Workers and Virtual School Head's (for CLA and previously CLA) to help protect and support vulnerable children and young people. The lead person for this will be the DSL in each school.

It is expected that vulnerable children who have a Social Worker will attend an education setting, unless the child/household is shielding or clinically vulnerable. In circumstances where a parent/carer does not



want to bring their child to an education setting, and their child is considered vulnerable, the Social Worker and school staff will explore the reasons for this directly with the parent/carer. Where parents are concerned about the risk of the child contracting COVID-19, school staff and/or the Social Worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. The DSL and the child's Social Workers will agree with parents/carers whether children in need should be attending school – schools will then follow up on any pupil that they were expecting to attend, who does not.

In all circumstances where a vulnerable child with a Social Worker does not take up their place at school, or discontinues, school staff will complete a risk assessment and notify their Social Worker.

Schools will consider those students who may be vulnerable outside of the groups stated by the Department for Education (DFE) and take appropriate action for their safeguarding. This may include:

- unaccompanied Asylum Seekers;
- those children/young people for whom an Early Help Assessment is in place;
- those families who closed to Social Care in the last 12 months;
- previously CLA/adopted;
- known involvement in community issues (e.g. gangs, CSE, county lines, young offenders, children who have gone missing in the last 12 months etc.);
- those educated at Alternative Provision (including those hospitalised);
- homeless/unstable home;
- victims of modern slavery/trafficking;
- permanently excluded students who are still on the school role;
- 4 or more ACE's;
- recent Domestic Abuse incidents (last 6 months);
- SEND students with Additional Needs (K);
- Young Carers;
- those with significant health/mental health needs;
- any students that started in the month before closure;
- parents who have limited parenting capacity;
- EHA closed in the last 6 months;
- low income families;
- young people at risk of being NEET and those at risk of permanent exclusion/repeated fixed term exclusions.

***This is not an exhaustive list.***

Schools will also consider arrangements for those students on Managed Moves to ensure they are safe and not missed.

All staff will encourage our vulnerable children and young people to attend a school, including remotely if needed.

## **6.4 Attendance monitoring**

Schools will resume taking attendance registers from 1 June and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>. Schools are also sending this information to the Local Authority.

Schools will continue to follow up with any parent/carer if they were expecting the child to attend and they subsequently do not attend school. Non-attendance will be followed up in line with the school's normal attendance protocols. (Please refer to Brooke Weston Trusts Attendance and Lateness Policy)

Schools will continue to inform Children's Social Care if a child with a Social Worker does not attend school.

## **6.5 Designated Safeguarding Lead (DSL)**

The optimal scenario is to have a trained DSL (or deputy (DDSL)) available on site. Where this is not the case a trained DSL (or deputy (DDSL)) will be available to be contacted via phone or online video - for example when working from home. Where a trained DSL (or deputy (DDSL)) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy (DDSL)) 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.

It is important that all school name staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

## **6.6 Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the Brooke Weston Trust Safeguarding and Child Protection Policy (paragraph 8) – this includes making a report via CPOMS, which can be done remotely. In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the DSL and Principal. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal.

If the concern is about the Principal, the CEO (Dr Andrew Campbell [acampbell@brookewestontrust.org](mailto:acampbell@brookewestontrust.org) / 01536 397000) must be notified.

The Whistleblowing Officer is Christine Stewart ([cstewart@brookewestontrust.org](mailto:cstewart@brookewestontrust.org) or 01536 684283).

## **6.7 Safeguarding Training and induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID-19 virus. In the interim, Designated Safeguarding Leads continue to keep themselves up to date with safeguarding developments through updates from the Trust Safeguarding Lead, Local Authority and Local Safeguarding Children's Board. 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 should 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 school name, they will continue to be provided with a safeguarding induction (as per paragraph 9 of the Safeguarding and Child Protection policy).

If staff are deployed from another education or children's workforce setting to a Brooke Weston Trust school, the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic will be implemented and the Trust 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.

For movement within the Trust, schools should seek assurance from the HR Manager/Administrator that the member of staff has received appropriate safeguarding training and the SCR must be updated.

Upon arrival, they will be given a copy of the receiving setting's Child Protection Policy (including this Annex), confirmation of local processes and confirmation of DSL arrangements.

## **6.8 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 and young people. When recruiting new staff, all schools 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). This is outlined in paragraph 10 of the Safeguarding and Child Protection 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.

Where schools are utilising volunteers, they must 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. All schools 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. Full details can be found at paragraph 163 of KCSIE.

The Trust 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 should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto: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, all schools will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

There is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during partial school closures. If for any reason the school have concerns about an individual, new checks will be obtained in the usual way.

### 6.9 *Online safety in school and away from school*

All schools will continue to do all they reasonably can to provide a safe environment, including online. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place.

It is important that all staff who interact with children and young people, 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 and Child Protection Policy and where appropriate referrals should still be made to children's Social Care and as required, the Police. Please refer also to the Online Safety policy (TPO/STU/12) for further information.

Online teaching must only use learning tools and systems that are in line with privacy and data protection/GDPR requirements.

All staff **must** adhere to updated information that will be communicated to schools in relation to the Acceptable Use of IT.

Schools will do all they reasonably can to ensure children at home are safe online including guidance for parents on school websites and information for pupils through PSHE, TEAMS and school websites.

### 6.10 *Peer on Peer Abuse*

Brooke Weston Trust recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Schools must ensure all students know how to report a concern from both within and outside of school and this information should be published on the schools website.

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 in trusts Safeguarding and Child Protection 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 must be recorded on CPOMS and appropriate referrals made.

### 6.11 **Radicalisation**

School staff have received training about Prevent. The school has a Prevent Lead, please contact the schools DSL in the first instance. All school staff are aware of the need to treat concerns about radicalisation as safeguarding concerns, and immediately share them with their Designated Safeguarding Lead (or deputies). DSLs continue to refer concerns about radicalisation to partner agencies, including Channel Panel which remains operational, in line with usual procedures.

The Department for Education has also published information here on [prevent management support for schools and colleges](#).

### 6.12 **Children moving schools**

As always, where children join our school from other settings we will seek confirmation from the DSL whether they have a Safeguarding File or SEN statement/EHCP. This file must be provided securely before the child begins at our school and a call made from our DSL or a deputy to the placing school's DSL to discuss how best to keep the child safe.

In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed Social Worker and where relevant for the Virtual School Head.

Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

### 6.13 *Support from Brooke Weston Trust*

The Brooke Weston Trust Safeguarding Team consists of Claire Greaves and Sarah Fleming. This team will provide support and guidance as appropriate to enable the DSL's and DDSL's to carry out their roles effectively. This includes remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction. The team will also provide regular group and individual support sessions. This may take the form of an online meeting. Brooke Weston Trust will use the DSL Team on Office Teams to share documents, ask/answer questions and share information.

## 7. Code of Conduct

- 7.1 All staff, governors and volunteers will follow the Code of Professional and Safe Conduct Policy and Internet use, electronic communication and security (Online Safety Policy) and any Annex to these policies that are created as a result of COVID-19.

## 8. Policy Review

- 8.1 As required by government updates or September 2020, whichever is sooner.