

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

EFFECTIVE FROM: April 2020

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

## 1. Key Contacts

- 1.1 School-level contacts, including the Principal, Designated Safeguarding Leads 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. Telephone: 0300 126 1000. They can be contacted by members of staff or parents/carers.
- 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)  
Secondary Safeguarding Advisor: Beena Sisodia ([bsisodia@brookeweston.org](mailto:bsisodia@brookeweston.org) or 01536 396366)

	<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 Peter Kirkbride			Head of School Simon Underwood			Principal Tony Segalini			Principal Angela Reynolds		Principal Richard Scott	
	Designated Safeguarding Lead Beena Sisodia			Designated Safeguarding Lead Amy Harris			Designated Safeguarding Lead Claire Greaves			Designated Safeguarding Lead Elizabeth James		Designated Safeguarding Lead Alex Salmon	
Deputy Safeguarding Lead Shaun Strydom	Deputy Safeguarding Lead Rebecca Waterson	Deputy Safeguarding Lead Nina Smith	Deputy Safeguarding Lead Elaine Pickford	Deputy Safeguarding Lead Nicola Treacy	Deputy Safeguarding Lead Laurie Chapman		Deputy Safeguarding Lead Debbie Stevens		Deputy Safeguarding Lead Linda Arnold	Deputy Safeguarding Lead Emma Toye		Deputy Safeguarding Lead Hayley Davies	Deputy Safeguarding Lead Claire Ziebart
	Safeguarding Governor Vikki Williams			Safeguarding Governor Claudia Slabon			Safeguarding Governor Paul Jackson			Safeguarding Governor Gary Campbell		Safeguarding Governor Jan Hutchinson	
	<b>Beanfield Primary</b>			<b>Peckover 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		Deputy Safeguarding Lead Kate Kendal	Designated Safeguarding Lead Esther Fletcher	Deputy Safeguarding Lead Charlotte Salter		Designated Safeguarding Lead Fran Dunn			Designated Safeguarding Lead Sarah Block		Designated Safeguarding Lead Julia Baulch	
	Deputy Safeguarding Lead Callum Reilly		Deputy Safeguarding Lead Andrew Buffham	Deputy Safeguarding Lead Louise Tombleson	Deputy Safeguarding Lead Sam McGovern		Deputy Safeguarding Lead Nicole Andrews			Deputy Safeguarding Lead Hannah Moore		Deputy Safeguarding Lead Becky Annetts/ Katie Mason	
	Safeguarding Governor Stephen Prati		Deputy Safeguarding Lead Nikki Howell	Safeguarding Governor David Oliver	Deputy Safeguarding Lead Teresa Stiles		Safeguarding Governor Reg Talbot			Safeguarding Governor Tim Eaton		Safeguarding Governor Stephen Prati	

# Brooke Weston Trust

## Trust Handbook: Policies and Procedures



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

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

Shaun Strydom, Deputy Safeguarding Lead, [sstrydom@brookeweston.org](mailto:sstrydom@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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### **Kettering Science Academy** – 01536 532700

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

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

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

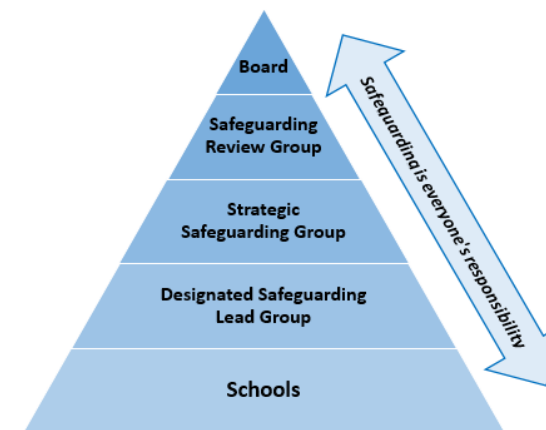
Emma Toye, Deputy Safeguarding Lead, [EToye@corbytechnicalschool.org](mailto:EToye@corbytechnicalschool.org)

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

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

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

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



## Brooke Weston Trust Safeguarding Team

Claire Greaves – Strategic Safeguarding Group Lead  
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Sarah Fleming – Primary Safeguarding Advisor  
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Beena Sisodia – Secondary Safeguarding Advisor  
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### **Beanfield Primary** – 01536 262000

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Callum Reilly, Deputy Safeguarding Lead, [CReilly@beanfieldprimary.org](mailto:CReilly@beanfieldprimary.org)

### **Peckover Primary** – 01945 584741

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Lou Tombleson, Deputy Safeguarding Lead, [LTombleson@peckoverprimary.org](mailto:LTombleson@peckoverprimary.org)

Lavinia Anders, Deputy Safeguarding Lead, [Landers@peckoverprimary.org](mailto:Landers@peckoverprimary.org)

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### **Gretton Primary** – 01536 770366

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Hannah Moore, Deputy Safeguarding Lead, [HMoore@grettonprimary.org](mailto:HMoore@grettonprimary.org)

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

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### **BRITkids** – 01536 303120

Clive Wears, Designated Safeguarding Lead, [CWears@corbybusinessacademy.org](mailto:CWears@corbybusinessacademy.org)

Emily Boyd, Deputy Safeguarding Lead, [EBoyd@corbybusinessacademy.org](mailto: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 "Working Together to Safeguard Children 2018"; 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. From 20th March 2020 parents and carers were asked to keep their children at home, wherever possible, and for schools to remain open only for selected students who absolutely need to attend. Schools and all childcare providers were asked to provide care for a limited number of children namely children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.
- 2.2 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:

- [Vulnerable children and young people](#)
- [Attendance monitoring](#)
- [Designated Safeguarding Lead](#)
- [Reporting a concern](#)
- [Safeguarding training and induction](#)
- [Safer recruitment/volunteers and movement of staff](#)
- [Online safety in school and away from school](#)
- [Supporting children not in school](#)
- [Supporting children in school](#)
- [Peer on peer abuse](#)
- [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 Vulnerable children and young people**

Vulnerable children and young people include those who have a Social Worker and children and young people up to the age of 25 with an Education, Health and Care Plan (EHCP).

Those who have a Social Worker include 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)).

Those with an EHCP will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHCP's can safely remain at home.

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, so long as they do not have underlying health conditions that put them at risk. 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.

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.

## **6.2 Attendance monitoring**

Local Authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If a school has any children in attendance (e.g. because they are vulnerable or their parents/carers are critical workers) the daily attendance sheet will be submitted to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>.

Each school and Social Workers will agree with parent(s)/carers whether those students who are CLA, CPP or CIN should be attending school. School staff will then follow up on any pupil that they were expecting to attend, who does not. They will also follow up with any parent or carer that arranged care that subsequently was not attended. In all circumstances where a vulnerable student does not take up their place at school, or discontinues, the school will notify their Social Worker.

To support the above, the school will, when communicating with parents/carers, confirm that emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

## **6.3 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.

## **6.4 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).

### 6.5 **Safeguarding Training and induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID-19 virus. 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.

### 6.6 **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.

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

All schools will continue 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.

#### **6.8 Supporting children not in school**

All schools are committed to ensuring the safety and wellbeing of all its children and young people.

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. Details of this plan must be recorded on CPOMS, as should a record of contact have made.

The communication plans can include remote contact, phone contact, door-step visits\* if required.

Other individualised contact methods should be considered and recorded. All will work collaboratively with all stakeholders to maximise the effectiveness of any communication plan. This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

*\* 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.*

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.

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

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.

## **6.9 Supporting children in school**

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.

## **6.10 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 Support from Brooke Weston Trust**

The Brooke Weston Trust Safeguarding Team consists of Claire Greaves, Sarah Fleming and Beena Sisodia. 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 June 2020, whichever is sooner.