



Our children leave Mile Oak thinking big with no limit on their potential. The school family works together to inspire and support every child. They learn and achieve through inspirational teaching in a lively, ambitious environment. Every child is nurtured to gain the creativity, responsibility and full breadth of skills required to take an active and fulfilling role in society.

Covid-19 Child Protection & Safeguarding Policy and Procedures Addendum

Date	1 st September 2020
Review Date	Weekly in response to changing situation and DFE guidance.

Child Protection and Safeguarding Policy and Procedures Addendum for Covid-19

Mile Oak Primary School

This addendum was adopted on Monday 7th September 2020 and is due for review every month.

Key contacts

Role	Name	Contact details
Designated Safeguarding Lead	Luke Lording	01273 294880
Deputy Designated Safeguarding Lead	Andrea Diskin	01273 294880
Deputy Designated Safeguarding Lead	Emma Foster	01273 294880
Awaiting DSL training	Emma Gale (DHT) and Kimberley Tarpey	01273 294880
Nominated governor for child protection	Emer Nicholson	01273294880 or emernicholson@mileoak.brightonhove.sch.uk
Chair of governors	Rosalind Turner	01273 294880 or rosalindturner@mileoak.brightonhove.sch.uk
Local Authority Designated Officer (LADO)	Darrel Clews	01273 295643
Children's Social Care – for reporting concerns	Front Door For Families	01273 290400
	Emergency Duty Service – after hours, weekends and public	01273 335905 or 335906
Targeted early help services for children and families	Front Door For Families	01273 290400

- This addendum applies during the Covid-19 emergency response. It serves to supplement, but not replace, the school's current published policy and procedures.
- Statutory guidance remains in place. The school will continue to have regard to all current guidance, including:
 - .1. Keeping Children Safe in Education 2019:
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
 - .2. Working Together to Safeguard Children 2019:
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
 - .3. Coronavirus (COVID-19): safeguarding in schools, colleges and other providers:
<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>
- The school will have regard to local guidance provided by Safeguarding Partners (Brighton & Hove City Council, Sussex Police, Brighton & Hove Clinical Commissioning Group), particularly as it relates to support and services for vulnerable children.

- The school will consider the safeguarding implications of all changes made to normal policies and procedures in response to coronavirus (COVID-19). The school will seek to ensure that any new policies and processes in response to COVID-19 are not weakening our approach to safeguarding or undermining our safeguarding culture. The following safeguarding principles remain in place:
 - .1. with regard to safeguarding, the best interests of children must always continue to come first
 - .2. if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
 - .3. a DSL or deputy should be available
 - .4. it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
 - .5. children should continue to be protected when they are online
- The school will publish any changes to safeguarding arrangements on the school website.
- The school will make all staff (including staff redeployed from other schools), volunteers and visitors aware of:
 - .1. the continuing need to act immediately if they have a safeguarding concern
 - .2. the current safeguarding arrangements as relevant to their roles and responsibilities
 - .3. how to report a concern about a child or an adult
 - .4. how to access advice from a trained Designated Safeguarding Lead or deputy, including who that person is on any given day

Current Designated Safeguarding Leader Arrangements

- The Headteacher is the first point of contact, either on site or through email if staff are working remotely.
- In the absence of the Headteacher on site, the first point of contact is the Deputy Headteacher.
- Both Deputy Designated Safeguarding Leaders are currently working remotely and can be contacted via email or a phone call if urgent. Their working days are:
Miss Diskin – Wednesday, Thursday and Friday
Miss Foster – Monday, Tuesday, Wednesday and Thursday
Any changes to this working rota will be communicated to all staff directly through email.
- There is no priority order of who to contact on days when both DDSLs are working, emails should be sent to both.
- Ensure a response is received from an email regarding safeguarding. If not, contact the Headteacher, and in his absence the Deputy Headteacher, immediately.
- If a concern arises outside of normal working hours, contact the Headteacher and Deputy Headteacher via email or a phone call.

Reporting a Concern

- Continued use of CPOMS by all staff (on site and remote working) to log any safeguarding concerns, ensuring that the safeguarding team are alerted.
- DSL and DDSL to action and target support through CPOMS incident reports.
- Weekly safeguarding meetings will happen and more often if required. These meetings will be attended by Mr Lording, Mrs Gale, Miss Tarpey, Miss Foster and Miss Diskin.
- Refresher training on the use of CPOMS for all staff given on Monday 4th January 2021.
- Safeguarding update training provided to all staff, including KCSIE 2020 updates on Tuesday 1st September 2020.
- Safeguarding induction training provided to all new staff.
- School and college staff will continue to work with and support children's social workers and other agencies to help protect vulnerable children. The school will continue to prioritise and participate in multi-agency safeguarding arrangements where this is possible and always following local and national guidance.

- **The school's arrangements for supporting children and families are:**

Attendance

- Currently, only vulnerable children and those of critical workers are attending the in school provision
- All other pupils are accessing remote education through the school's online learning platform Seesaw. See the Remote Learning Policy and the Remote Learning Information for Pupils, Parents and Carers documents for more detail.
- Teacher and support staff contact children through phone calls, seesaw and arranged zoom meetings, using the school account.
- Families not engaging with remote learning are contacted using a tiered approach.
After 1 day – Call from admin team, with the ability to resolve any technology based issues
After Day 2 – Call from class teacher
After Day 3 – Call from Deputy Headteacher/Headteacher
- Expectation for daily engagement in remote learning if isolating and well.
EYFS and KS1 – 3 hours per day
KS2 – 4 hours per day
- Daily and weekly tracking of all pupils' attendance in school and engagement with remote learning

In addition, the school will:

- .1. Follow up with parents, carers and social workers on any child that was expected to attend the on-site provision and does not.
- .2. Seek to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.
- .3. Seek to confirm we hold up-to-date information on children's current living arrangements and home addresses for both parents/carers.
- .4. Provide daily updates to DfE and Brighton & Hove City Council of numbers of children attending, in the format requested.
- .5. Students attending a different school: The school will follow Brighton & Hove City Council guidance to ensure that the receiving school has all the information needed to provide appropriate support (see Covid-19 Education Safeguarding Information & Guidance: Staff and Children at Different School).

Technology Support

- Loaning laptops to support families
- Providing internet dongles
- Providing mobile phone data cards
- Regular parental surveys to establish and check technology needs of all families

Communication

- All key information to be made available on the school website and direct communication sent through school Ping to parents and carers.
- Weekly updates sent to all families
- Parental surveys conducted to obtain feedback

Food

- The school will provide a free school meal to all children accessing the on-site provision at this time
- Free school meal vouchers will be provided to any child who is entitled to this service and is currently working remotely at home. The amount is £10 per week, per child and is delivered through the Hugg platform adopted by the local authority.
- The school food bank continues to support families in need of this service, with requests made via the office email address.
- Delivery and collection of weekly food parcels for identified or self-identified families, including those who may need to self-isolate.

Allocating school places

- At this time the school are only providing places for vulnerable children and those of critical workers.
- This is reviewed on a daily basis by the SLT and safeguarding teams and additional places offered where this is deemed necessary.
- The school have and will continue to run a holiday sports club and target specific children for funded places

Contact with Children and Families

- Phone calls made by staff to identified families based on attendance patterns, wellbeing, engagement with learning, safeguarding concerns and individual needs.
- Centralised vulnerable pupil list used to track and monitor weekly contacts made, with CPOMS used to log any incidents of concern
- The vulnerable pupil list is reviewed at the weekly safeguarding meeting or more frequently as required.
- Already identified families continue to be supported by the school through regular phone call check-ins, zoom meetings, contact through Seesaw and home visits.
- Newly identified vulnerable pupils to be signposted to the safeguarding team by any member of school staff through CPOMS and an email follow up. This will then be investigated by the safeguarding team and appropriate next steps taken.

Safe Adults in School, Safer Recruitment and Single Central Record:

- The school will not change policies and procedures for new: staff, volunteers, governors, contractors and agency staff.
- The school will not change policies and procedures for visitors.
- For staff employed by other schools working on the premises, the school will follow Brighton & Hove City Council guidance (see Covid-19 Education Safeguarding Information & Guidance: Staff and Children at Different School).
- The school will maintain a daily record of which staff/volunteers are in the school and the bubbles that they have contact with.

Safeguarding

- Remote learning has been added as a new category of concern on CPOMS.
- At least weekly safeguarding meeting attended by the Headteacher (DSL), Deputy Headteacher, SENDCo and both Deputy Designated Safeguarding Leads.
- School to ensure that there has been at least one form of contact with every single child, every week.
- The school to continue to use referral services where there are safeguarding or wellbeing concerns.
- Safeguarding procedures are cross referenced against the latest whole school covid Risk Assessment

• Mental Health:

The school will continue to support the mental health and wellbeing of students and staff by:

Staff

- Individual risk assessments completed for any identified or self-identified vulnerable staff.
- Any staff member who is pregnant and in their third trimester to work from home.
- Staff referrals made to occupational health where appropriate and recommendations implemented.
- School counselling service made available to all staff.
- All staff, where possible working on a three week rota.

Children

- DSL and DDSs to continue with referrals as appropriate.
- Updated mental health and wellbeing list used by the school learning mentors to target support for individual children.
- Visits to the site by professionals to be risk assessed based on the individual case, type of service and level of need.
- Increased capacity and prioritisation of the school counselling service for targeted children.
- Centralised whole school log of the current focused caseload across the school, with the support that is being received.
- Pupil wellbeing included within the weekly safeguarding meeting.

Online Safety

- .1. The school will continue to ensure that filtering and monitoring is in place to protect students from inappropriate content and contact.
- .2. The school will continue to support parents/carers and students with information to support online safety away from school/college.
- .3. The school has reviewed its acceptable use agreements and codes of conduct/behaviour codes for students and for staff to ensure they adequately cover the changed circumstances around:
 - .3.1. Staff contact with children and families
 - .3.2. Teaching and learning online. See the Remote Learning Policy and the Remote Learning Information for Pupils, Parents and Carers documents for more detail.
- .4. The school/college will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- .5. The school/college will ensure students have access to reporting routes to raise concerns to school/college and also to external agencies, including;
 - .5.1. [Childline](#) - for support
 - .5.2. [UK Safer Internet Centre](#) - to report and remove harmful online content
 - .5.3. [CEOP](#) - for advice on making a report about online abuse