



# BENSHAM MANOR School

## COVID-19 (Annex to Early Help and Child Protection Policy)

Last reviewed: April 2020



## INTRODUCTION

This annex should be read in conjunction with the school's Early Help and Child Protection policy November 2019 (referred to in this Document as 'Safeguarding Policy') and other relevant policies and procedures

During the Covid-19 pandemic safeguarding children continues to be a priority.

Unless stated otherwise all existing policies, procedures and guidance continue to apply.

### 1) CONCERNED ABOUT THE SAFETY OR WELFARE OF A CHILD

- a) Speak to your designated safeguarding lead as per the safeguarding policy
- b) SPOC is operating as normal
- c) If you believe that a child is at immediate risk of harm call the police on 999

### 2) ALLEGATIONS AGAINST A TEACHER, OTHER STAFF MEMBER, VOLUNTEER OR ANOTHER PROFESSIONAL

- a) Follow procedures as per the school safeguarding policy
- b) The LADO function is operating as normal

### 3) DESIGNATED SAFEGUARDING LEADS

- a) We will endeavour to ensure the DSL or Deputy DSL is available on site when the school is open.
- b) In the event that the DSL and all Deputy DSLs are unable to be present on site on call alternative arrangements will be put in place
- c) Advised all staff of any on-call arrangements.
- d) When on-call the DSL can be contacted as follows: Fiona Robinson via [dsl@benshammanor.com](mailto:dsl@benshammanor.com)
- e) The DSL will inform all staff of any changes to the safeguarding policy

### 4) VULNERABLE CHILDREN

- a) We recognise that all pupils are potentially vulnerable during this period, though some pupils are already known to be more vulnerable than others.
- b) The school will take steps to ensure all children are safeguarded during this period.
- c) Children will be prioritised in relation to risk, with actions proportionate to risk.
- d) We will make the following arrangements:

PRIORITY	ARRANGEMENTS TO SAFEGUARD
1) Without continued regular contact this child they will be at significant risk of harm.	N/A
2) Active contact needs to be maintained with this family on a regular/weekly basis to monitor how the family are coping and to escalate if necessary.	MK in weekly contact with these families.
3) Less frequent contact can be maintained due to stability in this child's safety network	FR and MK contacting these families over a two week period.

- e) A record will be kept of all contacts made, which will be recorded in a word document and sent to/kept by the DSL.
- f) Any concerns about the welfare or safety of a child should be recorded and reported to the DSL as normal as set out in the school's safeguarding policy. Additionally, any concerns will need to be recorded on My Concern.

## 5) ATTENDANCE

- a) The school will maintain a daily register of all staff, volunteers and children attending the school.
- b) The numbers in attendance will be reported daily to the Department of Education and Croydon Council in line with required reporting requirements.
  - o For Croydon Council this should be sent to [educationenquiries@croydon.gov.uk](mailto:educationenquiries@croydon.gov.uk) by midday every day.

## 6) ONLINE LESSONS/ACTIVITIES AND OTHER STAFF CONTACT WITH PUPILS

- a) The schools Code of Conduct in relation to use of technology; staff/pupil relationships and communication; and use of social media still applies.
- b) The safeguarding of staff and children remains paramount.
- c) Online lessons are not being given by Bensham Manor Staff due to potential safeguarding concerns.
- d) Telephone conversations between teachers and parents/carers must be agreed by the Headteacher in the first instance.
- e) In devising the plan staff must not be required to:
  - o Contact children on the child's mobile phone. Telephone welfare checks must be made via the parents/carers contact numbers.
  - o Email pupils from their personal email address or email pupils at their personal email address. Any emails between staff and children must be from/to email addresses within the school's email system.

## 7) SAFER RECRUITMENT

- a) Safer recruitment checks will continue for new staff and volunteers as before in line with the school safer recruitment policy
- b) All new staff and volunteers must undertake safeguarding training

## 8) CONTEXTUAL SAFEGUARDING INFORMATION

- a) The designated safeguarding lead for the school will ensure:
  - o All staff and volunteers are aware of the increased contextual safeguarding risks associated with Covid-19 in respect of online safety, mental health and domestic abuse.
  - o Parents/carers and children are given appropriate information in relation to the increased contextual safeguarding risks associated with Covid-19 in respect of online safety, mental health and domestic abuse.

This annex must be approved by the chair and lead governor for safeguarding prior to being implemented. It should then go to the next governing body for formal ratification.

Fiona Robinson April 2020

Signed:



Print name: Martin Williams

Designation: Governing body chair

Date: 06/04/2020

Signed: *Valbona Sulaj*

Print name: Valbona Sulaj

Designation: Lead governor for safeguarding

Date: 06/04/2020