

Appendix to Safeguarding Policy and Procedures

Child protection during the COVID-19 measures

Context

The way Giggleswick is currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. The majority of staff and children are working from home via the **Giggleswick Virtual School (GVS)**. Following the most recent guidance from the Government, Year 6 students are returning to the school on the 8th June and Reception/Year 1 will return to school on the 15th June. There will be some face-to-face activities for Year 10 and 12, with timings to be decided once further guidance is issued.

Schools have been asked to provide care for children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home – we currently have no children in this category.

This Annex to our Child Protection policy sets out details of our safeguarding arrangements for:

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Version control and dissemination

This is version 2.0 of this appendix. It will be reviewed by our DSL or a deputy DSL on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website [here](#) and is made available to staff by the [Policies and Procedures SharePoint Site](#).

We will ensure that on any given day all staff and volunteers will be aware of who the DSL and deputy DSLs are and how staff and volunteers can to speak to them.

Safeguarding priority

To provide the very best safeguarding and welfare provision for all pupils.

During these challenging times the safeguarding of all children at our school – whether they are currently at home or in attendance – continues to be our priority. The following fundamental safeguarding principles remain the same:

- the best interests of children continue to come first – we still have a duty of care
- if anyone in our school has a safeguarding concern, they will act immediately
- a designated safeguarding lead (DSL) or deputy DSL will always be available
- we will continue to work to ensure that no unsuitable people will be allowed to gain access to children
- children should continue to be protected when they are online.

Current school position

Giggleswick is not acting as a cluster school, and all members of the community are operating remotely, other than the maintenance of the physical elements of the school.

Safeguarding partners' advice

We continue to work closely with our three North Yorkshire safeguarding partners, and we will ensure this appendix is consistent with their advice. This will include expectations for supporting children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need. The current advice is [here](#).

Roles and responsibilities

The roles and responsibilities for safeguarding in our school remain in line with our Safeguarding Policy and Procedures. We have no DSL on site, but they are accessible via:

- **Designated Safeguarding Lead (DSL): Anthony Simpson, Deputy Head**, carries the legal duty for all Safeguarding and Child Protection matters in the senior school. The deputy designated persons are the Headmaster and Louise Ladds 07366 147413.
Email: asimpson@giggleswick.org.uk **Tel: 07389 182 296**
- **Designated Safeguarding Lead: Ms Gail Sismey, Assistant Head for the Junior School**, carries the legal duty for all Safeguarding and Child Protection matters in the junior school. The deputy designated person is **Mr James Mundell**, Head of the Junior School. James Mundell will be the DSL from 8 June and will be based in school.
Email: gcsismey@giggleswick.org.uk **Tel: 01729 893104**
- **Designated Safeguarding Practitioner: Mr Carl Shuttleworth, Nursery Manager**, carries the legal duty for all Safeguarding and Child Protection matters in the Early Years/Pre-school). The deputy designated person is James Mundell, Head of the Junior School.
Email: cbshuttleworth@giggleswick.org.uk

Vulnerable children

Senior leaders in our school, especially the DSL (and deputies) know who our most vulnerable children are, and they are in regular contact with them.

We will continue to work with children's families and any necessary agencies to ensure that they can still access education, and that we are aware of any concerns, and act to support them as appropriate.

Increased vulnerability or risk

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils' work where they are at home.

Our staff and volunteers will be aware of the mental health of children and their parents and carers and will contact the DSL or a deputy if they have any concerns.

Attendance

Where a child is expected but does not attend the virtual school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSL or a deputy DSL will be informed.

We will register all students who are on the site and update the DfE documents on a daily basis, using the Educational Setting Status Form online.

The DSL or a deputy will attempt to contact the parents through various methods, such as telephone, email or by contact a relative in the first instance. If contact cannot be made or if the DSL or a deputy DSL deems it necessary, we will liaise with outside agencies over the next best steps. A risk assessment will be carried out before any such visit is made to ensure staff and the family are not put at risk.

Reporting concerns about children or staff

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our Child Protection procedures [Safeguarding Policy and Procedures 2019.docx](#) and advise the DSL of any concerns they have about any child, including those who are not attending school.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our Safeguarding Policy and Procedures

Staff training and induction

For the duration of the COVID-19 measures, our DSL and deputy DSLs are unlikely to receive their refresher training. In line with government guidance, our trained DSLs and deputy DSLs will be classed as trained even if they cannot receive this training.

All current school staff have received safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education. All staff who are working on the GVS will receive enhanced training prior to the start of the school.

When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Child Protection Policy.

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.

When recruiting new staff, we will continue to follow our Safer Recruitment policy [Safer Recruitment Policy 2019 .doc](#).

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. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.

Peer on peer abuse

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our [Safeguarding Policy and Procedures 2019.docx](#) and our [Anti Bullying \(including cyber-bullying\) Policy 2019.doc](#).

Online safety

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguarding and support children.

Our staff will follow the process for online safety set out in our Child Protection Policy [Safeguarding Policy and Procedures 2019.docx](#), as well as adhering to the guidance in the [Staff Code of Conduct for Contact with Pupils 2019.docx](#), the Giggleswick Virtual School Learner Agreement and the suite of e-safety policies, found [here](#).

Staff who interact with children online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the DSL or to a deputy DSL.

New children at the school

Children may join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.

For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is).

Ideally this will happen before a child arrives but where that is not possible it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our school senior leaders will take responsibility.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.

Supporting children not in school

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support that child. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures.

Supporting the well-being of all students

Through the GVS we have structures in place to support the physical, emotional and mental wellbeing of each student. This will be addressed in tutor times every morning and afternoon, as well as through Curriculum for Life, our activity time and lunch-time hangouts.

The tutors and the Senior House Staff will refer to the DSL and students with whom they are concerned and a plan will be devised for their ongoing support.

Associated documentation:

<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>

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