

Annex 1: Additional Safeguarding information relating to COVID-19

Revised Policy due to response to COVID-19 linked to guidance published on 27th March 2020 [Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers](#) as well as [Guidance for schools about temporarily closing](#).

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to safeguarding, 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
- 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

Staffing

The school is operating with 'reduced' staff, with those who are in any vulnerable groups working from home under the supervision of the LT.

Safeguarding

During term time and the Easter holidays there is a DSL on site all day every day. Staff onsite know who to speak to and can act immediately if a safeguarding concern arises. The school continues to use CPOMS as a method of recording safeguarding issues.

The school has one entrance where adults enter the school. It is monitored throughout the day by office staff and a member of LT. All visitors gain access through a security door. At the end of the day, KS1 children are escorted to this entrance by teachers. Teachers in school are all familiar adults to the children and all working with the children who are in their current year groups. No extra or voluntary staff have been employed during this time. Most Teaching Assistants are working from home off site currently. All staff have completed the appropriate safeguarding training.

Updates to safeguarding during this time will be sent out via email and anything urgent will be relayed to staff in briefings in school where necessary.

Vulnerable Children

Children who are on a Child Protection Plan (CP), Child in Need Plan (CIN), or Team Around the Family Plan (TAF) have been offered provision on site for schooling. Some have taken up this offer. Vulnerable families who have been unable to take up the offer (due to self-isolating or illness) have been contacted on a regular basis by the SENCo, Class Teacher or Headteacher.

The SENCo is in regular contact, according to need, with relevant social workers. Children with Education Health Care Plans (EHCP's) have been offered schooling on site and some have taken up this offer.

Online protection

At this point children working at home from laptops and other devices are under the supervision of their parents to monitor online safety. Advice has been sent to all parents to support and educate them on how to monitor their children(s) online use – see suggested resources below. Websites provided by the school are all safe and educational.

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

During this period of remote learning we would like to reinforce the importance of children being safe online. It is especially important for parents and carers to be aware of what their children are doing online.

Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

Communication with teachers online

Schools and trusts should ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

At The Raleigh School we have set up an email address for each year group as well as a work section on our website. Many parents were keen to show teachers the work children had been completing at home and families are now asked to submit one piece of written work and one piece of maths work per child to the year group email address on a weekly basis.

Work Submission

All work is submitted to the year group teacher team via the work submission email address and teachers respond directly, using this email address. In order to protect teacher wellbeing, it has been made clear that feedback will be sent within 48 hours and that an immediate response should not be expected. Teachers have also been instructed not to respond at weekends, again in order to protect teacher wellbeing. Written permission from parents or carers will be obtained before photographs of students/pupils are published on the school website/social media/local press.

Year group email addresses

In each of the year groups there is a dedicated email address. Each family submits one piece of English and maths work per week to this email address. The email address can also be used for teachers to respond to any queries related to home learning. Each email address is monitored by all teachers within a year group. This allows us to protect children and staff from inappropriate messages and ensure the forum is being used for its educational function.

Parents were notified about the purpose of the year group email addresses and also about the remote learning area of the school website. They were made fully aware of what their children are being asked to do online, including the sites they will be asked to access and who their child is going to be interacting with online.

Supporting children

Maintaining our mental and physical health has never been more important than during these challenging times. Parents have been asked to ensure they are in touch with each other and the school. We are encouraging use of the website and year group email addresses, so parents can let us know what the children are getting up to and the work they have completed.

Parents have been told to email or phone the school if they need anything, are worried or have illness in the family. They have also been sent information from Public Health England.

Social Distancing

Guidance in line with [Coronavirus \(COVID-19\): implementing social distancing in education and childcare settings](#).

When children and staff arrive at school their temperature is taken using heat sensor digital thermometers. Any children or staff whose temperature is over 37.8 will be asked to leave the school and monitor their symptoms / remain in isolation for 7 days. Children are being educated in large classrooms, sitting 2m apart on separate tables. They eat lunch outside with their own packed lunches, from home, wherever possible or in the large hall with a maximum of 3 children to each catering table. Only siblings may sit next to one another. Staff are maximising use of the outdoor facilities for children wherever possible.

Parents wait outside school, distanced from each other, when collecting their children.

Visitors are not entering the school wherever possible; if required the visitor's temperature is taken, hand washing is advised and hand sanitiser encouraged at the front desk. The postman leaves post remotely outside the school office.

Cleaners who visit the school do so after the school day and their focus is increased cleaning of surfaces in classrooms, including desks and handles, and within toilet blocks. All internal doors are propped open during the day to reduce the need to touch handles.

Children are reminded to wash their hands when entering the school, before and after break and lunch and before going home.