

Appendix 12

NLPS COVID-19 arrangements

This Appendix was added by Chris Chorlton HT & DSL for all staff to follow whether working from home or on site. It is based upon the advice sent to all schools by Simon Gender and Ann Prideaux Safeguarding Development Officers LCC

DfE guidance was issued on Friday 27th March – see link below...

<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>

- Continue to adhere to [Keeping Children Safe in Education 2019](#)

DSL

- There are currently four staff trained as DSL's.
 - Headteacher - Chris Chorlton - DSL
 - Senior Teacher - Nicky Lenton - Deputy DSL
 - SLT - Denise Hamm Deputy - DSL
 - Business Manager - Sonia Cox Deputy - DSL
- Clear roles and responsibilities have been outlined below which should cover most situations. If additional support is needed Chris Chorlton will make contact with Dean Pomeroy at BEP who will ensure appropriate DSL support is provided by BEP Central Team staff.
- There is a DSL or Deputy DSL on site each day and this is clearly identified on the Staff Rota. There is also a DSL on call if the named DSL is unwell who will come onto site if necessary.
- If staff have a concern about a child, they should record this on CPOM's and notify all DSL's within the message. The DSL on site has responsibility for reading and following through any action as necessary that day.

Staff working online with students at NLPS

- The "code of conduct" must still be adhered to.
- The ICT Acceptable Use Policy must also be adhered to (an updated version was given to all staff which was returned signed)
- Staff will only contact children using Teams.
- If staff have a private chat on Teams with a child, this should be logged on CPOM's and Chris Chorlton notified within the message. This should state who initiated the call and its content. This is to protect both the member of staff and child.

Processes in reporting and managing peer on peer abuse

- Children who are attending school know all staff well who are on site and so the usual procedures will be used.
- Each child in school has access to a Class Team Page. Dan Wright ICT Co-ordinator has overall responsibility for supporting staff and children in their use. All teachers have access to each page and support staff to those pages of the classes they previously worked in. A clear statement is pinned to the top of each page about how children can contact their class teacher in a private chat if they feel peer abuse is taking place.
- If staff have a private chat on Teams with a child, this should be logged on CPOM's and Chris Chorlton notified within the message. This should state who initiated the call and its content. This is to protect both the member of staff and child.
- Any concerns should be logged in CPOM's and all DSL's notified within the message. The DSL on site has responsibility for reading and following through any action as necessary that day.

Mental Health

- All staff need to be vigilant and aware of children's mental health and how this may present in changes in their behaviour whilst they are on line and at school.
- Any concerns should be logged in CPOM's and all DSL's notified within the message. The member of staff on site has responsibility for reading and following through any action as necessary that day.
- DSL's can then decide on next steps using the white "Services Directory" (on LTS and in DSL pack) to signpost parents who are struggling with specific issues.

How is NLPS supporting children who are vulnerable?

- All children identified as vulnerable will receive a phone call twice weekly as outlined below.
- A list of vulnerable children has been identified and a virtual register set up in SLT Teams page. Once a week Denise Hamm, Deputy DSL, will call these children and make a record of conversation in CPOMs and ensure the DSL and all Deputy DSL's are notified. It is **her responsibility** to ensure contact is made with the family weekly. All other contacts on the pupil contact list should be contacted to ensure we know the child safe. This is also stored in SLT Teams page.
- Nicky Lenton, Deputy DSL, will also be making contact with all families each week. If she has concerns about how a family is coping this too will be recorded in CPOMs with all DSL's notified within the message. Consideration will then be made about whether to add family to vulnerable list or other support needed. These calls will also be logged on a virtual register set up in SLT Teams page. All other contacts on the pupil contact list should be contacted to ensure we know the child safe. This is also stored in SLT Teams page.
- It is preferable for these calls to be made at school, however if time or rota doesn't allow this calls should be made from home with caller id blocked.
- If Nicky and Denise become so unwell that they are unable to make these calls Chris Chorlton will, with Sonia Cox's support, take on these roles until such time that they can resume these roles.
- **If parents do not answer your calls?**
 - This is, in the first, outlined above.
 - If either Nicky or Denise are unable to make contact despite all of the above, they should contact Chris Chorlton and a decision will be made together about next steps. – Early Help, Social Care Referral etc.
- **Absence – what are the follow-up arrangements for children who should be attending school but are absent?**
None of our vulnerable children currently met criteria to be attending school.

How is Safeguarding information being shared if you have students attending from other schools?

This is currently not happening. If this changes an Appendix 13 will be added.

Safeguarding induction process for staff from other schools who join you for example, or volunteers?

This is currently not happening. If this changes an Appendix 13 will be added.

Adjustments to how staff would report concerns about other adults working with children

- Staff should ring Chris Chorlton (HT) with any concerns who will then follow the usual procedures.

- If contact cannot be made with Chris Chorlton due to illness, or the concern is about Chris Chorlton, staff should contact Dean Pomeroy on 07741 857735 who will then follow the usual procedures.

Single Central Record being kept up to date

Sonia Cox, Business Manager and Deputy DSL has access to this at home through Zoho or Team Viewer and is ensuring this is kept up to date.

Children with a Social Worker

No child at NLPS currently has a social worker

Working across Schools

This is currently not happening. If this changes an Appendix 13 will be added.

Safer Recruitment

Our recruitment during this time continues to follow the safer recruitment guidelines in KCSIE Part 3. Lauren Gray BEP HR Manager's advice will also be sought.