



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

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## **BGLC - Safeguarding Policy Addendum - Covid 19 School Closure** **March 2020**

### **Introduction**

Throughout the current period of school closure, as a result of the ongoing Covid 19 epidemic, schools retain the same level of responsibility for the safeguarding and welfare of all young people on their roll as under normal circumstances.

For students and parents this means that all the protective factors that are usually available to them continue to be in place. For example, advice and support from appropriate pastoral staff, online protections (via firewalls and monitoring software) when accessing the school's servers remotely and intervention by trained school staff when concerns are raised regarding a young persons welfare.

For staff this means that the day to day responsibilities and codes of conduct that exist around safeguarding continue to apply during school closure. We are expected to remain vigilant and to intervene appropriately and in a timely manner if we become concerned about the welfare of a student.

### **Purpose of this addendum**

Clearly during a protracted school closure those student and parent expectations and staff responsibilities cannot be met in the usual manner. This document sets out how we at Brookvale Groby intend to fulfil our obligations to families during a period when daily face to face contact is not possible. It should be read in conjunction with our existing Safeguarding Policy which is available on the school website along with a whole range of advisory material for staff and families relating to safeguarding.

### **Designated Safeguarding Leads and Reporting Concerns About A Child**

Any concern about a young persons safety and welfare should be raised immediately with a Designated Safeguarding Lead. All of our existing Safeguarding Leads and their contact details during closure can be found in the document attached to this addendum.

**Greg Godwin (Deputy Headteacher) is the lead DSL and is available via a school mobile number on 07857 163403 at all times.**

The daily duty DSL is notified to all staff on the daily staff rota.

### **Additional Safeguarding Protocols and Advice During The Period of Closure**

#### **Staff and Students from other Centres**

At this time BGLC is neither receiving students or staff from other centres nor sending our own students and staff to other centres. As such no safeguarding considerations for this purpose need to be made. This addendum will be updated in the event of a change to those circumstances.

#### **Support For Children Deemed Vulnerable**

All children deemed to be vulnerable have been offered a place in school during the period of closure.

For those students who have declined a place a Risk Assessment has been conducted to determine whether they are safe at home. Where a student has a social worker, the social workers view has been sought in this risk assessment. Results of the RA, and actions arising from it, have been recorded for each student.

A named member of Pastoral staff or SLT is responsible for the monitoring of each individual vulnerable child. In addition to the universal contacts made each week by school to students, vulnerable students will also receive bespoke contact each week according to perceived levels of need. These may take the form of email or telephone contact and will be a minimum of once per week. All contacts with parents will be recorded by pastoral staff. Where contact is unable to be made in a timely manner, home visits, conducted by at least two staff will be made to ensure the welfare and safety of students. Where a student has a named social worker the school will contact them prior to any home visit.

### **Staff and Student Attendance and Absence Monitoring and Recording**

A phone call home will be made by pastoral staff or the duty SLT member to any student who does not arrive in school having notified us ahead of time of their intention to attend and from whose parents no change of circumstance has been notified.

Daily attendance of students will be recorded each day by the member of SLT in school and reported to the LA and Government in line with requirements.

All staff in school are required to sign in and out in reception on arrival and departure. The names of all staff attending each day are recorded by the Deputy Head Curriculum.

### **Online Safety and Staff / Student Communication**

#### **Students**

Students should ensure that they continue to act responsibly while working online, in line with their ict acceptable use agreement. They should familiarise themselves with the means of reporting abuse on each platform that they use and also notify school if they experience problems while online.

Further guidance and reminders to students regarding online safety will be issued before Easter.

Students should be aware of the importance of polite communication between themselves. The school will continue to monitor and deal with any incidents of online bullying or harassment. Students who feel they have been victimised in this way should contact their Head of Year. (See contacts attached)

#### **Staff**

Staff are reminded to check carefully that any work online with students does not contravene existing codes of conduct. All elements of the Campus Acceptable Use of ICT policy remain in place.

Most communication with students will be via email - this must only ever be via a school email account. Google meets are a good way of talking to students without using a telephone. These should all be recorded and saved.

Where a telephone call is unavoidable staff must ensure that their own number is withheld if a personal phone is to be used. The call MUST be logged on the students own SIMs details and ideally a Line Manager should be alerted to the intention to make a phone call BEFORE the call is made.

## **Mental Health**

For a whole variety of reasons the current circumstances pose a risk to the Mental Health of students and staff. If staff are concerned about students they should contact either a DSL or member of the pastoral team during term time. A member of pastoral staff will be available each day in school during term time. Out of hours / holiday contact should be made to Greg Godwin Pastoral Deputy Headteacher 07857 163403

For concerns about a colleague, staff should remember that for many instances simply the opportunity to talk and share will be sufficient for most people - be prepared to listen. As Adult Mental Health Champions Elaine Freeman primarily but also Tracey Malsbury and Greg Godwin are available to offer advice and signposting.

## **New Staff**

New staff may not be permitted to work with students until all necessary checks have been made and Safeguarding training completed, as required by usual Safer Recruitment practices. This extends to any "volunteers" including family members who staff may have considered bringing into school with them on days in which they are in the school building.

It also includes any online communication with students.

## **Reporting Concerns About Other Adults Working With Children**

Staff retain a duty to pass on any concerns that they have about other adults working with students. Such concerns should be raised in the first instance with the Headteacher Mandy Bearne or if she is unavailable with the Senior Deputy Headteacher, Greg Godwin via the contacts attached.

If the concern is regarding the Headteacher the concern should be raised with the Chair of Trustees Connor Acton. His contact details are [cacton@brookvalegroby.com](mailto:cacton@brookvalegroby.com).

Alternatively the Local Authority Designated Officer (LADO) could be contacted.

LADO

Mark Goddard / Kim Taylor

0116 3057597

**Greg Godwin**

**Designated Safeguarding Lead**

Version 2 Updated April 22nd 2020