

SAFEGUARDING

Balcarras School is fully committed to safeguarding and promoting the welfare of all young people and this includes:

- Protecting children from all forms of maltreatment
- Preventing the impairment of a young person's health and development
- Ensuring young people grow up in circumstances consistent with the provision of safe and effective care.

Keeping young people safe is everyone's responsibility. All those working within our school community, whatever their role, has a responsibility to ensure the safeguarding of pupils at Balcarras.

OVERVIEW

Balcarras School is committed to the safeguarding of all pupils at Balcarras School. Our aim is to ensure that all pupils are safe in our school and that measures are in place to support any child who is at risk of harm. This policy should be read alongside the School's

- Child Protection Policy
- Safeguarding & Safer Working Practice Protocol
- Bullying Policy
- Complaints Procedure
- Whistle Blowing Procedure
- Behaviour Policy
- Health and Safety (and Fire) Policy
- SEND and Inclusion Policy

and other relevant documentation.

Governor's Committee Responsibility:	Community Governors
Safeguarding Governor:	Michiel Huysinga
Designated Safeguarding Lead (DSL):	Liza McCarthy
DDSL:	Jeanette Corinaldi
Additional DDSLs:	Phil Amor, Siobhan Winterbottom, Adrienne Niblett Darren Leatherbarrow

This policy will be reviewed annually.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2018, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2003. The guidance reflects guidance in the document 'Keeping Children Safe in Education' 2019.

The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's protection and welfare are our paramount concerns.

All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

THE AIMS OF THIS POLICY ARE:

1. To support the child's development in ways that will foster security, confidence and independence.
2. To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
3. To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse
4. To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
5. To emphasise the need for good levels of communication between all members of staff.
6. To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
7. To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
8. To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check, and a central record is kept for audit.
9. To follow good, safe practice when recruiting new staff. This includes following safe practice when getting references, when interviewing candidates, when checking candidate's backgrounds and qualifications and ensuring that we do everything reasonable to ensure new staff are recruited safely to minimise the risk of harm to the pupils of the school.

SAFE SCHOOL, SAFE STAFF

We will ensure that:

All members of the governing body understand and fulfil their responsibilities, namely to ensure that:

1. there is a Child Protection policy together with a code of conduct for employees
2. the school operates safer recruitment procedures by ensuring that there is at least one person on every recruitment panel that has completed Safer Recruitment training
3. the school has procedures for dealing with allegations of abuse against staff and volunteers and to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
4. a senior leader has Designated Safeguarding Lead (DSL) responsibility
5. on appointment, the DSLs undertake all of the necessary training to fulfill the role
6. all other staff have Safeguarding training updated as appropriate
7. all staff are provided with part 1 of KCSIE
8. any weaknesses in Child Protection are remedied immediately
9. a member of the Governing Body has overall responsibility for safeguarding
10. Child Protection policies and procedures are reviewed annually and that the Child Protection policy is available on the school website
11. that enhanced DBS checks are in place for the Chair of Governors

EARLY HELP

Staff understand the importance of Early Help in assisting any pupil. Staff will always inform the DSL or a Head of House immediately whenever they have concerns about a child.

The pastoral team is committed to helping all pupils, including those that are most vulnerable, to achieve their potential. When a member of staff passes on a concern, the pastoral team will ensure that every issue is considered carefully and appropriate help and advice is provided.

If additional support is required, or external agencies need to be involved in the case, then the support will be escalated and the appropriate agencies will be informed.

Where necessary a discussion with the Designated Safeguarding Lead (DSL) about appropriate action/support will take place. Often, many pupils' problems can be

quickly and easily resolved, by a discussion with the relevant Head of House and appropriate action put into place by the school.

CHILD PROTECTION

The procedures and policies of the school with regard to Child Protection are clearly set out in the school's Child Protection Policy

DSL RESPONSIBILITIES

The responsibilities of the DSL are clearly set out in the school's Child Protection Policy

SUPPORTING CHILDREN

Procedures and policies for supporting children, to minimize risk of harm, are clearly set out in the school's Child Protection Policy

CONFIDENTIALITY

1. We recognise that all matters relating to child protection are confidential.
2. The Headteacher or DSLs will disclose any information about a child to other members of staff on a need to know basis only.
3. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
4. All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
5. We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with an Assistant Team Manager at the Children's Services Area Team on this point.

SUPPORTING STAFF

1. We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
2. We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate.

ALLEGATIONS AGAINST STAFF

1. All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

2. All staff should be aware of guidance on Behaviour Issues, and the school's own Behaviour Policy and Safeguarding Protocol.
3. We understand that a pupil may make an allegation against a member of staff.
4. If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher
5. The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO)
6. If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors.
7. Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the LADO and Personnel Consultant in making this decision.
8. In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors.

WHISTLE-BLOWING

Procedures and policies for whistle blowing are clearly set out in the school's Whistle Blowing Policy.

DOMESTIC ABUSE

The school's approach to dealing with Domestic Abuse is detailed in the Child Protection Policy.

PHYSICAL INTERVENTION

1. We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
2. Such events should be recorded and signed by a witness.
3. Staff who are likely to need to use physical intervention will be appropriately trained.

4. We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
5. We recognise that touch is appropriate in the context of working with children, and all staff have been given guidance to ensure they are clear about their professional boundary.

BULLYING

Procedures and policies for dealing with bullying are clearly set out in the school's Bullying Policy. The school has a no-tolerance approach to bullying of any kind.

PEER ON PEER ABUSE

Abuse can take many forms and Balcarras recognises that peer on peer abuse can take many forms. The school is firm in its belief that abuse of any form is not acceptable and all abuse will be followed up by staff and sanctioned appropriately.

Peer on peer abuse could be of the form:

- **Physical** - biting, hitting kicking, hair pulling etc.
- **Sexual** – inappropriate language, touching, assault etc.
- **Bullying** – name calling, physical, isolating etc.
- **Cyber Bullying**
- **Sexting**
- **Hazing** – initiating
- **Prejudiced behaviour** – due to background, faith culture etc.

All abuse will be treated seriously. Pupils will be listened to whenever they report abuse and staff will ensure all matters are thoroughly investigated. Where appropriate other pupils will be asked about the incident to ensure that the facts are accurate. Where necessary sanctions will be applied and parents will be kept informed of the progress of all incidents.

Repeated abuse or more extreme abuse will lead to increasingly firmer sanctions being applied in line with the school's sanctions guidance.

To minimise **Peer on Peer Abuse**, the school will ensure that every incident is taken seriously and will apply appropriate and measured sanctions to minimise the risk of further abuse taking place.

All **Peer on Peer Abuse** will be recorded on the school's CPOMS system and a considered list of staff will be made aware of the incident via the CPOMS system.

The school understands that, following an incident of **Peer on Peer Abuse**, it may be necessary to support pupils with their emotions. These pupils might be the victims, but might also be witnesses to the event or even the perpetrators. The school has an excellent support network of staff, including the tutors, Deputy Heads of House and Heads of House. Where necessary support procedures will be put in place, based on discussion with the pupil.

Balcarras strongly believes that abuse is abuse and should never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”. Balcarras recognises that girls might be more likely to be victims than boys, but that all peer on peer abuse is unacceptable and will be taken seriously.

CHILD ON CHILD SEXUAL VIOLENCE

Reports of sexual violence and sexual harassment are likely to be complex and require difficult professional decisions to be made, often quickly and under pressure. Balcarras will ensure that strategies are in place and lines of communication are strong, so that the best decisions can be made whenever an incident is disclosed. The initial response from the school is important and victims will always be reassured that they are being taken seriously and that they will be supported and kept safe. The school will ensure that the DSL and all relevant members of the pastoral support team are involved and discussion will always take place as regards to the best course of action, to both support the victim but also ensure that correct procedures are followed.

Wherever necessary Balcarras will inform outside agencies fully and promptly of the incident and continue to communicate with any agencies as the incidents are investigated.

Consideration will be given to

- The ages of the children involved
- The nature of the allegation
- The wishes of the victim
- The developmental stages of the children involved
- Any power imbalance between the children
- Any patterns of abuse that might exist
- Ongoing risks
- Other related issues

At all stages the support and safeguarding of the children will be a prime focus. This includes the safeguarding of the victim, but also the safeguarding of the perpetrator, to ensure any further harm is minimised.

PREVENTION

The procedures and policies of the school with regard to prevention of harm and support for pupils are clearly set out in the school’s Child Protection Policy

HEALTH & SAFETY

The procedures and policies of the school with regard to health and safety are clearly set out in the school’s Health and Safety (and Fire) Policy

ALTERNATIVE PROVISION

Balcarras will use alternative provision to provide education where the school judges it to be in the interest of the pupil or in the interest of the other pupils at the school.

Balcarras primarily uses Abbey View School as the main alternative provision provider. Balcarras will always ensure that the safeguarding policies of any alternative provider are thorough and in line with expectations Balcarras has for the safeguarding of pupils. Balcarras will request verification that any alternative provision provider carries out the necessary DBS checks and other checks required for working with pupils.

LOOKED AFTER CHILDREN

A senior teacher will be assigned to the role of designated teacher in charge of looked after children. The designated lead will ensure that all looked after children are identified and all guidance followed in the care a monitoring of all the looked after children at Balcarras School.

SEXTING

Balcarras School takes the issue of “Sexting” very seriously. We have consulted with the police on best practice. In the event that the school becomes aware that a pupil may have images on his/her phone (or other electronic device) of an inappropriate nature the school will:

- Take the phone from the pupil.
- Contact the parents and ask them to collect the phone from school at a time convenient to them
- Ask the parents to not return the phone to the pupil until the parents are confident all images have been wiped and if necessary the phone returned to factory settings.

We will always liaise closely with the police over issues of sexting.

Staff should also reference to the “**Safeguarding & Safer Working Practice Protocol**”.

SPECIAL NEEDS (SEND)

The procedures and policies of the school with regard to SEND are set out clearly in the SEND and Inclusion Policy. As with all pupils, early indicators of possible abuse will always be reported immediately and not assumed to be related to the Child’s SEND.

ONLINE SAFETY

The school uses the South West Grid for learning to filter all information available via the school’s internet. The ICT Team monitor closely computer usage and attempted breaches of the school filter. Wherever the team encounter a concern (such as an inappropriate search, trying to download non permitted files, attempts to damage the school system, attempting to view sites with possible links to radicalisation etc.) these concerns will always be reported to the relevant Head of House and the matter is always fully investigated and appropriate action taken.

RADICALISATION

There is no place for extremist views of any kind at Balcarras School. This includes pupils, parents, staff, governors and outside agencies working in the school. Pupils at Balcarras see the school as a safe place where they can explore controversial

issues safely and where teachers ensure this is facilitated professionally. All staff have a duty to manage this safely.

Protecting children from the risk of radicalisation is seen as part of Balcarras Schools' wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is sometimes possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways.

Balcarras will help prevent radicalisation of pupils by:

- Monitoring behaviour of pupils and passing on any concerns promptly.
- Build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views.
- Monitoring ICT access and ensuring that the school internet filter does not allow extremist websites to be viewed by pupils at the school.

Balcarras will keep under constant review the potential radicalisation of pupils and ensure that it is regularly discussed at pastoral meetings. Any concerns about the radicalisation of pupils at the school will be immediately passed on to the correct authority.

DRAMA PRODUCTIONS

Before any drama production goes ahead, a careful check will be made to ensure that the content of the production is suitable for the age of the pupils involved (both performing and watching the performance). The Head of Drama will complete a declaration for all performances, making clear that the work has been carefully considered and judged by the Head of Drama to be age appropriate.

APPENDIX 1

Further advice on child protection is available from:

NSPCC: <http://www.nspcc.org.uk/>

Childline: <http://www.childline.org.uk/pages/home.aspx>

CEOPSThinkuknow: <https://www.thinkuknow.co.uk/>

Anti-Bullying Alliance: <http://anti-bullyingalliance.org.uk/>

Beat Bullying: <http://www.beatbullying.org/>

APPENDIX 2

Missing Pupil Protocol

This protocol covers pupils who go missing during the school day.

OVERVIEW

Pupils are not permitted to leave the premises during the school day except if agreed and by prior arrangement with the school. It is possible that on some occasions a pupil may leave the premises without the knowledge or permission of the school. This protocol is in place to ensure that every action possible is taken to ensure the quick and safe return of that pupil to the school.

OBJECTIVES

1. To locate any missing pupil quickly.
2. To ensure that all pupils are kept safely on the school premises during school hours.
3. To ensure that pupils who leave school during the school day only do so with the school's permission and that parents are fully aware of the circumstances.
4. To ensure that teachers and staff keep pupils under proper supervision at all times.
5. To ensure that if a pupil 'goes missing' during the school day, he/she is located quickly and returned safely to the school.

STRATEGIES

1. If a pupil cannot be found by their subject teacher, then in the first instance the Head of House or the Assistant Head of House should be informed promptly.
2. If the HoH and the aHoH are not available, then the incident should be referred promptly to another HoH or the Assistant Head i/c pastoral.
3. It is important that the following information is given:
 - when was the pupil last seen,
 - from which lesson is the pupil missing (room and subject),
 - are there any particular circumstances surrounding the pupil that may lead to the pupil leaving the school site
4. The remaining pupils will be left safe in the care of the subject teacher.
5. The HoH will recruit available staff to conduct a thorough search for the pupil including:
 - Pupil toilets
 - The library
 - Play areas (playground, backfield)
 - The school buildings
 - The school grounds
6. The HOH will charge the ICT technicians to view CCTV footage for any images of the missing pupil

7. If the search is unsuccessful, the HoH will then phone parents and inform them of the situation. The parents will be asked to check at home and also with close relatives/family friends where the pupil might have gone.
8. If the child has a social worker, then the HoH will phone and inform the social worker.
9. If the pupil is not found within a reasonable (determined by the school) period of time, the police must be called by the HoH.
10. Available members of staff will be sent to search the area in the immediate vicinity of the school.

School Trips

1. If a pupil goes missing during an outing or school visit, the teacher in charge must ensure that the remaining pupils are safely cared for by the other staff and adults.
2. An urgent and thorough search should be made of the immediate vicinity and if the pupil is not found quickly the police must be called.
3. The trip leader will contact the school and appraise of the situation.
4. A pastoral leader will be assigned to the situation. The pastoral leader will phone the parents and inform them of the situation.
5. If the pupil is found the trip leader must call the school immediately to inform of the situation.
6. The pastoral leader will phone the parents to pass on the news.

Whenever a child returns from being missing, a discussion will take place with the child and a member of the pastoral team to discuss the incident and look at strategies to avoid the same event occurring again in the future. Parents will also be involved in this review and, where necessary, other agencies will be involved to help avoid the child going missing again.

Annex to Child Protection Policy

COVID-19 changes to our Child Protection Policy

June 2020

Response to COVID-19

There have been significant changes within our setting in response to the outbreak. Many young people are now at home and staffing is likely to be significantly affected through illness and self-isolation.

Despite the changes, the school's Child Protection Policy is fundamentally the same: **children and young people always come first, staff should respond robustly to safeguarding concerns and contact the DSL in line with our established safeguarding procedure.**

This annex sets out some of the adjustments we are making in line with the changed arrangements in the school and following advice from government and local agencies. This should be read in conjunction with our safeguarding procedures.

Reporting arrangements

The school arrangements continue in line with our child protection policy.

The Designated Safeguarding Lead is: Liza McCarthy
(lm@baccarras.gloucs.sch.uk)

The Deputy DSL/s are: Jeanette Corinaldi (jmc@baccarras.gloucs.sch.uk)

The school's approach ensures the DSL or a deputy is always contactable while the school is open. All staff will be re-issued with contact details for DSL's during school closure and should report any concerns to the DSL or deputy DSL *A member of SLT will be on-site at all times while school closures are in operation.*

Staff will continue to follow the Child Protection procedure and advise the safeguarding leads immediately about concerns they have about any child, whether in school or not. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

Children's services may be affected by the impact of the virus on staff and increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting the Multi-Agency Safeguarding Hub (MASH) are:

01452 426565 or by email

childrenhelpdesk@gloucestershire.gov.uk

Further details can be found at Gloucestershire Safeguarding Children Executive

Should a child in the school's view be at risk of significant harm and local agencies are not able to respond, the school will immediately follow the safeguarding children executive escalation procedure, available here:

[Gloucestershire Safeguarding Children Executive](#)

Identifying vulnerability

Schools relationships with the community mean we have identified children who may be classed as 'vulnerable'. Our DSL / Head of House/ SENCO are in regular contact with our vulnerable families and support is being offered where needed.

We have put in place specific arrangements in respect of the following groups:

- Children in Care – individual agreements with carers and Social Worker.
- Children who have previously been Children in Care – individual agreements with carers and SW.
- Children subject to a child protection plan/ Child in Need plan – places offered, if not taken this must be agreed by Social Worker and family. Welfare phonecalls/video calls and visits will be undertaken regularly in conjunction with SW.
- Children with an EHCP – Individual Risk Assessments undertaken and consultations held with parents/carers, KLY and LM.
- Children on the edge of social care involvement or pending allocation of a social worker – Where required these children will be offered a place at school or individual contact plans will be agreed.

Other children the school considers vulnerable. More children may be added to this group in response to concerns raised with the DSL. Contact arrangements will be agreed with parents/carers, DSL and SMT.

Where appropriate school will liaise with other agencies involved in their care, including where appropriate their social worker and the Virtual School Head for Children in Care and those who have previously been Children in Care.

In addition, the following groups have specific arrangements around contact and support from the school.

- Children of critical workers who may attend school if no safe alternative arrangements can be made.
- Children at home – work is provided online through the use of our VLE and Microsoft teams. Students are supported online via their teacher, regular update to parents are via the school website.

The plans in respect of each child in these groups will be reviewed regularly.

- Students identified as vulnerable are receiving regular welfare checks via phone call.

Holiday arrangements

School will be open over holiday periods for children of keyworkers and vulnerable students where appropriate. Emergency details of Social Care, Early Help Offer and local charities will be published on the website. The school will open on the days that have been requested by the parents already sending their child in for childcare.

Attendance

The school is following the attendance guidance issued by government. Where a child is expected and does not arrive the school will follow our attendance procedure and make contact with the family. If contact is not possible by 10am the DSL must be informed. The DSL will attempt a range of methods to contact the parent but if necessary arrange a home visit by the school or another appropriate agency. A risk assessment will be undertaken to consider manage the implications of COVID-19 alongside other risks perceived to the child. The risk of COVID-19 **does not override** the duty on the school to ensure children and young people are safe.

These arrangements will only be in place for children who have enrolled and are eligible for Emergency Childcare. For all other children school is closed.

Staff will be aware of increased risk.

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, poverty, and financial or health anxiety. These areas should be considered in the setting of any work for children to undertake at home (including recognising the impact of online learning – see below). Staff will be aware of the mental health of both children and their parents and carers, informing the DSL about any concerns.

All students and parents have contact details for teachers/ Heads of House throughout this time and regular contact is being made. DLB updates all parents/carers regularly on changes taking place in school.

Incidences of Domestic Abuse are expected to significantly increase during the period of isolation as perpetrators will use this time as a “tool of coercive and controlling behaviour”, and victims and their children are consistently more vulnerable during periods of societal stress see government guidance. Operation Encompass will continue as normal with notifications being sent to the school’s email address (encompass@balcarras.co.uk). For further information please contact Halah Shams El-Din on 01452 328953 or by email halah.shamsel-din@gloucestershire.gov.uk

Risk online

Young people will be using the internet more during this period. The school may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when children were learning at the school.

- The school continues to ensure appropriate filters and monitors are in place
- Our governing body will review arrangements to ensure they remain appropriate
- Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the school’s code

of conduct and importance of using school systems to communicate with children and their families.

- Children and young people accessing remote learning receive guidance
- Parents and carers have information via the website about keeping children safe online with peers, the school, other education offers they may access and the wider internet community. We have set out the school's approach, including the sites children will be asked to access and set out who from the school (if anyone) their child is going to be interacting with online. We also have our online security monitoring system smoothwall/ south west grid for learning that tracks inappropriate use of online devices, allowing us to follow any issues quickly and efficiently. The school regularly updates the website and social media outlets to keep the wider school community informed.

Allegations or concerns about staff

With such different arrangements, young people could be at greater risk of abuse from staff or volunteers. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

Any staff or volunteers from outside our setting will complete an induction to ensure they are aware of the risks and know how to take action if they are concerned.

We have confirmed the arrangements to contact the LADO at the local authority remain unchanged and can be found at [The role of the LADO and the allegations management process - Safeguarding Children in Gloucestershire](#)

If necessary, the school will continue to follow the duty to refer to DBS any adult who has harmed or poses a risk of harm to a child or vulnerable adult, and to the Teacher Regulation Agency in line with paragraph 166 of Keeping Children Safe in Education 2019 using the address Misconduct.Teacher@education.gov.uk .

New staff or volunteers

New starters must have an induction before starting or on their first morning with the DSL or a deputy. They must read the school child protection policy,

the behaviour policy, the whistleblowing policy and the code of conduct. The DSL or deputy will ensure new recruits know who to contact if worried about a child and ensure the new starters are familiar with the child protection procedure.

If staff or volunteers are transferring in from other registered education or childcare settings for a temporary period to support the care of children, we will seek evidence from their setting that:

- the member of staff has completed relevant safeguarding training in line with other similar staff or volunteers,
- they have read Part I and Annex A of Keeping Children Safe in Education, and
- Where the role involves regulated activity and the appropriate DBS check has been undertaken by that setting we will undertake a written risk assessment to determine whether a new DBS would need to be undertaken. It may be in these exceptional times we can rely on the DBS undertaken by their setting.

Our child protection procedures hold strong:

- Volunteers may not be left unsupervised with children until suitable checks have been undertaken. People supervising volunteers must be themselves in regulated activity, able to provide regular, day to day supervision and reasonable in all circumstances to protect the children.
- The school will undertake a written risk assessment on the specific role of each volunteer to decide whether to obtain an enhanced DBS check (with barred list information) for all staff and volunteers new to working in regulated activity in line with DBS guidance.
- When undertaking ID checks on documents for the DBS it is reasonable to initially check these documents online through a live video link and to accept scanned images of documents for the purpose of applying for the check. The actual documents will then be checked against the scanned images when the employee or volunteer arrives for their first day.
- The school will update the Single Central Record of all staff and volunteers working in the school, including those from other settings. This will include the risk assessment around the DBS. A record will be kept by SMT of who is working in the school each day.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

Emergency Safeguarding Procedures During Full School Closure following COVID-19.

AIMS:

- To ensure our most vulnerable learners receive contact from staff at least twice a week.
- Where possible learning to continue with individual staff monitoring engagement in school through Microsoft teams / VLE.
- To provide staff with safe working practice guidelines when working remotely.
- Provide vulnerable families with continued support where any concerns are reported and followed up.

Child Protection concerns:

- Staff will assess the level of risk and need and make judgements regarding the necessity to make home visits.
- Two members of staff to attend home visits preferably at least one staff member should be DSL/DDSL/SMT or HOH where possible.
- During home visits students must be seen in person. Staff are not expected to enter the property, doorstep contact is adequate.
- If this request is refused staff should inform DSL/DDSL immediately.
- If staff are unable to contact DSL/DDSL they should inform the child's Social Worker and Headteacher.
- Telephone contact should be made at least twice a week.
- School will liaise with Social Worker to coordinate visits if necessary.
- School will continue to attend any relevant meetings either via telephone or in person as appropriate.
- Where possible staff should not use their personal mobile phones to make contact with families. Where this is necessary staff should ensure that appropriate safety measures are taken to remove caller ID prior to making the call.
- Staff have access to Edulink remotely so should not need to take printed details of families off the school site. In the event that details need to be taken off site they should be GDPR compliant.

- All visits to be recorded by DSL/DDSL/SMT/HOH/ on CPOMS. Staff unable to access CPOMS should send a detailed report of the visit to lm@balcarras.gloucs.sch.uk

Vulnerable Families or Those on Child in Need Plans:

- Two phone calls per week to be made to students in vulnerable groups or those on CIN plans.
- Where possible staff should not use their personal mobile phones to make contact with families. Where this is necessary staff should ensure that appropriate safety measures are taken to remove caller ID prior to making the call.
- Staff have access to edulink remotely so should not need to take printed details of families off the school site. In the event that details need to be taken off site they should be GDPR compliant.
- School will continue to attend any relevant meetings either via telephone or in person as appropriate.
- All phone calls to be recorded by DSL/DDSL/SMT/HOH/KLY on CPOMS. Staff unable to access CPOMS should send a detailed report of the visit to lm@balcarras.gloucs.sch.uk

Families Who Struggle Financially:

- HOH to contact families to check support received/needed.
- HOH to share information regarding how to access the foodbank if appropriate.
- HOH to check that families are able to access procedures in place for providing free school meals etc.
- Where possible staff should not use their personal mobile phones to make contact with families. Where this is necessary staff should ensure that appropriate safety measures are taken to remove caller ID prior to making the call.
- Staff have access to edulink remotely so should not need to take printed details of families off the school site. In the event that details need to be taken off site they should be GDPR compliant.

Safe Working Practice For Teaching and Support Staff:

Home Visits:

- Staff completing home visits should always go in pairs.
- Staff should inform LM/JMC/DLB when they are starting the home visit and when they return safely via phone or text.
- Visiting staff should provide LM/JMC/SJB with the name and address of where they are going prior to the visit.

- Staff on home visits should consider a code word to use should they need to exit the property immediately for their own safety.
- If staff are unable to leave a property and need to safely seek assistance they should text/call DSL/DDSL/Headteacher stating the following phrase; “my next appointment starts in 15 minutes”, this will alert other staff that assistance is required.
- Staff should ensure that safety measures such as hand washing etc are carried out on leaving the property to reduce the risk of infection.
- All home visits should be written up as soon as possible after the visit has taken place. If access allows this write up should be on CPOMS, if not email lm@balcarras.gloucs.sch.uk

Online teaching and learning:

- Staff and students are expected to follow the acceptable usage policy at all times.
- Online safety guidelines should also be followed by all staff and students.
- Staff should ensure that any learning resources such as documentaries or films shared are age appropriate.
- Staff should check the certification and watch clips through to ensure the appropriate use of language is relevant for the age group of the viewers.
- If using Microsoft teams, staff should not hold 1:1 conversations with students and a suggested minimum of 3 students should be in each video call. If there are less than 3 students then an alternative should be made by the teacher and the video call terminated.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- If possible the live class should be recorded and backed up elsewhere, so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Any live classes should be planned in advance and should take place at the allocated time slot.
- Should staff notice a student is not engaging with the online learning taking place they should contact the relevant HOH to follow up any concerns they may have.