



Safeguarding Appendix

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

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2. Key contacts

Role	Name	Email
Designated Safeguarding Lead	Mr M Atkins	atkins@qegs.email safeguarding@qegs.email
Deputy Designated Safeguarding Leads	Miss K Brown Ms S Munday Mr B Drake Mrs L Allen Mr S Bembridge Mr M Bawden Miss D Meadows	brownk@qegs.email munday@qegs.email drake@qegs.email allen@qegs.email bembridge@qegs.email bawden@qegs.email meadows@qegs.email
Headteacher	Mr S Garrity	garrity@qegs.email
Trust Safeguarding Lead	Mrs B Smith	smith@qegsmat.com
Safeguarding Governor / Trustee	Mrs K Grady	grady@qegs.email

Call Derbyshire: 01629 533190

3. Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority, Social Care and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.



Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

QEGSMAT and QEGS will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the nominated social worker for children currently in care.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and QEGS will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, QEGS or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

4. Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If QEGS has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the academy has closed, we will complete the return once as requested by the DfE.

QEGS and social workers will agree with parents/carers whether children in need should be attending school – QEGS will then follow up on any pupil that they were expecting to attend, who does not. QEGS will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

Contact with parents will be documented on Microsoft Teams where a 'Contact Record of all Vulnerable students or students with concerns' is located.

To support the above, QEGS will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.



In all circumstances where a vulnerable child does not take up their place at school, or discontinues, QEGS will notify their social worker.

5. Designated Safeguarding Lead

QEGS has a Designated Safeguarding Lead (DSL) on site each day we are open, and a Deputy DSL who is on call.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

6. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes recording a report via MyConcern, which can be done remotely. **Staff are reminded of the need to report any concern immediately and without delay. Contact with the DSL or deputy should also be made via telephone if an urgent response is required. Email should always request a reply to acknowledge receipt.**

In the unlikely event that a member of staff cannot access their MyConcern account from home, they should email the Designated Safeguarding Lead, Headteacher and the deputy DSL. This will ensure that the concern is received.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Mrs H Baker (Baker@qegs.email)

QEGSMAT will continue to offer support in the process of managing allegations.

7. Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.



All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter QEGS, they will continue to be provided with a safeguarding induction via Flick.

In the unlikely event that staff are deployed from another education setting or children's workforce setting to our academy, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

8. 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, QEGS will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of [Keeping Children Safe in Education \(2019\) \(KCSIE\)](#). QEGS will not employ an individual without the Headteacher meeting the individual in person.

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.

If staff are deployed from another education or children's workforce setting to our academy, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Where QEGS are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances



will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

QEGS will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, QEGS will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. Online safety in schools and colleges

QEGS will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

10. Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

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

Below are some things to consider when delivering virtual lessons:

- **No live streaming** without explicit permission from SLT.
- Teaching video's should be pre-recorded so that if any issues were to arise, the video can be reviewed.
- Recorded teaching material, for example, should not be recorded in bedrooms; and the background of your home should be blurred where possible.
- Staff must wear suitable clothing when recording.
- Recorded material must not be sent to individual students only groups.
- Language must be professional and appropriate when communicating with students.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with students.



11. 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 pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

Students in this category have been rated to ensure that the contact is regular and appropriate to their individual scenario. Communication with these students can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

These plans will be reviewed on an ongoing basis and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

12. Supporting children in school

QEGS will continue to be a safe space for all children to attend and flourish. The Headteacher and Deputy Headteachers will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

QEGS will refer to the Government guidance for education and childcare settings on how to implement social distancing if possible and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

QEGS will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

13. Holiday period

If the school is open during the holidays the staff providing care for children will have access to a DSL should anything arise. The staffing will, where possible, remain at a level consistent with term time COVID19 provision. DSL's are not expected to maintain the same level of contact with vulnerable children as they have been doing during term time.

Where the school does not have capacity to rota cover for the holiday period, the Trust safeguarding and child protection lead can be named as the alternative DSL for your colleagues to contact for advice. This is subject to prior arrangement with the trust safeguarding and child protection lead.

Staff should also be reminded of their responsibility to take advice from their local children's social care if they are unable to get advice from within the trust.



14. Peer on Peer Abuse

Where QEGS receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within the Academy's Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on MyConcern and appropriate referrals made.

15. Support from the Trust Safeguarding and Child Protection Lead

The trust safeguarding and child protection lead will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The trust will also provide regular supervision for the DSL and Deputy DSL's in order to maintain a cohesive and positive working practice.