

# Coloma Convent Girls' School

## Safeguarding Policy - Appendix 8

### Safeguarding protocols during period of school closure or partial closure



Approved by:

Chair's Actions - 3rd April 2020

Consideration	Protocol in place	Details
<b>To ensure a member of the Safeguarding Team is available during the day and contactable by students, parents, staff and external agencies.</b>	<p>Rotation of staff with responsibilities for Safeguarding in school each day. Ensure students attending school are aware of all the staff on site that day and their responsibilities.</p> <p>Email link to Safeguarding Team on school website.</p> <p>All staff aware of staff responsible for Safeguarding.</p> <p>Designated Safeguarding Lead to monitor any communication from Operation Encompass and</p>	<p>Staff rota document details staff attending school.</p> <p><a href="mailto:Safeguarding@coloma.croydon.sch.uk">Safeguarding@coloma.croydon.sch.uk</a> Link on website &amp; checked every day by Designated Safeguarding Lead (DSL) &amp; Deputy Designated Safeguarding Lead (DDSL).</p> <p>Website link has advice to how to report Safeguarding issues if young person is in immediate danger.</p> <p>All Heads of Year monitoring email daily for contact from parents &amp; external agencies.</p> <p>All staff signed declaration relating to School Safeguarding Policy and how to handle safeguarding disclosures.</p> <p>Daily monitoring of email account by Designated Safeguarding Lead. All members of</p>

<p><b>Identification of vulnerable students.</b></p>	<p>maintain regular contact with Safer Schools Team.</p> <p>Designated Safeguarding Lead to produce and distribute list of vulnerable students to members of the Pastoral &amp; Inclusion teams.</p> <p>Vulnerable students to include students with;</p> <ul style="list-style-type: none"> <li>• Educational Health Care Plan</li> <li>• Social Worker</li> <li>• Additional Support Plan</li> <li>• Considered vulnerable by DSL</li> <li>• Safeguarding issues (current and historic)</li> <li>• Looked after children</li> <li>• Young carers</li> <li>• Low income families where Early Help have been involved</li> <li>• Those students that may be more vulnerable due to isolation i.e. mental health issues</li> </ul>	<p>Pastoral Team and Inclusion Manager to check school email once a day.</p> <p>Vulnerable Student Lists for each individual year group and Special Educational Needs emailed to members of Pastoral team and Headteacher.</p> <p>Special Educational Needs list also given to Inclusion team.</p> <p>List includes cause for concern, prime contact name, relationship to student, telephone no. (mobile &amp; home) &amp; email address.</p> <p>Designated Safeguarding Lead to liaise weekly with School Counsellor to discuss cases. Arrangements to call vulnerable students to follow same protocol as Pastoral Team – see below.</p>
<p><b>Maintaining contact with vulnerable students.</b></p>	<p>Pastoral &amp; Inclusion staff to make weekly telephone call to all vulnerable students allocated to them, using prime contact details.</p> <p>Pastoral &amp; Inclusion staff may speak directly to student at prime contacts request or if they feel a child is at direct risk.</p> <p>Where contact has not been possible an email should be forwarded to prime contact requesting a reply and time to contact.</p>	<p>Date and outcome of call to be logged on copy of Vulnerable Student Lists.</p> <p>Staff should follow normal Safeguarding protocols following any disclosure and report concerns to Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.</p> <p>If contact has not been established within 7 days escalate to Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.</p>

	<p>Pastoral Team to maintain contact with External Agencies on a regular basis,</p> <p>Google Classroom set up to promote well-being during partial or full closure.</p>	<p>Non-contact to be logged with date on Vulnerable Student Lists.</p> <p>Pastoral leads to maintain regular contact with Children’s Social Care Services in line or on a more regular basis if the partial/full closure is likely to impact welfare. All contact to be recorded on Child Protection Online Monitoring System (CPOMS).</p> <p>School Counsellor to upload any information that may be beneficial for families with students at home.</p>
<p><b>Areas to be discussed when contacting vulnerable students.</b></p>	<p>Staff should ascertain the following from conversations with prime contact and student;</p> <ul style="list-style-type: none"> <li>- Are students able to access work remotely via the established method (Google Classroom)?</li> <li>- Do they understand the work set?</li> <li>- Are there any obstacles preventing learning taking place?</li> <li>- Evaluate the well-being of the student?</li> </ul>	<p>Where specific obstacles to learning are known i.e. learning specific issue (dyslexia) or an ongoing pastoral issue, these should be addressed and comments recorded.</p> <p>By direct questioning or by using inference from tone/attitude/ other responses.</p>
<p><b>Issues arising from weekly contact or contact with any student during partial or full closure.</b></p>	<p>Any issues arising from contact should be forwarded by email to appropriate staff member;</p> <p><b>Safeguarding*</b> – Designated Safeguarding Lead;</p> <p><b>Pastoral</b> – Head of Year;</p>	<p>All issues to be recorded on Vulnerable Student List including action taken.</p> <p><b>* By telephoning</b> Designated Safeguarding Lead, completing Multi Agency Referral Form &amp; recording incident on CPOMS. Record on CPOMS, alert incident in CPOMS to Designated Safeguarding Lead.</p>

	<p><b>Subject Specific</b> – Key Stage Coordinator;</p> <p><b>Learning Issue</b> – Inclusion Manager;</p>	<p>Email KSCO with Subject, Teaching group and specific details of the issue.</p> <p>Email Inclusion Manager with full details. Access to Additional Support Plans can be done via SEND folder on Shared area.</p>
<p><b>Arrangements for students attending school.</b></p>	<p>SLT to notify parents and carers of the school closure and arrangements made for access to remote learning.</p> <p>SLT to notify parents and carers of arrangements for those students able to attend school.</p> <p>AM registration taken and details forwarded to DfE and Croydon Education.</p>	<p>Letter sent to parents – <a href="#">link</a></p> <p>Letter sent to parents – and AHT to collate information on those students who will be attending.</p> <p>AHT to record daily details and contact non-attendees.</p>
<p><b>Special arrangements in school relating to COVID-19</b></p>	<p>Staff to ensure all students &amp; staff follows guidelines issues by HM Government.</p>	<p>2 metre social distancing to include all areas of seating in classrooms, dining hall, movement in corridors, school grounds, PE etc.</p> <p>Students to use the same equipment (named) and same computer, keyboard etc.</p> <p>Students &amp; staff instructed to wash hands after each session and on arrival to school.</p>

**Safeguarding staff and students during full or partial closure.**

Staff to follow normal guidelines set out in the Coloma Safeguarding Policy for students attending school.

In addition care should be taken when making contact with students at home to ensure; Caller identification is turned off from the device used to make the call.

Video conferencing, Face Time or Skype should not be used.

Video content set on learning platforms should be checked for appropriateness, language etc.

That all website links are checked to maintain cyber security. Any video lessons should not include any identifiable locations.

[Coloma Safeguarding Policy](#)

Dial 141 before the number or turn off Caller I.D. in 'call settings'

All postings and conversations should be of a professional nature as if taking place in school. As in normal operation, staff must ensure all social media platforms are secure during this period and not allow students to 'friend them'

Online teaching and learning should be age and content appropriate, respect the privacy of the pupil and their families at home, and reflect the pupil cohort and the needs of any **vulnerable pupils (including those with SEND).**

Consideration should be given to alternative options for pupils whose situation make joining certain types of lesson difficult, or whose learning needs are incompatible with this type of provision.

Consideration should also be given to any risks arising from the format of the remote provision, for instance to minimise the risks of the children being visible to others.

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**GDPR**

Normal school policy applies; in addition staff should ensure that;

- All student contact details are kept secure
- All contact details are shredded on return to normal operation.