

### Key contacts

	Name	Contact details (telephone and/or email address)
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### Introduction

Following the re-opening of schools in September 2020, we have followed DfE guidance in ensuring our pupils are maintained in consistent groups, or ‘bubbles’, in order to reduce the risk of infection transmission, and to more quickly and easily identify those who need to self-isolate in the case of a positive COVID-19 test. If a positive COVID-19 test does occur in any of our bubbles, we are aware that, upon advice from the DfE and Public Health England, this bubble will need to self-isolate at home for 10 days and will not be able to attend school during this time. Despite not being present in school, our safeguarding responsibilities for these pupils whilst isolating at home remains our highest priority. This annex outlines the specific actions that our school will take, in addition to the main safeguarding and child protection policy, to safeguard these pupils.

### Designated Safeguarding Lead arrangements

A minimum of one person from the safeguarding team, as listed above, will be designated to be responsible for safeguarding of pupils who are unable to attend school due to bubble closure. They will typically be available in person at school or, in exceptional circumstances, remotely. Staff working in the school will be aware of the name and location of the designated safeguarding person on duty, and their contact details (phone and email) will be shared, as required.

The DSL and Deputy DSLs will continue to liaise closely with the Local Authority, Social Work teams, Early Help and Family Support teams, and the Virtual School, as applicable, to support any vulnerable pupil from within a closed bubble. Any professionals’ meetings, i.e. core groups, child protection conferences, will be attended remotely where the facility from the Local Authority and school allows; in the event that this is not possible, a written report will be submitted. *Where a vulnerable child who has a Social Worker is in a bubble that is closed, the child’s Social Worker will be informed.*

### Safeguarding pupils who are not in school due to their bubble being closed

To support and safeguard pupils known to be vulnerable whilst they are not attending school due to bubble closure, the following procedures have been put in place, as a minimum:

- Review all pupils on vulnerable pupil list and identify those for whom bubble closure and a lack of contact with school staff would pose most risk, allocating each child to a member of the DSL team
- Ensure pupil contact details are up to date and are remotely accessible by all DSLs
- Ensure all DSLs have remote access to email and CPOMS

- Make regular (no less than weekly) phone contact with each pupil at risk to check safety and wellbeing; where possible, speaking to the child and not just the parent.
- Record a summary of conversation on CPOMS
- Monitor CPOMS daily, and respond as required in line with the main safeguarding and child protection policy and Local Authority thresholds

Where contact with vulnerable pupils in a closed bubble is difficult to achieve or maintain, every effort will be made to contact parents through all available means of school communication, i.e. phone, text, email. At the discretion of the Headteacher, a home visit may also be considered. In all cases, this will follow a clear COVID-19 risk assessment, including instructions to staff to promote good hygiene and maintain social distancing. If there are concerns about the welfare of a pupil where contact has not been established, we will follow our Local Authority Social Care referral processes.

We recognise that school is a protective factor for our pupils, and that the closure of their bubble may affect the mental health of these pupils, as well as their parents. All staff will be aware of this in setting expectations of pupils' work to be completed at home, and in any other communications with parents and pupils. Any concerns for either parents or pupils related to mental health will be recorded and responded to in line with the main safeguarding and child protection policy.

Upon re-opening of the bubble, if a pupil is expected to attend and does not do so, appropriate enquiries will be made to ascertain the pupil's whereabouts, in line with the attendance policy. This may involve referral to the Local Authority, Social Care and/or to the Police to check the pupil's welfare. Parents are requested to inform the school as soon as possible if their child will not be coming back to school on the day that the bubble re-opens.

### **Reporting a concern**

If staff have a safeguarding concern about a child from a closed bubble, they should follow the usual process as per the main safeguarding and child protection policy. This would involve completing a cause for concern log on CPOMS and notifying the Safeguarding team. In the event that staff working remotely do not have access to the necessary device or systems for recording their concern, they must contact the named person responsible for safeguarding on the day in question via phone in order to make a verbal report. Staff are reminded of the need to report any concern immediately and without delay; where a concern is urgent and high risk, a verbal report must be made first, either in person or via phone, and followed up in writing as soon as possible thereafter. CPOMS will be monitored by the DSL team regularly, no less than daily, and actions will be completed and recorded in line with the main safeguarding policy and Local Authority thresholds, including those for Early Help.

When pupils from a closed bubble return to school, we recognise that new safeguarding concerns may arise that have previously been unknown due to the lack of contact between pupils and staff during the time away from school. The DSL and Deputy DSLs are alert to this risk; they will support and train staff as required prior to pupils returning to ensure that any potential safeguarding concerns are recognised and reported, and they will support staff to 'check in' with pupils as they return to school and thereafter on a regular basis.

### **Online safety**

Our school will support the learning of pupils from a closed bubble at home via You Tube and class e-mails. Staff must only use approved devices and platforms to communicate with pupils (You Tube and e-mail), and a record of all interactions (excluding published video lessons) must be kept, with a record of the date, time, length and purpose/nature of the interaction. This will happen by default using the school e-mail system.

Advice for parents regarding keeping their child safe online while at home has been shared via letter previously, which will be regularly updated to ensure it remains high profile for our parents. This will also include sources of support for pupils themselves, at an age and stage appropriate level.

It is important that all staff continue to look out for signs a child may be at risk when online. Any such concerns will be dealt with as per the main safeguarding and child protection policy, and, where appropriate, referrals will be made in line with Local Authority thresholds.

### **Safeguarding support**

The REAch2 safeguarding team will provide remote support to schools, DSLs and other school leaders where a bubble or bubbles have closed to enable safeguarding to operate effectively. This may involve secure remote access to files and record keeping for the purposes of quality assurance, guidance and direction. Support to DSLs in the event of concerns about the practice or decision making of external agencies with regards to the safeguarding of a pupil will be provided in line with Trust guidance on safeguarding escalation.

### **Review**

This annex will be reviewed by REAch2's Head of Safeguarding on the first of each month for as long as DfE bubble arrangements are in operation, or more frequently if updates from the DfE require, to ensure it remains compliant with DfE expectations. In addition, it will be reviewed by the Headteacher and/or Designated Safeguarding Lead at the point of bubble closure to ensure all arrangements are current and ready for implementation.