

## **COVID-19 Evolve Trust Safeguarding Policy Amendment**

Adopted by the Board of Trustees

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Trustee Reviewers: Julie Horton

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## 1. General Data Protection Regulations



This policy has been reviewed in accordance with the General Data Protection Regulation (GDPR) which will replace the Data Protection Act 1998 from 25<sup>th</sup> May 2018. The introduction of GDPR has resulted in changes to many existing data protection rules and regulations that educational establishments adhere to. The Evolve Trust has undertaken a full data protection audit and have ensured that appropriate changes that have been made to data protection rules and regulations have been adhered to in full. The Evolve Trust has carried out all additional compliance requirements and fully accepts their duty of care to ensure individuals' data is kept safe and secure, resulting in increased compliance in our systems, processes and policies.

## **2. Background**

The Evolve Trust is providing provision for all 3 Trust Academies on one site, The Bramble Academy, during these unprecedented times. Whilst the government advice is that all children should remain at home if at all possible, children who fall into the categories stated by the government and who can't be looked after safely at home, may attend The Bramble Academy care provision. This will be provided by staff from across the Trust and at all times, there will be at least one senior member of staff on site, including availability of a designated safeguarding lead.

As there will be children on site from Primary and Secondary age groups, appropriate staffing ratios have been put in place along with allocation of appropriate spaces and separate toilet facilities.

## **3. Key contacts**

The key contacts as stated in the current "Whole school policy for child protection to safeguard and promote the welfare of children" for each academy remain the same. Additionally, concerns may be raised through the Trust's central email address – Covid19@evolvetrust.org .

## **4. Designated Safeguarding Leads**

Those with Designated Safeguarding Lead (DSL) responsibilities remain the same across the Trust. Where it is not possible to have a DSL available on site, then there is always a DSL from each school available by phone and to travel to the school site if essential. All senior leaders and staff are aware of the procedures to follow should there be any concerns raised.

## **5. Meetings**

DSL's will continue to support and attend virtual meetings online as appropriate, so that children and their families continue to receive the support they need.

## **6. Vulnerable Children**

In line Nottinghamshire guidelines where it is safe for children to remain home, then they should do. Where this isn't possible, then provision will cater for vulnerable children as identified by the DfE.

Where vulnerable children are remaining at home, then each academy has a list of these vulnerable children and has put in place regular contact with them (at least once a week, and in the vast majority of case at twice) via a range of methods- telephone, skype/zoom etc. and where appropriate home visits whilst observing social distancing guidelines at all times. Detailed records of this contact are held by each academy.

## **7. Attendance**

Attendance registers will be maintained on a central spreadsheet provided by the DfE for all Trust academies together. These will be return daily to the DfE and the LA by 12 noon.

If children who are expected do not attend, then their families will be contacted to ascertain why they have not arrived. Where concerns exist appropriate agencies will be contacted.

## **8. 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 making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email a member of the safeguarding team and make contact by phone. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately.

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

## **9. Training and updates**

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 Trust staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL form each academy will 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 the Trust, they will continue to be provided with a safeguarding induction.

## **10. Recruitment**

It remains essential that people who are unsuitable not be allowed to enter the children's workforce or gain access to children. When recruiting new staff, The Evolve Trust will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

All panels (mostly virtual) will continue to include someone who is safer recruitment trained and will follow the Trust's scheme of delegation.

## **11. Online safety**

The Evolve Trust will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where children are using computers in school, appropriate supervision will be in place as would normally be the case.