

SOLIHULL



Saint Martin's

**Solihull School & Saint Martin's School
Key Worker Co-Located School
(COVID-19) Safeguarding Policy
March 2020**

Key Contacts for Safeguarding and Child Protection at Solihull and Saint Martin's School

Headteacher/ Headmaster:

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0121 705 0958

Designated safeguarding lead:

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Deputy designated safeguarding lead (s):

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0121 705 1265

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0121 705 0958

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0121 705 1265

Local authority Safeguarding Lead:

Lorraine Lord

Contact email (s):

llord@solihull.gov.uk

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Telephone:

0121 704 6616

Local Authority Designated Officer (LADO):

Contact email:

lado@solihull.gov.uk

Telephone:

0121 788 4310

Local Authority Social Work (MASH):

Contact email:

mash@solihull.gov.uk

Telephone:

0121 788 4300

Helpline numbers and links:

Solihull MASH

Telephone:

0121 788 4300

Website

<https://www.solihull.gov.uk/Resident/socialservicesandhealth/childrenfamilies/safeguardingchildren/safeguardingchildrenyoungpeople>

Birmingham Children's Trust

Telephone:

0121 303 1888

Website

https://www.birminghamchildrenstrust.co.uk/info/6/contact_us/38/worried_about_a_child

NSPCC Childline

0800 1111

<https://www.childline.org.uk/>

Child Exploitation and Online Protection

<https://www.ceop.police.uk/safety-centre/>

Contents:

- 1.0 Policy purpose
- 2.0 Procedures in respect of child concerns
- 3.0 Flow Chart for staff actions
- 4.0 Children's contact with the co-located setting
- 5.0 On-line Safety
- 6.0 Allegations against members of staff or Headteacher/ Headmaster
- 7.0 Appendices:
 - 1 COVID-19 Safeguarding Bound Book
 - 2 Demographic Details for the child and chronology form
 - 3 Child protection concern form
 - 4 Body Map Chronology Form

1. Policy Purpose

1.1 Safeguarding and promoting the welfare of children remains **everyone's responsibility**. Consequently, everyone who comes into contact with our children, whether it is those in our settings during this 'time of closure' or those students working from home, has a role to play in safeguarding and child protection. In doing so, all staff and volunteers should make sure their approach is child centred. This means that they should consider, at all times, **what is in the best interests of the child**.

1.2 It is important to remember whilst school provisions are consolidated onto one site staff should still follow the guidance of their local multi-agency safeguarding arrangements and designated safeguarding leads (DSL's) should ensure that all staff are aware of those issues and systems for reporting and provide local safeguarding updates.

1.3 This emergency policy has been developed to protect children, referencing key documents including:

- Solihull School and Saint Martin's School Safeguarding and Child Protection Policy [link to Solihull and Saint Martin's Safeguarding and Child Protection](#)
- Solihull MBC Child Protection Policy [link to model child protection policy](#)
- Solihull MBC Safeguarding Policy [link to model safeguarding policy](#)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, updated September 2019, DfE
- Working Together to Safeguard Children, July 2018, HM Government
- Corona Virus – Covid 19, Guidance on Vulnerable Children and Young People
 - <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Covid 19 – Guidance for Schools about Temporary Closing
 - <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>
- Coronavirus (COVID-19): attendance recording for educational settings
 - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Guidance on Social Isolation
 - [This note is about managing social isolation](#)
- DFE guidance for early years and child care providers: [link to DFE guidance](#)

1.4 In accordance relevant law and guidance this policy sets out our procedures for safeguarding and child protection during the Covid 19 emergency response. It applies to **all staff** working at **Solihull School co-located school** regardless of their host school or employer.

2. Procedures in respect of Child Concerns:

2.1 Child abuse exists where children have been physically or emotionally abused or severely neglected. During the emergency Covid 19 measures the majority of our student population will not be seen by staff in their normal school, therefore it is essential that everyone is observant and listening to the voice of the child during any contact.

2.2 Despite the emergency nature of the current situation everyone in the co-located school has a role of recognising and responding to potential indicators of abuse and neglect, all action should be taken by those with statutory powers to help the child. Early contact and close liaison with such agencies are therefore regarded as essential by the academy.

2.3 For all children coming into the co-located school, with a known safeguarding or child protection need, a summary of needs and interventions MUST be provided by the 'sending' school DSL team. (see appendix 2)

2.4 In the event of an actual or suspected case of child abuse by adults, parents, or any other adult, it is the responsibility of staff to **report this to the Designated Safeguarding Lead (DSL) as soon as possible**. It is important that if staff overhear children discussing 'abuse' or 'neglect' that this information is relayed for investigation.

Designated safeguarding lead:

Thomas Emmet (Solihull)

Contact email:

emmett@solsch.org.uk

Telephone:

0121 705 0958 / 07530047818

2.5 The Designated Safeguarding Lead (DSL) is responsible for ensuring that children are identified, and the appropriate agency involved.

2.6 The Designated Safeguarding Lead (DSL) will attend any reviews called by the Local Authority or other means of social distancing and may call on appropriate members of staff for reports.

2.7 A confidential register will be maintained of all those students known to be at risk.

2.8 A 'Safeguarding Bound Book will be initiated – Appendix 1, and all concerns recorded in this document in chronological order. The Safeguarding Bound Book will have the following headings:

- Incident Reference Number
- Name of Child
- Date of Incident
- Time Concern was reported

2.9 A separate 'Child Safeguarding' file will be maintained for each child, all reports of concerns, details of contacts, referrals and actions will be recorded within this file.

- Where the co-located school uses an electronic system such as CPOMS and the student is from the co-located school – the student file will be maintained on the CPOMS system, but the notice of concern also recorded in the Safeguarding Bound Book
- Where the student is enrolled in another setting the safeguarding file will be held on paper and stored in a locked cabinet. Notice of Concerns will be recorded in the Host School's Safeguarding Bound Book.

2.10 The Child Safeguarding File will consist of:

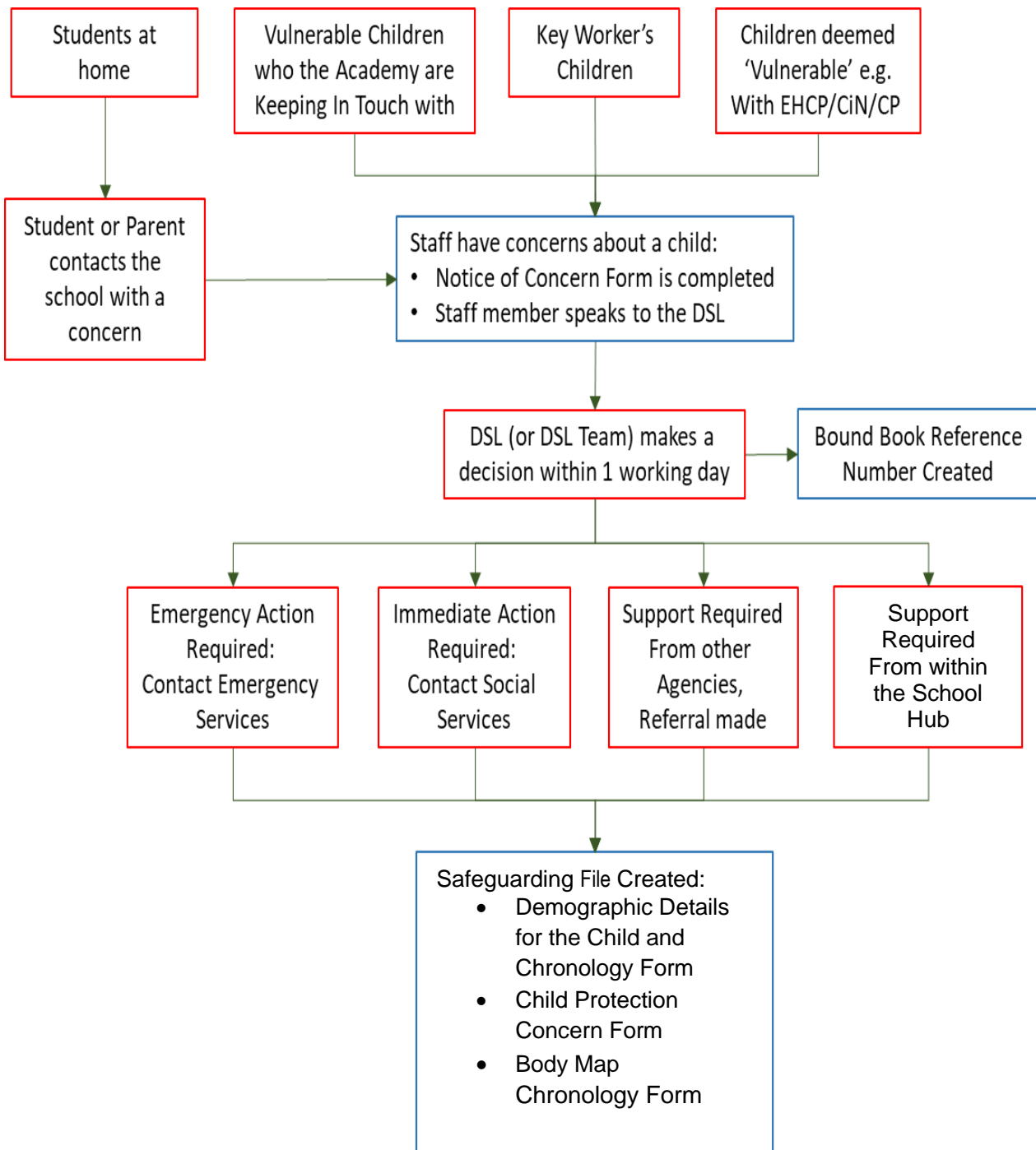
- The Demographic Details for the child and child chronology form – Appendix 2
- Concern Form – Appendix 3
- A Body Map Chronology Form – Appendix 4

- Referral documents
- Meeting Notes and correspondence

2.11 The Safeguarding file will return to the school of the pupil when normal education services are allowed, and this file will be uploaded to the safeguarding systems of that school.

2.12 The Safeguarding Bound Book will be retained and archived in the co-located school until 2045.

3. Flow chart for staff actions:



4.0 Children's contact with the co-located setting

4.1 Solihull MBC believe all students, regardless of their circumstances or background are entitled to education which is suitable to their age, ability, aptitude and any special educational needs

However, the co-located school follows the Government advice that only if absolutely necessary will students attend the setting. These circumstances are:

- If the student is deemed vulnerable
- If the student has an EHCP
- If the student is in need of a social worker (on a CP or CiN Plan).
- If the student is the child of a Key Worker – where NO OTHER childcare facility can be arranged

5.0 Online Safety

5.1 It is essential that children are safeguarded from potentially harmful and inappropriate communications and online material. As such, the school hub ensures appropriate procedures, filters and monitoring systems are in place in accordance with the SMBC model safeguarding policy guidance which provides the following links/information:

- SMBCs E-Safety,
- Web Filtering and Device Monitoring.

6.0 Allegations against Members of Staff

6.1 All allegations of abuse made against a member of staff in relation to a student must be brought to the attention of **the Headteacher/ Headmaster** immediately.

For allegations about a member of staff – these should be reported to the Headteacher/ **Headteacher**, only

Headteacher/ Headmaster

David Lloyd (Solihull)

Contact email: lloydd@solsch.org.uk

Telephone: 0121 705 0958

- For allegations about the Headteacher– these should be made to The Chairman of Governors, Director of Children’s Services and the Local Authority Designated Officer.

Chairman of Governors

Mark Hopton

Contact via email to the clerk - clerk@solsch.org.uk

Telephone: 0121 705 0958

6.2 If the allegation meets any of the following criteria, the Principal (or other lead person) must report it to the Local Authority Designated Officer the same day. If it is alleged that a teacher or member of staff (including a volunteer) has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he/she is unsuitable to work with children

6.3 For other allegations the Headteacher and DSL will decide if further enquiries are required prior to referral to the Local Authority Designated Officer.

Where a member of our staff has been suspended, redeployed to work that is not regulated activity, dismissed or resigned from service. At the conclusion of any investigation enough evidence is gathered to have foundation then a referral will be made to the Disclosure and Barring Service Authority as soon as possible.

6.4 The Local Authority's Designated Officer must be informed of all allegations that come to the Academy's attention that meet the criteria so that he/she can consult police and social care colleagues as appropriate.

6.5 All alleged physical injuries must be investigated by the appropriate external agencies

Appendix 1 – Solihull School COVID-19 Safeguarding Bound Book

To be retained by Solihull School until 2045

Incident Number	Reference	Name of Child	Date of Incident	Time of Concern was reported

Appendix 2- Demographic Details for the child and chronology form

CHRONOLOGY TEMPLATE

Name of education provision	
Child's Name	
Date of Birth	
LAC <input type="checkbox"/>	
Child Protection Plan <input type="checkbox"/>	

Siblings		
Name	Date of Birth	School

Other agency contacts

Name	Agency	Contact details

Summary of any specific needs for this child and/or family	Summary of any specific interventions for this child and/or family

Appendix 3 – Child Protection Concern Form

To be completed by education provision staff or volunteers when they become aware of any child welfare or child protection concern.

The completed form should be handed to the DSL without delay.

Forms should be returned to Thomas Emmet (Solihull School) by email while the school is closed. Take reasonable steps to maintain confidentiality.

Email: Thomas Emmet emmett@solsch.org.uk & Designated Safeguarding Leads dsl@SolSch.org.uk

Telephone: 0121 705 0958 / 07530047818

Records to be returned the child's normal school when normal education services are allowed.

Name of Child:	DOB of child:	
School	Year Group:	Class/tutor group:
Name and role of person making this record:		
Date:	Time:	
Nature of incident/concerns/disclosure: (Include any relevant background and any injuries/marks. These should also be recorded on the body map).		
What the child said in their own words:		

Observations made / Professional opinions:

Please make distinction between fact and opinion

Action taken by person making this record

Signature:

Date:

Appendix 4 – Body Map Chronology Form

Name of child:.....

Date of use of body map:.....

Name of staff member:.....

Body Map

