

Addendum to Safeguarding Policy regarding COVID

19. Subject to ratification by governors

Extended School Closure – Safeguarding Guidance

Safeguarding responsibilities:

- 'It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours / out of term activities' KCSIE 2019; 65.

- Although staff will be providing learning and feedback, they are not acting in loco parentis

- **Therefore, schools' approach to safeguarding should be broadly in line with their approach during school holidays.**

During term time the parents of vulnerable students will be contacted by the Safeguarding team on a weekly basis. All calls and subsequent concerns will be logged.

At CAN there will be a DSL on site if the school is open. A DSL can be contacted outside of school hours on 01603 251655.

, As staff may be in communication with students and parents, processes are in place for remote reporting of safeguarding concerns via CPOMS

Communication of Safeguarding Concerns

- All staff have remote access to school safeguarding reporting CPOMS. All concerns should be logged.

- Staff should report any urgent safeguarding concerns immediately to police and MASH, in addition to notifying DSL via school safeguarding reporting mechanisms (e.g CPOMS)

- Website information has been updated in light of the current situation. There is a page dedicated to Covid 19

- The following is on the CAN website:

Safeguarding during extended school closure:

If you have an urgent safeguarding concern (such as a child being at risk of harm) please dial 999. If your concern is not urgent and can wait until the school reopens, please email safeguarding@cityacademynorwich.org and our safeguarding team will get in contact. You can also refer directly to Children's Services on [01362 654532](tel:01362654532).

Home Learning

Contacting students and parents during an extended closure:

- *It is understandable that colleagues may wish to maintain regular contact with students, to give feedback on work and maintain a sense of community. However, this must be appropriate and reasonable in the context of effective workforce deployment and wellbeing*
- Students and parents should be directed to only communicate via staff email addresses to contact the school for any issues and questions regarding home learning
- Staff must not give personal details (e.g. phone numbers, email addresses etc) to parents or students
- Any contact with students should be made through existing school systems and structures (e.g. email, Google Classroom etc.) and should be focused on teaching and learning. In addition staff should copy their line manager into any communication
- Telephone contact with parents should only be made if absolutely necessary and should be logged through existing school systems.
- Staff should never call students directly
- **Staff should not contact parents / students from personal telephones, because the school is unable to appropriately safeguard staff in such circumstances**

Using video technology to communicate with students:

- *Pre-recording lessons / modelling etc. is both appropriate and, potentially, a highly effective means of supporting students*
- **Staff should not use live video technology (e.g. Google Meet; Zoom; Skype) with groups of students. Only with employees of the school.**
- **Staff should never use live video technology to facilitate individual conversations with students.**
- **If using video technology, staff should end sessions and sign out promptly on all occasions to avoid open link connections.**