



Addenda COVID 19 Safeguarding Procedures Update January 2021



- 1) All members of staff continue to be responsible for the safeguarding of all our learners at this time., [Keeping Children Safe in Education](#) legislation and St John Fisher's [Safeguarding Policy](#) continue to be adhered to.
- 2) Members of staff continue to use My Concern if they have any safeguarding concerns about learners. If they do not have access to My Concern from home, they must contact C Teague cteague@ctkcc.co.uk or J Vodrey jvodrey@ctkcc.co.uk Staff are also expected to continue to update on any tasks assigned to them via My Concern.
- 3) The DSL (C Teague) and DDSL (J Vodrey) are also available via email, phone and Microsoft Teams (for staff) daily during normal school hours for any safeguarding concerns. For any concerns where a young person is at immediate risk of harm outside school hours, if neither the DSL nor DDSL are contactable, please contact First Response as is normal process.
- 4) Staff must sign in and out of school when required on site. This is for both health and safety and safeguarding reasons. Any visitors must sign in for the same reasons.
- 5) If members of staff see any learners outside of their homes when undertaking other essential travel, they are asked to email C Teague and J Vodrey with the learner's full name.
- 6) Staff members are asked to continue to adhere to the safeguarding policy regarding communication with learners. Important aspects of this include only emailing from and to the school email account. When using and replying to emails, staff members must ensure that they maintain formality in their tone. If a member of staff needs to make a phone call to a learner, they must first seek permission, via email, from the Head of School (G Murray) and then seek permission from the parent/carer of the learner.
- 7) Staff should adhere to the school's [CtKCC Code of Conduct](#) as they maintain contact with learners through live lessons or for pastoral checks.
- 8) During remote contact with learners, relevant school policy should be adhered to, to maintain professional conduct during contact on-line. The 'On-line checklist' (sent to staff via email, by G Murray 07/01/2021), provides a summary of key considerations. The school [Remote and Blended Learning Policy](#) sets out expectations.
- 9) This is a difficult time for all in our school. We are aware that this time may have an impact on the mental health of learners, family members and staff. If a member of staff are concerned about their mental health, they should contact our Staff Wellbeing Champion, J Burke, who will signpost the member of staff to relevant services. If a member of staff is concerned about the mental health of any learner or family member of a learner, they must log a concern on My Concern. If you are unable to do this, they must email C Teague or J Vodrey. If a parent/carer or a learner is concerned about the mental health of any learner or family member of a learner, they must contact C Teague or J Vodrey via email.
- 10) If a learner, family member or member of staff has a safeguarding concern about a staff member with regards to online learning, they must contact G Murray. If a member of staff has a safeguarding concern about online learning, they must log a concern on My Concern. If they are unable to do this, they must email C Teague and J Vodrey.

Designated Safeguarding Lead: Mrs C Teague cteague@ctkcc.co.uk
Deputy Designated Safeguarding Lead: Mrs J Vodrey jvodrey@ctkcc.co.uk