



**Woodbrook Vale School  
Policy Document**

**Addendum  
Safeguarding Policy  
Covid – 19 Response**

**Date approved by Trustees:                      March 2020**

Headteacher's Signature: ..... Date: March 2020

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## **APPENDIX 8**

### **Covid - 19 Response**

Addendum to Safeguarding Policy - Autumn Term 2019

#### **1. Vulnerable Students**

Woodbrook Vale School has identified students who are considered to be vulnerable. Some, but not all, of these students fit into the DfE categories of students with a social worker and/or a Child Protection Plan and students with an EHCP. Students who fit into the DfE criteria for vulnerable children have all been offered provision at Woodbrook Vale School.

In addition to these students DSL's have identified as vulnerable students who are:

- educated off site through the Loughborough Inclusion Partnership;
- some SEND (K) students;
- students with involvement from the Children and Families Wellbeing Service and students with SEMH difficulties receiving greater levels of pastoral support at Woodbrook Vale and / or from external agencies.

All students who have been identified have been added to a vulnerable student register and have been allocated a key member of staff.

All the identified students will receive at least weekly telephone calls from the identified member of staff. Where there are concerns raised these will be followed up with the senior DSL and appropriate action will be taken. This may include signposting to healthcare professionals, Early Help or, if appropriate, First Response.

All calls and actions are centrally recorded and monitored by the senior DSL on a daily basis. Where necessary more regular contact will be made and / or existing professional involved outside of school notified.

Children's social care are not currently recommending home visits to vulnerable students. However, if this is necessary two members of staff from Woodbrook Vale would conduct a doorstep visit jointly.

#### **Students educated through the Loughborough Inclusion Partnership**

- These students have an identified LIP key worker based on continuity.
- LIP key workers have a contact record that is shared weekly with Woodbrook Vale School.
- The senior DSL is the key contact for safeguarding concerns relating to LIP students.

#### **2. Procedures for students on campus**

- All students wash hands on arrival and before and after break and lunch and before leaving the building.
- Students and staff expected to stay at 2m distance.
- No hand ball or object passing games.
- Students will complete work that has been set on Go 4 Schools, Google Classroom and occasionally supplemented with other activities.
- A DSL is on site at all times. All concerns will be logged on CPOMs during partial closure as normal.
- A First Aid trained person is on site or within 5 minutes of site at all times.
- All equipment must be wiped down after use.
- Children and staff MUST stick to the timetabled classrooms to ensure cleaning rotas are maximised.

### **3. Setting work and communicating with students from home**

- Staff will set work on Go 4 Schools and place documents for student use in either Go 4 Schools, Google Drive, Google Classrooms.
- All links to websites endorsed by the school will be placed on the school website. Teachers will not direct students to places on the internet that are not listed on the main Homework pages of the school website as trusted sites.
- Staff will not speak directly to students from home either by phone or email but go through parents/carers except when in protected spaces such as Google Classroom.
- Communications with children should usually run through the main office at school or a member of SLT.

### **4. Regarding receipt of students from other settings**

In the event of cluster working where Woodbrook Vale may be asked to accept a child from another school, the following will be put in place:

- The student/s must be accompanied by a member of staff from their own establishment who knows them.
- Students emergency contact details and any medical conditions must be supplied on entry to the building.
- Procedures for hygiene and safety, including Fire Arrangements must be notified on arrival. Visiting students must not be left unsupervised at any time.

### **5. Sending WBV students to other settings**

In the event of cluster working where Woodbrook Vale may be asked to send a child to another school, the following will be put in place:

- The student/s must be accompanied by a member of staff from Woodbrook Vale who knows them.
- Students emergency contact details and any medical conditions must be supplied on entry to the building.
- Procedures for hygiene and safety, including Fire Arrangements must be notified on arrival. Visiting students must not be left unsupervised at any time.

### **6. Free School Meals**

During school closure due to Coronavirus, children entitled to Free School Meals will have provision using the government voucher scheme once it is launched.

Where parents are struggling – Woodbrook Vale is able to issue vouchers to local Foodbanks to ensure children do not go hungry.