



Addendum to Safeguarding Policy

Applicable to:	✓	All individual academies within NEAT
		Specified academies only
		NEAT Trust
Approval body:	Local Governing Committee of each Academy	
Effective date:	08 June 2020	

Status:

Statutory policy or document	Yes
Review frequency	Termly
Approval by	Local Governing Committee

Publication:

Statutory requirement to publish on website	Yes – school website
If not, agreed to publish on website?	N/A

Version Control:

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Governance Support Adviser (HH)	April 2020	1.0	Approved by LGC for implementation
Changed by	Revision Date	Version	Status
Governance Support Manager	September 2021	2.0	Amended to incorporate updated DfE guidance from September 2021

Review Date	
Frequency	Next Review Due
Termly	September 2022 (or earlier if required)

Emergency contact details:

Named personnel with designated responsibility for Safeguarding:			
Name	Email	Telephone	Mobile
Sarah Wardle	Sarah.Wardle@benfield.newcaslte.sch.uk	0191 2656091 ext 332	
Jennifer Parker Rebecca Whillis	Jen.Parker@benfield.newcastle.sch.uk Rebecca.Whillis@benfield.newcastle.sch.uk	0191 2656091 ext 316	
Lesley Brookes Paul Fletcher	Lesley.brookes@benfield.newcastle.sch.uk Paul.Fletcher@benfield.newcastle.sch.uk	0191 2656091 ext 381	
Diane Goddard	Diane.goddard@benfield.newcastle.sch.uk	0191 2656091 ext 395	
Alaina Bullock	Alaina.bullock@benfield.newcastle.sch.uk	0191 2656091 ext 320	
Harvey Wilson Nicola Thackray	Harvey.Wilson@benfield.newcastle.sch.uk Nicola.Thackray@benfield.newcastle.sch.uk	0191 2656091 ext 396	
Amy Anderson	Amy.anderson@benfield.newcastle.sch.uk	0191 2656091 ext 333	
Lilian Reeson	Lilian.reeson@benfield.newcastle.sch.uk	0191 2656091 ext 362	

Context

These updates reflect current guidance in response to managing the Covid-19 pandemic and reflect the actions taken and planned by school / academy in preparation for the wider opening of our school to our pupils in June 2020. The updated policy is intended to complement our existing policy document and not to replace the principles, procedures and approach we take to safeguarding the welfare and safety of all our pupils at Benfield School.

Our existing school /academy policy continues to be compliant and fit for purpose. It recognises and responds to the key guidance documents

- ✓ Keeping Children Safe in Education 2019
- ✓ Working Together to Safeguard Children 2018
- ✓ Existing Local Authority / Safeguarding Partnership Advice and Guidance

KCSIE 2021 must still be adhered to. Schools / academies must continue to

- provide a safe environment
- keep children safe
- ensure staff and volunteers have been appropriately checked and risk assessments carried out as required

Key safeguarding principles remain unchanged

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

Key issues and amendments to the policy are summarised below and are in direct response to the areas identified in the DfE advice of September 2021.

Where staff identify a new safeguarding concern in relation to a child returning to school / academy following school closure.

When pupils return it is likely that some may have experienced challenging and difficult circumstances during the lockdown period. Where we are already aware of a vulnerable child, and staff are working to support the child and family, all current policies, procedures and reporting requirements of staff remain the same.

For some children, staff may identify or raise a new concern. Our expectations of staff remain the same. Where staff have a cause for concern then you must share that concern with an identified DSL immediately. The DSL will advise on next steps. In accordance with our procedures staff must record the concern and actions taken following our existing school / academy guidance on reporting and recording.

Our responsibilities remain the same...the welfare of the child is paramount and we expect staff to continue to follow our existing reporting and recording process.

DSL response and support during the period pupils are returning to our school / academy.

The DSL(s) remain our key point of contact for all safeguarding and child protection concerns and issues as pupils return to school / academy following the lockdown restrictions being lifted.

We recognise that as a consequence of our phased return to school / academy for our pupils that there may potentially be greater scope for the DSL to plan, provide and deliver additional support to staff and pupils alike. This is dependent upon a number of issues and other commitments / area of responsibility within the context of our school / academy. Staff are encouraged to seek DSL advice and guidance in all appropriate cases, and we fully appreciate the need to ensure these discussions take place and safe decisions are made.

Staff are asked to continue to use the DSL contact appropriately, according to our current policy and process, and to remember that all at Benfield School recognise that **we all have responsibility for safeguarding**.

Ensuring our pupil / family information is accurate and up to date.

During the Covid-19 pandemic it is essential that we do all we can to ensure pupil and family information for all pupils, and especially those we have identified as vulnerable is accurate, complete and appropriately recorded.

We recognise that in some families specific issues and challenges may have altered previous family structures / living and care arrangements. As pupils return to school it is vital that we gather up to date information to ensure we can respond to need and plan for reintegration into school as effectively as possible. We will undertake an information gathering process with all families where pupils are returning to school in the first instance, and this will extend to all pupils as and when they return to education.

At Benfield School this process will be coordinated by Mrs S Wardle & Mrs J Parker who will ensure all staff are informed of how we will address this issue.

DSL (and deputy) arrangements

Staff know who our DSLs are.

Below are the contact details for our DSLs should you require to contact them.

Named personnel with designated responsibility for Safeguarding:			
Name	Email	Telephone	Mobile
Sarah Wardle	Sarah.Wardle@benfield.newcaslte.sch.uk	0191 2656091 ext 332	
Jennifer Parker	Jen.Parker@benfield.newcastle.sch.uk Rebecca Whillis@benfield.newcastle.sch.uk	0191 2656091 ext 316	
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Peer on Peer Abuse (including on-line); Our Response.

As a school / academy we recognise that for some pupils the lockdown period will have been difficult and upsetting. We cannot be aware of all the circumstances or issues which may have arisen for some of our pupils, especially those we identify as vulnerable.

We recognise that for some young people they may have been involved in a range of potentially abusive situations, in their home, community or on-line. This includes the potential for Peer on Peer abuse to have taken place.

Where staff are aware of an issue or have a specific concern that a pupil may have been subject to any form of peer on peer abuse then they must discuss this with the DSL immediately, following our agreed procedure. The DSL will determine next steps, and we will ensure that our response is compliant with and reflective of the guidance provided in Part 5 of KCSIE 2021.

Concerns regarding the conduct or behaviour of a staff member / volunteer.

Whilst we recognise that our staff have worked in exceptional circumstances during the period of the lockdown, we must ensure that all staff remain vigilant and open to the potential for pupils to be abused by a professional / volunteer.

- ✓ Where colleagues have a concern then they must follow the current school / academy guidance in response to raising concerns regarding the conduct of staff member or follow the process identified within the school / academy Whistleblowing Policy.
- ✓ We will ensure that all concerns are dealt with appropriately, sensitively and in line with the guidance described in Part 4 of KCSIE 2021.

Protecting vulnerable children

At the outset of the Covid-19 pandemic staff identified all pupils we considered to fall within the definition of 'vulnerable'. School / Academy put in place a range of measures in terms of contact arrangements, provision of work / on-line learning opportunities and continued contact with other professionals / agencies working with the child / family.

This identification process was in line with the guidance provided by the DfE and covered the definitions of a vulnerable child set out below.

- ✓ are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child
- ✓ have an education, health and care (EHC) plan and it is determined, following risk assessment ([risk assessment guidance](#)), that their needs can be as safely or more safely met in the educational environment
- ✓ have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could

therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion.

This ongoing support remains in place and will continue until new arrangements can be agreed and appropriate safety and protective factors can be established. Benfield School Senior Staff and Governors / Trustees will keep this under review and we will ensure that we continue to act in the best interests of all our pupils and in compliance with DfE advice and guidance on this issue.

Arrangements for pupils not attending school and on-line safety procedures.

- Phone calls
- Door knocks (Home visits)
- School Bus offer
- Parental meetings
- Support Plan to improve attendance (PSP)

Responding to updated advice and guidance

We continue to work closely with all our partners and external organisations in respect of ensuring our safeguarding response is effective and compliant. Where we receive advice or guidance requiring us to update / revise any aspect of our safeguarding procedures to ensure compliance with our Local Safeguarding Partners arrangements we will ensure this is actioned and relevant documents reviewed.

Similarly where we receive updates regarding our response to meeting the needs of pupils with an EHCP, Referral criteria or thresholds, or where the LADO or CSC inform us of any issues where we need to review our procedure or documentation, this too will be actioned in a timely manner.

Supporting colleagues and partners within the Local Authority.

The response to this pandemic has been complicated. However, Benfield School remains committed to actively supporting the work of colleagues and partners in ensuring we provide the most effective safeguarding response to all our pupils.

We recognise the pressures faced by colleagues but will continue to work positively with colleagues in CSC, Virtual School and all our safeguarding and welfare partners.

Other Issues

Data protection and information security

Schools will continue to follow the trust data protection policy and consider the challenges of remote working and teaching. The trust Governance Support Manager and Data Protection Officer can provide advice to support schools with new ways of working.

Safer recruitment

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. The school will continue to follow the relevant safer recruitment processes and checking and risk assessment process for volunteers excepting where the current response to COVID-19 has amended or disapplied any guidance.

- If school is recruiting new staff the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of KCSIE will be followed. In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance to minimise face to face contact.
- If utilising volunteers, the school will continue to follow the checking and risk assessment process as set out in KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.
- For members of the trust workforce already engaged in regulated activity and who already have the appropriate DBS check there is no expectation that a new DBS check will be obtained where that member of the workforce temporarily moves to another school to support the care of children. The school will risk assess staff received as they would a volunteer. The school must ensure that someone in their setting has had the required checks, this can be achieved by seeking assurance from the individual's current setting rather than requiring new checks. The same process will apply for individuals employed in organisations other than NEAT who temporarily move into a NEAT school.
- The school will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult.
- The school will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per page 55 of KCSIE 2021 and the TRA's ['Teacher misconduct advice for making a referral'](#).
- The school will continue to keep the single central record (SCR) up to date as outlined in part 3 section ii of KCSIE. The SCR can provide the means to log everyone that will be working or volunteering in school on any given day, including any staff who may be on loan from other institutions. The SCR

can also, if school chooses, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

Staff training

We will also ensure that staff receive access to updated safeguarding training and that any new staff appointed during the time are provided with an appropriate induction process which fully addresses their safeguarding role and responsibility.

It is important that all staff and volunteers are aware of the new policy and are kept up to date as it is revised. The revised policy will continue to be made available publicly.