

COGNITA



Cumnor House
School for Girls

Safeguarding and Child Protection Policy and Procedure: COVID-19 addendum

***-for use only where there is a significant outbreak of
the virus in specific year groups resulting in partial
or full closure of the school site***

September 2020

This COVID addendum policy only applies should there be further partial or full closure of the school site due to an outbreak of the virus in the school. It must be read in conjunction with the main Safeguarding and Child Protection Policy 2020/21 and the Department of Education re-opening guidance, which can be found [here](#).

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1. Important contacts during partial /full closure of the school site due to an outbreak of the virus

SCHOOL CONTACTS	NAME	CONTACT DETAILS (WORK EMAIL AND/OR WORK MOBILE)
Designated Safeguarding Lead (DSL)	Mrs Sarah Syradd	sarah.syradd@cumnorhouse.com
Deputy DSL (DDSL)	Miss Emily Browne	emily.browne@cumnorhouse.com
Headteacher	Mrs Amanda McShane	amanda.mcshane@cumnorhouse.com
Director of Education	Mrs Nicky Lambros	nicola.lambros@cognita.com
Group Director of Education	Simon Camby	simon.camby@cognita.com
Regional Safeguarding Lead (RSL) - Europe	Alison Barnett	07717806988 (or call via Microsoft Teams)
EXTERNAL KEY LOCAL CONTACTS		EMAIL/TEL NUMBER/WEBSITE
Children's Social Care (MASH or similar)	Croydon SPOC	https://my.croydon.gov.uk/MashReferrals 0208 726 6464 (consultation) 0208 255 2888 (urgent) 0208 726 6400 (out of hours)
Designated Officer	Mr Steve Hall	0208 726 6400 ext 52889

NATIONAL CONTACTS		
DfE Coronavirus helpline If you have a query about coronavirus (COVID-19), relating to schools and other educational establishments in England contact this helpline.	Email: DfE.coronavirushelpline@education.gov.uk Tel: 0800 046 8687 Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.	
NSPCC 24/7 Helpline	Tel: 0808 800 5000 Email: help@nspcc.org.uk Text: 88858	
NSPCC Child Line	Tel: 0800 1111	
NSPCC FGM helpline	Tel: 0800 028 3550 Email: fgmhelp@nspcc.org.uk	
DfE Prevent helpline for schools and parents	Tel: 020 7340 7264 (non-emergency) Email: counter.extremism@education.gsi.gov.uk	
National Bullying Helpline	Tel: 0845 22 55 787	
UK Safer Internet Centre helpline for School Staff	Tel: 0844 381 4772 Email: helpline@saferinternet.org.uk	
Internet Watch Foundation hotline (for reporting criminal content)	www.iwf.org.uk	
National Centre for Domestic Violence National Domestic Abuse Helpline Refuge	0800 970 2070 0808 2000 247 http://www.refuge.org.uk/	
SCHOOL CONTACTS	NAME	CONTACT DETAILS (WORK EMAIL AND/OR WORK MOBILE)
Wellbeing lead	Miss Sophie Dunnell	sophie.dunnell@cumnorhouse.com

2. Scope and definitions

The government directed that all pupils, in all year groups, must return to school full-time from the beginning of the Autumn term 2020. This decision was made due to their view that the 'prevalence of

coronavirus (COVID-19) has decreased, the NHS Test and Trace system is up and running, and that there is more clarity about the measures that need to be in place to create safer environments within schools’.

That said, and whilst we hope that all schools will be able to remain fully open, every school will also need to plan for the possibility that one or more children at a time may catch the virus in a year group or ‘bubble’, resulting in a more significant number of children being advised to isolate at home. Similarly, staff members may fall ill which may mean that it is not possible to safely hold classes in school. Please note that this revised Covid-19 Addendum policy will **only** need to be adhered to if some or all year groups move to online learning at home due to a **significant** outbreak of the virus in the school. With regards to infection control should an outbreak of the virus occur in school, the school’s re-opening risk assessment must be followed and should be updated accordingly. Should you require any support or advice with regards to the risk assessment, please contact Melissa Jones on melissa.jones@cognita.com.

The fewer children and staff on the school site at the time of any significant outbreak of the virus is likely to protect other pupils, staff, and also the NHS, subsequently saving lives by reducing the risks of spreading the virus. This obviously needs to be balanced with the emotional wellbeing and other developmental needs of children which we know is promoted by regularly school attendance. In all situations of an outbreak of the virus, the school must: engage with the NHS Test and Trace process; manage confirmed cases of the virus amongst the school community; and contain any outbreak by following local health protection team advice.

However, as per the government guidance, should a significant outbreak of the virus occur in school which results in partial or full closure of the site, *if operationally possible*, schools **can** still remain open to for those children who are *defined* as ‘vulnerable’, and children whose parents are key workers and considered critical to the Covid response. This includes those children who have a Social Worker, and are subject to a plan, be it for child protection, child in need, child looked after and/or education, health and care (EHC). Schools should offer children who fall into the above groups a place in emergency provision in the school and continue to do so whilst emergency provision is available as parental need may fluctuate. Please note that the above children do **not** have to take a place if offered.

3. Core safeguarding principles

The safety and wellbeing of all our pupils is still our number one priority whilst the school site is partially or fully closed due to a significant outbreak of the virus

Although we will be operating in a different way to normal due to the partial or full closure of the school site should there be a significant outbreak of the virus, we will still follow these important safeguarding principles:

- The best interests of children **must** come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A Designated Safeguarding Lead (DSL) or Deputy DSL (DDSL) must be available and contactable during school hours (see section 5 for details of our arrangements)
- It is essential that unsuitable people do not enter our school workforce or gain access to children
- Children should continue to be protected when they are learning online

- We will still have regard to the statutory safeguarding guidance: [Keeping Children safe in Education \(2020\)](#).

4. DSL (and DDSL) arrangements during partial or full closure of the school site due a significant outbreak of the virus

Details of important internal and external contacts are listed in the 'Important contacts' section at the start of this addendum.

During any time of partial or full closure of the school site in the above scenario, the DSLs (and DDSL), wherever their location (remote or onsite), will continue to be responsible for safeguarding, alongside the Headteacher who holds ultimate responsibility. The DSL (and DDSL) will continue to identify who the most vulnerable children in our school are with regards to safeguarding and arrange additional support as needed (and where operationally possible). They will continue to update active Safeguarding Files and liaise with parents and partner agencies where concerns arise.

Should **both** the DSL and DDSL be unable to work due to sickness, or **both** be unable to take responsibility for co-ordinating safeguarding due *to any other personal reasons*, they must alert the Headteacher. The Headteacher should inform and seek additional support from Alison Barnett (RSL) and the Director of Education, Nicola Lambros, if both the DSL and DDSL be absent from work at the same time. The Headteacher will be supported to identify another member of the Senior Leadership Team to take responsibility for safeguarding on *an interim basis* until either the DSL or DDSL is able to resume responsibility. Should the Headteacher be unable to make decisions due to their own sickness/unavailability, a member of the SLT should inform the RSL and/or Director of Education.

With the support of the RSL as needed, the SLT nominee for Safeguarding will have temporary responsibility to continue to

- Identify the most vulnerable children in school and arrange support as needed for the child
- Update Safeguarding Files, where and when necessary
- Liaise with partner agencies, including making referrals where needed
- Notify the local authority of any children who are 'missing in education'
- Notify the Police of any criminal offences that we believe have taken place e.g. online distribution of inappropriate images
- Signpost parents to external organisations that may be able to offer them support and advice at this time

5. Reporting concerns about children

All staff must continue, during partial or full closure of the school site due to a significant outbreak of the virus, to act on any concerns they have about a child immediately, and report and record these concerns as per the existing Safeguarding and Child Protection Policy and Procedures 20/21; there must be **no** delay in reporting and recording concerns just because the school site is partially/fully closed. It is still vitally important for staff to do this in order to safeguard any vulnerable children and/or parents who may be at risk, and it remains everyone's responsibility to be vigilant. Some children may be at increased risk in this scenario due to stressors in their home. Others may be higher risk due to increased time spent online at home. See section 10 for online safety issues.

6. Reporting concerns about staff members

With regards to any concerns about a staff member's conduct during partial or full closure of the school site due to a significant outbreak of the virus, we will continue to follow the principles set out in our existing Safeguarding and Child Protection Policy and Procedures 20/21 and Keeping Children Safe in Education (2020).

- Should parents or children raise concerns about a staff member's conduct during partial or full closure of the school site, then this will be managed as per procedure set out in our main Safeguarding and Child Protection policy 20/21.
- Staff should continue to act on any concerns they have about any colleague by talking to the Headteacher and/or DSL in the first instance. They should subsequently complete a Low-Level Concern form (this document must be password protected and sent to the Headteacher; concerns about the Headteacher should be raised verbally and immediately with the RSL/Director of Education).
- We will continue to refer adults who have deliberately harmed or pose a risk of harm to a child to the Designated Officer.
- We will continue to refer adults who have harmed or pose a risk of harm to a child to the Disclosure and Barring Service (DBS).
- We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk, in line with government guidance.

7. Inter-agency working

During partial or full closure of the school site due to a significant outbreak of the virus, we will continue to work with Children's Social Care, Police, and all other external agencies involved with the care of our children, for example CAMHS/other professionals involved in supporting children's mental health. DSLs/DDSs will continue to make referrals to partner agencies and contribute to meetings such as Core Groups and CIN/LAC Reviews (in some cases remotely or by sending documentation).

Internal school Safeguarding Meetings will still take place at a minimum of 6 weeks during any partial or full school site closure due to a significant outbreak of the virus and will be held remotely as needed during full closure.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The Local Authority regarding children with education, health and care (EHC) plans, the local authority Designated Officer and children's social care, reporting mechanisms, referral thresholds and children in need

8. Monitoring attendance

8.1 Contact details

We will always make sure we have up-to-date emergency contacts for **all** children both when the school site is open, and also should the school site be fully closed due a significant outbreak of the virus. These will include contacts for their parents/carers, but we may also obtain additional emergency contact details *wherever possible* just in case the parents are unexpectedly unavailable due to illness/other.

8.2 Attendance expectations *when the school site is fully open (i.e. no school outbreak of the virus)*

School attendance has been **mandatory** from the beginning of the Autumn term 2020, and the usual rules on school attendance have applied, including:

- parents' duty to secure that their child attends regularly at school, *where the child is a registered pupil at school, and they are of compulsory school age*
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct if the child does *not* attend

Should a scenario arise where a parent decides not to send their child to school despite their being on roll, it will be vital to ensure that all possible steps are taken to encourage the child back into school. Please consider whether there are any wider safeguarding risks to the child through their being at home and contact the RSL to discuss. Where appropriate, consideration will be given to reporting the child as Missing in Education should they not be in attendance for 10 days as per government guidance (see below).

In the event that a parent or guardian insists on a child attending school when it is considered that they are displaying *or have been close to someone who is showing symptoms of the virus*, the government advises that 'schools can take the decision to **refuse** the child if in their *reasonable judgement* it is necessary to protect their pupils and staff from possible infection with coronavirus. Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.'

8.3 Attendance expectations should there be a significant outbreak of the virus resulting in the school site having to either partially or fully close to some pupils

Partial Closure

Online learning is our method for curriculum delivery should a significant outbreak of the virus occur, and the school site has to close to the specific year groups who are affected. However, it is critical that we maintain attendance registers (term-time) for those learning online at home, even if this is for a short period of time, not only in order that we can be sure that children are engaging with our online learning curriculum, but also to ensure they are safeguarded. We will be registering children's attendance for those learning at home by [Please insert your registration process here](#)

For any remaining year groups still allowed **in school** during a scenario of partial closure, attendance records will be undertaken in the normal manner.

Full Closure

Most children will **not** be attending school *on the school site* in a full closure scenario due to a significant outbreak of the virus unless they are accessing Emergency Provision i.e. children whose parents are key workers, and/or they are assessed as 'vulnerable' as per the government's definition (see above). Please keep a register of those attending Emergency Provision in cases where full school site closure has commenced, but you are still offering this provision. We will be registering children's attendance in our Emergency Provision by [Please insert your registration process here](#)

REMOVE AFTER READING The way to maintain this attendance register is a **local decision and is the responsibility of the Head**. It may be possible to continue using your MIS if teachers are used to completing this remotely. However, if not, it is perfectly acceptable to have an alternative method provided it is a consistent whole-school method.

8.4 Non- Attendance should there be a significant outbreak of the virus resulting in the school having to either partially or fully close to some pupils

During any period of partial or full closure of the school site due to a significant outbreak of the virus, it is expected that **all** children on the school roll will **still** attend school **every day**, whether this be learning on the school site, or learning online at home.

For those children due to attend learning on the school site, normal processes will occur should they fail to attend.

For any year group that is unable to attend the school site due a significant outbreak of the virus, it is still expected that they should engage with their online sessions and set learning activities at home.

If any child does **not** attend their online school learning, we will:

- Follow up on their absence in the normal manner with their parents or carers (or other emergency contact) by contacting them, on the same day where operationally possible via telephone or email.
- Notify their allocated Social Worker, where they have one

We will continue to do this every day that the child does not attend their online learning, and where their parent/carer **does not** inform us that the child is unwell/other reason for not attending where operationally possible.

*Schools will bear in mind the potential impact of any outbreak of the virus on children's attendance. It is likely that some children may not be able to access online learning if they are their parent (s) become unwell or are required to care for others (or scenarios where one parent is working and the other is unwell). In these situations, attempts will be made to sensitively contact the parent (s)/carers/emergency contacts to ascertain the current family situation and identify who is the adult caring for the child. Where a member of the family is seriously ill in hospital, it will not be expected that the child will be in school attendance, but the situation should be regularly monitored, and support offered.

8.4 Children Missing in Education

In scenarios where a child is supposed to be accessing the curriculum online at home due to their year group being affected by a significant outbreak of the virus, but do not engage with their online school learning for a period of 10 days despite school attempts to contact the parents and engage the child, and where we have **not** been notified by their parent/carer/emergency contact the reason for the child's absence, then consideration will be given to notifying the Local Authority and reporting the child as 'missing in education' as per our statutory duty.

If this child is assessed as currently vulnerable, or where there were safeguarding concerns about the child prior to their having to work online at home due to the significant outbreak of the virus (but they did **not** have an existing Social Worker), then consideration *may* be given to referring our concerns to Children's Social Care, as per our main Safeguarding and Child Protection Policy and Procedure 20/21. Where the child **has** an existing Social Worker, the DSL will contact them to inform them that the child is not attending school.

8.5 Other reasons for non-attendance

Illness

A small number of pupils will still be **unable** to attend school (i.e. even when there is no outbreak) in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus.

The government advises that 'schools should **not** request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. In the majority of cases, schools and parents will be in agreement that a child with symptoms should **not** attend school, given the potential risk to others'.

Shielding

Shielding advice for children was paused on 1 August 2020 which means that even the small number of pupils who will remain on the 'shielded patient list' **can** now attend school, as can those who have *family members who were shielding* - read the [current advice on shielding](#). Pupils who remain under the care of a specialist health professional are likely to discuss their care with their health professional at their next planned clinical appointment - you can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#)

If rates of the virus rise **in local areas**, children (or family members) from that area *who were previously shielding*, and that area only, may be advised to shield during the period where rates remain high and, therefore, they may be *temporarily* unable to attend the school onsite*.

*Where a pupil is unable to attend school because they are complying with clinical or public health advice, schools will endeavour to immediately offer them access to remote online education. There must be no sanctions put in place for non-attendance for the above situation.

Anxiety

The government advises that ‘schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.’ If this situation should arise, the first step is that the child’s individual situation should be discussed with the parent and reassurances given with regards to the health and safety measures being put in place to keep their child safe. That said, the government posits that schools should be clear with parents that pupils of compulsory school age **must** be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance).

9. Supporting children’s emotional wellbeing during partial or full closure of the school site due to a significant outbreak of the virus

Although we will be operating in a different way to normal due to the partial or full closure of the school site in response to a significant outbreak of the virus, we will continue to support the emotional wellbeing of **all** pupils in partnership with their parents/carers who hold main responsibility for meeting their child needs. Additional support will be offered *where operationally possible* to those both learning on and off site during this abnormal time, in term time only.

Schools will follow the protocol included in “Guidance in relation to supporting children’s emotional wellbeing during school site closure” and continue to adopt effective methods previously used in full school site closure during March-June 2020.

9.1 Pastoral provision

Some children, prior to the partial or full closure of the school site due to a significant outbreak of the virus, may have been receiving *pastoral* support in the form of informal daily or weekly check-ins with nominated staff. For any child who was receiving such support, or who now has identified pastoral need following an outbreak scenario, provision will continue to be put in place to support them at this time where operationally possible, albeit remotely for those year groups not in school. This will take place as a virtual check-in via Teams.

9.2 Group weekly ‘Wellbeing Check-ins’

All children *who are learning online at home due to the partial or full closure of the school site due to a significant outbreak of the virus* will be offered weekly ‘Wellbeing Check-ins’ where operationally possible. These sessions will require parental permission, be held in **groups**, and will take place via Microsoft Teams. Two members of staff will facilitate these groups where operationally possible, in order to safeguard the children and professional. These will be facilitated by the Wellbeing Lead and the DSL/DDSL.

9.3 Individual wellbeing check-ins

Those children *who are learning online at home due to the partial or full closure of the school site due to a significant outbreak of the virus*, identified as requiring further emotional wellbeing support, in addition to the above *group* sessions, will be offered *individual* support where operationally possible. These sessions will be facilitated by two members of staff in order to safeguard the child and

professionals. This session will require parental permission and take place via Microsoft Teams. These sessions will be facilitated by the child's form teacher and the DSL/DDSL.

We will also signpost all pupils, parents and staff to other resources to support positive emotional wellbeing at this time of school site closure due to a significant outbreak of the virus.

10. Online Safety (including peer on peer abuse)

Whilst there is no statutory guidance relating to facilitating online lessons for those learning at home, children should continue to be protected when they are online during partial or full school site closure due to a significant outbreak of the virus. Existing policies and procedures should be followed as far as reasonably and operationally possible, in addition to the guidance with regards to remote and online learning issued during March 2020.

The starting point for online teaching should be that the same principles apply as set out in the school's Code of Conduct, particularly with regards to maintaining clear professional boundaries. The DSL should be available and contactable during school hours in case an issue is encountered in remote/online teaching. Staff should **not** use any personal IT equipment.

10.1 In schools where Emergency Provision is being offered for children of key workers, those children who have an EHCP, and those children who have a Social Worker:

Where emergency provision is able to be offered during this time of partial or full closure of the school site due to a significant outbreak of the virus, we will continue to have appropriate filtering and monitoring systems in place *in school*. If local IT staff are unavailable for support, our contingency plan is to seek support from IT Head Office.

Where staff are **in school** but interacting with children who are learning online from home e.g. facilitating teaching sessions, they will continue to follow our existing Safeguarding and Child Protection Policy and Procedures 20/21 and other relevant school policies e.g. Digital Learning/Acceptable Use.

10.2 Outside school

Where staff are interacting with children online from a remote setting (i.e. their home) during partial or full school site closure due to a significant outbreak of the virus, they will continue to follow our existing Safeguarding and Child Protection Policy and Procedures 20/21 and other relevant school policies e.g. Digital Learning /Acceptable Use policy, plus guidance issued in March 2020 with regards to remote and online learning. Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 5 of this addendum.

We will make sure children know how to report any concerns they have through Teams with their teachers or via the NSPCC.

10.3 One to one working

As per guidance when school sites were fully closed in March 2020 due to the virus, should a scenario occur where the school site is partially or fully closed due to a significant outbreak of the virus, no one to one online teaching must take place other than that agreed by the Headteacher.

One to one working must be facilitated via Microsoft Teams only and the session **must** be recorded in order to safeguard the child and professional. The parent and facilitator of the lesson **must** read, understand and agree to follow the protocol provided in guidance issued in March 2020:

- Guidance for Headteachers in relation to supporting children with an Education, Health and Care Plan (EHCP) and those with additional learning needs
- Guidance around peripatetic teachers delivering one to one online sessions
- Guidance in relation to supporting children's emotional wellbeing during school site closure

Where existing contracts are in place between peripatetic teachers/private counsellors and parents, but were facilitated on school premises, these should continue to take place *online* via Teams whilst the school site is closed due to an outbreak of the virus, as outlined in the guidance above where possible. If this is not possible, due to the year group of the child and/or platform for learning, then the peripatetic teacher/counsellor and the child's parents can continue their private arrangement outside of Cognita policy; this private arrangement will not be arranged or involve Cognita staff, and all parties must be made aware of this.

10.4 Supporting parents and carers should the school site be partially or fully closed due an outbreak of the virus

We will make sure parents and carers:

- Are aware of the potential risks to their children online and the importance of their child staying safe online
- Understand the balance between taking an interest in what the child is doing online whilst respecting their child's a right to privacy (older children)
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Know where else they can go for support to keep their children safe online, including how to set parental controls and filtering (www.internetmatters.org/parental-controls/)

Passing on useful information regarding online safety.

10.5 Peer on Peer abuse

Whilst arguably *direct* peer on peer abuse *may* be less likely to occur during any time of full closure of the school site due an outbreak of the virus, we are mindful that our children *may* be increasingly vulnerable to *online* peer on peer abuse, mainly because of the increase in screen time. This may arise in the form of cyber bullying, coercion, sexting, and the sharing of indecent images/inappropriate content. We will continue to follow the principles set out in our main Safeguarding and Child Protection Policy and Procedures 20/21 and Keeping Children Safe in Education (2020) when supporting victims of online peer-on-peer abuse (and their parents). Staff should continue to act on any concerns they have immediately by following normal process and informing the DSL.

We will support the children to know:

- Who they can contact for help and support with regards to online bullying and/or online peer on peer abuse
- How the school will manage the above if occurring during online school lessons, including sanctions if pupils transgress guidelines

11. Staff recruitment, training and induction during school site closure due to an outbreak of the virus

11.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that Cognita employees, third party contractors and volunteers who work in/for school are safe to work with children.

Should school sites not be able to be open due to an outbreak of the virus, other than for emergency provision, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school site, once it has re-opened following any outbreak.

11.2 Staff 'on loan' from other Cognita schools

Staff 'on loan' from other Cognita schools, and Cognita owned companies e.g. the Active Learning Group working in our school will have received the appropriate checks so there is no need to complete a risk assessment. Where a risk assessment is already in place for that staff member, this will need to be reviewed prior to that staff member being able to be 'on loan'.

11.3 Safeguarding induction and training

We will make sure any new staff employed during the closure of the school site due to an outbreak of the virus are aware of changes to our procedures and local arrangements.

New staff will continue to receive:

- A safeguarding induction from the DSL (online as needed)
- A copy of our Safeguarding and Child Protection policy and procedure (and this addendum)
- A copy of our Code of Conduct
- Keeping Children Safe in Education part 1

All new starters during the closure of the school site due to an outbreak of the virus will also be required to sign the Annual Declaration.

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' from other Cognita school's need. In most cases, this will be:

- A copy of **our** school's Safeguarding and Child Protection policy and procedure (and this addendum)
- A copy of **our** school Code of Conduct
- Confirmation of **our** school's local processes
- Confirmation of **our** school's DSL arrangements

11.4 Keeping records of who is on site if offering Emergency Provision

We will keep a record of which staff are on site each day offering emergency provision and ensure that appropriate checks have been carried out for them.

We will continue to keep our Single Central Record (SCR) up to date.

We will use the SCR to log everyone working at our school each day including staff 'on loan'.

12. Policy review arrangements

This policy will be regularly reviewed centrally by Cognita as guidance from the Department for Education is updated by Alison Barnett (Regional Safeguarding Lead – Europe). At every review, any changes or amendments will be approved by Simon Camby (Group Director of Education) and Jayne Pinchbeck (Group Legal Counsel).