



GREAT ROLLRIGHT CE PRIMARY SCHOOL

Church End, Great Rollright, Oxon, OX7 5SA 01608 737202

Head Teacher – Miss Michelle Hastings



Safeguarding addendum – January 2021

Safeguarding principles remain the same even when we are operating under different circumstances –

- If anyone has a safeguarding concern about any child they should continue to act immediately
- a DSL should be available in school at all times
- 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

In the event of partial/full closure/isolation of bubbles -

Responsibilities in school

The Head Teacher

- takes responsibility for the school at all levels of lock down. Should this be impossible then the Senior Teacher will take over this role. (The office administrator will share some of these tasks if they are in school.) This means that they -

- unlock and lock the school
- deal with the alarms and gates ensuring site security
- check messages /- take in post /deal with visitors, email and phone calls
- speak with parents at drop off and collection if necessary
- collect information and record who is on site each day
- monitor attendance by checking that children expected in school are in and organise phone calls if they are not
- deal with any safeguarding concerns as quickly as possible
- communicate regularly with parents and staff and other relevant parties

The Teachers

- Welcome children into school and support their emotional wellbeing throughout the day

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- Take the register and pass on any important information to the office
- Provide teaching and support learning for the children under their care in school and follow the 'Remote learning policy' to provide work for pupils at home
- Provide feedback following the risk assessment guidelines
- Supervise children during breaktimes if required
- Communicate only through official school channels with parents and pupils

The teaching assistants

- Will provide help as is necessary depending on the activities planned for the day and may also undertake other jobs around school as appropriate

- Support the increased hygiene measures required by sanitizing areas

- If the bubble is working remotely, the teaching assistant will be part of all video calls made by the teacher as a safeguarding measure and may be expected to work on classroom related tasks at home

Designated safeguarding leads

There should always be at least one DSL on site unless there is a complete school closure. Should this prove impossible, both DSLs will respond as swiftly as possible to a telephone call or email to call in. The 'Cause for Concern' form should still be filled in if the concern is about a child on site. The form can be put in the Head's office after reporting to maintain records.

If the concern is outside of school time or is about a child at home, all details should be collected and be ready to report during the call. These will be recorded by the DSL at the time and then action taken. Feedback will be given to the person reporting the concern. It will be very important to act immediately on any concern in these unusual times.

Vulnerable Children

LCSS updated info has been sent to TAF families so they have an immediate point of contact.

Safeguarding contact details have been reposted on our website to signpost parents to help if they have concerns. Safeguarding contacts are now on every school newsletter and have been sent to parents as part of their weekly update.

A list of children to check in with via telephone will be created for any remote learning situation. These are SEN/TAF/EHCP/Vulnerable children. TG/MH/JK will phone these families. The weekly conversations will be noted with key messages on a form and sent to MH weekly for review.

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Each Friday, staff will inform MH of any children who have not accessed the home learning that week so a decision can be made whether to make a phone call home.

Wellbeing of staff

Staff will provide home learning opportunities as detailed in the Remote Learning Policy. They will give feedback as appropriate.

Work for individual children is not to be set unless a SEND child requires clarification or further support to access their learning.

KS2 teachers will respond to emails sent by children through the Purple Mash emailing system during the school day on the days they normally work within a sensible time frame and if they are able to do so.

Teachers will reply to work emails from parents, if appropriate, within the school day and on days they normally work within a sensible time frame and if they are able to do so. Any issue with an email, it can be forwarded to MH to respond.

Teachers are not expected to plan work for any holidays.

Teaching staff will try to limit email communication with each other to the working week and to working hours. There will be lots to do beyond the care rota and the home learning requirements but this should be factored into the time available to each member of staff as part of their contract.

Wellbeing of pupils

During the school closure there is a risk of increased peer or peer abuse, particularly but not limited to bullying, cyberbullying, sexual harassment, sexting, over the internet. All staff must be clear about our policy and procedures with regards to peer on peer abuse. Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

We should be prepared that children returning to school may have issues arising from their time at home or from the anxiety of dealing with this highly unusual situation. The adults in the bubble will have to be the first line of support for any child showing signs of distress. If there is cause for concern beyond offering reassurance etc then this should be put onto a Cause for Concern form and passed onto a DSL who will work with parents or other agencies as appropriate to ensure that the concerns are addressed.

First Aid

Depending on the degree of remote learning taking place, we will ensure that at least one of the adults on site is a paediatric first aider. This person will wear PPE if needing to cross bubbles to deal with first aid issues. If this becomes impossible, two first aiders will be on standby to act as first responders should the school call them – HS/SC

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If a child at school should feel unwell with any symptoms linked to covid 19, then the first aider (or responsible adult in the absence of a first aider) will respond as quickly as possible, put on PPE and remove child to the Dell where they can be isolated. A message will be sent to office marked urgent and the person in the office will phone the emergency contact number for child to be collected immediately. After the child has left, the areas should be cleaned thoroughly by staff wearing PPE. The member of staff who has helped does not need to go home unless they display symptoms.

Online safety

Teachers will make every effort to ensure that children are regularly reminded how to work safely online.

Appropriate online safety information will be added to the website to support parents when appropriate.

Staff communication online – Whats app school group – this can be used for personal communication between members of the group but should not be used to discuss any aspect of school business or contain photographs of children. Please use your official emails for all school related communications so that a proper and secure record can be kept. The same message also applies to texts etc. which are quick and instant but should not be used for work messages.

Mobile Phones

If the school is partly closed, the staff in each bubble may access their mobile phone in order that they can communicate with the Head. If it is necessary to send a message or call, the teacher will use the bubble cloakroom (or just outside the door in the Ocean). Other than for this reason or in the event of an emergency, mobile phones should only be used in the staff room or office before the end of the school day (currently 3.15pm).

Fire safety

In the event of a fire alarm, the need to leave the building quickly and safely would override our social distancing measures. The children will have this explained to them but we will not practise a fire drill as there is no point practising one with distancing and we will not take the chance of putting children closely together when there is no need.

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Below are updated contacts for safeguarding related concerns. This document will be re-issued if contacts change.

What to do if you think a child is at risk of abuse or neglect

Immediate danger

If you think a child is in immediate danger, call the police on **999**.

Immediate concern

The Multi-Agency Safeguarding Hub (MASH) is the front door to Children's Social Care for all child protection and immediate safeguarding concerns. If there is an immediate safeguarding concern where a child is deemed at risk or has potentially suffered significant harm, the MASH team should be contacted immediately.

For example:

- Allegations/concerns that the child has been sexually/physically abused.
- Concerns that the child is suffering from severe neglect or other severe health risks.
- Concern that a child is living in or will be returned to a situation that may place him/her at immediate risk.
- The child is frightened to return home.
- The child has been abandoned or parent is absent.

If you have a concern about a child, please call MASH on **0345 050 7666** during office hours (8.30am – 5pm, Monday to Thursday, 8.30am – 4pm, Friday)

Outside office hours call the Emergency Duty Team on **0800 833 408**

If you think a child or young person is being sexually exploited

Contact **the Kingfisher Team on 01865 309196**. If you think a child is at immediate risk call **999**.

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Concerns or allegations about a professional working with children

If you are a practitioner and have concerns about another practitioner or volunteer who works with children, or you need to report them, you will need to contact the [Local Authority Designated Officer](#) (LADO) on **01865 815956**.

A LADO covers all settings where people work with children e.g. football clubs, church groups, child minders. They should be made aware of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

Early Help – Locality and Community Support Service

The Locality and Community Support Service (LCSS) has been created as part of Oxfordshire County Council’s, Children’s Services Integration Programme to support partner agencies across Oxfordshire. It is a practitioner facing service (including community/voluntary sector).



**OXFORDSHIRE
COUNTY COUNCIL**

Locality and Community Support Service North

LCSS North TEAM

LCSS North Team Number: 0345 241 2703

ASSISTANT TEAM MANAGER

Jo Lloyd – 07584 581180

jo.lloyd@oxfordshire.gov.uk

Working Times: Mon-Thurs 8.30am – 5pm, Fri 8:30 – 4pm



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SENIOR – SPECIAL SCHOOLS

Pippa Sinclair – 07776 977958

pippa.sinclair@oxfordshire.gov.uk

Working Times: Mon-Wed 8:30 – 5pm and Fri 8:30 – 4pm



LCSS Worker

Debi Milner – 07827 822620

debi.milner@oxfordshire.gov.uk

Working times: Tue - Thurs : 8.30am-5.00pm



BANBURY AREA

Cary Johnston – 07827 947300

cary.johnston@oxfordshire.gov.uk

Working times: Wed and Thurs : 8.30am-5.00pm - Friday: 8.30am-4.00pm



Regan Parry – 07990 369035

regan.parry@oxfordshire.gov.uk

Working times: Mon: 8:30am-5:00pm Wed-Thurs: 8:30am-2:30pm



Jenny Dovey – 07436 701249

jennifer.dovey@oxfordshire.gov.uk

Working Times: Mon-Tues 9:00-3:00pm, Thurs: 8:30-5:00pm



WITNEY AND WEST OXON AREA

Amy Beasley – 07917 534203

amy.beasley@oxfordshire.gov.uk

Working times: Tues and Wed 8:30am - 5pm



Louise Manley – 07827 822629

louise.manley@oxfordshire.gov.uk

Working times: Mon-Thurs 8.30am – 5pm, Fri 8:30 – 4pm



BICESTER AND AREA

Clive Wedlock – 07741 607832

clive.wedlock@oxfordshire.gov.uk

Working Times: Mon - Wed 8:30-5:00pm



Simon Mathers – 07827 947313

simon.mathers@oxfordshire.gov.uk

Working Times: Mon – Thurs: 8.30am to 5.00pm - Friday – 8.30am – 4.00pm



Introducing the Locality and Community Support Service (LCSS)

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LCSS North	Samuelson House, Tramway Rd, Banbury OX16 5AU	LCSS.North@oxfordshire.gov.uk
LCSS Central	Knights Court, Between Towns Road, Cowley, Oxford, OX4 3LX	LCSS.Central@oxfordshire.gov.uk
LCSS South	Abbey House, Abbey Close, Abingdon, Oxon, OX14 3JD	LCSS.South@oxfordshire.gov.uk

When to contact LCSS

You should contact the Locality Community Support Service if you:

- Have emerging concerns for a child that does not require an immediate safeguarding response – You should call the MASH immediately if an immediate safeguarding response is required: - **Tel: 0345 050 7666**
- Need support or guidance with an Early Help Assessment or TAF
- Wish to complete a No Names Consultation

Professionals should:

- Discuss their concerns with the family
- Gain advice from LCSS with family's knowledge
- If you wish to discuss a concern without a family's consent you can gain advice via a No Names Consultation only

If LCSS are supporting you with a family and immediate safeguarding concerns arise, you must call the MASH immediately

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