Coronavirus (COVID-19) Annex
Safeguarding and Child Protection Policy and Procedures
For Abbey Park School
Version 3
12th February 2021

The way schools are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, **however a number of important safeguarding principles remain the same:-**

- With regard to safeguarding, the best interests of pupils/students must always continue to come first
- If anyone in school or working remotely from home has a safeguarding concern about a pupil/student they should continue to act and act immediately
- All safeguarding and child protection concerns should be reported to the Designated Safeguarding Lead or deputy DSL/s.
- Recruitment of staff and/volunteers continues to follow safer recruitment procedures to ensure that unsuitable people are not allowed to enter the children's workforce or gain access to pupils/students.
- Pupils/students continue to be protected online

This annex summarises key COVID-19 related changes and sits alongside our main school safeguarding and child protection policy. The annex draws on existing statutory guidance and a number of additional COVID-19 documents published by the DfE, including 'COVID-19 - Safeguarding in schools, colleges and other providers.'

Quick Reference Contacts Guide

	Name	Contact phone numbers
Designated Safeguarding Lead	**Kara Stevens**	07341865851 stevensk@abbeyparkschool.org.uk
Deputy DSL	**Lorraine Bulpitt**	07818348004 bulpittl@abbeyparkschool.org.uk
Deputy DSL	**Charlotte Best**	01793 707645 bestc@abbeyparkschool.org.uk
Principal	**Jon Young**	

Early Help Hub/MASH	Contact phone numbers
Multi Agency Safeguarding Hub – (MASH)	01793 466903
Early Help Hub	01793 466479

Children's Social Care	Contact phone numbers
Emergency Duty Service	01793 436699

	Name	Contact phone details
Principal	**Mr Jon Young**	01793 705400 youngj@abbeyparkschool.org.uk
Chair of Governors	**Mr Mark Edwards**	EdwardsM@theparkacademiestrust.com
Chief Executive Officer	**Mr Benedick Ashmore-Short**	Ashmore-ShortB@theparkacademiestrust.com
Local Authority Designated Officer / Designated Officer For Allegations	**Jon Goddard/Rachel Hull**	01793 46 6834 lado@swindon.gov.uk

Police	**101 /999**
NSPCC Whistle-blowing Helpline	**0800 028 0285**

Part 1 - Procedures
Worried About A Pupil / Student

These procedures apply to situations :-
- which arise on school site, where you may be worried about a pupil/student because you have seen or heard something. You may have noticed a change in their behaviour.
- where you are working remotely from home and have concerns about a pupil/student you are communicating with. This may include observations during 'live' teaching sessions, communications from a pupil/student via email or a lack of contact from a pupil/student.
- where you are completing a welfare check, either via a home visit/'door knock' or via a telephone call.
- where new safeguarding concerns arise about a pupil/student returning to school after partial closure

Step 1
- If you are concerned that a pupil might be in immediate danger or at risk of significant harm you must act immediately. Do you need to take immediate action to secure the safety of the pupil?
- Report your concerns directly to a member of the safeguarding team, as soon as you are able.
- Where possible a trained DSL or deputy DSL will be available on school site. Where this is not possible or where you are working remotely the DSL and Deputy DSL/s can be contacted via their mobile. (See quick reference guide for numbers)
- In the first instance our Designated Safeguarding Lead is **Kara Stevens**.
  If the DSL is unavailable, please report to our deputy DSL/s, **Lorraine Bulpitt and Charlotte Best.**
- If you are on school site and where neither the DSL or deputy DSL/s are on site, speak to the most senior member of staff on site. This will be communicated to staff (on site) via e-mail and will be updated on a daily basis.
- In the event that both the DSL and deputy DSL/s are uncontactable for staff working remotely, this will be communicated via e mail and details of who to contact will be provided.

Step 2
- Record your concerns using the CPOMS system.
- This will time stamp the full date and time, your name and role. Keep your record as factual as possible. Use the pupil's own words where applicable and enclose any direct quotes in quotation marks.
- If marks or injuries have been observed on a child, record these on a body map. (Do not take photographs)
- Use full names, not initials as we need to be able to identify who individuals are.
- If you are unable to access CPOMS, handwritten notes can be made on a piece of paper. (This must be later scanned into CPOMS, even if the notes are subsequently written up onto a form).

Step 3
- Record what action you are taking, for example record the name of the member of the safeguarding team you have reported the concern to.
- The original concern form should be passed to the DSL/Deputy DSL. Copies should not be retained by you.

- All written records of concerns are stored securely on CPOMS. Parents /carers are informed of this once contacted to discuss the concerns.

Step 4
- In line with the school's main safeguarding policy, you should receive feedback about what action, if any is being taken in response to your concern. A recommended timescale for this is within 24 hours. However please be mindful that this timescale may not be met under the current circumstances. If you do not receive feedback or you feel that the situation is not improving for the pupil/student, you have a duty to challenge the DSL / deputy DSL. See section on Whistle-blowing in the main safeguarding policy also.

The Role Of The Designated Safeguarding Lead And Deputy DSL/s In Our School

Our Designated Safeguarding Lead Kara Stevens, who works in line with the requirements of the role, as set out in Annex B of Keeping Children Safe In Education Sept 2020.
Our deputy DSLs are Lorraine Bulpitt and Charlotte Best and they are available in the absence of the DSL.

In addition, to our safeguarding team, additional senior staff have been designated to cover in the absence of the safeguarding team. This will be communicated to staff (on site) via the staffroom noticeboard and will be updated on a daily basis.
In the event that both the DSL and deputy DSL/s are uncontactable for staff working remotely, this will be communicated via e mail and details of who to contact will be provided.

The members of our safeguarding team continue to work in partnership with a range of other agencies, including Children's social care, to keep pupils/students safe.

They will also endeavour to keep up to date with local advice from the Local Safeguarding Partnership on a regular basis.

What happens once a concern /disclosure has been reported to a member of the safeguarding team?

The DSL or deputy DSL will follow the steps below to respond appropriately to the concern and safeguard the pupil/student:-

Step 1
- If there is concern that the pupil/student is in immediate danger contact Children's Social Care/Adult's Social Care (See Quick reference contact guide on page 2)
- You may also consider contacting the police on 999.
- If the pupil is not currently open to social care a referral will be completed in line with local safeguarding partnership advice.
- If the pupil is already an open case to social care, the child's allocated social worker will be contacted by the DSL/deputy and the information of concern shared. If the allocated social worker is unavailable contact will be made with a team Manager to alert them to the concern. Safeguarding team members will ensure they keep up to date with local safeguarding partnership advice and guidance, as it may change.
- The DSL/deputy DSL/senior staff member will record the names of external staff involved in communications. This is particularly important where the child's social worker is unavailable and school have to share information with an alternative member of social care staff.

- Contact the parent/s or carer/s of the pupil concerned, if this has not already been done. You may wish to take advice from Children's Social Care before contacting the parent/carer.
- If, having sought advice, you believe that sharing this information may increase the risk of harm to the pupil do not share with parents at this stage. The additional stresses on families at this time will need to be considered here, to ensure that a child is not being placed at greater risk by informing parents/carers.
- You must document your decision-making here, if the decision is made not to share information with parents/carers. In the majority of cases informing the parents/carers of the concern / disclosure which has been reported will not increase risk. Ask for any additional information from the parent/carer if applicable.
- Ensure that the parent/carer understands that a record will be kept by the school.
- Re-visit the school's risk assessment (put in place for COVID-19 period) and review what additional safeguards need to be put in place in light of this new concern. If the child has not previously been identified as a vulnerable child, update the risk assessment accordingly. Consider whether this child needs to be provided with a place to attend school.

Step 3

- Refer to the local authority threshold to support decision-making about what action is now required.
- What are the risks to the child? Are they familial; posed by someone in the child's family? Are they extra-familial; posed by adults or peers outside of the home?
  (See Part 1 of KCSIE for further information)
- If the concern does not require immediate contact with Children's Social Care, consider this latest concern within the context of any wider concerns / disclosures. This may mean further discussion with the pupil, pupil's teacher/tutor and /or referring back to safeguarding or child protection records if they exist.

Step 4

- Ensure that the member of staff reporting the initial concern has received feedback about actions and outcomes (if applicable).

Step 5

- Update record-keeping with information about identified actions, completed actions, decision-making (where applicable) and outcomes (if appropriate).

Escalation

During the period covered by this annex, the school's policy on escalation still applies to ensure that safeguarding procedures continue to operate effectively and robustly.
Staff should refer to the main policy for escalation procedures to follow.

Identifying Support For Pupils/Students

The school's safeguarding team and senior leaders have reviewed all pupils/students on the school's safeguarding and child protection overview.
A risk assessment has been completed to identify a graduated offer of support for these pupils/students and any additional pupils and students whose welfare and safety may be at risk as a result of the partial closure of school, but who may previously not have been on the school's safeguarding overview.

Arrangements to support vulnerable pupils/students

Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education, health and care (EHC) plans, although many pupils/students on EHCPs can remain safely at home.

See also for further guidance
 https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people

Arrangements have been made for these pupils to continue attending school (see also section entitled Working and Volunteering Safely). **We also have the flexibility to offer a place in school for any pupil who we believe to be on the edge of receiving children's social care support.**

Support for these pupils/students includes:-

- Regular communication with and agreed support from lead professional/social worker/Virtual Headteacher
- Continued involvement with Children's Services and other external professionals as part of review cycle eg Child protection conference involvement and core group reviews. These will take place in line with local safeguarding partners' advice.
- Sign-posting respite available for families with children who have special educational needs and disabilities
- Regular welfare checks, daily or weekly as risk assessed.
- Home visits
- In school Pastoral support, COVID safe.

Where pupils/students who are deemed vulnerable are not attending school, the following safeguards have been put in place to support, in addition to the points above:-

- Doorstep safe and well checks as risk assessed.
- Lead professional/social worker/Virtual Headteacher made aware of non-attendance at school and additional support from these professionals agreed
- Telephone contact as risk assessed.
- System in place for pupils to alert safeguarding team if at risk by using school e-mails TEAMS or contacting the safeguarding team via work mobiles.
- Links to support available made available on school website
- Safety plan written with parents/carers to support pupils during time at home

Arrangements to support pupils we are concerned about but who do not meet the 'vulnerable' definition

In addition to those pupils identified as vulnerable, we are aware of the following groups who may be at increased risk during this time.

Pupils who are living in households where there is domestic abuse

Support includes:-

- Telephone contact as risk assessed
- Links to support available on school website, including contact numbers for National Domestic Abuse Helpline
- Ensuring victims are aware of the Government advice that they are able to leave their house to seek refuge if their safety is at risk
- Regular review to monitor whether risk is increasing by pupil remaining at home and provision of school place if required

Pupils who have mental health issues, including anxiety and depression

Support includes:-

- Teacher/tutor contact with pupils to check on well-being via school email systems or MS TEAMS. Staff aware of safeguarding procedures to follow if they have concerns about a pupil's welfare
- Support from the school's pastoral team, regular check ins, support form the school counsellor or Trailblazers.
- Links to support available on school website, including Young Minds and Childline
- Regular review to monitor whether risk is increasing by pupil remaining at home and provision of school place if required

Pupils who are at risk of peer on peer abuse, including cyber-bullying

Support includes:-

- Teacher/tutor contact with pupils/students to check on well-being via school email systems or MS TEAMS. Staff aware of safeguarding procedures to follow if they have concerns about a pupil's welfare
- System in place for pupils to alert safeguarding team if at risk, using their school e-mail, MS TEAMS or contacting the team via their work mobiles.
- Safety plan written with parents/carers to support pupils/students during time at home
- Links to support available on school website, including resources for parents to access to keep their children safe online eg Kidscape
- Regular review to monitor whether risk is increasing by pupil/student remaining at home and provision of school place if required

Pupils who are at risk of being left at home unsupervised

- Clear communication with parents/carers about the importance of keeping their children safe whilst they are at home, including appropriate supervision, both in the 'real world' and online
- System in place for pupils to alert safeguarding team if at risk using their school e-mail, MS TEAMS or contacting the team via their work mobiles.
- Regular review to monitor whether risk is increasing by pupil/student remaining at home and provision of school place if required

As a school, we will endeavour to do all we can to ensure that safeguarding and child protection records we hold remain accurate. As part of the regular checks which have been made during partial school closure we have ensured that the records we hold are kept up to date. Parents and carers

have been asked to update the school on any changes regarding welfare, health and well-being before a pupil returns.

Pupils attending another school/setting

Where pupils attend a different school (as part of a community hub arrangement) the receiving school will need to be made aware of the reason vulnerable children are attending.

Keeping Pupils Safe On School Site

Arrangements have been made for those pupils/students who are deemed to be vulnerable (in accordance with the DfE guidance) to continue attending school. For those parents/carers who are key workers there is also provision at school. However, where possible and safe to do so, parents and carers are encouraged to keep their children at home.

The school and staff work in line with DfE guidance 'Implementing Social Distancing in education and childcare settings'.

The following is in place:-
- Encouraging regular hand-washing more often
- Reminders to avoid touching your eyes, nose, and mouth with unwashed hands
- Reminders to cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands
- Surfaces and equipment cleaned and disinfected frequently
- class sizes reflect the numbers of teaching staff available and are kept as small as possible
- pupils remain in their bubbles for all lessons and lunch times, break times

Worried About The Actions Of An Adult Who Works/Volunteers With Children

The principles of the school's allegations procedures continue to apply for the period this annex covers and we continue to work in line with Part 4 of 'Keeping Children Safe In Education' 2020.

These procedures apply to situations :-
- which arise on school site. You may be worried about the actions of an adult who is working/volunteering with children because you have seen or heard something which makes you feel uncomfortable.
- where you have concerns about an adult who is working remotely with children online.
- Where a pupil/student discloses worrying behaviour displayed by an adult (staff/volunteer)
- on school site or remotely, where you may be concerned that an adult's (staff or volunteer) actions are contravening the school's staff code of conduct.

All concerns about the behaviour/actions of an adult working or volunteering with children must be reported following the steps below:-

Step 1
- If you are concerned that a pupil might be in immediate danger or at risk of significant harm you must act immediately. Do you need to take immediate action to secure the safety of the pupil?

- Report your concerns directly to the Principal as soon as possible. *Jon Young, youngj@abbeyparkschool.org.uk* 01793 705400
- If the Principal is not contactable, report to the most senior member of staff on site.
- If your concerns are about the Head teacher/Principal report to the Chair of Governors directly. EdwardsM@theparkacademiestrust.com

Step 2
- Record your concerns as possible.
- Where schools do not have access to an online recording system, the school's safeguarding and cp concern form should be accessible for staff to access electronically. Staff should be discouraged from completing written, hard copies of this form.
- Record the full date and time, location, your name and role and keep your record as factual as possible. <u>Make it clear whether your concern/allegation is in relation to working on school site or whether this is a concern arising from remote working.</u>
- Use full names, not initials as we need to be able to identify who individuals are.

Step 3

- Where an electronic system is being used to record concerns, this should be sent to the Principal or senior member of staff designated to cover for Principal in line with usual procedures.
- Where concerns arise involving the Principal, the Chair of Governors will need to be alerted.
- Where a school does not have access to an electronic recording system, the concern form should be password protected (ideally using WINZIP) and e mailed to the Principal or senior member of staff designated to cover for Principal They should be alerted of the password for the document via text message. Once you have received confirmation that the document has been successfully received you should delete the record. **Copies should not be retained by you.**

What happens once a report about an adult working/volunteering with children is reported?
- The Chair of Governors will report the concern/allegation to the CEO immediately (where a concern / an allegation has been made about the Head teacher/Principal of the school)
- The Principal/ Chair of Governors/CEO will consider the information in the report in line with Part 4 of 'Keeping Children Safe In Education' Sept 20 and also in line with local procedures laid out by the Local Safeguarding Partnership.
- The Principal/ Chair of Governors/CEO will endeavour to keep up to date with local advice from the Local Partners, via the local authority safeguarding partnership website, on a regular basis, to ensure any emergency changes to procedures are followed.

Keeping Pupils/Students Safe Online

For those pupils/students who continue to attend school on site, the school's policies and procedures on online safety continue to apply.

This school recognises:-
- the increasing role technology has to play in education and children's daily lives, and the increased use during this time of lockdown.
- the wide-range of content which is available to children via the internet
- that alongside the benefits of technology, there are also risks

DfE guidance requires that schools have contingency plans in place should IT staff become unavailable, including ensuring that staff with the appropriate technical knowledge can cover to maintain safe arrangements.

For those who are not physically attending school, we recognise that these pupils/students will be spending increased time online, either participating in school work, taking part in live streaming of lessons and/or as part of extended 'free-time' due to lockdown procedures in place nationally.

We recognise that this will pose increased risk to children, including:-
- Grooming
- Exploitation, both criminal and sexual
- Radicalisation
- Peer on peer abuse, including cyber-bullying
- Sexual harassment

All staff who interact with pupils, including remote interactions, will continue to be vigilant and look out for signs that a child's safety and welfare might be at risk. Further guidance to keep pupils/students and staff safe when working remotely can be found in the Safer Working Practice addendum (published in April 20).

Staff are reminded that further information about the safeguarding themes listed above can be found in Annex A of 'Keeping Children Safe In Education' Sept 20

In addition, pupils/students are sign-posted to age appropriate practical support should they have worries or concerns whilst online. Links to support are available via our school website and include:-

UK Safer Internet Centre Hotline

Child Exploitation and Online Protection Centre

Parentzone

Keeping staff and volunteers safe on site

The school and staff work in line with DfE guidance 'Implementing Social Distancing in education and childcare settings'.

Staff with serious underlying health conditions which put them at very high risk of severe illness from Covid-19 must inform the Principal so that shielding measures can be put in place. Staff in this position must not attend work.

For staff who continue to attend the school site, a risk assessment has been completed and shared with staff, this regularly reviewed and updated.

See also section on pages 14-15 re volunteers drafted in to support with Covid testing

Keeping staff safe online

Staff and volunteers will continue to work in line with our school's policy and procedures on online safety, our staff code of conduct and acceptable use policy.

Staff working remotely should not record any personal information about families or confidential information via personal devices. Where telephone calls are being made by staff working remotely, these should be made using a work phone where possible. If a personal phone is being used to make contact with families/complete welfare checks, staff should block their phone number by dialling 141 prior to making the call.

If e mails containing personal information/confidential information are being sent remotely, staff should be reminded to password protect these before sending (sending the password via text) or encrypt the e mail before sending.

<u>Virtual Teaching (taken from the Safer Working Practice Guidance Addendum April 2020)</u>

- Senior leaders/managers should be aware of all virtual (live) teaching, including lessons and meetings. Senior staff, including Heads of department are able to 'drop-in' to virtual lessons at anytime- the online version of entering a classroom.
- Parents/carers are made aware of virtual teaching/ meetings
- One to one situations are to be avoided.
- Staff should display the same standards of dress and conduct as they do in the real world.
- Consideration should be given to the area being used to deliver the virtual teaching; is the background suitable? Where possible staff should use the option to 'blur background'
- Staff and pupils/students should be in communal areas where possible
- Any resources /videos used must be age appropriate.

It is the responsibility of the staff member to act as moderator; raising any issues of suitability (of dress, setting or behaviour) with the child and/or parent/carer immediately.

If a staff member believes that a pupil/student, parent or carer is recording the interaction, the lesson should be ended or the pupil/student logged out of the lesson immediately.

Where live lessons or video meetings are being recorded by the school, all parties should be made aware and this should be in line with the school's data protection guidance. The data protection officer should be made aware.

Further guidance for staff working remotely can be found in the Safer Working Practice addendum (published in April 20).

Safeguarding Supervision

We recognise that during this period of partial school closure/school closure, the challenges faced by all staff and volunteers will be significant. In particular the members of the school's safeguarding team will also be faced with additional challenges. Where possible, opportunities for safeguarding supervision will be provided for the members of the safeguarding team and any additional staff who require further support.

The aim of this supervision will be to support staff at a time when working to keep children safe is even more demanding and emotionally draining than usual. The opportunity for supervision recognises the need for resilience and determination and offers opportunity to reflect on the impact of the situation we are faced with and prevent this adversely affecting staff and their work.

Attendance

Attendance for students in school is recorded using Arbor, Attendance for students in MS Teams lessons is recorded by teaching staff. Contact with vulnerable learners is recorded in a central spreadsheet. Where parents don't respond the calls will be followed up and the safeguarding team will be informed as needed.

Safer Recruitment Procedures

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. Where schools are recruiting new staff, the principles of safer recruitment continue to be followed in line with Part 3 of 'Keeping Children Safe In Education' Sept 20

Where volunteers are utilised to support the school, the usual 'recruitment' procedures apply. Under no circumstances are volunteers, who have not been checked, left unsupervised with pupils/students. This includes volunteers who have been drafted in to support with Covid testing. All volunteers are provided with a concise code of conduct which sets out guidance for keeping themselves and children safe whilst on site.

Checks completed on all staff and regular volunteers

- An enhanced DBS certificate, which includes barred list information, is required for any staff who will be engaging in regulated activity (working unsupervised with children). This is required for any staff employed since 2002. Prior to this staff were checked against List 99
- Identity checks are completed, together with proof of right to work in the UK, via a video link (see 'Changes to DBS ID checking guidelines)
- The applicant will be required to produce the original documents above once they physically attend the school
- Qualifications are checked
- If an individual has lived or worked outside of the UK an overseas police check / certificate of good conduct may be required. A check of visa/work permit will also be required here.

In addition, staff who have a teaching role will be checked, via the DfE Secure Access Website, for

- qualified teacher status
- prohibition check
- section 128 check (for any individual who has a managerial role, including Governors and Trustees in academies and independent schools, for Governors of maintained schools)
- completion of induction
- teacher not subject to a conditional offer/suspension
- European Economic Area sanctions

Visitors and externally employed staff

Where staff from external organisations continue to work remotely with our pupil/students, we ensure that the letter of assurance received confirms that the relevant checks are in place, including a barred list check if the individual is working in regulated activity.

Single Central Record

The school continues to maintain an up to date single central record of all safer recruitment checks. This is in line with the requirements as set out in 'Keeping Children Safe In Education' Sept 20

Where there has been a break in service of 3 months+ :-
- for a regular volunteer - a new enhanced DBS check Including barred list check if working unsupervised) will be completed on their return to volunteering at the school
- for external organisation staff – a new letter of assurance will be requested, asking for confirmation that there have been no changes to the circumstances (in relation to convictions) of any adults working in partnership with the school.

Where an adult (volunteer or external organisation member of staff) has joined the DBS update service, this will be checked in order to be assured of any changes to an individual's circumstances.

The SCR tabs for volunteers and external organisations are kept up to date accordingly to reflect an accurate overview of who is currently working/volunteering with the school. This includes details of additional volunteers who have been drafted in to support with Covid testing.

Induction of new staff

Where new staff and/or volunteers are recruited, they will continue to be provided with safeguarding induction. If a situation arises where the workforce moves between schools, the receiving school should judge on a case by case basis the level of safeguarding induction required. In most cases they will require information about the receiving school's safeguarding policy and procedures to follow if worried about a pupil/student and procedures to follow if worried about an adult working or volunteering with children.

Training For Adults Working/Volunteering In Our School

We continue to be committed to ensuring staff and volunteers know and understand:-

- the signs and symptoms of abuse;
- how to identify pupils/students who may be vulnerable or require additional support to stay safe;
- their responsibility for referring concerns to the designated safeguarding lead / deputy;
- the procedures for reporting safeguarding /child protection concerns about adults working with children (allegations)

Training for Designated Safeguarding Leads and deputy DSLs

The statutory requirement for DSLs and deputy DSLs is to renew training every 2 years. However, face to face DSL training is unavailable during this period and whilst COVID-19 measures are in place, a DSL or deputy who has been trained previously to the required standard will continue to be classed as a trained DSL/deputy, even if they miss their refresher/update training.

Over this period The safeguarding Team have all completed an advanced certificate in the role of the designated safeguarding lead. Additional training has also been completed in the following areas; Understanding FGM, CSE and CCE, knife crime and online safety during lockdown.

The Pastoral Team have completed additional training is support pupils with mental health, self harm, bereavement and trauma.

All staff have completed training in supporting pupils mental health and understanding trauma in a focused approach.

This update to the school's safeguarding policy (Version 3 January 2021) was agreed on *12.02.2021*

Signed:…………………………………..(Head teacher/Principal)

Date:

Signed:……………………………………(Chair of Governors)

Date

Version 3 Shared with all staff and regular volunteers on:-