

## Safeguarding procedures during Covid-19 school closures

Our safeguarding procedures have been adapted in order to maintain our duty of care throughout a period of school closure or when a year group have been sent home to quarantine.

We will maintain contact with students on a regular basis through a variety of methods, including Class Charts, google classroom, email and telephone.

Information relating to contact arrangements can be found here;

Stage 1	Tutor contacts student via email If response from student recorded on CPOMS as school closure check in – no further action. Heads of House (HOH) are alerted to students who do not respond within the given time frame. In addition students with EHCP's or on a Child Protection, Child in Need or Early Help plan will be contacted by their keyworker.
Stage 2	HOH contact home via email and/or telephone. All contact numbers are attempted. HOH record on CPOMS If contact made HOH reminds parents about the expectation that the students will respond to the tutor email. Designated Safeguarding Lead (DSL) is alerted to students for whom parental contact has not been successful.
Stage 3	DSL attempts contact with parents and any other named contact on the system. If contact made DSL reminds parents about the expectation that the students will respond to the tutor email and that parents will respond to safeguarding phone calls from the college.
Stage 4	If contact has not been possible, a home visit will take place in order to complete a welfare check. This will be 2 members of college staff or a member of college staff and a police officer.
Stage 5	If the home visit alerts the DSL to further concerns referrals may be made to external agencies in order to support the young person and their family.

**A list email addresses for teaching staff can be found here;**

<https://bidefordcollege.org/teaching-faculty-contact-details/>

### **Heads of House Contact details**

Arthur House – Mr S Skinner – [sskinner@bidefordcollege.org](mailto:sskinner@bidefordcollege.org)

Brunel House – Mrs C Luke – [cluke@bidefordcollege.org](mailto:cluke@bidefordcollege.org)

Coleridge House – Mr R Cope – [rcope@bidefordcollege.org](mailto:rcope@bidefordcollege.org)

Farwell House – Mr W Gibbins – [wgibbins@bidefordcollege.org](mailto:wgibbins@bidefordcollege.org)

Hepworth House – Mr D Munro – [dmunro@bidefordcollege.org](mailto:dmunro@bidefordcollege.org)