

MAYBURY PRIMARY SCHOOL

**Temporary Policy Addendum:
to
Child Protection and Safeguarding Policy
- COVID-19 Effective from 8th March 2021**

8th March 2021

Review date: under constant review



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Temporary Policy Addendum to Child Protection and Safeguarding Policy: Effective from 8th March 2021

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Maybury Primary School

Produced : October 2020

Reviewed :

Reviewed: **March 2021**

Next Review : Under constant review

Temporary Policy Addendum to Child Protection and Safeguarding Policy: **Effective from 8th March 2021**

Mission Statement

Our values-based school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is outstanding. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

Vision Phrase:

Believe. Achieve. Succeed.

1. Context

- On Monday 22nd February 2021, the government announced their roadmap to ease lockdown restrictions in England. This included that all pupils should attend school from 8th March 2021
- As far as is reasonably possible, during the Coronavirus pandemic Maybury Primary School will take a whole institution approach to safeguarding. This will allow us to satisfy ourselves that any new policies and processes in response to COVID-19 are not weakening our approach to safeguarding or undermining our child protection policy. We shall continue to have regard to the statutory safeguarding guidance 'Keeping Children Safe in Education' and ensure that we have appropriate support in place for all children.
- This Addendum to the school's Child Protection and Safeguarding Policy restates and where necessary revises details of our individual safeguarding arrangements in certain specified areas during the various stages of the Coronavirus pandemic. It should be read in conjunction with the full Child Protection and Safeguarding Policy. Unless covered here, our normal Child Protection and Safeguarding policy continues to apply.
- This Addendum should also be read in conjunction with the latest versions of the school's Coronavirus Risk Assessment and Covid-19 Behaviour Policy as both documents are updated from time to time to reflect changing guidance.
- In this Addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with Coronavirus – for example, due to clinical and/or public health advice, such as if there is a local lockdown or if they need to self-isolate.

2. School Closure

In compliance with the Remote Education, Temporary Continuity Direction, home learning will be provided for children who are to in school due to self isolation or shielding (whilst shielding advice applies nationally).

We will continue to relate to the Keeping Children Safe in Education (2020) document, although some changes to our normal safeguarding procedures may need to be put in place. Whilst these are in place, it is important that our safeguarding principles remain the same; these are

- the best interests of the children will continue to come first.
- safeguarding concerns will be acted upon immediately through the shared communication of CPOMS or by staff contacting Children's Services.
- each school day, a DSL is available.
- The usual security of the school day is in place.
- Parents are sent information and links via email, letters and/or on the school's website on safeguarding their child when they are online.

Changes to normal practice of safeguarding procedures will be under the guidance of Surrey's three safeguarding partners (Surrey County Council, Surrey Police and Guildford and Waverley Clinical Commissioning Group) and we shall keep up to date with their guidance through daily monitoring the Surrey Safeguarding Board's website <https://www.surreyscp.org.uk/> and responding to emails from safeguarding partners.

3. Key contacts

Role	Name	Phone	email
Designated Safeguarding Lead (DSL)	Ms Della Sullivan	01483 763272	della.sullivan@maybury.surrey.sch.uk
Headteacher and Deputy DSL	Mrs Amanda Merritt	01483 763272	head@maybury.surrey.sch.uk
Additional Deputy DSL's	Mrs Becky Butler (Deputy Head)	01483 763272	deputy@maybury.surrey.sch.uk
Chair of governors/trustee	Mrs Christine Cornish	01483 763272	info@maybury.surrey.sch.uk
Safeguarding governor/trustee	Mr Ian McGraw	01483 763272	info@maybury.surrey.sch.uk

4. Vulnerable children

Ensuring that vulnerable children remain protected is a top priority.

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people 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;

- have been identified as otherwise vulnerable by educational providers or local authorities (including children’s social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - o children and young people on the edge of receiving support from children’s social care services or in the process of being referred to children’s services
 - o adopted children or children on a special guardianship order
 - o those at risk of becoming NEET (‘not in employment, education or training’)
 - o those living in temporary accommodation
 - o those who are young carers
 - o those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - o care leavers
 - o others at the provider and local authority’s discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

The Headteacher and Designated Safeguarding Leads know who our most vulnerable children are. They have the flexibility to include those on the edge of receiving children’s social care support.

Maybury Primary School will continue to work with and support children’s social workers to help protect vulnerable children. This includes working with and supporting children’s social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: Mrs Sullivan.

The DSL (or Deputy DSL’s) will consider the challenges as a result of Covid-19 in a child protection context and this is reflected in the child protection policy as appropriate.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk.

In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Maybury Primary School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Maybury Primary School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The school will remain in contact with all children whom are self-isolating or shielding (whilst shielding advice applied nationally).

We have a COVID Parents’ Check in contact plan (see Appendix) which is implemented when a child is self-isolating or shielding (whilst shielding advice applies nationally). This identifies that vulnerable pupils will be contacted at least once a week, recorded on CPOMs as COVID check in, for children with a social worker and other children who we have safeguarding or general concerns about, for circumstances where the child is at home.

If we can't make contact, we will contact their social worker or family support worker or C-SPA/ Police if concerned.

We will continue to comply with the Surrey County Council Return to School Spring Term 2021, expectations of education settings to continue to track, identify and action non-attendance of children with an allocated Social Worker and Automated Tracking Mechanism as set out in the Return to School March 2021 Guidance for Schools – Identify Track and Action non-attendance of Vulnerable Children v3 25 February 2021.

5. Attendance monitoring

From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils.

Attendance of children for whom on-site provision is being provided will be recorded in line with the normal school attendance requirements. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places. We will continue to follow guidance from the Department for Education on how to record attendance and what data to submit.

Children self-isolating or shielding will be recorded as 'code X'.

Pupils who have been confirmed as clinically extremely vulnerable have been advised to shield and stay at home as much as possible. They are advised not to attend school whilst shielding advice applies nationally.

Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up on their absence with their parents or carers.
- Notify their social worker, where they have one.

To support the above, Maybury Primary School will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In the case of the school not hearing from a social worker, the DSL will contact Children's Services to discuss. Schools will also follow up with any parent or carer whose children should be in school where the children are not attending and the social worker will be informed.

6. Designated Safeguarding Lead

Maybury Primary School has a Designated Safeguarding Lead (DSL) and 2 Deputy DSLs.

The Designated Safeguarding Lead is: Mrs Sullivan

The Deputy Designated Safeguarding Leads are: Mrs Merritt and Mrs Butler

A member of the DSL team will always be available during school hours. The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a designated senior member of staff will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, CPOMS and this might include liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

It is important that all our staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Refer to [guidance Changes to Child Protection Conferences](#)

7. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Child Protection and Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely. This must be logged by 4pm on the day the concern is raised. It also includes DSL's making a report via C-SPA.

If a concern is raised out of hours, the staff member should report the concern on CPOMS and alert a DSL using the contacts outlined in the school safeguarding policy. If a response is not received, staff must continue to exhaust all contacts in the key contact section of the school child protection policy.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead and Headteacher. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay to the DSL or any deputy DSL.

Where staff are concerned about an adult working with children in the school, they should continue to follow our normal procedures as set out in the school's Allegations of Abuse Against Staff policy and alert the Headteacher immediately.

In dealing with allegations or concerns against an adult, staff must:

Report any concerns about the conduct of any member of staff, supply staff or volunteer to the Headteacher immediately.

If an allegation is made against the Headteacher, the concerns need to be raised with the Chair of the Governors as soon as possible. If the Chair of Governors is not available, then the LADO should be contacted directly.

If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally over the phone and followed up with an email to the Headteacher to confirm the discussion.

There may be situations when the Headteacher or Chair of Governors will want to involve the police immediately if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence.

Once an allegation has been received by the Headteacher or Chair of Governors they will contact the LADO on 0300123 1650 option 3. LADO Email: LADO@surreycc.gov.uk immediately and before taking any action or investigation.

Following consultation and advice from the LADO inform the parents of the allegation unless there is a good reason not to.

In liaison the LADO, the school will determine how to proceed and if necessary, the LADO will refer the matter to Children's Social Care and/or the police.

If the matter is investigated internally, the LADO will advise the school to seek guidance in following procedures set out in part 4 of 'Keeping Children Safe in Education' (2020) and the SSCP procedures.

8. Safeguarding Training and induction, DSL Safeguarding training and induction

Virtual DSL Training is being offered by Surrey County Council Education Safeguarding Team.

However, for the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter our School, they will continue to be provided with a safeguarding induction.

9. Staff from Other Schools

Workforce may move between schools on a temporary basis during school closures. We shall judge, on a case-by-case basis, the level of safeguarding induction that is required for any staff from other schools temporarily joining the school. In most cases, the existing workforce will already have received appropriate safeguarding training and evidence will be required in order to confirm training, providers and the dates it took place.

If staff are deployed from another education or children's workforce setting to our school, We will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that: -

- the individual has been subject to an enhanced DBS and children's barred list check and confirm the details including disclosure number, awarding body date and date issued.
- there are no known concerns about the individual's suitability to work with children.
- there is no ongoing disciplinary investigation relating to that individual.

A photo ID will be requested from the staff member as confirmation of their identity upon entry into the school.

Upon arrival, they will be given a copy of the school's receiving setting's Child Protection and Safeguarding policy (which will be similar to their current setting if a Surrey school), confirmation of local processes and confirmation of DSL arrangements.

10. Safer recruitment/volunteers

It remains essential to ensure that people who are unsuitable are not allowed to enter the school or gain access to children. When recruiting new staff, Maybury Primary School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020) (KCSIE). See the school's Safer Recruitment & Selection Policy.

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Where our School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Maybury Primary 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. Full details can be found at paragraph 163 of KCSIE, in line with advice from the LADO where appropriate.

Maybury Primary School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that the school is aware, on any given day, which staff/volunteers will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Maybury Primary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. The SCR can also, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

11. Online safety in school

Maybury Primary School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where children are using computers in school, appropriate supervision will be in place.

We understand that it will be more important than ever that children are in a safe environment, including online, during school closures. We shall continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems. The school has access to the UK Council for Internet Safety to assure ourselves and these will be utilised for checks of new arrangements to safeguard children online and support.

12. Children and online safety away from school

During absence from school children may be spending more time online than usual. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection and Safeguarding Policy and where appropriate referrals should still be made to children's social care and as required, the police.

We emphasise the point that parent/carers must know the sites that their child is accessing online at all times, and have relevant and necessary blocks on all internet linked devices. Learning websites recommended by the school are checked for appropriateness and suitability in terms of safeguarding primary aged children. Parents are also encouraged to check all websites and sources children access for suitability, including and specifically in any instance of user-generated and auto-generated content or advertising.

Information to parents on keeping their children safe whilst online is sent out via emails, newsletters, in learning packs and on the school website. Moreover, links to websites on keeping children safe online are also provided. Parents are encouraged to contact the school if they feel their child is not safe online in order to gain support and guidance.

Maybury Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

All staff at Maybury Primary school are reminded of the following policies:

- Staff Behaviour (Code of Conduct) Policy.
- Acceptable Use (Computing) Policy.
- Acceptable Use (ICT) Policy.
- Online safety Policy.

13. Supporting children not in school

Maybury Primary School is committed to ensuring the safety and wellbeing of all its children.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust plan is in place for that child or young person.

Details of this plan must be recorded on CPOMS, as should a record of contact have made.

The plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Maybury Primary School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan will be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

Maybury Primary School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers.

Staff at our school need to be aware of this in setting expectations of pupils' work where they are at home.

14. Home visits

If the necessity for a home visit is established by the Lead DSL/Senior Leadership Team due to concerns arising as a result of monitoring the vulnerable pupils calls, CPOMS and non-engagement, a letter of authorisation to valid essential travel will be provided by the school to the DSL/staff members making the home visit to produce if they are stopped by police etc.

Leaders will continue to dynamically risk assess any home visit if concerns arise around the safety of staff making the visit.

15. Supporting children returning to school after an absence

The DSL (or deputies) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before children return, to add to any information gained during the Covid Check in call and follow school procedures as necessary.

Staff will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as appropriate.

16. Supporting children in school

Maybury Primary School is committed to ensuring the safety and wellbeing of all its students.

Maybury Primary School will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Maybury Primary School will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19. Please refer to the latest versions of the school's Coronavirus Risk

Assessment and Covid-19 Behaviour Policy as both documents are updated from time to time to reflect changing guidance.

Maybury Primary School will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS.

17. Mental Health

We understand that negative experiences and distressing life events, such as those that may lead to the need to self-isolate at home and school closure, can affect the mental health of pupils and their parents. The school will provide additional wellbeing resources on our website, in emails, in support packs and over the telephone to parents.

For children returning to school after a period of absence, staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures.

18. Peer on peer / Child on child Abuse

Maybury Primary School recognises that in the event of school closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the school receives a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined in the school's Child Protection and Safeguarding Policy and Peer on peer/ Child on child Abuse Policy.

The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded, and appropriate referrals made.

19. Preventing Radicalisation

Although rare, increased online activity and feelings of stress and isolation may be exploited by online groomers to target vulnerable children and young people – including extremist influences seeking to radicalise vulnerable people.

Extremists may use the coronavirus outbreak to promote hateful views, for example through conspiracy theories blaming a particular group for the virus, or through spreading misinformation about these groups' responses to it.

Online exploitation is often hard to recognise. Sometimes there are clear warning signs - in other cases the changes are less obvious. The [Let's Talk About It](#) lists some of these signs.

- Exploring new and unusual websites, chat forums and platforms.
- Harmful influences may push individuals towards platforms with a greater degree of anonymity.
- Joining new or secret groups since isolation.
- Speaking with new friends or being secretive about chats during online gaming or in forums.
- A strong desire to seek new meaning, identity and purpose.
- Using language you wouldn't expect them to know.
- Watching, sharing or creating films online linked to religious, political or racial hate.
- Becoming increasingly argumentative or refusing to listen to different points of view.

The following resources are available to help:

- [Digital safety during Covid-19](#) - advice produced by the Home Office
- [Educate against hate parents' hub](#) - resources and government advice for parents and carers on keeping young people safe from extremism, including online
- [Let's Talk About It](#) - support for parents and carers to keep children safe from online radicalisation.

20. Intimate Care

If intimate care/ personal care is required for any pupil the school will ensure that wherever possible this is provided by staff known to the pupil.

21. Elective Home Education (EHE)

Maybury Primary School will encourage parents to send their children to school, particularly those who are vulnerable.

Where an application is made, we will consider whether a parent's decision to educate at home gives greater cause for concern compared to remaining in school.

Where the school feels that there is additional cause for concern, the DSL will then consider making a referral to Surrey County Council in line with existing procedures. This will happen as soon as we become aware of a parent's intention, or decision, to home educate.

The school will work with local authorities and coordinate meetings with parents to seek to ensure that the proposal for EHE is being provided is in the best interests of the child.

If a parent wants to admit their child to Maybury Primary School, the school will follow their normal processes for in-year admissions applications.

22. Contingency planning

The school will ensure that for individuals or groups of self-isolating pupils and pupils who are shielding, they follow government guidance related to coronavirus (COVID-19), remote education plans.

The school will continue to operate as normally as possible. In the event that restrictions in schools are needed to help contain the spread of the virus, we will refer to the contingency plans and outlines how the school should operate in the event of any restrictions.

23. Support from the Multi-Academy Trust

The Multi-Academy Trust (MAT) carries out peer reviews of safeguarding self-audits and provides support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The school will give DSL's and their deputies time to:

- support staff and pupils with new safeguarding and welfare concerns
- handle referrals to children's social care and other agencies where appropriate Delete as applicable

24. Online/virtual meetings with parents and pupils

An online meeting between any staff member(s) and parents and / or pupils should only take place with the prior approval of the Headteacher or a member of the Senior Leadership Team.

In the event of an online meeting with a pupil a parent or carer must be present in the room for the duration of the meeting or a DSL or member of the Senior Leadership Team should join the session.

Staff should never engage online while children are in a state of undress or semi-undress.

The recording of an online meeting with parents and/or pupils should only take place with the prior approval of the Headteacher or a member of the Senior Leadership Team.

Staff should be familiar with and refer to the school's Guidance Note for Staff using Video Conferencing Facilities for Remote Learning and the Guidance Note for Staff On Using Video Conferencing Facilities (not for remote education purposes).

All staff are required to sign the confirmation on the last page of this document to confirm that they have read and understood the contents of this additional policy.

The signed confirmation should be returned by email or hard copy to Katy Henry.

Appendix: COVID Parents' Check in Plan

List of vulnerable and EHCP children circulated to all staff once a month and when updated by Mrs Sullivan and/or Mrs Merritt.



Office to inform Mrs Sullivan and/or Mrs Merritt when a child on the list is not in school and the reason, if any, that are given by parents/carers. Mrs Sullivan and/or Mrs Merritt to make calls or assign to specific staff members.



Call to be made on first day of absence and then at least once a week during the time in which the child is absent.



Call is made to parent/carers who is checked in with and then the child by following the Questions To Ask Guidance below to initiate.



Call is logged on CPOMS, ticking the COVID Parents Check-in box, by DSL; recording

- Time of call
- Who DSL spoke to
- Nature of discussion with parent/carer
- Nature of discussion with child
- Actions taken as a result of call
- If parent/carer didn't answer and whether a message was left

Questions To Ask guidance when completing check in calls

Parent

How are they doing?

How are you managing to get learning done?

We understand it's tricky and we are grateful for your support. Is there anything we can do to support you?

Child

How are you?

What have you been doing?

Have you

We just wanted to say that we are missing you and are looking forward to seeing you soon.

Confirmation

I confirm that I have read and understood the contents of the Maybury Primary School Covid-19 Addendum to Safeguarding and Child Protection Policy – Effective from 8th March 2021 dated 8th March 2021.

Signature:

Name:

Date:

This signed and dated confirmation should be returned by email or hard copy to Katy Henry