



## COVID-19 school closure arrangements for Safeguarding and Child Protection.

School Name: Haywood Academy

Policy owner: Nathan Legg

Date: 05.01.2021

## 1. Context

Following the Prime Minister's announcement on 4 January 2021, only children of critical workers and vulnerable children and young people should attend school or college. All other students will receive remote education.

## 2. Key Contacts

<u>Role</u>	<u>Name</u>	<u>Contact Number</u>	<u>Email</u>
Designated Safeguarding Lead	Mrs A. O'Dea	01782 853535	<a href="mailto:Aodea@clt.haywood.coop">Aodea@clt.haywood.coop</a>
Deputy Designated Safeguarding Lead	Mrs C. Ryder	01782 853535	<a href="mailto:cryder@clt.haywood.coop">cryder@clt.haywood.coop</a>
Trust Director of Inclusion and SEND	Mr N. Legg	01782 853535	<a href="mailto:nlegg@citylearningtrust.org">nlegg@citylearningtrust.org</a>
Designated Governor for Child Protection	Ms K. Smith	01782 853535	<a href="mailto:ksmith@clt.haywood.coop">ksmith@clt.haywood.coop</a>

## 3. Vulnerable children

The DfE defines vulnerable children as students:

- 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 children
- 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:
  - 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
  - adopted children or children on a special guardianship order
  - at risk of becoming NEET ('not in employment, education or training')
  - those living in temporary accommodation
  - those who are young carers
  - those who may have difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)
  - care leavers
- other children and young people at the provider and local authority's discretion including pupils who need to attend to receive support or manage risks to their mental health

Following the Prime Minister's announcement on 4 January 2021, only children of critical workers and vulnerable children and young people should attend school or college. All other students will receive remote education.

#### **4. Attendance monitoring**

Please refer to the COVID-19 attendance addendum for further information and guidance.

#### **5. Designated Safeguarding Lead**

The Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Mrs A. O'Dea

The Deputy Designated Safeguarding Lead is: Mrs C. Ryder

The Trust leads for Safeguarding are: Nathan Legg and Marie Faichney.

A member of the Academy or Trust Safeguarding team 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 senior leader will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection online management system, CPOMS and 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 or college.

It is important that all Academy staff and volunteers have access to a DSL, Deputy DSL or senior Academy or Trust leader responsible for safeguarding. 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.

#### **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely. In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the DSL, DDSL and the Principal / Headteacher. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Headteacher / Principal. In the case where the concern is related to the Headteacher / Principal, this should be reported to the Chief Executive Officer, Carl Ward, or a member of the Executive Leadership Group (Sian Hughes or Sharon Bates). Where the concern is related to a member of the Executive Leadership Group, the concern will need to be reported to the Chair of the Board.

The City Learning Trust (CLT) will continue to offer support in the process of managing allegations.

## **6. Safeguarding Training and induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. 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 should 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 the Academy, they will continue to be provided with a safeguarding induction. 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
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

For movement within the Trust, schools should seek assurance from Trust HR Director that the member of staff has received appropriate safeguarding training. Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

## **7. Safer recruitment/volunteers and movement of staff**

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, the Academy 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).

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 the Academy 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.

The Academy 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.

The Academy 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](mailto:Misconduct.Teacher@education.gov.uk).

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

The Trust are currently reviewing its procedures regarding safer recruitment and the ramifications of the United Kingdom's exit from the European Union. The Trust will update its full policies accordingly.

#### **8. Online safety for pupils in school**

Online safety in schools and colleges school name will continue to provide a safe environment, including online.

This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place.

#### **9. Children and online safety away from school and college**

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 Policy and where appropriate referrals should still be made to children's social care and as required, the police. Online teaching should follow the same principles as set out in the CLT policy.

The Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements **and in line with the Curriculum, Blended Learning and Online Communications Policy suite.**

Below are some things to consider when delivering 'virtual lessons', especially where webcams are involved. Any 'virtual lessons' will need to be approved by the Academy Headteacher / Principal before going ahead and must follow the following:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms approved by the CLT to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

## **10. Supporting children not in school**

The Academy is committed to ensuring the safety and wellbeing of all its children and young people.

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 communication plan is in place for that child or young person.

Details of this plan must be recorded on a central spreadsheet and, where appropriate, CPOMS, as should a record of contact have made. The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. Where door-step visits are deemed the most appropriate method, staff members will not do this alone, will inform the Headteacher / Principal of the intended addresses of the visits. Staff members should always adhere to the 'social distancing' guidance issued by the UK Government.

The Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan must 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.

The Academy 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. Teachers at the Academy need to be aware of this in setting expectations of pupils' work where they are at home.

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

### **Supporting children in school**

The Academy is committed to ensuring the safety and wellbeing of all its children and young people.

The Academy will continue to be a safe space for all children to attend and flourish.

The Headteacher / Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The Academy 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.

### **Peer on Peer Abuse**

The Academy recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. 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. The Academy will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded on CPOMS and appropriate referrals made.

**This addendum will be reviewed in line with UK government changes.**