

Addendum 1

**COVID-19 school closure arrangements for
Safeguarding and Child Protection at Samuel
Whitbread Academy**

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Samuel Whitbread Academy Safeguarding, and Child Protection policy (found on our website) contains details of our individual safeguarding arrangements in the following areas:

1. Context	2
3. Vulnerable children	3
4. Attendance monitoring	4
5. Designated Safeguarding Lead	4
6. Reporting a concern	5
7. Safeguarding Training and induction	6
8. Safer recruitment/volunteers and movement of staff	6
9. Online safety in schools and colleges	7
10. Children and online safety away from school and college	7
11. Supporting children not in school	8
12. Supporting children in school	9
13. Peer on Peer Abuse	9

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Clare Hood	01462 629900 Off site: 07835 471157	chood@bestacademies.org.uk
Deputy Designated Safeguarding Lead	Thomas Rowell	01462 629900 Off site: 07752 594330	trowell@bestacademies.org.uk
Headteacher	Nick Martin	01462 629900	Nmartin@bestacademies.org.uk
Chair of Governors	Sharon Dickman	01462 629900	sdickman@bestacademies.org.uk

Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

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

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Samuel Whitbread Academy 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: Clare Hood for all children with an allocated social worker and Thomas Rowell for all looked-after and previously looked after children.

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 risk. In circumstances where a parent/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Samuel Whitbread Academy will explore the reasons for this directly with the parent/carer. Samuel Whitbread Academy will share the names of those attending with allocated social workers to discuss their views on attendance/non-attendance.

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

Samuel Whitbread Academy will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

Samuel Whitbread Academy and social workers will agree with parents/carers whether children in need should be attending school – Samuel Whitbread Academy will then follow up on any pupil that they were expecting to attend, who does not. All children with an allocated social worker will be contacted by members of the safeguarding team to inform of attendance. DSL will update social workers of any changes.

To support the above, Samuel Whitbread Academy will, when communicating with parents and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Samuel Whitbread Academy will notify their social worker.

Designated Safeguarding Lead

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

The Designated Safeguarding Lead is: Clare Hood

The Deputy Designated Safeguarding Lead is: Thomas Rowell

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. Both DSL and DDSL have work mobiles where vulnerable students and staff can contact them.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for coordinating 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 Samuel Whitbread staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

The DSL and safeguarding team 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 and DDSL. 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 they should continue to follow the academy policy.

Concerns around the Headteacher should be directed to the Chair of Governors: Sharon Dickman

Referrals to the local authority will continue as outlined in the SWA safeguarding and child protection policy. The flow chart is included in this policy. All Child Protection, Child in Need and Team around a Child meetings will continue remotely. A member of the SWA safeguarding team will attend. The DSL or DDSL will attend any strategy meetings arranged remotely.

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 (2019). 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 Samuel Whitbread Academy, they will continue to be provided with a safeguarding induction. This may be conducted remotely.

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, the date the check was undertaken, the DBS number and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing safeguarding disciplinary investigation relating to that individual

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.

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, Samuel Whitbread 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 (2019) (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 Samuel Whitbread 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.

Samuel Whitbread 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.

Samuel Whitbread 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

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, Samuel Whitbread Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Movement of children

The school will ensure that any change of school for looked-after children will be led and managed by the VSH with responsibility for the school. If the home school does not provide a member of staff to support the children, the school will ensure that they provide relevant information to the hub school such as the reason the child is vulnerable and any arrangements in place to support them. As a minimum the hub school should, as appropriate when home school staff do not attend, have access to the child's EHC plan, child in need plan, child protection plan, or if the child is looked-after, their personal education plan (PEP) and who the child's social worker (and, for looked-after children, who the responsible VSH is). The school should ensure that this ideally happens before a child is transferred to the hub school, and where it is not possible, as soon as reasonably practical. Any exchange of information would ideally happen at DSL level, and likewise between any special educational needs coordinators. However, it is acknowledged that may not always be possible. Where this is the case senior leaders should take responsibility.

When home school staff are attending with children from another school, they are responsible for ensure they have all above details of the children that are attending, along with contact details for the children. All visiting staff will be made aware of the safeguarding arrangements for the site.

Online safety in schools and colleges

Samuel Whitbread Academy 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.

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.

Samuel Whitbread Academy will ensure any use of online learning tools and systems is in

line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons:

- No 1:1s, groups only
- Language must be professional and appropriate.
- As stated in the teaching and learning support for distance learning booklet, staff will be presenting new learning through agreed software as a school. This will only record voice as teachers talk students through PowerPoint slides. At no point should the staff member, or part of your household be visible via video.
- Staff are to be mindful of noise and sounds in the background when recording voiceovers. Staff are to select a time when their household is quiet.
- Following the presentation of new material, it is likely that discussion within Google Classroom will begin. If any concerns regarding a student's comments should arise, staff are to 'mute' that student and record on CPOMs. A member of the safeguarding team will then contact home.

Below are some things to consider when conducting academic check ins (via phone or video- PRE booking system):

- Parents have consented to video appointments and therefore are consenting to these one-to-one appointments happening.
- If behaviour or conduct (as outlined in the behaviour addendum) is not satisfactory, you should terminate the conversation by saying the following: "Unfortunately, I am unable to complete this appointment due to your language and attitude at present. Your Head of Year will be in touch shortly." Any concerns regarding conduct, immediately contact the year team.
- Much like a conversation about progress in school, this should be focused on learning. If a child, discloses a concern reassure them you have heard this and report to CPOMs

You can conduct these at home or in school. If you are at home, please ensure you have considered your background, are dressed appropriately and background noise is at a minimum.

With the increased virtual contact, staff are reminded of their duty with regards to "Safer Working Practice", 2020 addendum. Key points relating to working remotely, which are also highlighted in the SWA safeguarding and child protection policy, are as follows:

- Staff should not discuss children or parents on social media groups.
- Staff should not respond to parents/students who attempt to make contact through social media. Parents have been informed that staff will not respond to this communication method
- Staff are reminded not to communicate with students via personal accounts. If a child emails from a personal account, staff are to respond in acknowledgment, but include the child's school email account to ensure transparency and openness.
- Staff should continue to have a high level of professional conduct online.
- contact pupils outside the operating times defined by senior leaders

- take or record images of pupils for their personal use
- record virtual lessons or meetings using personal equipment (unless agreed and risk assessed by senior staff)

Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report any such incident to a senior manager. This is as relevant in the online world as it is in the classroom; staff engaging with pupils and / or parents online have a responsibility to model safe practice at all times.

Supporting children not in school

Samuel Whitbread 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.

The communication plan (student check-ins google doc) is shared with all relevant staff and is updated on a regular basis. All contact made a RAGGED by the DSL and DDSL to understand patterns of concern. The student check-ins frequency and method is confirmed with student and parent. Those flagging as a concern is discussed in the remote safeguarding meeting, where next steps are planned. Students are considered “red” if contact has not been able to be made or if the student is struggling with the current situation. If a safeguarding concern is raised, this is to be logged on CPOMS in line with the school’s child protection policy. If contact has not been made, safeguarding team will call the LA hub for advice on next steps, and where needed, contact the police.

If staff need to contact a pupil or parent by phone and do not have access to a work phone, they should discuss this with a senior member of staff and, if there is no alternative, always use ‘caller withheld’ to ensure the pupil / parent is not able to identify the staff member’s personal contact details.

The check-ins can include; remote contact, phone contact, door-step visits (in line with social distancing). Other individualised contact methods should be considered and recorded in discussion with the DSL and DDSL

In relation to door-step visits, colleagues will have a clear understanding of the actions that should be taken if it is believed that a child or parent is at immediate risk of harm, including when to contact emergency services and / or partner agencies. Potential actions are decided pre-visit in conjunction with DSL/DDSL. Except in an emergency, staff will never enter a home without the parent or carer’s consent or when the parent is absent.

Samuel Whitbread 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, through Parentmail and through

the daily bulletin with staff.

Samuel Whitbread 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 Samuel Whitbread Academy need to be aware of this in setting expectations of pupils' work where they are at home.

Samuel Whitbread 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.

Supporting children in school

Samuel Whitbread Academy is committed to ensuring the safety and wellbeing of all its students.

Samuel Whitbread Academy 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.

Samuel Whitbread 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.

Samuel Whitbread 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.

Where Samuel Whitbread Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the trust.

Peer on Peer Abuse

Samuel Whitbread 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 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 on CPOMS and appropriate referrals made.

Addendum added: 30th March 2020

Addendum updated 19th May 2020

Addendum updated 4th June 2020

Author: Clare Hood (DSL)