



Child Protection and Safeguarding Policy – Addendum: COVID-19

Nominated Lead Member of Staff:	Trish Jarvis
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Important contacts

Trish Jarvis, VP - DSL: 07851250966

Toni Brough, Inclusion Lead Trained - DSL, Deputy DL: 07827892292

Mark Chapman, Alternative Provision Lead - Trained DSL, Deputy DL: 07493866632

Nicola Smith, AVP - Trained DSL: 07725570008

Jennifer Hall, AVP - Trained DSL: 07593451788

Isaac Smith, Early Help Co-ordinator - Trained DSL: 07394562390

Dave Bell, Executive Head - Trained DSL d.bell@meacad.org.uk

Linda Jones, CEO ljones@prospere.org.uk

Sue Spiteri, link Safeguarding Governor s.spiteri@willows.manchester.sch.uk

Chair of LGC: Olivia Clayton - olivia.clayton@magairports.com
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LADO: 0161 234 1214

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Are assessed as being in need, including children:
 - With a child protection plan
 - With a child in need plan
 - Looked after by the local authority
- Have an education, health and care (EHC) plan
- Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:
 - On the edge of care
 - Previously LAC
 - At risk of becoming NEET (Not in Employment, Education or Training)
 - Living in temporary accommodation
 - Young carers
 - Considered vulnerable by the Academy

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

- Staff should report concerns immediately to the DSL via telephone
- Log and record on CPOMS
- If the DSL is not available then you should contact another trained DSL highlighted in the list above
- If they are not available contact a member of the SLT to discuss your concern
- If a child is in immediate danger you can contact the police on 999

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or other trained DSL) can't be in school, they can be contacted remotely by using the numbers provided above.

The weekly staffing list, which is shared with all staff, will incorporate the list of key contacts. If there are concerns about students on site, these should be discussed with the duty SLT member and Safeguarding Lead for that day.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

6. Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by communicating with parents as per our usual attendance procedures
- Notify their social worker, where they have one
- Update the Virtual School for LAC regarding contact and safeguarding arrangements
- Require parents/carers to complete a leave of absence form if they wish to request that their child stay at home

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately. Although investigations may not take place in the usual manner these can be conducted remotely by the pastoral or safeguarding team via telephone. Please continue to report concerns in the usual manner.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately.

Staff should contact the Principal to discuss concerns immediately. If the concern is about the Principal please discuss with the LGC or Executive Head, Dave Bell d.bell@meacad.org.uk

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 Contact plans

We have contact plans (risk assessments) for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact
- A weekly review in Line Management

We have agreed these plans with children's social care where relevant and will review them every three weeks.

If we can't make contact, we will complete a dynamic risk assessment which may result in the following:

- A member of the pastoral team completing a safe and well visit – following government guidance on social distancing
- A referral to Children's services
- Telephoning the Police where there is concern of immediate harm using 999

10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online (see section 11 below).

Children at Home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary, they will use personal phones but they will withhold their personal number. Staff will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or live lessons

All contact will be logged on a central welfare tracker. Where staff have a concern about a student, they will log their concerns on CPOMS and follow the usual academy safeguarding procedures.

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, our contingency plan is to be supported by our partners at the Prospere Trust.

11.2 Outside school

The Academy uses Microsoft Teams to engage students in their remote education. Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy/remote learning addendum.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

When issuing an Academy device to support on-line learning at home. Parents and carers will sign an agreement that outlines the following:

- their responsibility for ensuring their child is safe on-line
- how the academy will monitor and respond to inappropriate content or harmful on-line behaviour
- how to access The National Online Safety site for guidance and support

11.3 Working with parents and carers

We will regularly provide Safeguarding and Well-being information for parents. We will make sure parents and carers (through our online resources and social media platforms):

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Our partners at 42nd Street are continuing to offer remote support. We continue to offer counselling to students either face to face, by appointment in school or on Zoom/by telephone.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time, via our newsletter and via social media.

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.

Children Returning to School

The DSL and Wellbeing Lead 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. The DSL and Wellbeing Lead 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 they see pupils in person.

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education (January 2021 update).

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

13.2 Staff 'on loan' from other schools

We will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. These checks will be completed by the Trust board.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

13.3 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

13.4 Keeping records of who is on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will keep a record of which students are on site each day.

We will continue to keep our single central record up to date.

We will use the single central record to log:

- Everyone working or volunteering in our school each day, including staff 'on loan'
- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

14. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head

Where the DSL, deputy or SENDCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum each month by Trish Jarvis, Vice Principal. At every review, it will be approved by the Local Governing Committee.

16. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff Code of Conduct
- IT acceptable use policy
- Health and safety policy
- E-safety policy
- Remote Learning addendum