

## **Annex to School Safeguarding Policy: Safeguarding Guidance**

### **Read alongside the Safeguarding and Child Protection Policy, KCSIE and current DfE guidance for schools**

The way schools are currently operating in response to coronavirus (COVID-19) can be different to business as usual, however, a number of important safeguarding principles remain the same:

- **With regard to safeguarding, the best interests of children must always continue to come first**
- **If anyone in a school has a safeguarding concern about any child they should continue to act and act immediately**
- **A Designated Safeguarding Lead or Deputy should be available**
- **It is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children**
- **Children should continue to be protected when they are online**

#### **Designated Safeguarding Staff**

Schools are required to have a Designated Safeguarding Lead (or Deputy) available during school hours. Due to the current exceptional circumstances it may not always be possible for this person to be available on site. However, a designated member of the safeguarding team will always be available by telephone or email.

School will endeavour to ensure that the DSL or deputy DSL is on school site and accessible to staff, if this is not possible, school staff (whether working at home or in school) and any volunteers will be informed of how to contact the person responsible that day.

All DSL's have access to CPOMS and will therefore be informed of incidents on a daily basis via this platform.

#### **Contact during exceptional circumstances**

It is important that all children, families and professionals can contact key staff to share information in respect of safeguarding and concerns. To ensure this happens, the information regarding the names of the DSL and deputy DSL are on the school website. Children, families and professionals can contact the main office via telephone or email and will be redirected to the appropriate person.

#### **Information for pupils and families**

Links to additional support services for children and families are available on the school website.

#### **Remote learning**

If children are required to self-isolate due to close contact with someone outside of the academy or because their bubble is closed the academy will provide remote learning from the day of the first absence (see the academy's remote learning offer).

A member of the academy staff will contact children who are learning remotely to ensure they are safe and well.

Extra phone calls may be made for children deemed vulnerable and those who are looked after. The frequency of this will be decided on an individual basis by the academy's safeguarding team.

If, in extreme circumstances the DfE chooses to implement the contingency framework (see link below);

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

The academy will use the list of identified children in the initial lockdown, offer school places to these children and organise remote learning for the remaining children. Regular check ins for children identified on the academies list will be reinstated.

In this circumstance the following principles will be followed;

### **Vulnerable pupils**

The academy will provide educational provision for vulnerable pupils who have a social worker or who have an EHCP.

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 the Academy will explore the reasons for this directly with the parent.

Provision will also be made for children in care. The LA virtual school and foster carer will be contacted, and provision discussed. There may be instances where the child resides in another authority and may not be able to travel to provision. This is the decision of the LA /LAC education team and carer. If the child is unable to attend, then virtual learning will be provided. Weekly telephone contact will also be made. This will be recorded on CPOMS.

If a LAC child does not arrive in provision and their attendance is expected, carers will be contacted within 30 minutes of the expected time of arrival. The allocated social worker and virtual school will also be informed, and an email sent. This will be recorded on CPOMS.

If a child on CP/CIN Plan or a LAC child is self- isolating or not attending provision for any reason the allocated social worker/ professionals involved will be informed. The virtual school will also be informed in the case of a LAC child. Email correspondence will also be sent and details recorded on CPOMS.

### **Other – Vulnerable Children**

The Academy will follow government guidelines in allocating places to vulnerable children.

The Academy may also have concerns regarding some children and families that are not part of the designated groups. In this instance, the academy may contact families weekly for 'check ins' and signpost children and families to services for additional support. All contacts will be recorded on CPOMS.

## **Critical workers**

The Academy will offer places to children whose parents are classified as critical workers under the current government definition.

## **Attendance monitoring**

The Academy will follow the latest government guidelines for recording attendance

If shielding advice is given all children still deemed clinically extremely vulnerable are advised not to attend the Academy.

The Academy will follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

Phone calls or house visits will be made to the parents/carers in these circumstances.

## **Safe and well checks**

The academy staff **will not** be conducting home visits. Safe and well-being checks will be conducted via telephone and concerns identified will be reported to social care / Police or allocated professionals as required.

The academy has a list of families who require these calls. All calls will be logged on CPOMS.

The department has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. 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 attending/ not attending and the reasons for this.

## **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. This must be logged by 5pm on the day the concern is raised. If a child makes a direct allegation or abuse is seen whilst remote teaching refer directly to DSL/Deputy DSL face to face or telephone IMMEDIATELY and CPOMS later.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead. 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 directly and immediately to the Headteacher.

If there is a requirement to make an immediate 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.

Concerns around the Headteacher should be directed to the Chair of Governors.

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

### **CPOMS**

All incidents will be logged on CPOMS as per policy. This includes telephone calls to parents and professionals and email communication. This will ensure that information can be effectively communicated and accessed remotely as required.

The academy will then have an overview of which families have been contacted across the course of a week and any follow up. This will include families we have been unable to contact and next steps.

### **Working on an alternative site**

Trust safeguarding policies and procedures should be followed across all settings. If emergency childcare moves to an alternative setting, at least one school member of staff will need to be in attendance with the pupil/s. The principles in KCSIE and Coronavirus (COVID-19) safeguarding in schools and colleges and other providers – GOV.UK apply.

### **Pupils in specialist provisions /Dual registration**

The academy will contact individual providers to discuss provision for pupils. Daily contact and the monitoring of attendance and safeguarding will continue as per policy. In the case of providers closing, provision will be offered on school site bespoke to student's needs.

### **Staff training and safeguarding induction**

All existing school staff will already have had safeguarding training and have read part 1 of KCSIE. Staff will be kept informed of 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 school, they will continue to be provided with a safeguarding induction. An up to date Child Protection Policy and this annex will support this process, as will part 1 of KCSIE.

The existing school workforce may move between schools on a temporary basis in response to COVID-19. The receiving school should judge, on a case-by-case basis, the level of safeguarding induction required. In most cases, the existing workforce will already have received appropriate safeguarding training and all they will require is a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

### **Children and online safety away from school**

The academy is doing what we reasonably can to keep all our children safe.

When a child is not physically attending the academy, 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.

The Academy will use publications such as the DfE guidance on providing education remotely, [guidance from the UK Safer Internet Centre on safe remote learning](#) and the [London Grid for Learning on the use of videos and livestreaming](#) to help plan online lessons and/or activities safely.

The Academy will consider the safety of their children when they are asked to work online. The starting point for online teaching will be that the same principles as set out in the school's staff code of conduct including the acceptable use of technologies, staff/pupil relationships and communication including the use of social media. The policy applies equally to any existing or new online and distance learning arrangements which are introduced.

### **The use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.**

An essential part of the academies online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school or college we will also signpost children to age appropriate practical support from the likes of:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

The Academy will also communicate to parents and carers the importance of children being safe online. We will ensure that parents and carers are aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school (if anyone) their child is going to be interacting with online. This will be done through the remote learning offer which is shared with parents, the home learning plans and normal academy route of communication with parents.

Parents and carers may choose to supplement the school's online offer with support from online companies and in some cases individual tutors. On the Academies remote learning offer we have emphasised the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

### **Peer on Peer Abuse**

The Academy recognises that during periods of self-isolation or bubble 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 Safeguarding and 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 will be recorded on CPOMS and appropriate referrals made.

### **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).

If staff are deployed from another education or children's workforce setting to our school, the Academy 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

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.

Whilst acknowledging the challenge of the pandemic, 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.

### **Volunteers**

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

In appointing volunteers, the school will follow safer recruitment processes.

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