

## **Annex 1**

# **COVID-19 school closure arrangements for Safeguarding and Child Protection at Fishtoft Academy**

This is an addendum to the Academy's current safeguarding policy and does not replace the Academy's main policy. It will remain in place temporarily in response to the current Covid- 19 pandemic. The addendum may be amended on receiving any further guidance from the Department for Education or local authority.

**School Name: Fishtoft Academy**

**Policy owner:** Head of Academy

**Date: 31.05.20**

**Date shared with staff: 01.06.20**

## Context

From 20<sup>th</sup> 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.

[Covid-19-safeguarding-in-schools-update](#)

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 Fishtoft Academy Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## 1.Key contacts

The following information will be displayed and updated in the school on a daily basis.

| <b>Role</b>                          | <b>Name</b>     | <b>Contact number</b> | <b>Email</b>             |
|--------------------------------------|-----------------|-----------------------|--------------------------|
| Designated Safeguarding Lead         | Jo Bland        | 07957472539           | Jo.bland@bwaf.net        |
| Deputy Designated Safeguarding Leads | Kate Harrison   | 07840507739           | Kate.harrison@bwaf.net   |
| Headteacher                          | Jo Bland        | 07957472539           | Jo.bland@bwaf.net        |
| Trust Safeguarding Manager           | Dina Nicholson  | 07930915679           | Dina.nicholson@bwaf.net  |
| Chair of Governors                   | Sarah Whelbourn |                       | Sarah.whelbourn@bwaf.net |
| Safeguarding Governor / Trustee      | Elizabeth May   |                       | Liz.May@bwaf.net         |

## 2.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 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.

The 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: Jo Bland.

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

Where parents are concerned about the risk of the child contracting COVID-19, the Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The Academy will encourage our vulnerable children and young people to attend the setting.

If a child is temporarily attending another Academy during this period, the Academy will ensure that any communication received by other agencies and services that impact on the safety and wellbeing of the child will be shared with the school that the child is temporarily attending. This includes notifications from the Police as part of the Operation Encompass initiative in response to domestic violence.

### **3.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.

If the Academy has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

The Academy and social workers will agree with parents/carers whether children in need should be attending the Academy. The Academy will then follow up on any pupil that they were expecting to attend, who does not. The Academy will also follow up with any parent or carer who has arranged care for their child(ren) and subsequently do not attend.

To support the above, the Academy will, when communicating with parents/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, the school will follow the procedures in the attached documents;



LA Updates  
23-3-2020.pdf

#### **4. Designated Safeguarding Lead**

**The Academy will ensure information is displayed and updated daily depending on whom is available for work.**

The information will include the name of the Designated Safeguarding Lead (DSL) and a Deputy DSL. It will also include the Senior Leader responsible for coordinating the safeguarding arrangements in the Academy.

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 – (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 My Concern (our online safeguarding portal) 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 Academy.

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

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

#### **5. Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the Academy Safeguarding Policy, this includes making a report via My Concern which can be done remotely.

If a member of staff cannot access their My Concern from home, they should email the Designated Safeguarding Lead and Senior Leader. 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 Academy, they should report the concern to the Headteacher/Senior Leader immediately. If there is a requirement to make a notification to the Headteacher/Senior leader whilst away from Academy, this should be done verbally and followed up with an email.

Concerns about the Headteacher/Senior Leader should be directed to the Chair of Governors of the school that employs them: Sarah Whelbourn.

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

Face to face DSL training is not taking 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 and is following the 6 Year Safeguarding training pathway, should continue to be classed as a trained DSL (or deputy) even if they miss their face to face training, but have completed the eLearnings identified on the pathway. Online safeguarding training should be completed as soon as possible by logging into the LSCP account

Members of staff already booked on or intending to book on the face to face 2 day safeguarding training will access the online 'Awareness of Child Abuse and Neglect Core. Others members of staff in need of safeguarding training should follow the 6 year pathway but do not need to attend the face to face training.

All existing Academy staff have had safeguarding training and have read part 1 and 5 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, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our Academy, 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 on-going disciplinary investigation relating to that individual

For movement within the Trust, the Academy will seek assurance from the Head of Academy that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given confirmation of any site-specific 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 (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.

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 on-going disciplinary investigation relating to that individual

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) after liaising with Lincolnshire LADO  
Tel: 01522 554674.

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any Academy is aware, on any given day,

which staff will be in the school, 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 considering proportionate and flexible approach to vetting checks i.e. portability of checks between schools and children's workforce.

## **8. Online safety in schools and colleges**

The Academy will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers within the Academy, 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 Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Any online teaching should follow the same principles as set out in the Academy code of conduct.

The 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, especially where webcams are involved:

- 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.
- Any live classes 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 specified by senior managers and approved by our IT network manager / provider 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. In our Academy, this is done by the Trust's central safeguarding team.

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

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

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.

Class Teachers will attempt to contact all pupils not educated on site on a weekly basis and keep a log of this. Any child whom they fail to make contact with and whom is not engaging in online learning will be referred to the DSL who will also attempt to make contact with the family via telephone. If there is no response, a home visit will be undertaken. If, when a home visit is undertaken, no family member is present, a letter will be left, asking the family to make contact with the Academy. If there is still no response, the DSL will refer onto the attendance team who will continue to attempt to make contact and log the child as missing in education if required.

The Academy will continue to 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.

## **11. Supporting children in school**

The Academy is committed to ensuring the safety and wellbeing of all its students. It will continue to be a safe space for all children to attend and flourish. The Senior Leader on duty 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.

The school 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 My Concern if required.

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

## **12. Peer on Peer Abuse**

The school recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the Academy 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 the Child Protection Policy.

The Academy 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 will be recorded on My Concern and appropriate referrals made.