

# Child protection and safeguarding: COVID-19 addendum

Chantry Academy



Approved by:	M Cole and R Hinsley	Date: <del>14.15.20</del> <u>04.05.20</u> 2020
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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Keith Greenwood	01473 696507 07912 631294 Safeguarding@chantryacademy.org
Deputy DSL	Karen Rice	01473 696507 07872 379862 Safeguarding@chantryacademy.org
Other contactable deputy DSLs:	Sharon Wickiewicz Karen Morgan	Safeguarding@chantryacademy.org
Designated member of senior leadership team if DSL (and deputy) can't be on site	Mr C D'Cunha (Executive Principal)	07791 381428 <a href="mailto:CDCunha@ChantryAcademy.org">CDCunha@ChantryAcademy.org</a>
	Mr R Hanson (Head of School)	07872 379863 <a href="mailto:rhanson@chantryacademy.org">rhanson@chantryacademy.org</a>

ROLE	NAME	CONTACT DETAILS
Headteacher	Mr C D'Cunha (Executive Principal)	07791 381428 <a href="mailto:CDCunha@ChantryAcademy.org">CDCunha@ChantryAcademy.org</a>
	Mr R Hanson (Head of School)	07872 379863 <a href="mailto:rhanson@chantryacademy.org">rhanson@chantryacademy.org</a>
Local authority designated officer (LADO)	<a href="https://www.suffolkscb.org.uk/working-with-children/local-authority-designated-officers-lado/">https://www.suffolkscb.org.uk/working-with-children/local-authority-designated-officers-lado/</a>	Email <a href="mailto:LADO@suffolk.gov.uk">LADO@suffolk.gov.uk</a> or LADO central telephone number <b>0300 123 2044</b>
Chair of governors	Mr Miles Cole	<a href="mailto:admin@chantryacademy.org">admin@chantryacademy.org</a>

## 1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from Suffolk Safeguarding Partnership and Suffolk local authority (LA).

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 safeguarding and child protection policy continues to apply.

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

- Have a social worker, including children:
  - With a child protection plan
  - Assessed as being in need
  - Looked after by the local authority
- Have an education, health and care (EHC) plan
- ~~Those on the edges of receiving children's social care support.~~ Those on the edges of receiving children's social care support

## 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, both for children still attending school and those at home.

This should be done via <https://www.myconcern.education/>

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.

We will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day in the shape of the current school closure staffing rota.

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

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be the person listed as 'Head' on the staffing rota in conjunction with the named pastoral support for that day.

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:

- Suffolk Safeguarding Partnership
- 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

The following guidance is currently in place:

#### 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 calling parents as soon as possible using the contact details they have provided on SIMS
- Notify their social worker (or Family Support Practitioner), where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of ~~who~~ the vulnerable and keyworker children attending school. This form is located in the DSL Team folder on Microsoft Teams and links to this document are shared with the Senior Lead and Pastoral lead in school each day. All staff attending school are also made aware in advance of which children are expected in school.

With year 10 students returning to school (maximum 25% of the cohort onsite at once) it is extremely important that accurate registers will be taken at the start of each session (am and pm). The SLT and

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**pastoral staff in school each day should take responsibility for checking attendance against expected lists and informing the attendance officer and DSL team as soon as possible of any absences.**

**Appropriate codes will be recorded on SIMS by the attendance officer as outlined in the DfE guidance on recording attendance during the coronavirus situation.**

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. Where parents have not been contactable we will write to their home address and request that up to date contact details are provided to [admin@chantryacademy.org](mailto:admin@chantryacademy.org)

## 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 – about both children attending school and those at home. It is important that any concerns continue to be logged via <https://www.myconcern.education/> so that these can be accessed by all of the DSLs and a record is kept of actions taken.

## 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 – whether those concerns are about staff/volunteers working on site or remotely.

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](mailto: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. This may include those children who have previously had social worker involvement or for those who have support from Early Help.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10 below.

## 10. Contact plans

We have contact plans 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

Each child has an individual plan which sets out:

- How often the school will make contact – this will be at least once a **weekfortnight**
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- How staff will make contact – this will normally be over the phone, but may include doorstep visits, or a combination of both **and supported by email and text contact**
- Contact with parents and students may also be via email (using students' school email addresses only in the case of contact with students) but should involve speaking to the student in person at least once per week.

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We have agreed these plans with children's social care where relevant, and will review them each week.

If we can't make contact via phone, we will write to parents asking them to ensure that we have up to date contact details. If a doorstep visit is then not successful in making contact a MARF will need to be completed via <https://cypportal.suffolk.gov.uk/web/portal/pages/home>

## 11. 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 line with the procedures set out in section 3 above.

For children at home, they 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 [video-calls/live lessons on Microsoft Teams](#)

Children are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support pupils' mental health.

## 12. Online safety

### 12.1 In school

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

If staff have any issues with IT or require support or guidance of a technical nature they should complete a ticket using the [ithelpdesk@chantryacademy.org](mailto:ithelpdesk@chantryacademy.org) email address which is monitored by European Electronique as our IT managed service.

### 12.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct and IT acceptable use policy.

[Lessons will be delivered online through Microsoft Teams making use of Chantry Academy email addresses only.](#)

[To ensure we are all safe every lesson must be:](#)

- [recorded](#)
- [observed by another teacher](#)

[Staff must be mindful of any signs or indications from students via contact online that things are not ok and staff must log their concerns using MyConcern at their earliest opportunity.](#)

During this time when we are not together as a community it is tempting to engage with each other through social media. Whilst this has many benefits it also has a number of potential challenges. Staff must be aware that whilst the school may be closed to the vast majority of students, they still represent the Academy as an employee. Our conduct on social media is there forever and therefore leaves a digital tattoo. It is also clear that electronic communication between ourselves is always open to mis-interpretation, so staff must ensure that any communication sent to each other is measured, clear and appropriate. Misunderstanding may occur and may lead to awkward conversations.

Any social media contact with students can only be completed through the schools own social media sites. These rules are there to protect staff and colleagues.

If staff would like to post videos etc. they must use the appropriate channels:

Videos should be copied to Mr D'Cunha or Mr Hanson to check the video fits with the Academy values

Copy to Mrs Dean and Mrs Fothergill for checking parental permissions and posting on social media.

If staff believe that there are appropriate platforms that we could utilize for the benefit of students should contact Mr D'Cunha in the first instance and confer with Mr Greenwood as e-safety lead for the Academy.

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.

### 12.3 Working with parents and carers

We will make sure parents and carers:

- › 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

This will be communicated to parents via parentmail, social media and the school website

<https://www.chantryacademy.org/Supporting-you-at-home/>

In specific cases where a need has been identified, direct contact will be made with parents/carers via telephone.

## 13. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. This will be via pastoral support staff calling or emailing

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time and students and parents can access support via various sites listed on our website

<https://www.chantryacademy.org/Mental-Health-Well-Being/>

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.

## 14. Staff recruitment, training and induction

### 14.1 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.

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.

#### **14.2 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. Should the need for this arise, the Principal's PA Mrs S Haywood will coordinate these communications.

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

#### **14.3 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

#### **14.4 Keeping records of who's 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 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

### **15. 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 SENCO 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.

### **16. Monitoring arrangements**

This policy will be reviewed as guidance from Suffolk Safeguarding Partnership, the LA or DfE is updated, and as a minimum every 3-4 weeks by K Greenwood (DSL). At every review, it will be approved by the lead safeguarding governor and shared with the full governing body.

## 17. 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
- [Online safety policy](#)
- [Behaviour Policy](#)