

Safeguarding Policy Annex Temporary Working Practices (Covid 19)



Approved: Annex 30/03/2020
Review date: May 2020
Responsible Officer: Senior Safeguarding Lead (ALT)

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 Archway Learning Trust Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas.

Policy Statement

Safeguarding has always been the highest priority at the Archway Learning Trust. Now, more so than ever. We must make sure we respond to this crisis in a way that is fluid and responds to whatever we face over the next weeks and months. We can and must still fulfil our duties albeit it in a very different way. This document is intended to provide an overview of a strategy and practical guidance for DSLs and Pastoral staff. We will review together regularly, add pertinent information and make sure that the guidance meets the needs of all our students. Our liaison with external agencies is key to ensuring that we still have specialist and expert advice on matters. Whilst we are committed to our ongoing safeguarding responsibilities, we must continue to signpost and refer into statutory agencies where we feel that there is need to do so. Continuing to use Signs of Safety and Danger Statements in our contact with these agencies will ensure we continue to have the same quality of referral as always.

- **Identification** – The central team have worked in conjunction with the local Pastoral Leaders to centralise our response to this current crisis. This includes Post 16 and the Primary. As far as possible, we are having a universal approach to developing the identification of our different levels of need. This will then inform our bank of support that we will be able to utilise with moving our safeguarding away from being School based to more community based. This means we need to find creative ways to ensure our children can tell us if there is a problem. Many children will be used to being seen and will rely on the relationships they form with trusted adults. As we are unable to ‘see’ those students it will become increasingly important for them to be able to have the means to share their concerns, in a way that its effective for them but also safe for our staff.
- **Amalgamation of DSL Teams** – We are now functioning as one team, in the event of a school being left with no DSL through illness or self-isolation. This will be supported by a centralised email system Help@Archwaytrust.co.uk and a monitored WhatsApp account. Currently, all current safeguarding procedures should be followed. Adjustments and a new statement of practice will be produced in the near future to cover the event of schools merging, LA hubs being formed and no DSLs being present. This will be a regularly reviewed document responding to the ever changing landscape. Currently, local DSLs are still responsible for coordinating the response to any concerns
- **Daily Safeguarding Briefings** via Teams to ensure the team is well supported.
- **Maintained contact with Social Care** – A central repository of SW numbers and email addresses as well as a team manager email addresse will be kept and available to all pastoral staff in the event that they need to be contacted by someone other than a child’s

keyworker. As time passes it is envisaged that there is a central repository of these numbers for the amalgamated team to access if required.

- **A three tiered approach to community safeguarding being developed** – 1) Those vulnerable children with a CP Plan, LAC or CIN Need 2) Children for which we have a concern 3) Our wider school community
- **Links with Local Schools** – Where we have sibling links, look at sharing the burden of visits and ensure there are ways to share information. On the script below, there is a question for the pastoral teams to ask ‘who is in your house?’ If we can record any siblings and their school and attempt to make contact with the other school we can share information and workload.
- **Online/Phone support** – Providing a booklet for all students that sets out where they can get information and support online and on the phone. Many services are moving their offer online, so we are QA’ing and providing information in a centralised place. We would like this to be a dedicated website eventually, linked to their school websites.

Responsibilities

The Board has trained a link Trustee and link AAB members for child safeguarding as follows:

- Trust Board – Margaret Oldroyd
- Bluecoat Aspley Academy – Phil Burrell
- Bluecoat Beechdale Academy – Dan Gray
- Bluecoat Primary Academy – Paula Burrell
- Bluecoat Wollaton Academy – Alison Rogers
- The Nottingham Emmanuel School – Mark Blakeway

The Trust currently has an amalgamated safeguarding team working across the Trust. There are still named individuals responsible for students within their setting.

- Trust – Victoria Raynor, Trust Lead Safeguarding Advisor
0115 929 7445 ex 3456 / 07931 501738 / vraynor@archwaytrust.co.uk
- Trust Deputy – Alana Watson, Regional Safeguarding and AP Lead
0115 9297445 / awatson@archwaytrust.co.uk
- Bluecoat Aspley Academy – Mohsin Khan/Jo Heffernan
0115 929 7445 ex 3005 / jheffernan@bluecoat.uk.com/mkhan@bluecoat.uk.com
- Bluecoat Beechdale Academy – Shonagh Reid
0115 929 7445 ex 219 / 07714 563804 / sreid@bluecoatbeechdale.uk.com
- Bluecoat Primary Academy – Sue-Ellen Shaw
0115 900 7200 ex 5046 / sshaw@bluecoat.uk.com
- Bluecoat Wollaton Academy – Jo Green
0115 900 7210 ex 4010 / jgr@bluecoat.uk.com

- The Nottingham Emmanuel School – Claire Maclean
0115 977 5380 / cmaclean@emmanuel.nottingham.sch.uk
- Aspire Alternative Provision – Emma Wakefield
07714563823 / ewakefield@archwaytrust.co.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. Archway Learning Trust 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: **Victoria Raynor**

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 does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and school name will explore the reasons for this directly with the parent.

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

Archway Learning Trust 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.

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

Pastoral Contact Arrangements

Vulnerable children (LAC, CP, LAC) – *Daily check in via the phone if they are not attending. Log via G4S. If any concerns contact SW/Carer and log via Protect. Also record the concern via the DSL email group so team are aware of any updates.*

Vulnerable children (Targeted Support or no allocated worker – including those where we are concerned about significant mental health challenges) – *Twice weekly check in via the phone. Log via G4S. If any concerns contact the DSL immediately and log via Protect. Submit a MARF if required, or contact the consultation line*

All other children – *A weekly call by a member of the pastoral team. If, through the contact, it is felt that there should be a more frequent contact with that family, then this can be decided on a case by case decision. The DSL should be made aware of those decisions and monitor the ongoing concerns. Any concerns of a safeguarding nature should be logged via the normal school processes.*

DSLs

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.

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

Please see above for list of Senior DSLs

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 Honeycomb VLE which can be done remotely.

In the unlikely event that a member of staff cannot access their VLE from home, they should email help@archwaytrust.co.uk This will ensure that the concern is received by senior members of the Trust safeguarding team and will be dealt with promptly

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 to the Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal. Concerns around the Principal should be directed to the Chair of the AAB (see safeguarding policy) The Multi-Academy Trust will continue to offer support in the process of managing allegations.

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. Daily Briefings with the Trust Safeguarding Lead will provide some opportunity for ongoing development and development.

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 school name, they will continue to be provided with a safeguarding induction.

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 ongoing disciplinary investigation relating to that individual

For movement within the Trust, schools should seek assurance from the Multi Academy Trust (MAT) HR Director that the member of staff has received appropriate safeguarding training.

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, school name 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 Archway Learning Trust 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.

Archway Learning Trust 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.

Archway Learning Trust 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, school name will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

Archway Learning Trust 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 as set out in the MAT code of conduct. Archway Learning Trust 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.
- The live class 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 provided by Archway Learning Trust to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held

Supporting children not in school

Archway Learning Trust 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.

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

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

Archway Learning Trust 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 and social media pages.

Archway Learning Trust recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils & their parents/carers.

Teachers at school name need to be aware of this in setting expectations of pupils' work where they are at home.

Archway Learning Trust 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 Archway Protect.

Supporting children in school

Archway Learning Trust is committed to ensuring the safety and wellbeing of all its students.

Archway Learning Trust will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Archway Learning Trust 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.

Archway Learning Trust 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 Archway Learning Trust has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – discuss them immediately with the trust.

Peer on Peer Abuse

Archway Learning Trust 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 multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

Support from the Multi-Academy Trust

The Multi-Academy Trust (MAT) Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The MAT will also provide regular group and individual supervision sessions. This may take the form of an online meeting.