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**COVID-19 addendum to**

**Safeguarding Policy**

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**Annex A: Checklist outlining actions required for interim DfE Safeguarding guidance**

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1. Introduction

Since 20th March, schools have been directed to close except for identified children. Parents have been encouraged to keep children at home. Only children identified as being vulnerable and those of key workers have been offered a place at school. Both categories have been open to slight variations in understanding and all academies in our Trust have done their very best to support families most in need, but also ensure that the numbers of children and parents/carers travelling to and from school is as low as can be to help protect public health.

Numbers of pupils attending schools has generally reduced since Monday 23rd March, the first day of partial closure, and schools have tended to rotate staffing to ensure the number of children are looked after in school but that excess staff were not travelling to and from home each day. Our academy will ensure that all pupils on site are cared for using advice on managing Covid-19, e.g. social distancing and handwashing, and staff-pupil ratios are adequate to safeguard all pupils.

This document is an addendum for the Safeguarding Policy of each academy within the Shaw Education Trust effective as of Tuesday 31st March. It is important to note that as Government guidance changes, so must this document to reflect any changes.

['Keeping Children Safe in Education 2019'](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf) remains the key document for safeguarding children and this document supports KCSiE for the current unprecedented events which are occurring.

This document has been produced in consultation with [Government guidance](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers#vulnerable-children) issued on 27th March 2020.

1. Categories of vulnerable children as defined by Department for Education

[Vulnerable children](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people) include:

* Those who have a social worker including children who have a child protection plan and those who are looked after by the local authority.
* Those children and young people up to the age of 25 with education, health and care (EHC) plans.
* Those who have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.
* Young carers
* Disabled children
* Those that schools and other education providers may identify as ‘vulnerable’, e.g. previously looked after children, those who have recently had safeguarding issues not yet processed by social care, some SEN K children.

Our academy will continue to work with social care and other agencies to ensure any recognised vulnerable child is supported throughout this time.

1. Key workers as identified by Government

[Key workers](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision) have been identified as those who work in the areas of:

* Health and social care
* Education and childcare
* Key public services
* Local and national government
* Food and other necessary goods
* Public safety and national security
* Transport
* Utilities, communication and financial services

1. Attendance Procedures

Academies will not be completing the usual day-to-day attendance processes to follow up on non-attendance. Instead academies should be completing a [daily online attendance form](https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings).

Academies will liaise with social care and families about pupil attendance. Those children on the identified list who are not attending school will be monitored using **‘Guidance for Safeguarding Vulnerable children during prolonged school closure’**, which has been communicated to all academies. (Annex B).

Staff attendance – it is imperative that a full register of staff is taken each day so that it is known who is on the academy site. Returns must be submitted to CEO daily- including staff available to work even if not on site.

1. Key personnel in Academy, including DSL arrangements (insert information below)

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Contact (School hours)** | **Contact details (Out of schools hours)** |
| Designated Safeguarding Lead | Sara Ainsworth | 0151 4244329 |  |
| Deputy(s) Designated Safeguarding Leads | Emma Leach | 01514244329 |  |

The academy will attempt to have a trained DSL or deputy DSL on site every day during school hours when children are present.

In the event this cannot be achieved, the DSL/Deputy DSL can be contacted via phone. See contact details above.

If this is not possible due to illness etc. our academy will contact SET central team who will put the school in touch with another DSL to be available.

In addition, a member of the senior leadership team with responsibility for safeguarding to support the DSL, should always try to be on site and/or available on the phone if not on site.

It is acknowledged that DSL training is very unlikely to take place during this period (although the option of online training can be explored). 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.

1. Updated advice from academy’s local 3 safeguarding partners (insert information below)

Insert here any relevant advice/communication from your local Safeguarding Partnership.

|  |  |
| --- | --- |
| **Contact person at SG Partnership** | **Contact details** |
| ICART | 0151 511 7722 |

1. Updated advice from academy’s local authority regarding children with EHCP (insert information below)

Insert here any relevant advice/communication from your local authority SEND department.

|  |  |
| --- | --- |
| **Contact person at LA SEND dept.** | **Contact details** |
| Susan Paine  Eileen Picton | 0151 5117191  0151 5117461 |

1. Updated advice from academy’s local authority designated officer (LADO) (insert information below)

Insert here any relevant advice/communication from your local designated officer (Principals may have received this information)

|  |  |
| --- | --- |
| **LADO name** | **Contact details** |
| <https://children.haltonsafeguarding.co.uk/docs/LADOConsultationForm.doc>  Safeguarding Unit admin number | safeguarding.unit@halton.gcsx.gov.uk  0151 511 7717 |

1. Communication procedures between school staff and virtual school head (LAC) (insert information below)

|  |  |
| --- | --- |
| **Virtual school headteacher** | **Contact details** |
| Sharon Williams | 01515117391 |

Our academy will ensure that any ‘looked after child’ is supported as with all vulnerable children and that there will be clear lines of communication between the school and the VSH team, both inside and outside school hours.

1. Arrangements for reporting a concern ensuring urgency of actions

It is imperative that during this period of uncertainty that all staff ensure that any concerns are acted on as quickly as possible. For the most part, reporting procedures will remain as they are during normal school procedures as stated in our academy’s Safeguarding Policy, e.g. contact DSL/DDSL, and log on relevant system, e.g. My Concern. This can of course be done remotely if need be.

In the unlikely event that a member of staff cannot access the relevant information system, they should contact the Designated Safeguarding Lead in the first instance. If urgent, then a phone call should be made followed up with an email to the DSL /Headteacher. If deemed’ non-urgent’, and just in need of recording and informing the DSL, an email should be sent to the DSL/ Headteacher.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally, e.g. phone call, and followed up with an email to the Headteacher.

Concerns around the Headteacher should be directed to the Chair of the Academy Council. Staff may also contact SET central team if need be at any time concerning any worries about reporting a concern.

1. Vigilance regarding peer-on-peer abuse

Staff should be aware that certain issues may arise at this time which are more difficult to detect than when all children are in school. Behaviours linked to online issues may cause some cases of peer on peer abuse (see section 18). Part Five of [KCSiE 2019](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf) outlines these concerns. It is important that where staff suspect peer-on-peer abuse, that they follow the reporting guidelines of the academy, including recording the issue on the appropriate system.

1. Reporting concerns about an adult

All staff must be vigilant to adults seeking to take advantage of these extraordinary times. Reports have been across the media of incidents of attempted fraud, and there will be those who will see this as an opportunity to possibly gain access to vulnerable children online. All school staff must be as vigilant as possible and reinforce the message of online safety in all communications with parents/carers who are home schooling.

In addition, where any staff is concerned about the behaviour of any adult, they should report using procedures as soon as possible.

1. Supporting school identified ‘vulnerable’ children who are not attending school

As mentioned in the introduction to this document, schools have been able to identify ‘vulnerable’ children who may not automatically appear on any of the identified lists. In this case, academies should include these children in regards to all actions and ensure that whether the child is in school or not, that they are supported. If the child is not in school, the **‘Guidance for Safeguarding Vulnerable children during prolonged school closure’** should be used (Annex B). It is important than lines of communication with social care and external agencies are clear.

1. Moving to a hub – things to consider

If the academy moves to a cluster/hub model for supporting pupils, the following aspects will be put in place in addition to the procedures already in place:

* Appropriate information is transferred by DSL/SENCo staff or relevant senior leaders, to the appropriate member of staff who may assume responsibility for the pupil if this is not one of our academy staff. This information will outline how best to support the relevant pupil, e.g. EHCP, name of social worker etc.
* Any transfer of a LAC will be under the direction of the relevant virtual school headteacher.
* All information will be transferred in the strictest confidence complying with GDPR guidance.
* All parents/carers and relevant external agencies will be notified prior to the transfer.
* The ‘cluster’ DSL will ensure that safeguarding processes in the new setting will be to the same high standards of our own academy and liaise daily with the ‘home school’ DSL.

1. Safer Recruitment and movement of staff - ensuring safeguarding standards

It remains essential that people who are unsuitable are not allowed to enter the children’s workforce or gain access to children**.**

**Clusters/Hubs** - Where staff are moving between academies within SET, there is an expectation that all have had adequate safeguarding training, including having signed Part One of [KCSiE 2019](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf). This can be verified by DSLs.

*A designated senior leader will communicate to host school via written confirmation, e.g. email, that all staff moving to a cluster have been adequately checked by their academy, i.e. satisfy the requirements of the single central record.*

*The important thing for any staff who may be, for example moving to support a cluster/hub, that they be aware of the local arrangements around safeguarding and what to do if concerned about a child, i.e. are in receipt of relevant safeguarding policies/procedures.*

The respective DSLs will ensure that safeguarding induction information is communicated to all ‘new staff’ in this situation. It will be for the receiving school to ensure adequate induction is completed and assessed on a case by case basis. There is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another academy to support the care of children

**Staff Recruitment** - Where new staff are recruited, or new volunteers enter the academy, they will continue to be provided with a safeguarding induction as with normal procedure.

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its [guidance on standard and enhanced DBS ID checking](https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines) to minimise the need for face-to-face contact.

If volunteers are used, the academy 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 keep the single central record (SCR) up to date, and ensure a full register of adults on site each day is maintained. Referrals of concerns will be carried out in the normal method.

1. Online Safety for children on and off site

**PLEASE NOTE THAT THE TRUST’S DIRECTIVE IS THAT THERE IS TO BE NO STREAMED, OR RECORDED MATERIAL, DELIVERED BY ANY SCHOOL STAFF. THIS INCLUDES MATERIAL DEEMED TO FACILIATE DISTANCE LEARNING. THIS INCLUDES ALL PLATFORMS AND SOCIAL MEDIA.  THIS IS IN LINE WITH UNION ADVICE AND TO PROTECT STAFF. ALL THE USUAL SAFEGUARDING PROTOCOLS MUST BE OBSERVED.**

As the majority of education for pupils off-site may be online, it is vital that the academy protects all pupils as best it can during this period. On site IT safety systems should operate as best they can during this period. The following aspects of online safety should be in place in our academy:

* Communication to parents/carers will include, periodically, information about online safety and signpost relevant resources.
* The academy will continue to ensure monitoring and filtering mechanisms are in place.
* IT support will be available on-site or remotely at all times. (A back-up plan will be in place where IT support staff become unavailable).
* Staff must be vigilant around online safety as much as possible when checking-in with pupils not in school. This will be difficult as monitoring their online activity will be responsibility of parents/carers but if in doubt staff should investigate as best they can.

Academies should continue to use available resources to encourage safe online use. Refer to [Government guidance.](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers#online-safety-in-schools-and-colleges)





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