

ADDENDUM SEPT 2020: COVID-19 - academy arrangements for Safeguarding and Child Protection

Date shared with staff: 3rd September 2020

Olive AP Academy – Suffolk (OA-Sf)

	Document control table
Title	COVID-19 Academy arrangements for safeguarding and child protection
Date approved	31 st March 2020
Date updated	31 August 2020
Approved by	EPS committee inc safeguarding trust lead
Date of next review	NA – to be in place until COVID-19 requirements end
Updates/revisions included:	Updated to reflect full opening in September 2020.
<p>NOTE: this addendum is to be read in conjunction with the academy’s child protection and safeguarding policy – this policy remains the guidance that all staff should follow. This addendum highlights some additional procedures that have been put in place to support pupils during this pandemic, e.g. in the event of the need for self-isolation or a localised lockdown.</p>	

1. Context

The government has stated that there will be full opening of schools from the beginning of September 2020. OA will be following the government guidance in doing this and has in place comprehensive academy reopening risk assessments which are reviewed and updated on a regular basis.

With regard to safeguarding and child protection, the academy's safeguarding and child protection policy has been updated to reflect Keeping Children Safe in Education 2020 and is available on the academy website. All staff must read and abide by this policy and Part 1 and Annex A of Keeping Children Safe in Education.

This addendum includes additional procedures and considerations that may arise in the context of the coronavirus pandemic – it is intended to guide practice in the event of exceptional situations arising, e.g. remote learning due to self-isolation, staff member self-isolating but working from home. It will be kept under review over the year – feedback from staff and parents/carers is welcomed.

2. Designated Safeguarding Lead

The academy has a Designated Safeguarding Lead (DSL) Judy Lewis and two Deputy DSLs, Anna Mears and Joe Riches.

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. It is important that all 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.

3. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the academy's Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely. In the unlikely event that a staff member is working from home and cannot access their CPOMS ~~from home~~, they should email the Designated Safeguarding Lead, Headteacher and the Trust 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 ~~use a~~ report their 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 and followed up with an email to the headteacher. Concerns around the headteacher should be directed to the executive headteacher or CEO.

Olive Academies will continue to offer support in the process of managing allegations.

4. Safeguarding training and induction

From September 2020, DSL training will resume (remotely or face to face) and should be accessed as needed. As outlined in the safeguarding policy, all existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). 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 the academy 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 trust safeguarding lead or academy HR coordinator 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.

5. 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, Olive Academies 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).

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 the academy is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 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 177 of KCSIE.

The academy will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 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 academy, 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 164 to 171 in KCSIE.

6. Online safety in schools

The academy will continue to provide a safe environment, including online in accordance with our ICT and online safety policy. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place.

7. Children and online safety away from school

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 trust's code of conduct and our ICT and online safety policy.

Olive Academies 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:

- Check settings and ensure that you are aware of what permissions are available to you as a host and which are available to pupils/parents at their home
- Ensure as host, you are in control of the screen controls, i.e. who can control the screen
- Learn how to mute and unmute all participants, including video screens
- 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 Olive Academies to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Parents and carers will also be supported with advice and guidance about accessing support to keep their children safe whilst online. Information will be shared via direct communications and on the academy websites. Useful websites include:

- [Thinkyouknow](#) (advice from the National Crime Agency to stay safe online)
- [Internet matters](#) (support for parents and carers to keep their children safe online)
- [Parent info](#) (support for parents and carers to keep their children safe online)
- [LGfL](#) (support for parents and carers to keep their children safe online)
- [Net-aware](#) (support for parents and careers from the NSPCC)

8. Supporting children not in school

Olive Academies is committed to ensuring the safety and wellbeing of all its students. Between March and July 2020, we committed to regular welfare calls and doorstep visits for all our students and their families. ~~as outlined in the guidance in appendix 1~~. Vulnerable children had bespoke communication plans which were logged on CPOMS. All contact made was recorded on CPOMS.

From September 2020 onwards, it is expected that there will still be a need for some welfare calls and doorstep visits in cases where pupils are not attending school for a variety of reasons. It is therefore anticipated that ~~there~~ staff will still need to use different ways of communicating with pupils and families. All contact MUST continue to be recorded on CPOMS in line with our usual safeguarding procedures.

These might include remote contact, phone contact with parents/carers and children, door-step visits. Other individualised contact methods should be considered and recorded. When contacting students, staff should bear in mind the guidance in our trust's code of conduct and our ICT and online safety policy and follow the academy's welfare calls/visits guidance. Should a personal mobile phone need to be used to contact a student, staff MUST ensure that they use 141 before calling to ensure their phone number is private. Staff should only use their OA email to contact a student or parent.

When sharing information between staff about young people, this should be shared in a secure manner via CPOMS or encrypted email. WhatsApp should not be used to share information about children – it may be used as a support mechanism between colleagues but it should not be used for business as it is against their terms and conditions; it is not compliant with GDPR; and there is no way that a school can access the content should it need to; there is no audit trail.

The school will share safeguarding messages on its website and social media pages. Olive Academies 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. Staff in our academy need to be aware of this in setting expectations of pupils' work where they are at home.

9. Supporting children in school

The trust is committed to ensuring the safety and wellbeing of all its students. The academy will continue to be a safe space for all children to attend and flourish. The headteacher 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 on full opening for education and childcare settings and will adopt the control measures recommended by Public Health England. These are outlined in our academy risk assessment for full opening.

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 and contingency plans will be put in place.

10. Mental Health

The academy recognises the ongoing importance of supporting staff and student mental health during this year. An extension to the existing counselling provision is in place, and particular attention and time will be

spent on supporting students and staff whether they are in school or at home. Students and families are also regularly signposted to mental health resource available online via the academy website. The website is updated regularly with information and guidance. A key resource is On My Mind (www.annafreud.org/on-my-mind)

11. Bereavement

In the tragic event of any student experiencing a family bereavement as a result of COVID 19, our leaders and academy staff will offer support along with our existing counselling provision. The following organisations provide helpful advice and guidance on supporting young people and their families in the case of bereavement: Winston's Wish (<https://www.winstonswish.org/>), Grief Encounter (<https://www.griefencounter.org.uk/>), and Childhood Bereavement Network (<http://www.childhoodbereavementnetwork.org.uk/>).

12. Support from Olive Academies MAT

The trust's safeguarding lead and OA central leaders will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This guidance may be updated from time to time in line with government guidelines – an updated version will be sent to all staff should this be the case.