COVID19 Addendum to

KEEPING CHILDREN SAFE IN EDUCATION

31 MARCH 2020

Whilst acknowledging the pressure our schools are under, it remains essential that as far as possible we continue to be safe places for children and do all we can to assure ourselves of the safety of children whilst at home. This guidance should supports governing bodies, senior leadership teams, all school staff and designated safeguarding leads (DSLs) so we can continue to have appropriate regard to KCSIE and keep our children safe. It outlines temporary changes to our safeguarding policy and processes to ensure we keep children safe during the COVIS 19 response.

The way we are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should always be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

Our Designated Safeguarding Leads are: Nicki Jones, Rachel Milton, Jade Palmer, Rebecca Wood , John Dover, Nadine Bowra and Dawn Wilks

If a staff member has a safeguarding concern, they should immediately contact the duty DSL. The concern must also be recorded on My Concern for DSLs to see and respond to.

Duty Days

Rachel Milton / Nadine Bowra– Monday, Wednesday, Friday

Nicki Jones / John Dover– Tuesday, Thursday and Weekends (on call)

The expectation is that the on duty DSL will have their phone on them to receive a call if you have a safeguarding concern. If for some reason you try to get hold of the duty DSL but can't, call the off duty DSL. Phone numbers have been shared via email but please check that you know where these are.

Staff should log any contact or attempted home contact for our vulnerable students on My Concern.

Holidays – there are no expectations for staff to make home contact with all students over the school holidays. Pupils who are deemed vulnerable either through LA or in-school identification will be contacted on a weekly or twice weekly basis .

We need to be responsive to and mindful of:

- any updated advice received from the local 3 safeguarding partners

  These are sent to us from the Local Authority. The LA have our specific contact details. Should any information come from them, it is important is has been sent to the appropriate person. Please look at the address bar to see if the appropriate person in our school is on the list. If not, please ensure it is forwarded on and copy in the HoS and EHT.
- any updated advice received from local authorities regarding 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 LA have our specific contact details. Should any information come from them, it is important is has been sent to the appropriate person. Please look at the address bar to see if the appropriate person in our school is on the list. If not, please ensure it is forwarded on and copy in the HoS and EHT.

- what staff and volunteers should do if they have any concerns about a child
- the continued importance of all staff and volunteers acting and acting immediately on any safeguarding concerns
- DSL (and deputy) arrangements
- the continued importance for school and college staff to work with and support children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children

  Current protocols for looked after children and pupils identified as vulnerable within the Trust:-
  - Weekly contact via phone call with student to check in and ensure welfare of child
  - If pupil is identified as vulnerable via LA identification, two contacts will be made. The school must have sight of all pupils weekly.
  - Weekly contact with designated social worker for relevant students to ensure a coordinated view of student's well being
  - Regular contact with Virtual School head for LAC pupils to discuss updates and where relevant, to complete LAC or PEP reviews remotely where face to face meetings cannot take place
  - Visits will take place when attempts to contact a pupil on multiple occasions has been unsuccessful.
  - All contact with child through My Concern

Should a home visit be needed, this must be discussed with the Inclusion Director. The Inclusion Director will contact the EHT to inform them of the visit and share the Risk Assessment done with regard to the family in question.

Any staff undertaking a home visit MUST

- Call the EHT beforehand, stating how long the visit is likely to take. We appreciate that this is a "guess" but should there be an issue with the family, the EHT needs to know when to call to check on staff safety.
- Not enter the house but speak to the family from outside. This is not only for physical safety reasons, but also to ensure they are not exposed to COVID19.
- Call the EHT after the visit.
- Log the discussion and any outcomes on My Concern.
- See relevant risk assessment document for further information on completing home visits.

- peer on peer abuse - given the very different circumstances schools and colleges are operating in a revised process may be required for managing any report of such abuse and supporting victims (the principles as set out in part 5 of KCSIE should continue to inform any revised approach)
- what staff and volunteers should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children (the principles in part 4 of KCSIE will continue to support how a school or college responds to any such concerns)

  Where staff have a concern about a staff member or volunteer, they should immediately report that concern to the senior leader on duty. Where a concern is about a senior leader, they should report that either to the other senior leader on duty, who will report this to the EHT.

  Where the concern is about the EHT, they should report to the CEO.

  If the concern is about the CEO, they should report to the Chair of the Trust.
- any arrangements to support children the school or college are concerned about who do not meet the 'vulnerable' definition

  Staff have identified these children and have noted the provision in "My Concern".
- what arrangements are in place to keep children not physically attending the school safe, especially online and how concerns about these children should be progressed

  The Trust will remind families regularly about keeping children safe on line. They will provide contacts for those families who are concerned about the safety of their children.

  Any concerns from families with regards to keeping children safe online should be reported immediately to the member of the Senior Leadership Team that is on duty that day via the school office on 01202 696121. This will be recorded on My Concern and the DSL immediately contacted.

The optimal scenario would be to have a trained DSL or deputy available on site at all times. It is recognised this may not be possible and therefore, this is the process to be followed when a concern is raised.

One of the senior leaders on duty, should take responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, 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.

Whatever the scenario, our staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them (as outlined earlier in this addendum).

Attendance

Local authorities and schools do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. We have agreed with families whether children in need should be attending education provision – and we should then follow up on any child we were expecting to attend, who does not.

- Parents/Carers are expected to call in and inform school of the dates when their child(ren) will be attending school. Where the student fails to attend – a phonecall home to ascertain why they are not attending and this is recorded on My Concern.
- See the flow diagram for details on what to do when.

School will follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend. To support the above, school have put in place a communication process to ensure we regularly check in with children. Telephone calls will take place weekly, an email will be sent weekly and families are able to email class teachers and tutors as needed.

School will provide an emergency telephone number for families to use.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the school should notify their social worker. The Trust's designated teacher will contact the social worker.

The school completes a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school. This is reported to the HR & Operations Director. She will inform the Senior Leader on duty if a vulnerable child does not attend when expected. The Senior leader will record this on My Concern and inform the DSL. The DSL keeps a tracker on all home contact or attempted home contact with vulnerable children.

This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers should be aware of this in setting expectations of pupils' work where they are at home. The department is providing separate guidance on providing education remotely.

The school is mindful of the anxiety this situation can cause and will be in contact with each child regularly. The Trust is communicating with families providing support and ideas around keeping their children safe and as happy as possible whilst working in this situation.

Staff should report any issues to their team leader who can discuss provision with Senior Leaders, including referring to the DSL. Any issues or concerns should also be recorded on My Concern.

Mental Health good websites to support students/parents/carers:-

• www.mind.org.uk
• Young Minds – www.youngminds.org.uk
• Kooth – www.kooth.com
• Chat Health - number – 07480 635511 (NHS)
• Child line - www.childline.org.uk/
• https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html - for parents
• Child and adolescent Mental Health Services (CAMHS) https://healthyyoungmindspennine.nhs.uk/

Online safety in schools and colleges

It will be more important than ever that schools provide a safe environment, including online. Trust schools have appropriate filters and monitoring systems (read guidance on what "appropriate" looks like) are in place to protect children when they are online on the school IT systems and associated resources.

The Trust's IT Manager is available by phone or email to support any issues arising and provide advice where needed. Their assistant can be available should they become unavailable.

Children and online safety away from school and college

Our schools will do all we can to keep all of their children safe. In most cases, the majority of children will not be physically attending 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.

We are in regular contact with parents and carers. We use these communications to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online.

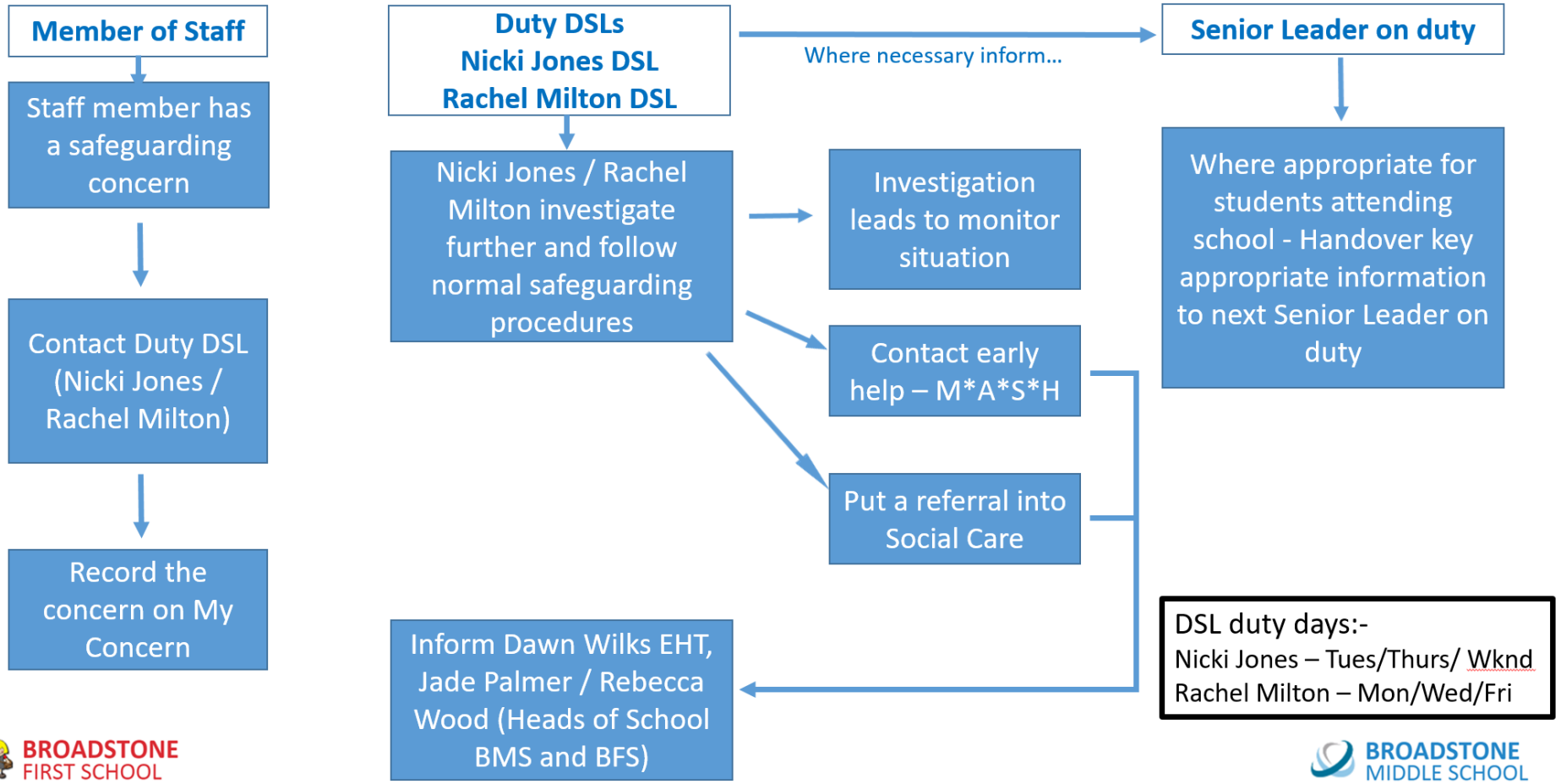
Parents and carers may choose to supplement the school offer with support from online companies and in some cases individual tutors. In our communications with parents and carers, we emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

This support has been shared with parents and carers and regular reminders are sent out.

CASTLEMAN ACADEMY TRUST

Safeguarding Procedure – Covid-19 response
Roles and Responsibilities April 2020

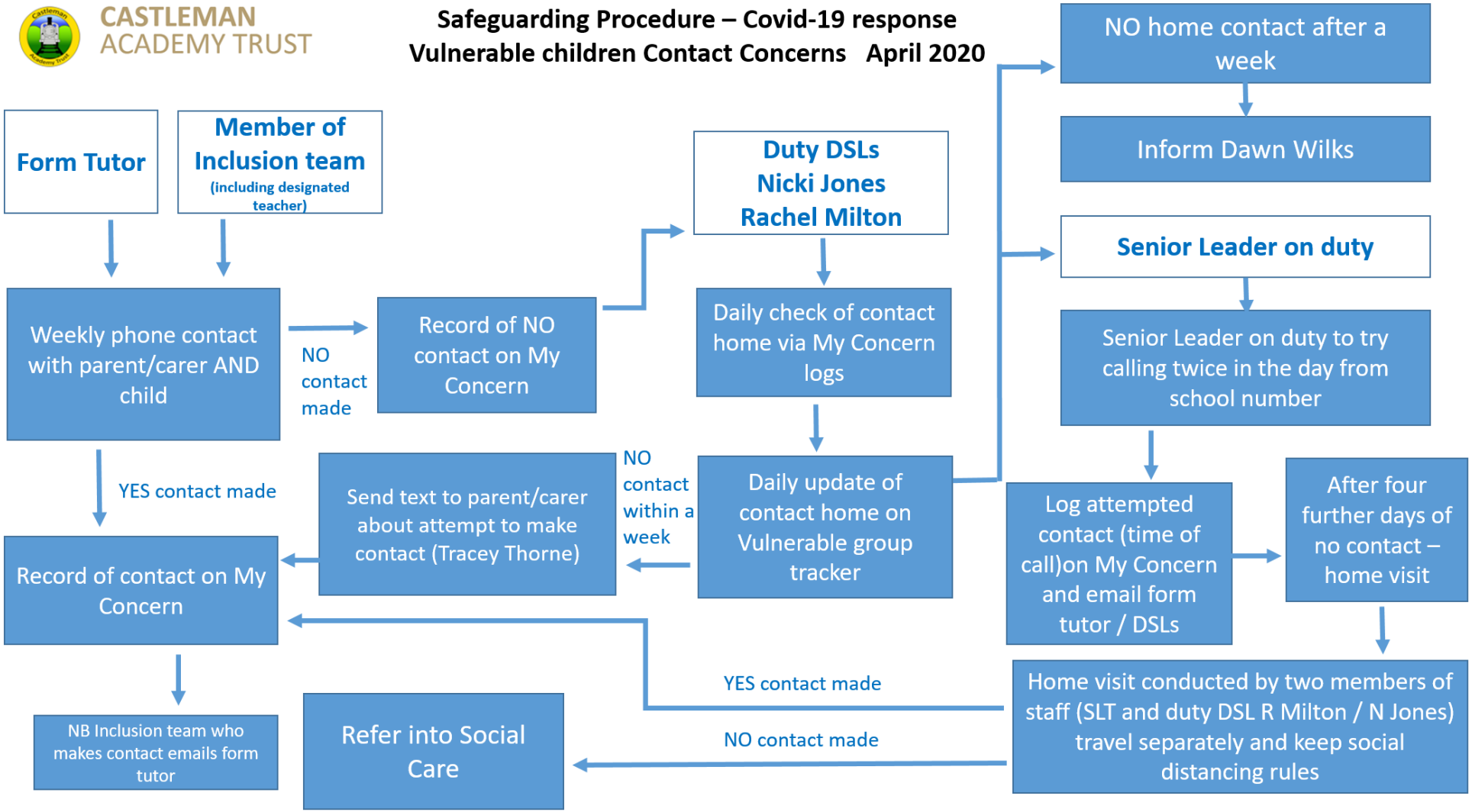


BROADSTONE FIRST SCHOOL

BROADSTONE MIDDLE SCHOOL

CASTLEMAN ACADEMY TRUST

Safeguarding Procedure – Covid-19 response
Vulnerable children Contact Concerns April 2020



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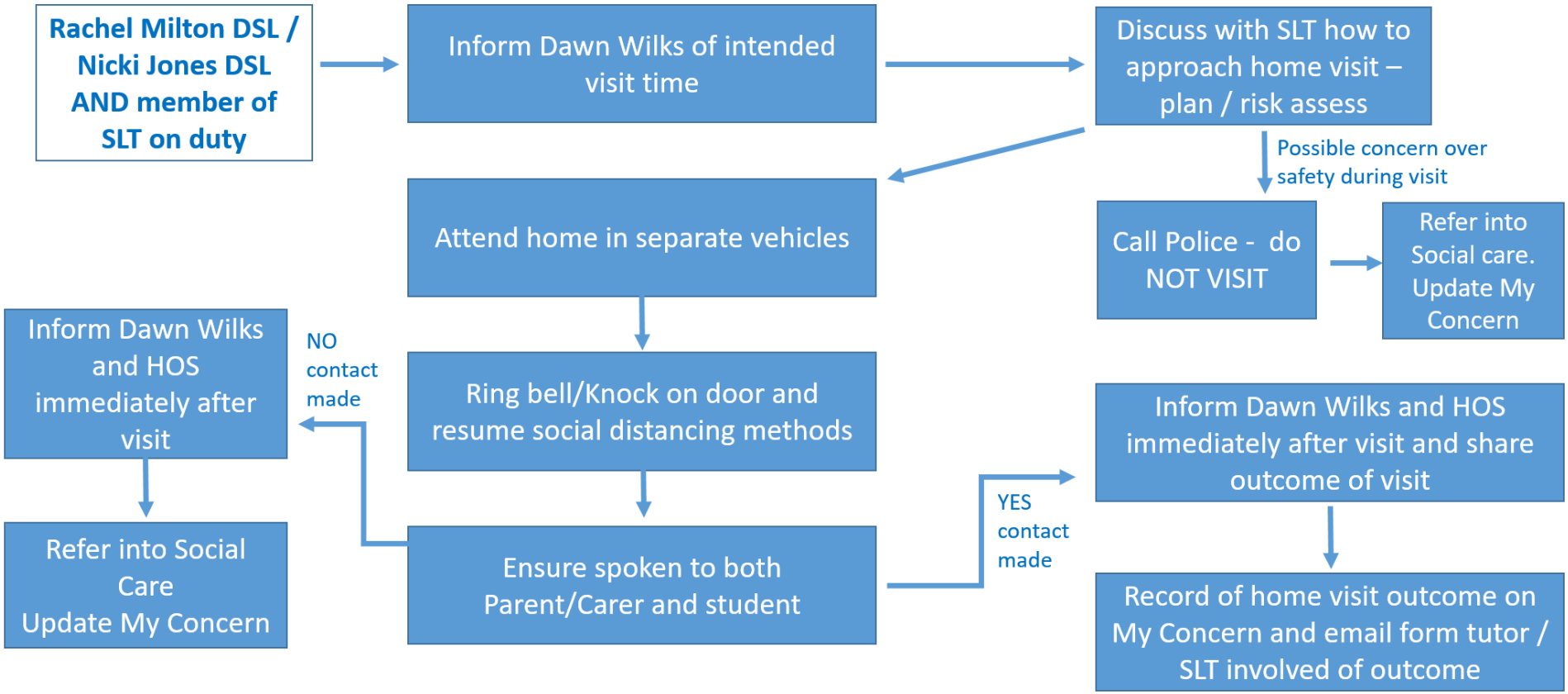
Safeguarding Procedure – Covid-19 response
Home visit process after non contact of Vulnerable students April 2020