



Covid-19 –  
Willows  
Academy  
Closure  
Arrangements for  
Safeguarding  
and Child  
Protection  
Annexe A

January 2021

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## DOCUMENT CONTROL

### Who is this policy for?

This policy applies to

- Delta Academy staff
- Delta Core staff

### Protective marking

Not protectively marked.

### Review date

This policy will be in place during the period of restricted attendance during the national lockdown only and will cease to apply once normal procedures resume.

## Revision History

<b>REVISION</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>AUTHOR</b>
<b>1</b>	March 2020	Policy issued.	Sarah Gill
<b>2</b>	October 2020	Policy revised	Sarah Gill
<b>3</b>	January 2021	Policy revised	Sarah Gill

## 1. KEY SAFEGUARDING CONTACTS

	Name, email and telephone number
Designated Safeguarding Lead (DSL)	Emma Isle, <a href="mailto:islee@willowsacademy.org.uk">islee@willowsacademy.org.uk</a> , 01472 328013
Deputy Designated Safeguarding Lead	Sarah Cox, <a href="mailto:coxs2@willowsacademy.org.uk">coxs2@willowsacademy.org.uk</a>
Head of Academy	Sarah Cox
Chair of Academy Advisory Body	Mark Rushby
Trust Director of Inclusion and Student Support	Sarah Gill
Safeguarding Trustee	Steve Hodsmen

## 2. CONTEXT

From 5<sup>th</sup> January 2021, parents and carers were asked to keep their children at home, wherever possible, and for academies to remain open only for those children of workers critical to the COVID-19 response and children defined as vulnerable who absolutely need to attend.

While coronavirus (COVID-19) remains in the community, this means we are making judgments at a school level about how to balance minimising any risks from coronavirus (COVID-19), by maximising control measures, with providing a full educational experience for children and young people both remotely and on academy site.

We have implemented systems and controls in compliance with DFE guidance and Public Health England advice and continue to review our practice in line with local and national updates.

In addition, there may be occasions when individual students, cohorts and or bubbles of students who have been attending on-site provision in this period may be unable to attend school as they are following guidance and self- isolating at home.

This addendum of the Delta Academies Trust Child Protection and Safeguarding Policy contains details of our individual safeguarding arrangements during this period of restricted attendance during the National lockdown.

### **3. VULNERABLE CHILDREN**

Vulnerable children include those who have a social worker and those children and young people with an education, health and care (EHC) plan.

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 place in order to meet their needs, or whether they can safely have their needs met at home and access their education remotely. 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.

Willows Academy 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: Emma Isle

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 Willows Academy will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, Willows Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Willows Academy will support our vulnerable children and young people to attend an education setting, including remotely if needed.

## **4. ATTENDANCE MONITORING**

Where individual students, cohorts or bubbles are unable to attend school following PHE guidance we will record this in the school register. Absence will be tracked and monitored and contact will continue to be made with children and families to ensure their safety and welfare.

In this instance, Willows Academy will inform the allocated social worker of the absence of students who are unable to attend school due to COVID-19 restrictions. This contact will be made by telephone and e mail and recorded on CPOMS. In the absence of the social worker, their manager will be informed.

Willows Academy will follow up on any pupil that they were expecting to attend, who does not, in line with the academy Attendance Policy.

### **How will this look in your Academy?**

Willows Academy will, when communicating with parents/carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. Numbers will be added to CPOMS contacts page to ensure they can be accessed remotely as required.

In all circumstances where a vulnerable child does not take up their place at an education setting, or discontinues, Willows Academy will notify their social worker. In the absence of the social worker, their manager will be informed. Other agencies who are working with the child or family will also be informed.

Students who are self- isolating and unable to attend school, who are not unwell, will be expected to access their learning via the Online Remote Learning platform. Attendance will be monitored as outlined in the guidance. Pupil absences will be recorded and follow up actions will be implemented in line with the school attendance policy

Any safeguarding concerns identified during remote learning will be recorded on CPOMS. The safeguarding team will monitor CPOMS and action as required.

## 5. DESIGNATED SAFEGUARDING LEAD

Willows Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Emma Isle

The Deputy Designated Safeguarding Lead is: Sarah Cox

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 Academy or school.

It is important that all Willows Academy staff have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person and how to contact to them.

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

## 6. REPORTING A CONCERN

Where staff have a concern about a child, they should continue to follow the process outlined in the Trust Child Protection and Safeguarding Policy. This includes making a report via CPOMS, which can be done remotely.

In the event that a member of staff is working from home and cannot access CPOMS, they should telephone and email the Designated Safeguarding Lead, Headteacher and the Trust Director of Inclusion and Student Support. This will ensure that the concern is received and logged effectively.

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 Academy, they should report this immediately to the Headteacher or the designated lead on

site. If there is a requirement to make a notification to the Headteacher whilst away from the Academy, this should be done verbally and followed up with an email to the Headteacher.

Concerns around the Headteacher should be reported via the safeguarding link on the academy website.

The Trust will continue to offer support in the process of managing allegations.

Parents and children are able to report concerns remotely via the safeguarding link on the academy website in the event that they are unable to report it in school. Reports are signposted to designated staff during business hours Monday to Friday. Information may also be passed to Social Care and Police in the interests of safeguarding children.

## **7. 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 of restricted attendance during the national lockdown, 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.

All existing Academy staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2020). The safeguarding PowerPoint and KCSIE has been uploaded in to the library on CPOMS and can be accessed remotely to enable staff to access key contact details and information remotely. 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 at Willows 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 Academy, 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, Academies should seek assurance from the Trust Director of HR that the member of staff has received appropriate safeguarding training.

Upon arrival, confirmation of local safeguarding processes will take place including confirmation of DSL arrangements.

## 8. 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, the Trust 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.

Willows 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 179 of KCSIE.

Willows Academy will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 173 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](mailto:Misconduct.Teacher@education.gov.uk)**

Whilst acknowledging the challenge of the current restricted attendance during the national lockdown, it is essential from a safeguarding perspective that any Academy is aware, on any given day, which staff will be on site, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Willows Academy will continue to keep the single central record (SCR) up to date as outlined in paragraph 164 KCSIE.

## **9. ONLINE SAFETY IN EDUCATION SETTINGS**

Willows Academy 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.

## **10. CHILDREN AND ONLINE SAFETY AWAY FROM THE EDUCATION SETTING**

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 Trust Child Protection and Safeguarding Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the principles as set out in the Online Remote Learning Framework and the Staff code of conduct.

## **11. SUPPORTING CHILDREN NOT IN AN EDUCATION SETTING**

Willows Academy 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 CPOMS, as should a record of contact staff have made.

The communication plans can include; remote contact and phone contact. Home visits or drive by arrangements may be conducted with social distancing measures in place, to ensure the safety and reduce potential transition risk between all parties. If concerns are raised that a child and family are not able to be contacted, the DSL

must consider if threshold is met to make a referral to social care or Police. All referrals should be recorded on CPOMS.

Willows Academy and its DSL 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 Academy will share safeguarding messages on its website and social media pages.

Willows Academy recognises that being in an education setting is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupil and their parents/carers. Teachers at Willows Academy need to be aware of this in setting expectations of pupils' work when they are at home. Concerns should be communicated to the DSL /DDSL and recorded on CPOMS.

Willows Academy will ensure that where children of critical workers and vulnerable children are on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS.

## **12. SUPPORTING CHILDREN IN AN EDUCATION SETTING**

Willows Academy is committed to ensuring the safety and wellbeing of all its students.

Willows Academy will continue to be a safe space for all children to attend. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Willows Academy 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 the spread of COVID-19.

Willows Academy will ensure appropriate support is in place for all children who attend the academy site to access their education. Any additional bespoke support or intervention will be recorded on CPOMS.

Where Willows Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – these will be discussed immediately with the Trust.

## **13. PEER ON PEER ABUSE**

Where an Academy receives a report of peer on peer abuse, they will follow the principles set out in Annexe A Page 82 of KCSIE and of those outlined within the Child Protection and Safeguarding Policy.

The Academy will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

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

## **14. SUPPORT FROM THE TRUST**

The Director of Inclusion and Student Support will provide support 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 Trust will also provide regular group and individual supervision sessions. This may take the form of a telephone call or online meeting.