

Annex to Safeguarding Policy in Response to COVID-19 National Lockdown

Implemented	1.4.2020
Updated	22.1.2021
Sent to all Staff	22.1.2021

We are currently operating under national lockdown. Parents are required to keep their children at home, wherever possible, and for schools to remain open only for:

- children of workers critical to the national COVID-19 response and whose attendance at school is necessary for parents to fulfil their professional duties.
- children who are vulnerable and whose parents / carers want to send them to school.

The impact of this is that a large number of children are now out of sight of the universal service – education – that monitors wellbeing and often initiates safeguarding procedures. Therefore, we need in each academy within *The Collegiate Trust* (TCT) to make sure we are adapting processes in order to maintain our safeguarding responsibility.

Each of our academies has a *Designated Safeguarding Lead* (DSL) and at least one Deputy. Should you have any concern about any child in one of our academies during the period of this closure, please report it immediately to your DSL. Should you not be able to contact your own DSL, the following list of colleagues across the Trust should be used:

TCT

Gordon Smith	CEO	gordon.smith@tct-academies.org
Linda Harvey	Director of School Improvement	linda.harvey@tct-academies.org
Philip Hogan	Chair of TCT	philip.hogan@tct-academies.org

Courtwood

Natasha Grant	DSL	ngrant@courtwood.org.uk
Jo Stawman	Deputy DSL	jstawman@courtwood.org.uk
Darryl Neville	Chair of LGB	Dneville@courtwood.tctacademies.org

Gilbert Scott

Paul Thomas	DSL	pthomas@gilbertscott.croydon.sch.uk
Bernadette Wakefield	Deputy DSL	bwakefield@gilbertscott.croydon.sch.uk
James Filus	Chair of LGB	Jfilus@gilbertscott.tctacademies.org

Gossops Green

Mark Warwick	DSL	mwarwick@gossopsgreen.com
Tricia Farrelly	Deputy DSL	tfarrelly@gossopsgreen.com
Annie Macfarlane	Chair of LGB	Amacfarlane@gossopsgreen.tctacademies.org

Riddlesdown Collegiate

Tom Holway	DSL	tom.holway@riddlesdown.org
Fiona Langan	Deputy DSL	fiona.langan@riddlesdown.org
Nicole Williams	Deputy DSL	nicole.williams@riddlesdown.org
Vernon Rapley	Chair of LGB	Vernon.rapley@riddlesdown.org

The Quest Academy

Charlie O'Sullivan	DSL	cosullivan@thequestacademy.org.uk
Amber Alpay	Deputy DSL	AAlpay@thequestacademy.org.uk
Gavin Kensit	Deputy DSL	GKensit@thequestacademy.org.uk
Christine Waring	Chair of LGB	Cwaring@quest.tctacademies.org

Waterfield

Karen Billington	DSL	kbillington@waterfield.org.uk
Harry Hope	Deputy DSL	hhope@waterfield.org.uk
Christine Crunden	Chair of LGB	Ccrunden@waterfieldschool.tctacademies.org

This annex to our *Safeguarding*, and *Child Protection* policies contains details of our individual safeguarding arrangements in the following areas:

1. Vulnerable Children
2. Attendance
3. Designated Safeguarding Lead
4. Reporting a Concern
5. Safeguarding Training and induction
6. Safer Recruitment and Movement of Staff
7. Online Safety
8. Supporting Children not in the Academy
9. Supporting children in the Academy
10. Peer on Peer Abuse

1. Vulnerable Children

Vulnerable children are:

- those who have a social worker
- those children and young people up to the age of 25 with education, health and care plans (EHCP).

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 EHCP should be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a place in your academy 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 EHCPs can safely remain at home.

Each academy in TCT 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.

There is an expectation that vulnerable children who have a social worker should 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 the academy must discuss the reasons for this directly with the parent, providing reassurance in line with Public Health England advice on health and hygiene. Should the parent decide to keep the child at home during this closure, each academy must ensure that a weekly phone call is made to the home; any concerns must be reported at once to the Social Worker. Should vulnerable children end their attendance this should be referred to the Social Worker, and weekly phone calls implemented.

2. Attendance

Academies do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. Information on the attendance of vulnerable children and those of critical workers should be sent daily to the DFE and LA, with a copy to the CEO.

Academies must monitor the engagement of all pupils and students with remote learning; where this engagement is not happening or is sporadic, the academy must make direct contact with the family to check for a problem and to support re-engagement.

Where a child was expected to attend the academy but does not, a phone call must be made to the home to check.

3. Designated Safeguarding Lead

Each academy should aim to have a trained DSL (or deputy) available on site when children are present. Where this is not possible a trained DSL (or deputy) must be available to be contacted immediately via phone or online video.

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 records, liaising with the offsite DSL (or deputy), liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the academy.

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

4. Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the academy's *Safeguarding or Child Protection Policy*. Staff are reminded of the need to report any concern immediately and without delay, emailing the DSL or Principal directly if necessary.

Where staff are concerned about an adult working with children in the school, they must 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 *Local Governing Body*. If this is not possible please contact the CEO directly.

All of the details on these processes are within academy policies and staff handbooks.

5. Safeguarding Training and Induction

DSL training may not take place whilst there remains a threat of the COVID 19 virus. For the period that 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.

All current TCT 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 an academy (but this should only occur when closure ends), they must be provided with a safeguarding induction.

There may yet be a need to coordinate provision across schools and academies, and all staff are subject to emergency procedures to provide support in other settings, both within and beyond TCT. If staff are deployed from another education or children's workforce setting to one of our academies, we must 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, we can confirm that all members of staff have received appropriate safeguarding training and been subject to appropriate checks

Upon arrival at an academy, each new colleague must be given a copy of the receiving setting's Safeguarding or Child Protection Policies, confirmation of local processes and confirmation of DSL arrangements.

6. Safer Recruitment 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 during this period of lockdown, Principals and Governors must 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.

During the period of current closures, no academy should begin to use the service of new volunteers, although it is perfectly reasonable to enlist volunteers and carry out appropriate checks that will allow them to work in our academies when we reopen.

Each academy must:

- 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.
- consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE
- keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.
- keep a record of adults on site each day

7. Online Safety

Each academy must continue to provide a safe environment, including online; all staff must continue to observe GDPR requirements. This includes the use of an online filtering system. Where pupils and students are using computers in our academies, appropriate supervision will be in place.

No member of staff should use live lessons or webcam facilities without written permission from the Principal.

8. Supporting children not in school

Section 1 above deals with support for vulnerable children. Where the academy 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. This can include: remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL must consider any referrals as appropriate.

Each academy should work to make direct contact with each the parent or carer of each pupil and student not in the academy at least once per fortnight during regular term time. All contact between staff and families must maintain clear professional boundaries. Contact by phone should be through the Trust-wide 3CX phone system, and email through each academy's system. Each academy should share safeguarding messages, including how to contact the academy if the need arises, on its website and social media pages, or parents' newsletters.

The families of all children eligible for free school meals are receiving a £15 supermarket voucher during each school-week of this closure, regardless of whether a child is attending school where they would also receive a free-school meal.

9. Supporting children in school

In short, normal protocols should be followed at all times.

The Principal must ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. Each academy must 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.

Where an academy has concerns about the impact of staff absence – such as DSL or first aiders – the Principal will discuss a possible full closure with the CEO.

10. Peer on Peer Abuse

Where an academy 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 the *Safeguarding or Child Protection Policy*.