COVID-19 school closure arrangements for Safeguarding and Child Protection at:

School/College Name: St. Michael's Community Academy

Date addendum agreed: 31/03/20

Date shared with staff: 01/04/20

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open to provide child care for a limited number of children. These children being those of workers critical to the COVID-19 response who cannot be cared for at home and for children who are vulnerable; these being children with an Education Health and Care Plan (EHCP) and children who are subject to Child in Need (CIN) plans, Child Protection (CP) plans and those who are Cared for Children who cannot be safely cared for at home.

This addendum of the St. Michael's Community Academy Safeguarding and Child Protection policy outlines our practice during the current crisis; should this change over time it will be updated to reflect those changes. This addendum contains details of our individual safeguarding arrangements in the following areas:

- Vulnerable Children
- Attendance monitoring
- Designated Safeguarding Lead
- Reporting a concern
- Safeguarding Training and induction
- Safer recruitment/volunteers and movement of staff
- Online safety
- Supporting children not in school
- Peer on Peer Abuse

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Michelle Sharp	01270 685685	msharp@smcacademy.co.uk
Deputy Designated Safeguarding Leads	Ali Williams Angela Moss	01270 685685 01270 685685	astprincipal@smcacademy.co.uk amoss@smcacademy.co.uk
Principal	David Jobling	01270 685686	principal@smcacademy.co.uk
Chair of Governors	Glyn Lowe		rglowe@hotmail.co.uk
Safeguarding Governor / Trustee	Angela Brydon		Contact via school admin

Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with Education, Health and Care (EHC) plans.

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 or college place 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 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/ Deputy DSL and Safeguarding team**, 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.

St. Michael's Community Academy will continue to work with others to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority Virtual School Head (VSH) for Cared For and previously Cared For children. The lead person for this will be: Michelle Sharp or, in her absence, Angela Moss. David Jobling and Alison Williams will be kept informed at all times.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased 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 St. Michael's will explore the reasons for this directly with the parent.

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

St. Michael's will encourage our Vulnerable children to attend a school, including remotely if needed.

Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If St. Michael's has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

If the school has closed, we will complete the return once, as requested by the DfE.

St. Michael's and social workers will agree with parents/carers whether Children in Need should be attending school - we will then follow up on any pupil that they were expecting to attend, who does not. We will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

HOW WILL THIS LOOK OUR SCHOOL?

To support the above, we will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances, where a vulnerable child does not take up their place at school or discontinues, we will notify their social worker and school will continue to carry out the usual checks e.g. phone calls etc.

Designated Safeguarding Lead

St. Michael's Community Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Michelle Sharp

The Deputy Designated Safeguarding Lead is: Angela Moss/Ali Williams/David Jobling

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 link - 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. All staff working on that day will be made aware of the senior leader who is assuming responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to safeguarding records whether these are held in paper format or an online management system such as CPOMS, , 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 or college.

It is important that all St. Michael's staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

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

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes verbally recording and making a written record of the concern.

In the unlikely event that a member of staff cannot access the Record of Concern Form or CPOMS from home, they should email the DSL/Deputy DSL/Safeguarding team and the Head Teacher. This will ensure that the concern is received.

All 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 report the concerns to the David Jobling (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's work email address.

Concerns around the Principal should be directed to the Chair of Governors: Glyn Lowe.

Communications which include sensitive data should be sent in a secure means e.g. Egress

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 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).

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2019).

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 St. Michael's, they will continue to be provided with a safeguarding induction.

Where staff are moved/offer support to another school, the school should seek assurance from their home school that the member of staff has received appropriate safeguarding training and a record will be kept of this.

Upon arrival, they will be given a copy of the receiving setting's Safeguarding and Child Protection Policy and confirmation of DSL arrangements.

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, St. Miochael's will continue to follow the relevant safer recruitment processes for our setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (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.

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

Where St. Michael's are utilising volunteers, we 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.

We 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 163 of KCSIE.

We will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 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

Whilst acknowledging the challenge of the current National emergency it is essential, from a safeguarding perspective, that we as a school are aware, on any given day, which staff/volunteers will be in our school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, St. Michael's will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges and for those children working at home

St. Michael's 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.

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 the St. Michael's Community Academy code of conduct, which is contained within the staff handbook.

St. Michael's 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:

- 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 specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held and overview of content. Staff should also record whether any safeguarding issues were noted. If concerns were reported/observed record detail and the date/time these were shared with the DSL as per normal safeguarding reporting processes.

Supporting children not in school

St. Michael's is committed to ensuring the safety and wellbeing of all its Children.

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 communication plan will be recorded in the safeguarding file/CPOMS, and a record of contact will be made.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

St. Michael's and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan will be reviewed regularly (at least once a fortnight) and, where concerns arise, the DSL will consider any referrals as appropriate.

We will share safeguarding messages on its website, social media pages and send out communication to parents.

We recognise that school is a protective factor for children and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at St. Michael's need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

St. Michael's is committed to ensuring the safety and wellbeing of all its students.

We 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.

We 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 spread of COVID19.

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

Where we have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the the local Authority.

Peer on Peer Abuse

St. Michael's recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims**.**

Where a school 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 our Safeguarding and Child Protection Policy.

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

Concerns must be shared with the Designated Safeguarding Lead as per normal safeguarding reporting processes and actions recorded.

USEFUL CONTACT NUMBERS
CHeCS :- 0300 1235012
Cheshire East LADO :- 01606 288951
NSPCC :- 0808 800 5000