



Churchdown School Academy
ACHIEVING SUCCESS FOR ALL

Safeguarding Arrangements During Covid-19

(including Child Protection)

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Important Contacts	
Safeguarding Governor:	Izzi Street
Designated Safeguarding Lead:	Josie Hilton (Deputy Head)
Deputy Safeguarding Leads:	John O'Connell (Deputy Head) Gemma Wheeler (DDSL)
Gloucestershire Safeguarding Children Board Helpdesk:	01452 426565 childrenshelpdesk- gcsx@gloucestershire.gov.uk
Local Authority Designated officer (LADO):	Nigel Hatton (01452 426994)

Keeping Children Safe:

In this time of uncertainty and change, it is important that we acknowledge the pressure that children and families are under. As such, it is more remains essential that Churchdown School Academy continues to be a safe place for our children. This document takes on board the guidance from the DfE to ensure that our Governing Body, Senior Leadership Team and Designated Safeguarding Leads (DSLs) continue to have appropriate regard to KCSIE and are able to work together with other agencies to keep our children safe.

This document outlines where Churchdown School Academy has considered its Safeguarding Policy and process differently when compared to business as usual. The way Churchdown School Academy is 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 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

Child Protection:

Churchdown School Academy has an effective Child Protection Policy in place reflecting business as usual. However, this annex is intended to accurately reflect new arrangements in response to COVID-19. In light of the ever changing context of Covid-19, this, will be kept under review as circumstances continue to evolve. Particular areas that will be reflected are:

- any updated advice received from the local 3 safeguarding partners;
- 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;
- staff and volunteers who are onsite should speak with the onsite DSL at the earliest opportunity if they have any concerns about a child (Ms Hilton, Ms Wheeler, Mr O'Connell, Mr Potter);
- staff and volunteers who are off-site and in contact with pupils or parents via phone and e mail should contact the DSL (Ms Hilton) via e mail at the earliest opportunity. In the case of immediate danger, they may also contact Children's Services directly on 01452 426565;
- there will be a trained DSL or Deputy DSL on site every day. In addition to this, the DSL will be available to be contacted via phone or online video every day;
- Josie Hilton (Deputy Head and DSL) will continue 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;
- peer on peer abuse is taken very seriously. We will continue to work with both pupils and families (victim and perpetrator) together with appropriate external agencies to manage any report of such abuse and to support victims using appropriate members of staff remotely (the principles as set out in part 5 of KCSIE will continue to inform this revised approach);
- staff and volunteers should speak directly (if on-site) or contact by email (if off-site) with the most senior member of staff onsite if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children (this will be: Mr Potter - Head, Mr O'Connell - Deputy or Ms Hilton – Deputy). In the case that the concern is regarding one of the above, they should contact the next most senior person from the three identified above. This concern will then be shared with the Chair of Governors (Chris Widden) at the earliest opportunity (the principles in part 4 of KCSIE will continue to support how a school or college responds to any such concerns);
- the arrangements to support children who do not meet the 'vulnerable' definition but are identified as a concern by our pastoral team (DSL, Deputy DSL, SENCo, HoY) are outlined in the Vulnerable Children section below;

- the families of all children not physically attending Churchdown School Academy will be contacted by their Heads of Year. Parents and carers have also been given the e mail addresses of key staff who they can contact if they have any concerns regarding their children's safety (HoY, Head, Deputy Heads). A parent bulletin is sent out weekly and there are regular updates around staying safe online. Any concerns around online safety should be reported to the Head of Year in the first instance who will either address the issue or pass it on to the DSL;
- the revised policy will be available on the school website.

Designated Safeguarding Leads:

There will be a trained DSL or Deputy DSL on site every day. In addition to this, the DSL will be available to be contacted via phone or online video every day. In the event that the DSL or one of the Deputy DSL's are not available, the Head will take responsibility for co-ordinating safeguarding on site. This will 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.

Vulnerable Children:

Ensuring that vulnerable children remain protected is a top priority for Churchdown School Academy. Vulnerable children include those with and EHCP, children who are 'Looked After (LAC)' and those with a social worker or a family support worker. In addition to this, we recognise that many more children who do not fall into these categories are also vulnerable. To support our most vulnerable pupils at this time we have the following arrangements in place:

School is open for all vulnerable pupils (as identified above), children of key workers and pupils who are considered vulnerable as part of our contextual safeguarding procedures.

- Pupils with an EHCP are contacted weekly by the SENCo
- Pupils on the SEN register with a 'key worker' are in e mail contact with their key worker
- Pupils on a plan or likely to be on a plan are contacted weekly by the Deputy DSL
- Pupils in alternative provision and in danger of being NEET are contacted by the DSL
- Pupils in specific Year groups are contacted weekly by their Head of Year
- Pupils on Free School Meals are contacted by their Head of Year
- All pupils in a Year group are contacted by their Head of Year
- Pupils who request support from the school counsellor are contacted by the school counsellor
- Pupils who request support around careers are contacted by the careers advisor

In addition to this, The Headteacher issues a weekly bulletin to parents and staff which identify key contacts and gives support around internet safety

Attendance

A register of those pupils who are expected in school is taken at the start of each session. In the event of a pupil who is expected to be in school not attending, parents are contacted. The daily online attendance form is completed and submitted to the DfE. 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.

Staff Training and Safeguarding Induction

Existing staff who have already had safeguarding training and read part 1 of KCSIE will be made aware of any new local arrangements for safeguarding through e mails and through the weekly staff bulletin.

New staff will be provided with a safeguarding induction by the DSL including an up to date child protection policy and part 1 of KCSIE.

Children Moving Schools

Relevant welfare and child protection information for pupils who are leaving Churchdown School Academy and moving to a new school will continue to be shared with the receiving institution. Any change in school for looked-after children will continue to be led and managed by the VSH with responsibility for the child. The DSL (or SENCo in the case of pupils with an EHC plan) will ensure that the receiving institution is aware of the reason the child is vulnerable and of any arrangements in place to support them. This will include the sharing of information around the child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and the name of the child's social worker (and, for looked-after children, who the responsible VSH is). The sharing of this information will take place as soon as reasonably practicable. If the DSL or SENCo are not able to share this information (due to illness) the most senior member of staff associated to the case should take responsibility (this would usually be the Deputy DSL or HoY).

Churchdown School Academy will continue to have appropriate regard to data protection and GDPR and will ensure that information is shared appropriately for the purposes of keeping children safe (following the guidance in paragraphs 76-83 of KCSIE).

Safer Recruitment / volunteers and movement of staff

Churchdown School Academy will continue to follow our current safer recruitment processes, including, as appropriate, relevant sections in part 3 of KCSIE. We will take into account the changes in guidance that have been issued by the Disclosure and Barring Service (DBS) on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Churchdown School Academy has no intention of using volunteers at this time, however, should this need arise, 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.

In the event that Churchdown School Academy is used as a 'hub' school where staff from other schools already engaging in regulated activity and who already have the appropriate DBS check may be onsite, we would not seek to obtain a new DBS. This would extend to teachers from other institutions (primary and secondary and to childcare workers).

Churchdown School Academy will continue to follow our legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. We will also 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 should the need arise.

During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

Churchdown School Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

A record of which staff (and volunteers) are in school on a given day will be kept by Mr Carter (Assistant Head). All staff on this rota will have had the appropriate checks carried out and be recorded on the SCR.

Mental Health

At Churchdown School Academy, we recognise that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their

parents. Teachers are aware of this in setting expectations of pupils' work where they are at home. Guidance on providing education remotely will be sent out to parents and teachers by the Leadership Team. This will be reviewed regularly and adapted in line with the changing context of our pupils and their families. Appropriate support is in place for children of critical workers and vulnerable children on site. This includes access to computers to complete online work, a varied enrichment curriculum and access to appropriate adult support.

The weekly parents bulletin also provides guidance to support the physical and mental wellbeing of pupils and their families during this time, including helplines. In addition to this, guidance to accessing support around mental health is available on the school's website. Senior and middle leaders are in regular contact with staff members in order to offer support at this challenging time.

Online Safety in Schools

Churchdown School Academy will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems or recommended resources. Should our IT staff become unavailable, we would initially ask that they continue to support our systems remotely? In the event that they are not able to do so, we would utilise our off-site online support system before seeking to utilise the expertise of other local schools to ensure that our IT systems can continue to support remote learning for our pupils.

Children and online safety away from school and college

Churchdown School Academy will continue doing what we reasonably can to keep all of our children safe. This includes ensuring 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.

The DfE is providing separate guidance on providing education remotely. Within this there are 4 key areas the Leadership Team will consider as part of our remote learning strategy.

When considering expectations for online learning, the principles outlined in Churchdown School Academy's Behaviour Policy should be considered as the starting point. This includes the acceptable use of technologies, staff pupil/student relationships and communication including the use of social media and applies equally to any existing or new online and distance learning arrangements. Any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

An essential part of the online planning process is ensuring that pupils have very clear reporting routes in place so they can raise any concerns whilst online. This is achieved through the Show My Homework platform and through direct e mails with teachers. Pupils

are also signposted to age appropriate practical support through the weekly bulletin and through the school website. This includes:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

Regular contact with parents and carers via phone and e mail are used to reinforce the importance of children being safe online. Our regular bulletin ensures that parents and carers are aware of what their children are being asked to do online, including the sites they will be asked to access.

Should parents and carers choose to supplement the school online offer with support from online companies or individual tutors, Churchdown School Academy will emphasise to parents/carers 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