

**With effect from 05/01/2021**

**For the immediate attention of all staff and Governors**

## **Osboldwick Primary Academy**

**This addendum specifies our academy response to Covid-19 and our additional measures that have been put into practice to safeguard our children.**

*'Schools and colleges should, as far as is reasonably possible, take a whole institution approach to safeguarding. This will allow them to satisfy themselves that any new policies and processes in response to COVID-19 are not weakening their approach to safeguarding or undermining their child protection policy.'*

*'It is important schools and colleges (led by a DSL or deputy, wherever possible) review and revise their child protection policy and keep it under review as circumstances continue to evolve. In some cases, a COVID-19 annex/addendum that summarises any key COVID-19 related changes might be more effective than re-writing and re-issuing the whole policy'*

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers DfE January 2021

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

## **Context**

**In response to COVID guidance January 21 the specific contingency plans and awareness raising measures are outlined in this addendum to the existing school Child Protection and Safeguarding (CP&S) arrangements. As such, these contingency arrangements are obligatory and must be followed by all staff. We all have a shared responsibility for CP&S.**

Whilst the Child Protection & Safeguarding arrangements and responsibilities outlined in the Ebor Academy Trust strategic policy remain in place, in the current context, specific and in additional strategies are required to be implemented to ensure continuity of support for vulnerable children and others attending school at this time.

We will endeavour to do all that we can to continue to provide a safe and caring environment for all children and staff attending school and to support children not attending as much as practicably possible.

We recognise that some of the children attending school are our most vulnerable and may be at even greater risk or stress at this time due to family problems or mental health concerns or other issues.

Staff are aware through this time of national crisis and school closures of the potential significant impacts on a child/young person's mental health and wellbeing. Staff are ensuring that if they have such concerns about a child, be that child attending the provision or otherwise, they are able to gather all concerns/disclosures and record and report them through the usual channels. Any indicators that a child is potentially at risk or vulnerable, through disclosures or behaviours presented through online classrooms and remote teaching tools, must still be collated and reported in the usual manner. Where schools are operating rotating leadership teams or remote DSL support then all staff should be clear on who they report disclosures and concerns to on a daily basis.

The leadership team and governors also are aware and sensitive to the pressures that staff, including themselves, are under at this time and recognise that they require support in order to be able to support the children they care for at school. This is particularly the case for staff such as DSLs, SENDCO, pastoral teams and Designated LAC teachers who have such an important role to play in supporting our most vulnerable children.

### **Key contacts**

| <b>Role</b>                         | <b>Name</b>       | <b>Contact number</b> | <b>Email</b>               |
|-------------------------------------|-------------------|-----------------------|----------------------------|
| Designated Safeguarding Lead        | Jo Mould          | 07851429375           | j.mould@ebor.academy       |
| Deputy Designated Safeguarding Lead | Nicky Bryan Smith | 07983953799           | n.bryan-smith@ebor.academy |
| Headteacher                         | Matt Brown        | 07725560873           | m.brown@ebor.academy       |
| Trust Safeguarding Lead             | Rebecca McGuinn   |                       | r.mcguinn@ebor.academy     |
| Chair of Governors                  | Becki Dean        |                       | b.dean@ebor.academy        |
| Safeguarding Governor / Trustee     | Simon Quinnell    |                       | s.quinnell@ebor.academy    |

### **1.Updated advice from the local safeguarding partners or MAT**

Due to COVID19 the Ebor Academy Trust has assigned the strategic responsibility for safeguarding to the Trust Safeguarding Lead who can act, where needed, as a remote DSL for schools.

1.2 The Trust Safeguarding Lead and Executive Headteacher for each school are also available to support with complex cases and offer extra balances and checks in relation to the safety of all pupils.

1.3 Within each local authority area, a number of school based staff are working as part of a coordinated response team under the guidance of the Trust Safeguarding Lead, offering the MAT schools in the locality additional advice and capacity to ensure all safeguarding arrangements remain compliant and operational. The Trust has updated its central register of all children in its schools identified as vulnerable, under the January 21 guidance for vulnerable pupils. This is only accessed by the

Trust Safeguarding lead and the CEO. This includes a child on a child protection plan, child in need, child looked after, or a child with an EHCP. This allows for contingencies to be made if ever a school does not have its DSL or DDSL for a short period of time.

**2. Updated advice received from local authorities regarding Vulnerable children, 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.**

2.1 Children with an EHCP plan have been offered a place in school in line with the government stipulations on provision for vulnerable pupils

2.2 Where an EHCP child is not attending onsite due to parental preference this needs to be clearly documented within CPOMS and the reasons as to why the place is not being accessed

2.3 Where it is deemed too high risk for an EHCP child to be onsite full time then a risk assessment needs to be completed and full cooperation and consent from the parent needs to be sought to reach an appropriate agreement around the child's provision. This must only be for exceptional circumstances. EHCP children are entitled to full time school based education.

2.4 At OPA, some children with EHC Plans are attending Frontline School, one is attending his alternative provision (by joint agreement) and some are remaining at home due to parent's wishes and following adapted learning online. One child attending Frontline School is attending on a part time basis in joint agreement with the classteacher, parents and SENDCO. This will be reviewed regularly.

SENDCO is making weekly contact with the families of those EHC children not in school and recording outcomes of conversations/posting email responses on CPOMS. Non EHC SEN children are being tracked via weekly online registers and low levels of engagement are followed up with a phone call from the SENDCO and/or a member of the WEB Team.

SENDCO does weekly check-ins with class teachers of non EHC SEN children and ensures work is accessible and/or adapted where necessary.

SENDCO is the link person for all EHC and non EHC SEN children in school and at home.

2.5 Children identified as critically vulnerable (those with a social worker) should be accessing full time school and therefore should have a place allocated for the duration of the closure. Regular liaison with Children's Social Care must be in position for these children.

2.6 In line with the guidance around vulnerable groups these children must be prioritised as having a place at school. If the parent does not consent to send them then they still need to remain as part of the onsite roll in order to be closely tracked and monitored.

2.7 Each school's leadership team is required to oversee the welfare of all children classed as vulnerable. Ensuring that the appropriate number of welfare phone calls/pavement home visits/and liaison with the family are made. Where it is needed, alternative and bespoke provision is being put in place for these children and they are constantly being monitored. Regular liaison with Children's Social Care is in position for these children.

2.8 An OPA Vulnerable Children Register has been completed in conjunction with the Trust. The Trust Safeguarding Lead is able to see this document to act as a support for the school DSL and/or act as a substitute DSL. This register includes all children within categories as outlined by Government Guidance issued in January 2021. A weekly check in slide is posted by all class teachers on a Monday morning and responses closely monitored. Any causes for concern are reported to SLT/DSL/Pastoral Lead via CPOMS and followed up.

Other messages received by teachers outside of this weekly check in are also reported into SLT/ DSL/Pastoral Lead via CPOMS and followed up.

Class teachers complete weekly online registers for every child in class and RAG rate according to engagement with online learning.

Green - 75-100%

Yellow - 50-75%

Red - below 50% or none at all

WEB Team and Pastoral Lead analyse RAG rating and phone families of all Red children and those Yellow children causing concern (after conversations with class teachers). Check in phone calls focus on welfare as well as engagement with learning and offers of support.

School intend to phone all Green children every 3 weeks for a general check in.

Outcomes of conversations are recorded on CPOMS with follow up from SLT/DSL/Pastoral Lead if necessary. Follow up could be a phone call or a pavement visit.

Full sharing of information is ongoing between schools and Social Workers regarding the Critically Vulnerable children.

In school WEB support is also available for all classes across the week. A member of the WEB Team visits each class each week and supports individual children or as a group.

Well Being information is shared with parents - and ideas for practical support are offered as a whole school and on a case by case basis if parents reach out to school.

2.9 The DSL/DDSL will attend all meetings that are required for children who are S47 or S17. On the rare occurrence due to the COVID19 position that the school does not have capacity to fulfil its duty to attend statutory meetings, the Trust Safeguarding Lead is able to represent the school and ensure all information is shared and assimilated.

2.10 The DSL/DDSL needs to regularly review the vulnerability register weekly ensuring that all these children are regularly being seen on the remote platforms. The recommended practice for all children not onsite is to be checked on twice per week.

2.11 Where a vulnerable child is entitled to a FSM this will be provided in the form of a meal at school and a voucher to the family. Any FSM children not taking up a place at the school provision will receive a voucher for the allowance of their FSM entitlement.

### **3. Revised procedures for staff and volunteers if they have any concerns about a child.**

3.1. In order to minimise the risk of the spread of infection, protecting the children, its staff and the local community through the period of school closures, the MAT does not foresee that volunteers will be coming onto the school site.

3.2 If staff have a concern about a child who is in the onsite provision, or is accessing through the remote online platforms, then the school's usual systems are in place for reporting concerns. Depending on the nature of the concern, DSL will make contact with the family if appropriate.

3.3 OPA safeguarding protocols remain in place and staff have been reminded of the need for heightened vigilance whilst the majority of children are at home. Staff have been reminded of the need to CPOMS any causes for concern and a Covid 21 tab has been included on CPOMS to monitor activity and concerns during this lockdown period.

All staff in school are usual members of staff.

If, in the unlikely event of an external teacher coming into school, they would receive a full induction which would include safeguarding protocols.

See Section 2 for systems in place to track home learners welfare as well as engagement with learning.

3.4 If the concern raised seems to meet the threshold, the DSL will make a referral to Early Help or Social Services following the normal channels.

#### **4. Emphasising the continued importance of all staff acting immediately on any safeguarding concerns.**

4.1 Staff will monitor which children are accessing online resources and the Google Classroom. Staff will also make Keeping in touch emails and phone calls with families and children.

4.2 Children will be tracked each day by class teachers using a work tracker to ensure full engagement with online work set.

Any Causes for Concern will be immediately reported to SLT/DSL/Pastoral Lead and followed up with a phone call and/or pavement visit.

Weekly registers will be RAG rated and the WEB Team respond on a Thursday/Friday each week.

If the WEB Team are not able to contact a family on the agreed Thursday and Friday time period, this will be recorded on CPOMS and SLT/DSL/Pastoral Lead will follow up. Follow up contact would be phone calls and/or a pavement visit.

If a family were still not contacted, the DSL would contact the Trust Safeguarding Lead for advice.

If the family were not able to be contacted after 5 school days, The Local Authority would also be contacted and the child reported as Missing in Education.

4.3 If there is a continued failure to make contact with the family, the SLT/DSL will make contact at the house following social distancing procedures. Staff will never attend alone, nor will staff travel together in the same car. Where a child or family has become unobtainable and there are either identified previously known risks, or a prolonged period of absence from the online portals, the DSL will make a decision to refer in to social care if they feel it meets the threshold. We will also involve other agencies such as PCSOs if it's felt appropriate to make welfare checks.

# **Addendum to Ebor Academy Trust Safeguarding and Child protection policy**

## **Covid19 Guidance and response**

**5. 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.**

5.1 Lac children will have a place at school and will be encouraged to access this place

5.2 We will keep in regular contact with Social workers and the virtual school through email.

5.3 LAC reviews and any paperwork that needs to be completed will be done digitally or over the phone.

5.4 We also keep in contact with the LAC if they are not already in school and do regular keeping in touch calls and emails.

**7. 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. Through the period of the school closure the school staff will remain vigilant for all external factors that could be impacting on a pupil's emotional health (the principles as set out in part 5 of KCSIE should continue to inform any revised approach).**

7.1 Staff will be closely monitoring any online interactions that they are having with children.

7.2 Schools will be building online and remote systems for carrying out emotional check ins and trying to assess a child's welfare through keeping in touch phone calls and messages through each school's online management information system for parental communication.

7.3 A weekly wellbeing slide is shared with all children on a Monday morning.

Responses to this are carefully monitored and any causes for concern are reported to SLT/DSL/Pastoral Lead via CPOMS and followed up. Follow up would be a phone call and/or a pavement visit.

If a child is rated as Red or Yellow on the weekly online registers, a member of the WEB Team will contact the family on a Thursday/Friday. The contact will be primarily around the welfare of the child at home. Engagement with learning will also be discussed.

Teachers have been reminded to be highly vigilant of online responses and comments from children whilst learning remotely.

Well Being letter sent to parents with ideas for practical help.

Well Being support is offered on a case by case basis if parents reach out to school or if a vulnerability is identified.

**8. What staff should do if they have concerns about a staff member 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).**

8.1 Staff will continue to follow our school safeguarding policy and whistleblowing policy. Staff have been briefed on the additions of the Covid addendum

8.2 We have clear internal protocols around how staff engage with parents and children remotely.

8.3 All google classrooms will have a member of SLT attached

8.4 Where possible we won't lone work with a vulnerable family

8.5 If we are making a video call to a parent or child this will be carried out on site, with the knowledge of the DSL and always with a second person present

**9. Arrangements to support children the school is concerned about who do not meet the 'vulnerable' definition therefore are not attending the provision.**

9.1 Children that are known to be vulnerable but do not meet the criteria will be contacted by SLT/DSL/Pastoral Lead instead of a member of the WEB Team. This contact will be weekly but with an open invitation to contact the school if support is needed.

If SLT/DSL/Pastoral Lead have concerns about any of these children, contact will be more frequent and may include pavement visits.

If concerns grow around these children, the Trust Safeguarding Lead will be contacted for advice and/or support.

9.2 The SLT and Pastoral team will meet weekly (remotely or otherwise) to review the vulnerable register and ensure that the correct children are still being targeted for welfare calls or pavement visits.

9.3 Class teachers have a system to ensure they are checking in with each child remotely at least once a week and those who are classed as vulnerable have a key worker

9.4 Case loads are in place and specific plans overseen and managed by the Wellbeing team to support specific children's wellbeing on a remote basis through a nurture based google classroom

9.5 The Trust welfare response team meets weekly with the Trust Safeguarding Lead to review any complex cases across the Trust, and to ensure systems continue to be reviewed, scrutinised and reflected upon.

9.6 Where children are not attending school parents of the school have a clear understanding of how they can report any worries, concerns or potential safeguarding incidents during school hours. This for example may be an email address, or a contact number for the local children's services.



**10. The school's arrangements to ensure online safety for the staff who are working to provide remote teaching and learning. Ensuring the online safety of children who may have access to school's technology such as a Chromebook.**

10.1 We will continue to provide a safe learning environment through the means of online portals. This includes the use of online filtering & blocking of inappropriate material and interactions and constant monitoring by staff of children's online activity.

10.2 Online teaching will follow the same strict professional protocols as it would if that teaching was being done face to face.

10.3 Staff will remain strictly in adherence to the code of conduct and will always uphold the values and ethos of the school when delivering learning online.

10.2 Where live streaming of lessons is being delivered this will always be done with two adults present within the classroom.

10.3 Where live learning is decided as the best means to teach a lesson the DSL will be aware of how this is being carried out and have clear internal protocols in place to protect the safety and welfare of all the children accessing the lesson.

10.4 Where live learning from a member of staff's home wishes to be considered this must be referred to the MAT for approval and risk assessing.

10.5 All staff who interact with children, including online, will continue to look out for signs a child may be at risk. Any such concerns should be dealt with following the usual Child Protection procedures as above and where appropriate referrals will be made to Children's Social Care by the DSL

**11. The school will take a daily register for all the children who are planned and expected to be onsite. The school's responsibility for ensuring these children attend every day and are safely accounted for remains a legal responsibility.**

11.1 The school will make sure that they notify social workers where children with a social worker do not attend.

11.2 The school will follow up with parents and carers on a daily basis where a child is expected to attend but does not inform the school of their absence.

11.3 The school will carry out doorstep visits where a child's whereabouts is in question and concerns for their safety have been highlighted.

11.4 Vulnerable children will be coded on the register as a C (circumstances) if they don't attend.

11.5 Children of critical workers who do not attend and have informed the school of this non attendance will be coded as an X (covid related)

11.6 The usual codes for sickness and illness remain in place for all children attending the school

11.7 OPA Admin staff complete the daily DfE attendance return as well as the Trust spreadsheet. The figures are monitored and analysed with SLT and Pastoral Lead.

If a child who is expected to be in school either due to prior agreement with them being the child of a Key Worker or their vulnerability criteria, is absent, normal absent children protocols still apply. If contact cannot be made, SLT/Pastoral Lead are informed and will follow up.

**Review of policy Addendum:**

We will constantly review the operation of this addendum and make adjustments if identified and on receipt of further Government, DfE, LA or other advice and updates. We also remain compliant with all local authority reporting arrangements, and multi-agency safeguarding hubs.