



Temporary policy addendum V3:

Covid-19 school closure arrangements for safeguarding and child protection at

Lord Grey Academy

Approved by:

LGB

Date: January 2021

Last reviewed on:

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Policy Owner: R Page

Annex 1

This policy addendum is effective from 4th January 2021 until further notice

- **Context**

From 4th January 2021 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children who are vulnerable and children of workers critical to the covid-19 response - who absolutely need to attend.

This addendum of the Lord Grey Academy safeguarding, and child protection policy contains details of our individual safeguarding arrangements in the following areas:

Lord Grey Academy is in tier 4.

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Key contacts

Remain as per the school safeguarding policy.

| Role | Name | Contact Number | Email |
|------------------------------|---------------|----------------|------------------------------|
| Designated Safeguarding Lead | Rob Page | 07595601908 | rob.page@lordgrey.org.uk |
| Deputy DSL | Sally Cass | 01908 626128 | sally.cass@lordgrey.org.uk |
| Principal | Jim Parker | 01908 626110 | jim.parker@lordgrey.org.uk |
| Chair of Governors | Jennie Cronin | 01908 626110 | chair@lordgrey.org.uk |
| CEO TOVE TRUST | Jamie Clarke | 01908 626110 | jamie.clarke@lordgrey.org.uk |

Vulnerable children

Vulnerable children and young people include those who:

- Are assessed as being in need under section 17 of the children act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- Have an education, health and care (EHC) plan;
- Have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - o Children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - o Adopted children or children on a special guardianship order
 - o Those at risk of becoming NEET ('not in employment, education or training')
 - o Those living in temporary accommodation
 - o Those who are young carers
 - o Those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - o Care leavers
 - o Others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

Eligibility for free school meals in and of itself is not a 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.

Lord Grey 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: Rebecca Reynolds

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 Lord Grey Academy will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting covid19, Lord Grey Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by public health England.

Lord Grey Academy will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Critical workers

Parents whose work is critical to the coronavirus (covid-19) and EU transition response include those who work in health and social care and in other key sectors outlined in Appendix 1.

Attendance monitoring

In mainstream schools, all secondary-age pupils who are not expected to be in school, should be recorded as 'code X'.

As vulnerable children are still expected to attend school full time, they should **not** be marked as code X if they are not in school (except if they are shielding, self-isolating or quarantining). If the parent of a vulnerable child wishes their child to be absent, the parent should let the school know and this should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

Children for whom on-site provision is being provided should be recorded in line with the normal school attendance requirements.

Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school.

Lord Grey Academy and social workers will agree with parents/carers whether children in need should be attending school – Lord Grey Academy will then follow up on any pupil that they were expecting to attend, who does not.

Lord Grey Academy 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.

Contact will be made to the parents/carers in these circumstances at least every two weeks by the Form Tutor. For vulnerable students contact will also be made by the House Team, and/or the Safeguarding Team more regularly, depending on the individual student circumstances.

Form Tutors will record contact conversations in Go4Schools. The House Team and Safeguarding Team will record information in CPOMS.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Lord Grey Academy will notify their social worker.

Designated Safeguarding Lead

Lord Grey Academy school has a designated safeguarding lead (DSL) and a deputy DSL.

The Designated Safeguarding Lead is: **Rob Page**

The Deputy Designated Safeguarding Lead is: **Sally Cass**

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case the 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 coordinating safeguarding on site.

This might include updating and managing access to CPOMS (Child Protection Online Management System) 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 school or college.

Lord Grey Academy staff and volunteers will have access to a trained DSL (or deputy).

The DSL 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 making a report via CPOMS, which can be done remotely. This must be logged as soon as possible on the day the concern is raised.

If a concern is raised out of hours, the staff member should report the concern on CPOMS and alert the safeteam@lordgrey.org.uk . If a response is not received, you must continue to exhaust all contacts in the key contact section of the school child protection policy. If the matter is urgent and a child is in danger the police should be contacted via 999.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email safeteam@lordgrey.org.uk . This will ensure that the concern is received.

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 follow the Lord Grey Academy Safeguarding Policy and report this concern to the DSL.

If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally over the phone and followed up with an email to the head teacher to confirm the discussion.

Concerns around the Principal should be directed to the Chair of TOVE Trust. jamie.clarke@lordgrey.org.uk .

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

Safeguarding training and induction

All existing school 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 Lord Grey 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 school, we will consider 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, schools should seek assurance from the Multi-Academy Trust (MAT) HR Manager that the member of staff has received appropriate safeguarding training

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes 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, Lord Grey Academy 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).

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 Lord Grey Academy are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in KCSIE 2020. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Lord Grey 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.

Lord Grey Academy will continue to consider and make referrals to the teaching regulation agency (TRA) and the TRA's 'teacher misconduct advice for making a referral.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity.

As such, Lord Grey Academy will continue to keep the single central record (SCR) up to date as outlined in KCSIE 2020.

Volunteers

Lord Grey Academy will use volunteers to assist in handing out and securing covid-19 test kits to students and staff members. Other duties may be required such as building test kits, cleaning down areas and directing people.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis provide personal care on a one-off basis in Lord Grey Academy, will be in regulated activity. This means that if a volunteer is administering a covid-19 test

whilst un-supervised, they will be in regulated activity and therefore require an enhanced DBS with barred list check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- By a person who is in regulated activity.
- Regular and day to day; and
- Reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will follow safer recruitment processes.

Online safety in schools and colleges

Lord Grey 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.

There is a comprehensive updated online safety policy.

Children and online safety away from school and college

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 MAT code of conduct.

Lord Grey Academy 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 if there are virtual lessons, especially where webcams are involved:

- No 1:1s, groups only. ***If this is unavoidable because the session is an individual counselling session the session should be recorded and the parent and student informed of this.***
- 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 or totally blank.
- 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.

Supporting children not in school

Lord Grey 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 will be recorded on the vulnerable students Google sheet, and a record of contact made by the House Team or Safeguarding Team will be recorded in CPOMS.

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

Lord Grey Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

Lord Grey Academy recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers.

Teachers at Lord Grey Academy need to be aware of this in setting expectations of pupils' work where they are at home.

Form Tutors will make contact with their tutees at least once every two weeks. This contact will be recorded in Go4Schools.

Supporting children in school

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

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

Lord Grey 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 spread of covid19.

Lord Grey Academy 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 Lord Grey Academy has concerns about the impact of staff absence – such as our designated safeguarding lead or first aiders – we will discuss them immediately with the trust.

Peer on peer abuse

Lord Grey Academy 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 the child protection policy.

The school 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.

Support from the multi-academy trust

The multi-academy trust (MAT) central safeguarding team will provide support and guidance as appropriate 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 MAT will also provide regular group and individual supervision sessions. This may take the form of an online meeting.

Appendix 1

Critical workers

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections. Children with at least one parent or carer who is a critical worker can go to school or college if required, but parents and carers should keep their children at home if they can.

Health and social care

This includes, but is not limited to, doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.

Education and childcare

This includes:

- childcare
- support and teaching staff
- social workers
- specialist education professionals who must remain active during the coronavirus (COVID-19) response to deliver this approach

Key public services

This includes:

- those essential to the running of the justice system
- religious staff
- charities and workers delivering key frontline services
- those responsible for the management of the deceased
- journalists and broadcasters who are providing public service broadcasting

Local and national government

This only includes those administrative occupations essential to the effective delivery of:

- the coronavirus (COVID-19) response, and the delivery of and response to EU transition
- essential public services, such as the payment of benefits and the certification or checking of goods for import and export (including animal products, animals, plants and food), including in government agencies and arm's length bodies

Food and other necessary goods

This includes those involved in food:

- production
- processing
- distribution
- sale and delivery
- as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines)

Public safety and national security

This includes:

- police and support staff
- Ministry of Defence civilians
- contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the coronavirus (COVID-19) outbreak and EU transition)
- fire and rescue service employees (including support staff)
- National Crime Agency staff
- those maintaining border security, prison and probation staff and other national security roles, including those overseas

Transport and border

This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the coronavirus (COVID-19) response and EU transition, including those working on transport systems through which supply chains pass and those constructing or supporting the operation of critical transport and border infrastructure through which supply chains pass.

Utilities, communication and financial services

This includes:

- staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure)
- the oil, gas, electricity and water sectors (including sewerage)
- information technology and data infrastructure sector and primary industry supplies to continue during the coronavirus (COVID-19) response
- key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services)
- postal services and delivery
- payments providers
- waste disposal sectors