

## Annex 1



# COVID-19 Abbey Academies Trust closure arrangements for Safeguarding and Child Protection

This is an addendum to the school's current safeguarding policy and does not replace the school's main policy. It will remain in place temporarily in response to the current Covid- 19 pandemic. The addendum may be amended on receiving any further guidance from the Department for Education or local authority.

**School Name: Abbey Academies Trust**

**Date: 22.04.2020; updated 01.06.2020; updated 18.11.2020; updated 11.01.2021**

**Date shared with staff and parents/carers: 28.04.2020; 01.06.2020;23.11.2020; 13.01.2021**

## Context

From 20<sup>th</sup> March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

[Covid-19-safeguarding-in-schools-update](#)

From the week commencing 1<sup>st</sup> June 2020, we welcomed back pupils in Reception, Year 1 and Year 6, whilst continuing to provide provision for Keyworkers' children and those who have been identified as vulnerable.

### September 2020:

Schools opened fully for all year groups. In the event of further closure or part closure, our schools will balance a number of different risks, including:

- the ability of the individual's parents or carers or home to ensure their needs can be met safely week-round or for multiple weeks
- the potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered
- any safeguarding risks for children with a social worker if not in school and the need to support care placements for looked-after children

From 5<sup>th</sup> January 2021, and following another national lockdown where schools were asked to close, schools were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home. Nurseries are to remain open and to continue with their normal provision.

Provision is in place for COVID-19 Health and Safety measures. See 'live' COVID-19 risk assessment. This includes COVID-19 toilet and isolation room.

Key policies have been reviewed for September 2020. Advice from outside agencies including Social Care and Medical professionals was secured and planned for early in the Autumn term. Additional planning and preparation was undertaken to take CV-19 factors into account.

This addendum of the Abbey Academies Trust Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. ***Key Contacts***
2. ***Vulnerable children***
3. ***Attendance monitoring***
4. ***Designated Safeguarding Lead***
5. ***Reporting a concern***

6. *Safeguarding Training and induction*
7. *Safer recruitment/volunteers and movement of staff*
8. *Online safety in schools and colleges*
9. *Children and online safety away from school and college*
10. *Supporting children not in school*
11. *Supporting children in school*
12. *Peer on Peer Abuse*
  
13. *Mental Health*

## **1.Key contacts**

The following information will be displayed in the school and updated as required.

<b>Role</b>	<b>Name</b>
Designated Safeguarding Lead for AAT	Linsey Leafe
Designated Safeguarding Lead for Bourne Abbey CE Primary Academy	Linsey Leafe
Deputy Designated Safeguarding Leads (BAPA)	Sarah Buttress; Janelle Disdale; Sarah Moore
Designated Safeguarding Lead for Bourne Elsea Park CE Primary Academy	Sarah Moore
Deputy Designated Safeguarding Leads (BEPPA)	Peter Bellamy Rebecca Bradley
Colsterworth Church of England Primary	Louise Jordan
Deputy Designated Safeguarding Leads (Colsterworth)	Sarah Moore
Executive Headteacher (Abbey Academies Trust)	Sarah Moore
Head of School (BAPA)	Sarah Buttress
Acting Head of School (BEPPA)	Peter Bellamy
Head of School (Colsterworth)	Louise Jordan
Co-Chair of Trustees	Duncan Pickering
Safeguarding Governor (BAPA)	Steve Haigh
Safeguarding Governor (BEPPA)	Duncan Pickering
Safeguarding Governor (Colsterworth)	Emma Bailey-Cole

All contact should be made through the main school office at Bourne Abbey which is the hub school for all 3 schools at present.

Main Office Telephone	01778 422163
Contact email	<a href="mailto:BAP.enquiries@abbeyacademies.co.uk">BAP.enquiries@abbeyacademies.co.uk</a> <a href="mailto:BEP.enquiries@abbeyacademies.co.uk">BEP.enquiries@abbeyacademies.co.uk</a> <a href="mailto:CSW.enquiries@abbeyacademies.co.uk">CSW.enquiries@abbeyacademies.co.uk</a>

There will always be a member of the safeguarding team on site.

## 2. 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 or who may be vulnerable for another reason at local discretion ("otherwise vulnerable"). This can include children with limited access to technology, quiet space to work or those whose mental health is likely to be adversely affected by the need to stay at home.

Senior leaders, especially the Designated Safeguarding Lead (and Deputies) 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.

The school 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: Linsey Leafe.

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 school will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, the school or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The school will encourage our vulnerable children and young people to attend a school.

All children requiring provision will be asked to attend provision at Bourne Abbey CE Primary Academy, but if there are circumstances where there is no other option than the child(ren) attend a setting out with the Trust, the school will ensure that any communication received by other agencies and services that impact on the safety and wellbeing of the child will be shared with the school that the child is temporarily attending. This includes notifications from the Police as part of the Operation Encompass initiative in response to domestic violence. Other relevant information about the child should be shared prior to them attending. Permission to share this information will be sought from the parents/carers and the child, if the child is of an age and ability to make this decision for themselves.

This information may include;

- Emergency contact names and numbers
- Medical conditions
- Safeguarding or pastoral concerns
- SEND needs

### **3.Attendance monitoring**

From the 1<sup>st</sup> September, schools resumed taking their attendance registers and continue to complete the online Educational Setting Status Form which gives the DfE daily updates on how many children and staff are attending.

Should school close due to local or national lockdown, if the school 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 2 p.m..

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

Parents and carers will not be penalised if their child does not attend educational provision.

In accordance with our attendance policy, schools will follow up with parents/carers whose child is expected to attend and doesn't. This will include any vulnerable or Keyworker children attending in the event of a local or national lockdown. To support the above, the school continues to confirm emergency contact numbers are correct. This is done through the student update form sent to parents on a rolling programme.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the school will follow this up with the family and will inform outside agencies supporting the child.

### **4. Designated Safeguarding Lead**

There will always be a member of the safeguarding team onsite during the school day and they can also be contacted out of school hours through normal channels. Any concerns should be directed to the main office at Bourne Abbey CE Primary Academy during the January 2021 partial closure.

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

Provision and resources will be made to ensure that the DSL or DDSL has the capacity and time to respond to any increase in concerns.

### **5. Reporting a concern**

In the event of a class 'bubble' or school closure due to local or national lockdown, where staff have a concern about a child they should continue to follow the process outlined in the Trust's Safeguarding and Child Protection Policy. They should contact the member of the safeguarding team on site immediately to discuss their concerns and then follow this up by submitting their concerns in writing by completing a record of concern form (if in school) or by emailing the safeguarding team if working from home.

Staff are reminded of the need to report any concern immediately and without delay.

Parents/ carers will be asked to advise schools or any changes regarding welfare, health and wellbeing that they should be aware of.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Executive Headteacher or a Head of School (if the Executive Headteacher is absent through illness) immediately.

Concerns about the Headteacher/Senior Leader should be directed to a Co-Chair of Trustees of the Trust: Duncan Pickering.

## **6. Safeguarding Training and induction**

Face to face DSL training is not taking place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL or DDSL who has been trained and is following the 6 Year Safeguarding training pathway, should continue to be classed as a trained DSL or DDSL even if they miss their face to face training, but have completed the eLearning identified on the pathway. Online safeguarding training should be completed as soon as possible by logging into the LSCP account.

Members of staff requiring the face to face 2 day safeguarding training will access the replacement online training. Others members of staff in need of safeguarding training should follow the 6 year pathway.

All existing school staff have had safeguarding training and have read part 1 and 5 of Keeping Children Safe in Education (2020). The DSL/ DDSL 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, they will continue to be provided with an induction, which includes safeguarding. This may take place via Microsoft Teams.

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

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of safeguarding team arrangements.

## **7. 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, the school 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).

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.

The Home Office and Immigration Enforcement have also temporarily adjusted the right to work checks due to the coronavirus outbreak.

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

Abbey Academies Trust does not intend to use volunteers in school for the duration of this period, but if this should become necessary, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 187 of KCSIE (2020). Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

The school 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 179 of KCSIE.

The school will continue to consider and make referrals to The Secretary of State as per paragraph 182 of KCSIE.

During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk) after liaising with Lincolnshire LADO  
Tel: 01522 554674.

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the school will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE (2020) considering proportionate and flexible approach to vetting checks i.e. portability of checks between schools and children's workforce.

## **8. Online safety in schools and colleges**

The school 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.

## **9. 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 Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and, as required, the police.

All online teaching during COVID-19 should follow the same principles as set out in the school code of conduct.

The school will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

## **10. Supporting children not in school**

The school is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where a child has been identified as 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 must be recorded on the vulnerable children spreadsheet, along with a date of contact made. A record of any contact should be made and be attached to the pupil's school record. This may include notes in a safeguarding file or SEND file.

The communication plans will normally be focussed around phone contact, but may, in a few circumstances include door-step visits. Other individualised contact methods should be considered and recorded.

The school and its DSL/ DDSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

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

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

The school 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 the school need to be aware of this in setting expectations of pupils' work where they are at home.

## **11. Supporting children in school**

The school is committed to ensuring the safety and wellbeing of all its students. It will continue to be a safe space for all children to attend and flourish. The Senior Leader will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The school 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 COVID-19.

The school 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. Where the school has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the senior leader on site.

## **12. Peer on Peer Abuse**

The school recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where the school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and those outlined within our Safeguarding and 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 will be recorded and appropriate referrals made.

## **13. Mental Health**

Each of the 3 schools have Mental Health First Aiders. Changes in demeanour, behaviour, emotional presentation should be raised with these members of staff, and if there are significant concerns, DSL or DDSL should be informed. Support, where necessary, will be put into place for these children.