

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: Update new version 08.03.21

Date shared with staff and parents/carers: 08.03.21

Context

From 20th 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](#)

Schools and all childcare providers 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.

From the week commencing 1st 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 to 17th December 2020 and from March 8th 2021*:

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

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. Advice from outside agencies including Social Care and Medical professionals was secured and planned for early in the Autumn term and has continued throughout this academic year. Additional planning and preparation has been undertaken to take CV-19 factors into account.

*NB – from 5th January 2021 to 5th March 2021 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. Please see previous addendum on the school website.

Next Steps

- All our planning for vulnerable pupils continues to take into account COVID-19 measures needed.
- Continue to review guidance related specifically to CV-19, with a view to ensuring provision of Free School Meals if individuals, class 'bubbles' self-isolate or school closure due a local or national lockdown.
- Ensure that assessment of pupils includes rigorous assessment of both academic and social/emotional needs. This assessment will inform provision planning to ensure that all pupils 'Catch up' and continue to progress.
- Ensure provision is in place to support home learning when necessary including laptops and/or I Pads.

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.

Role	Name
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
Chair of Trustees	John Kirkman
Safeguarding Governor (BAPA)	Stephen Haigh
Safeguarding Governor (BEPPA)	Duncan Pickering
Safeguarding Governor (Colsterworth)	Emma Bailey-Cole

From 8th March, each of the 3 schools within the Trust were open for pupils. Normal working practice recommenced with a DSL or DDSL on site at each school, or contactable by telephone. Personal contacts for each member continued to be displayed and made available to all staff at that time. This procedure would be implemented again during any future school closure.

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.

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 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 itself should not be the determining factor in assessing vulnerability.

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.

There is an expectation that any vulnerable child not attending in the recent period is now expected to return to early years or school provision where it is appropriate for them to do so. In circumstances where a parent/**carer** 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/**carer**.

Where parents/**carers** 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.

Children are no longer expected to attend another school or setting as all schools within the Trust are now open, but if there are circumstances where there is no other option, 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

The DSL and DDSLs will take into account the advice contained in the Local Authority's addendum 21.04.2020 'Covid19 Safeguarding Policy addendum: Supporting children not in school (vulnerable children, as defined, and those assessed as vulnerable by school)' and 'COVID-19; safeguarding in schools, colleges and other providers' DfE

3.Attendance monitoring

From the 8th March 2021 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 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

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.

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

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/carers 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

Contact should be made through the school office at the school where they pupil is enrolled. Normal working practice recommenced with a DSL or DDSL on site at each school, or contactable by telephone. Personal contacts for each member will continue to be displayed and made available to all staff during any class 'bubble' or school 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 Executive Headteacher should be directed to the Chair of Trustees of the Trust: John Kirkman

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 eLearnings identified on the pathway. Online safeguarding training should be completed as soon as possible by logging into the LSCP account

Members of staff already booked on or intending to book on 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.

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 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.