

# **Anchorsholme Academy Safeguarding and Child Protection Policy.**

## **Covid-19 addendum January 2021**

### **Safeguarding During the Coronavirus (COVID-19) Outbreak**

#### **Statement of intent**

We understand that we face a time of great uncertainty and, as a school, we are doing all we can to provide clarity and safety to our school community. This appendix includes provisions which our school will have due regard for during the coronavirus pandemic. The information in this section reflects the changes to government guidance as it is released.

#### **1. Key definitions**

1.1 For the purpose of this policy, the following definitions will be utilised:

- **Education hub:** a cluster of schools and colleges collaborating and sharing resources, staff and pupils in a local area. **(Our hub, should we need to utilise it, is with St Theresa's and Norbreck).**
- **Children of keyworkers:** children of parents who work in the following:
  - Health and social care, e.g. doctors and nurses
  - Education and childcare, e.g. teachers and DSLs
  - Local and national government, e.g. administrative occupations
  - Food and essential goods retail, e.g. supermarket workers Public safety and national security, e.g. police and MOD workers
  - Transport, e.g. freight transport workers and train drivers
  - Utilities, communication and financial services, e.g. bankers, oil workers, and telecommunications (999 and 111 critical services)
- **Vulnerable children:** those who have a social worker and those with EHC plans. Those who have a social worker include children who have a child protection plan and those who are looked after by the LA. 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.
- **Volunteer staff:** staff who are working in a school that is not their usual place of work.

## 2. The role of the DSL and their deputies

- 2.1 In light of the current crisis, the school has additional measures in place to ensure the safety and wellbeing of its pupils – this approach is led by the DSLs. **The DSLs at Anchorsholme Academy are Mrs Foster, Mrs Carter and Mr Dow.**
- 2.2 During partial school closure, the DSL and their deputies are responsible for:
- Ensuring they or their deputies are available at all times, either in school or via telephone or online communication.
  - Sharing their time and resources with other schools, where necessary.
  - Being responsible for amending this addendum in line with the continual changes to education policy released by the DfE and communicating all changes to staff and volunteers.
  - Identifying vulnerable children and communicating additional safeguarding provisions to pupils and their families. **(Mrs Foster will phone these families on a weekly basis and record all contact made.)**
  - Ensuring the school's pupils that are attending another school (as part of the hub approach) have the required support and communicating the pupil's additional needs with the other school's DSL.
  - Working with the **VSH (Virtual School Head-Jeremy Mannino)** and wider LA to protect vulnerable children. **(Mrs Foster will report all contact made to the temporary dedicated inbox)**
  - Ensuring staff are aware of reporting channels for safeguarding concerns. **This continues to be via My Concern which Mrs Foster and Mrs Carter will continue to monitor daily.**
  - Ensuring there is a consistent approach to safeguarding children throughout the coronavirus pandemic.
  - Providing pupils with clear communication channels so they can report any concerns they have, including reports of peer-on-peer abuse. **(All children and families have been given a class email address to email their class teacher with any questions, issues or concerns).**
  - Ensuring any pupil who is not formally considered as vulnerable, but who may still be vulnerable, has access to school/support where required. **(Phoned weekly)**
  - Identifying a suitable member of the SLT **(Deputy Head)** to assume the role of temporary DSL should both themselves and their deputies become unable to work.
  - Providing all volunteers and volunteer staff with copies of this additional policy.
  - Adhering to safer recruitment procedures and carrying out risk assessments on volunteers where required.
  - Seeking assurances from employers of volunteer staff, to ensure they have up-to-date safeguarding training and are safe to work with children.
- 2.3 The DSL will report back to the governing board on all relevant safeguarding concerns experienced during partial school closure.
- 2.4 The DSL will work with the local safeguarding partners to ensure pupils remain safe during partial school closure.

### 3. Attendance

- 3.1 The school will not use its regular attendance register to record attendance during partial school closure.
- 3.2 The school will report to the DfE the number of pupils in school and whether they remain partially closed. This form will be submitted by 12:00pm each weekday. **Mrs Bateson is submitting this.**
- 3.3 The school will record and investigate any absences where it expected a child to attend school and did not or where parents have arranged care for their child who subsequently did not attend. Any concerns are reported to the **PWO Karen Manning.**
- 3.4 If pupils need to attend a different school we will ensure they are in a safe environment. For LAC, any change will be organised and monitored by the VSH.
- 3.5 The DSL makes a pupil's temporary school aware of the reason why they are vulnerable (where relevant) and ensures the temporary school has access to the pupil's EHC plan and other supporting documents – this will be provided before the pupil is moved or as soon as possible.
- 3.6 The school will not prevent the transfer of safeguarding data to a pupil's temporary school, yet, it will always have due regard for data protection legislation during the transfer of information.

### 4. Staff training and safeguarding induction

- 4.1 The school will ensure that all existing school staff have read part one of 'Keeping children safe in education' (KCSIE) and are suitably trained in this policy and any local safeguarding arrangements.
- 4.2 The DSL and Headteacher will ensure any volunteer staff from other schools are suitably trained in safeguarding and ensure that they have read KCSIE and are aware of the school's safeguarding policy and procedures and any additional local safeguarding arrangements.
- 4.3 The Headteacher will risk assess any volunteers and volunteer staff working with pupils and use their professional judgment to assess whether they are suitable to work with pupils.
- 4.4 The school will follow safer recruitment processes, in line with the policy, if acquiring new staff.
- 4.5 Anyone who has not undergone suitable DBS checks will not be left unattended with pupils.
- 4.6 The school will report anyone to the TRA who they consider a safeguarding risk by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk) – all referrals received by the TRA will continue to be considered.
- 4.7 The school will have a rota system which allows the Headteacher to be aware of who will be in school at any one given time.
- 4.8 The school will keep a record of each record of attendance for staff and pupils within school and any additional risk assessments made on staff in a secure file, e.g. the SCR.

## Online safety and security

- 4.9 All online programmes used will be checked by the school's Data Protection Officer (DPO) and Network Manager to ensure they are reputable and GDPR compliant.
- 4.10 The Network Manager will work to ensure any loaned devices are secure and have the necessary antivirus malware protection downloaded.
- 4.11 Any online queries which require the Network Manager will be addressed over the phone or online as much as possible – face-to-face contact is kept to a minimum.
- 4.12 The DSL will inform the governing board on how they are ensuring pupils remain safe online during partial school closure.
- 4.13 Pupils will report any suspicious online activity they encounter to the DSLs or Headteacher.
- 4.14 Staff will adhere to the **Staff Code of Conduct** at all times when delivering education online.
- 4.15 Staff will report any concerns over a pupil's safety online to the DSLs/Headteacher.
- 4.16 The school will collaborate with parents and carers to reinforce the importance of online safety. (see additional advice on school website and sent via parent app)

## 5. Mental health

- 5.1 The school understands how the coronavirus pandemic can cause pupils and staff to feel anxious and concerned and will offer any essential support required to those in need.
- 5.2 The Headteacher will ensure that staff feel supported during this stressful time.
- 5.3 Pupils will have access to help them cope with their mental health, including ChildLine and other online services. (see website)
- 5.4 Face-to-face support will only be provided where necessary or unavoidable.

## 6. Supporting pupils at home

- 6.1 Pupils are provided with online safety information by their teacher/Network Manager (see website).
- 6.2 Pupils will be directed to practical online support, such as ChildLine, where they feel unsafe and require support outside of school (see website).
- 6.3 Parents are given a list of websites their child will be accessing and any information of online sessions with staff their child will be participating in during partial school closure (all websites on children's portal).
- 6.4 Parents have been provided with a class email address to contact the teacher with any concerns. The teacher will contact the DSL with any safeguarding concerns raised.

## **7. Peer-on-peer abuse**

- 7.1 Reports made regarding peer-on-peer abuse will be risk assessed by the DSL on a case-by-case basis and, where required, investigated immediately and reported to the relevant authority, e.g. the police or CSCS where required.
- 7.2 Both the alleged perpetrator and victim will be provided with support whilst the report is being investigated.
- 7.3 Pupils will be provided with the contact details of relevant bodies who can provide support to them during this time, e.g. ChildLine.
- 7.4 The DSL will keep the victim, the alleged perpetrator and their families up-to-date where necessary with details of the investigation, including the conclusion and how appeals can be made. In such a case, individuals involved will be given a copy of the school's amended Complaints Procedures Policy to assist them with the appeals process.
- 7.5 Communications will be made online or by telephone, unless face-to-face contact is unavoidable.

## **8. Monitoring and review**

- 8.1 The DSL is responsible for continually monitoring DfE updates and updating this appendix in line with any government changes and guidance from the local safeguarding partners.
- 8.2 Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.