



## **Temporary Policy Addendum:**

### COVID-19 school closure arrangements for Safeguarding and Child Protection at Redmoor Academy

This Policy addendum is effective from 4<sup>th</sup> January 2021

Redmoor Academy:  
Policy owner: Lynsey O'Keeffe  
Date: 18/01/2021  
Date shared with staff:

## **Context**

From 4<sup>th</sup> January 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.

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.

This addendum of the Redmoor Academy Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

Redmoor Academy is in LOckdown

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## **Key contacts/Roles**

Remain as per the School Safeguarding Policy.

## **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:
  - 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
  - adopted children or children on a special guardianship order
  - those at risk of becoming NEET ('not in employment, education or training')
  - those living in temporary accommodation
  - those who are young carers
  - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
  - care leavers
  - others at the provider and local authority's discretion including students 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.

Redmoor 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 Wilson.

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 Redmoor Academy will explore the reasons for this directly with the parent and decide the best course of action.

Where parents are concerned about the risk of the child contracting COVID-19, Redmoor Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Redmoor Academy will encourage our vulnerable children and young people to attend 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 the following sections

### **Attendance monitoring**

In mainstream schools, all secondary-age students who are not expected to be in school commencing 4th January, should be recorded as 'code X'.

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 National Lockdown, and so all children still deemed clinically extremely vulnerable are advised not to attend school.

It is expected that children with a social worker and/or an EHCP will attend school during this period. If the parent decides not to send their child the student's absence will be coded 'C' (In line with Government guidance). Parents must be made clear of this during a phone call discussion.

Redmoor Academy will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently does not attend.

Phone calls will be made on the day to the parents/carers in these circumstances.

To support the above, Redmoor Academy will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

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

## **Designated Safeguarding Lead**

Redmoor Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

**The Designated Safeguarding Lead is:** Lynsey O’Keeffe

**The Deputy Designated Safeguarding Lead is:** Paul Kimber

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case, a trained 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 child protection online management system, CPOMS 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.

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

The DSL team 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’s Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely. This must be logged by 3pm 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 a member of the senior leadership team who will then contact the DSL. If a response is not received, you must contact your line-manager who will in turn contact their SLT link who will then contact the DSL.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, deputy DSL and head teacher. 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 should inform the principal asap. If the head teacher is unavailable then they should contact the DSL.

If there is a requirement to make a notification to the head teacher 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 head teacher should be directed to the Chair of Governors.

## **Safeguarding Training and induction**

All existing school staff have had safeguarding training and have read [part 1 of Keeping Children Safe in Education \(2020\)](#) and the [Guidance for Safer Working Practice](#). 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 Redmoor Academy, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the school's safeguarding induction booklet and a full safeguarding training session will be booked with them. All safeguarding training sessions are logged on a central register.

## **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, Redmoor 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 Redmoor Academy is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Redmoor 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. Full details can be found at paragraph 163 of KCSIE.

Redmoor Academy will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 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 and that appropriate checks have been carried out, especially for anyone engaging in regulated activity.

As such, Redmoor Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

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

Redmoor 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.

### **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 school's code of conduct.

Redmoor 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 when conducting virtual lessons, especially where webcams are involved:

- Staff and students must wear suitable clothing, as should anyone else in the household.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed. This enables students who miss the lesson to 'catch up'.
- Students may turn off their camera if they prefer
- Live classes should be kept to a reasonable length of time and allow for 'switch over' time for the next lesson.
- Language must be professional and appropriate at all times.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with students

## **Supporting children not in school**

Redmoor 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 be listed on the 'vulnerable students monitoring' list. This list will be checked and updated each week.

The students will receive regular check-ins via email, phone-call to parents/carers/video link 'check-in'/home visit.

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

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

Teachers at Redmoor Academy need to be aware of this in setting expectations of students' work where they are at home.

## **Supporting children in school**

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

Redmoor Academy will continue to be a safe space for all children to attend and flourish. The head teacher will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.

Redmoor 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.

Redmoor 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.

### **Peer on Peer Abuse**

Redmoor 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.