

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

Caldecote CE Academy



This addendum of Caldecote CE Academy Safeguarding and Child Protection policies contains details of our individual safeguarding arrangements in the following areas:

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| Role | Name | Contact number | Email |
|---|------------------|----------------|--|
| Designated Safeguarding Lead | Lesley Hulbert | 01767 316206 | lesley.hulbert@caldecoteceacademy.co.uk safeguarding@caldecoteceacademy.co.uk |
| Deputy Designated Safeguarding Lead | Leigh Pointon | 01767 316206 | head@caldecoteceacademy.co.uk |
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| Trust Safeguarding Lead | Lizzie Jeanes | 07538419582 | ljeanes@stalbans.anglican.org |
| Chair of Hub board / LGB | Joan Bailey | 01582 872318 | jbailey@stalbandsmat.co.uk |
| Director with responsibility for Safeguarding | Lindsay Fraser | 07715 708580 | lfraser@stalbandsmat.co.uk |
| DSAMAT CEO | Carole Bennett | 07399 268783 | cbennett@stalbandsmat.co.uk |
| DSAMAT Deputy CEO | Natalie Dalvarez | 07740 348302 | ndalvarez@stalbandsmat.co.uk |
| Trust Education Director | Gemma Barber | 07702 847774 | GBarber@stalbandsmat.co.uk |

Any individual school contacts: eg. Family support worker

Beverly Lattimer – blattimer@standrews.beds.sch.uk



Context

From 5th January 2021 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.

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 or college 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 and of itself should not be the determining factor in assessing vulnerability.

The Safeguarding team (DSL and DDSL team) 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.

Caldecote CE 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: [Lesley Hulbert](#)

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 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 Caldecote CE Academy will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Caldecote CE Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Caldecote CE Academy will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. Caldecote CE Academy social workers will agree with parents/carers whether children in need should be attending school – Caldecote CE Academy will then follow up on any pupil that they were expecting to attend, who does not. Caldecote CE 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.

To support the above, Caldecote CE 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, Caldecote CE Academy will notify their social worker. Each week the vulnerable child who is not attending school will be contacted by a named member of staff and this contact will be recorded using the Arbor system to log the telephone call.

Designated Safeguarding Lead

Caldecote CE Academy has a safeguarding team that is led by the Designated Safeguarding Lead (DSL) and Deputy DSLs.

The Designated Safeguarding Lead is:

Lesley Hulbert: email lesley.hulbert@caldecoteceacademy.co.uk

The Deputy Designated Safeguarding Leads are:

Leigh Pointon: email: head@caldecoteceacademy.co.uk

Sarah Campbell: email: s.campbell@caldecoteceacademy.co.uk

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. The agreed means for contacting the DSL for the day will be agreed by the team and communicated to staff by email or emergency WHATSAPP.

Where a member of the safeguarding team is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

The DSL / allocated DDSL 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.

In the unlikely event that a member of staff cannot access their CPOMS from home, or for schools who use a paper-based system and the staff are working from home at the time of the concern, staff will contact a member of the safeguarding team immediately by phone to log their concern, using the safeguarding phone number or personal number if absolutely necessary. The member of the team spoken to will take any action needed and inform the referrer of what action has been taken. This will ensure that the concern is received. If, in the unlikely event that a member of the safeguarding team cannot be reached, staff will be directed to telephone the Hub (MASH) for advice. The telephone numbers will be emailed to all staff. Staff will be asked to acknowledge receipt of the email and that they understand the procedures.

This will ensure that the concern is received.

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

Where staff or any other person are concerned about an adult working with children in the school, or has any reason to believe that another adult has acted inappropriately or abused a child or young person, they will take action by reporting to the Headteacher (not the DSL if this is a different person). Even though it may seem difficult to believe that a colleague may be unsuitable to work with children, the risk is far too serious for any member of staff to dismiss such a suspicion without taking action. If the allegation / concern is about the Headteacher, the person with



concerns will contact the Designated Officer (also known as the LADO) in the Local Authority and notify the Trust DSL or Deputy DSL. LADO - 0300 300 4833

If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally (07455129234) and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of the Hub board Joan Bailey (01582 872318)

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

Safeguarding Training and induction

DSL training will take place virtually whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL should send this addendum to all staff and ask them to read it, so they know what to do if they are worried about a child. Each member of staff must email that they have read the addendum and follow the systems and processes.

Where new staff are recruited, or new volunteers enter Caldecote CE Academy, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to Caldecote CE Academy, 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

For movement within the Trust, schools should seek assurance from **Natalie Dalvarez** 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, Caldecote CE 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).

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.

Where Caldecote CE Academy are 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.



Caldecote CE 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.

Caldecote CE 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. During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of these unprecedented times, it is essential from a safeguarding perspective we are 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, Caldecote CE 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

Caldecote CE 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 Caldecote staff Code of Conduct Policy Document

Caldecote CE 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 delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- 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.
- Recorded 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 provided by DSAMAT to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

Caldecote CE Academy is committed to ensuring the safety and wellbeing of all its children and young people.

Where the safeguarding team 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. This plan is over seen by [Lesley Hulbert](#).



Details of this plan must be recorded on the school Child protections system, as should a record of contact have made.

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

Caldecote CE Academy and its' safeguarding 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 will consider any referrals as appropriate.

Caldecote CE Academy will share safeguarding messages on its website and social media pages.

Caldecote CE 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 Caldecote CE Academy need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

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

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

Caldecote CE 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.

Caldecote CE 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 our safeguarding/pastoral support recording systems.

Where Caldecote CE Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the DSAMAT central team.

Peer on Peer Abuse

Caldecote CE Academy recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where Caldecote CE Academy receives a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy. Caldecote CE Academy will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded on the safeguarding system and appropriate referrals made.

Support from the Trust

The DSAMAT Central Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.



Fortnightly telephone conversation will take place between the Trust safeguarding lead (or another member of the Trust team in the absence of the safeguarding lead) and the DSL (or DDSL in the absence of the DSL) from each academy.

Regular safeguarding team meetings will continue using a virtual platform and include the Deputy CEO, Trust Education Director and the DSL (or DDSL in the absence of the DSL) from each academy.