ADDENDUM Appendix 5: COVID-19 Closure Amendments

1. **Background**
   1.1. This appendix is based on the Department for Education guidance as it was deemed relevant to all schools, whether maintained, non-maintained or independent (including academies, academy trusts, free schools and alternative provision academies), maintained nursery schools and pupil referral units.
   1.2. This is interim safeguarding guidance, it is under review and will be updated.

2. **Help and support**
   2.1. [Advice for the education sector](#) is being updated daily and will be reviewed on a daily basis by at least one member of the Senior Leadership Team at the Academy to ascertain if any further adjustments to working practice is required.
   2.2. The Department for Education COVID-19 helpline, is available to answer questions Monday to Friday from 8am to 6pm and weekends 10am to 4pm.
      2.2.1. DfE.coronavirushelpline@education.gov.uk
      2.2.2. 0800 046 8687
   2.3. Academy staff should quote the unique reference number (URN or UK PRN) when calling the hotline.

3. **Safeguarding and clusters**
   3.1. The Academy has no current plans to operate as part of a cluster of schools during the period of closure.
   3.2. This will mean that there is no additional risk to having young people on site for whom the safeguarding background is not comprehensively understood or any adults on site who may require appropriate checks and risk assessments carried out as required.

4. **Keeping children safe in schools and colleges**
   4.1. The Academy will continue to have due regard to KCSIE as it is statutory safeguarding guidance that schools and colleges should continue to have regard to as per their legislative duty and/or funding agreement requirements.
   4.2. The way the Academy is currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:
      4.2.1. with regard to safeguarding, the best interests of children must always continue to come first
      4.2.2. if anyone in the Academy has a safeguarding concern about any child they should continue to act and act immediately
      4.2.3. a DSL or deputy will be available
      4.2.4. unsuitable people will not be allowed to enter the children's workforce and/or gain access to children
      4.2.5. children should continue to be protected when they are online

5. **Child protection policy**
   5.1. The Academy has an effective child protection policy in place reflecting business as usual.
   5.2. It is likely that the policy will not accurately reflect new arrangements in response to COVID-19.
   5.3. The DSL will continue to review and revise the child protection policy and keep it under review as circumstances continue to evolve.
   5.4. This COVID-19 addendum summarises key COVID-19 related changes, including:

5.4.1. updated advice received from the local 3 safeguarding partners

    5.4.1.1. The Academy has, at the current time, been advised not to conduct any home visits by the Local Authority

    5.4.1.2. The Academy has, at the current time, been advised to attempt to maintain contact with all young people on roll via either phone or electronic means

    5.4.1.3. All other advice remains unchanged

5.4.2. any updated advice received from local authorities regarding children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

    5.4.2.1. The Academy has received advice from the Local Authority that urgent safeguarding concerns are reported to them via the dedicated email address shared with safeguarding staff at the Academy

    5.4.2.2. All other advice remains unchanged

5.4.3. what staff and volunteers should do if they have any concerns about a child

    5.4.3.1. There are no changes to these procedures

5.4.4. the continued importance of all staff and volunteers acting and acting immediately on any safeguarding concerns

    5.4.4.1. There are no changes to these procedures

5.4.5. DSL (and deputy) arrangements

    5.4.5.1. There are no changes to these procedures

5.4.6. the continued importance for Academy staff to work with and support children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children

    5.4.6.1. There are no changes to these procedures

5.4.7. peer on peer abuse

    5.4.7.1. There are no changes to these procedures

5.4.8. what staff and volunteers should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children (the principles in part 4 of KCSIE continue to support how the Academy responds to any such concerns)

    5.4.8.1. There are no changes to these procedures

5.4.9. any arrangements to support children the school or college are concerned about who do not meet the 'vulnerable' definition

    5.4.9.1. The Academy will liaise weekly with the Local Authority regarding children who meet this definition

5.4.10. what arrangements are in place to keep children not physically attending the school or college safe, especially online and how concerns about these children should be progressed

    5.4.10.1. The Academy has instigated a rolling programme of contact for young people to ensure that students are kept safe - any concerns arising from this process are to be handled according to current Academy protocols

5.5. All staff and volunteers will be made aware of the addendum to the existing policy via email (as per the Academy's instructions to staff on partial closure).

5.6. All staff will be kept up to date as this is revised, again via email.

5.7. The addendum to the child protection policy will be made available publicly via the Academy website.

6. Designated safeguarding leads (DSLs)

6.1. The Academy will attempt to ensure the optimal scenario described by the Department for Education is maintained.

6.2. This will include a trained DSL or deputy available on site for all periods of opening.

6.3. Where this is not possible, the DSL or deputy can be available to be contacted via phone or online video.

6.4. Where a trained DSL or deputy is not on site, a senior leader will take responsibility for coordinating safeguarding on site, in liaison with the offsite DSL (or deputy) to discharge all required safeguarding duties.

6.5. All Academy staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them.

6.6. It is acknowledged that DSL training is very unlikely to take place during this period and as a result, 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.

7. Vulnerable children

7.1. Ensuring that vulnerable children remain protected is a top priority for the Academy.

7.2. Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans.

7.3. Local authorities have the key day-to-day responsibility for delivery of children's social care.

7.4. Social workers and VSHs will continue to work with vulnerable children in this difficult period and should support these children to access this provision.

7.5. There is an expectation that children with a social worker will attend provision, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.

7.6. Senior leaders, especially DSLs (and deputies) will maintain accurate and up to date lists of most vulnerable children and have the flexibility to offer a place to those on the edges of receiving children's social care support.

7.7. The Academy will continue to work with and support children' social workers to help protect vulnerable children.

8. Attendance

8.1. Local authorities and schools are not required to complete their usual day-to-day attendance processes to follow up on non-attendance, as per instruction from the Department for Education.

8.2. The Academy will agree with families whether children in need should be attending education provision.

8.3. The Academy will follow up on any child that we were expecting to attend, who does not.

8.4. The Academy will also follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend.

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

8.6. The Department for Education has introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school which the Academy will return as per the agreed schedule.

9. **Staff training and safeguarding induction**

   9.1. All existing staff have had safeguarding training and have read part 1 of KCSIE, including local arrangements so they know what to do if they are worried about a child.

   9.2. Where new staff are recruited, or new volunteers enter the school or college, they will be provided with a safeguarding induction.

   9.3. Although not currently required, it is understood that workforces may move between schools and colleges on a temporary basis in response to COVID-19.

   9.4. As the receiving Academy, the DSL will judge, on a case-by-case basis, the level of safeguarding induction required - as in most cases the existing workforce will already have received appropriate safeguarding training, this is most likely to comprise a copy of the Academy's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

10. **Children moving schools and colleges**

    10.1. The importance for the Academy to do whatever they reasonably can to provide a receiving institution with any relevant welfare and child protection information in these times is clearly acknowledged.

    10.2. This will be especially important where children are vulnerable.

    10.3. For looked-after children, any change in school will be led and managed by the Virtual School with responsibility for the child.

    10.4. The receiving institution will be made aware of the reason the child is vulnerable and any arrangements in place to support them.

    10.5. The DSL will do all that is possible to ensure that, as a minimum, the receiving institution should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is).

    10.6. This should happen before a child arrives and, where that is not possible as soon as reasonably practicable.

    10.7. Any exchanges of information will happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individuals with oversight of SEN provision for children with EHC plans.

    10.8. It is acknowledged this may not always be possible and where this is the case, senior leaders will take this responsibility.

    10.9. Whilst the Academy will continue to have appropriate regard to data protection and GDPR, it is understood they do not prevent the sharing of information for the purposes of keeping children safe.

11. **Safer recruitment/volunteers and movement of staff**

    11.1. If the Academy is required to recruit new staff during the closure, we will continue to follow the relevant safer recruitment processes for our setting, including, as appropriate, relevant sections in part 3 of KCSIE.

    11.2. This response will include those alterations made by the Disclosure and Barring Service (DBS) to its [guidance on standard and enhanced DBS ID checking](#) to minimise the need for face-to-face contact.

    11.3. Where the Academy utilise volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE.

    11.4. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

11.5. As per advice from the Department for Education, should any member of the school or college workforce already engaging in regulated activity and who already have the appropriate DBS check with another establishment, the Academy will not seek a new DBS check where that member of the workforce has temporarily moved to the Academy to support the care of children.

11.6. The type of setting on the DBS check, for example a specific category of school, is not a barrier to the point laid out in 11.5 above.

11.7. The same principle outlined in 11.5 and 11.6 will apply if childcare workers move to work temporarily in the Academy.

11.8. The Academy will risk assess any staff covered by the above as we would for a volunteer (see above).

11.9. The Academy will seek assurances from the current employer in any of the cases above.

11.10. The Academy will continue to follow our legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult as per paragraph 163 of KCSIE.

11.11. The 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](#).

11.12. During the COVID-19 period all referrals will be made by emailing Misconduct.Teacher@education.gov.uk.

11.13. The Academy will be 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.

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

11.15. The SCR will provide the means to log any staff who may be on loan from other institutions.

11.16. The SCR will also be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

12. Mental health

12.1. Teachers will give due regard to the fact that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents when setting expectations of pupils' work where they are at home.

12.2. Where the Academy is providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

12.3. The Academy will have due regard to the Department for Education's guidance on mental health and behaviour in schools when considering sanctions or support required.

13. Online safety in schools and colleges

13.1. The Academy will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the Academy's IT systems or recommended resources, insofar as this is possible.

14. Children and online safety away from school and college

14.1. The Academy will do what we reasonably can to keep all of our children safe.

14.2. All staff who interact with children, including online, will continue to look out for signs a child may be at risk.

14.3. Any such concerns will be dealt with as per the child protection policy and where appropriate referrals will still be made to children's social care and, as required, the police.

14.4. The Academy will consider the safety of children when they are asked to work online, the starting point for which will be that the same principles as set out in the Academy Staff code of conduct.

14.5. The policy outlined in 14.4 will apply equally to any existing or new online and distance learning arrangements which are introduced.

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

14.7. Children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online.

14.8. As well as reporting routes back to the Academy, this includes signposting children to age appropriate practical support from the likes of:

    14.8.1. Childline - for support

    14.8.2. UK Safer Internet Centre - to report and remove harmful online content

    14.8.3. CEOP - for advice on making a report about online abuse

14.9. The Academy will attempt to maintain regular contact with parents and carers and these communications will be used to reinforce the importance of children being safe online.

14.10. The Academy will make parents and carers aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the Academy (if anyone) their child is going to be interacting with online.

14.11. Parents and carers will be responsible, where a family deems they wish to engage additional support from an outside individual to assist in a child's learning, for securing this support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.