

Phoenix Park and Sevenhills Academy

SAFEGUARDING & CHILD PROTECTION
POLICY
Addendum

COVID-19 school closure arrangements for
Safeguarding and Child Protection



School Name: Phoenix Park & Sevenhills Academies
Policy owner: Rachel Patchett / Phil Hutchinson
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1. Context

From 20th March 2020 and again on 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 and children who are vulnerable and cannot be safely cared for at home.

It is the responsibility of the host school for safeguarding and child protection for all pupils who are attending regardless of whether they are on roll at that school.

All staff working in schools should understand their specific roles in the safeguarding of children.

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

2. Key contacts

| Role | Name | Contact number | Email |
|--------------------------------------|------------------|-----------------------------|--|
| Designated Safeguarding Lead | Rachel Patchett | 07775900286/ 07908404087 | patchettr@phoenixpark.academy |
| Deputy Designated Safeguarding Leads | As per CP Policy | As per CP Policy | As per CP Policy |
| Executive Principal | Phil Hutchinson | As per CP policy | hutchinsonp@sevenhills.org.uk |
| Chair of Governors | John Cottingham | As per CP Policy | cottinghamj@phoenixpark.academy |
| Safeguarding Governor / Trustee | John Cottingahm | | cottinghamj@phoenixpark.academy |

3. Other Key Contacts:

Children's Services Education Safeguarding Team - 01472 325555

Consultation Line (advice and support) (former FFAP) - 01472 323145

Children's Services - Front Door - NELCChildrensFrontDoor@Nelincs.Gov.uk

4. 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 (EHCP) plans and children and families with early help 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 EHCP plan will be risk-assessed in consultation with the SENCO 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 EHCP plans can safely remain at home.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are.

Phoenix Park and Sevenhills 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.

Where parents are concerned about the risk of the child contracting COVID19, Phoenix Park and Sevenhills Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Phoenix Park and Sevenhills Academy will encourage our vulnerable children and young people to attend a school and remotely in the Google classroom and partake in welfare calls to support the entire family.

5. 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.

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

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

Phoenix Park and Sevenhills Academy and social workers will agree with parents/carers whether children in need should be attending school – Phoenix Park and Sevenhills Academy will then follow up on any pupil that they were expecting to attend remotely and who does not.

Phoenix Park and Sevenhills Academy – how this will look

To support the above, Phoenix Park and Sevenhills Academy, will when communicating with parents/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 remotely or discontinues, Phoenix Park and Sevenhills Academy will notify their social worker.

Agreed welfare checks to parents & Carers - this will be recorded on CPOMS and monitored and actioned as appropriate by the DSL & Pastoral Team.

Home schools will receive a weekly welfare, attendance and safeguarding update from the Pastoral Team.

6. Designated Safeguarding Lead

Phoenix Park and Sevenhills Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Rachel Patchett

The Deputy Designated Safeguarding Lead is: Neil Swain & 8 CP officers (refer to CP Policy)

The optimal scenario is to have a trained DSL (or deputy) available at all times. 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 available, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding matters.

This might include updating and managing access to child protection records (CPOMS) both offline or 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 or college.

It is important that all Phoenix Park and Sevenhills Academy staff and volunteers have access to a trained DSL (or deputy). On each day, the staff will be made aware of who that person is and how to contact them. All staff should be made aware of the children's services safeguarding team (MASH) consultation line number (01472 325555) should a DSL be unavailable and they require safeguarding advice.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

The senior DSL will ensure that operational staff with designated safeguarding responsibilities, access regular supervision, which can be undertaken remotely through electronic communications (e.g. TEAMS, mobile communications etc...)

7. 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 and formally recording concerns via the school's electronic safeguarding systems, (e.g. CPOMS) which can be done remotely.

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 contact their Executive Principal – Phil Hutchinson (hutchinsonp@sevenhills.org.uk). If there is a requirement to make a notification to the Executive Principal whilst away from school, this should be done verbally and followed up with an email to the Executive Principal.

Concerns around the Headteacher should be directed to the Chair of Governors: John Cottingham.

All staff must follow Part 4 of Keeping Children Safe in Education (2020) and the child protection policy guidance for managing allegations against staff. The DSL must use the local authority designated officer (LADO) notification form in order to assess the level of concern. As part of this initial consideration, the DSL should consult with their school's Principal. The completed LADO notification form must be sent to the LADO team at North East Lincs Council.

8. Safeguarding Training and induction

DSL training is very unlikely to take place 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, unless its offered remotely by the LSCB.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). 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 Phoenix Park and Sevenhills Academy, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the receiving setting's safeguarding and child protection policy, guidance for safer working practice for staff working in educational settings, online safety policy including acceptable use and confirmation of local processes and confirmation of DSL arrangements.

9. 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, Phoenix Park and Sevenhills 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.

<https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

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 Phoenix Park and Sevenhills 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.

Phoenix Park and Sevenhills 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.

Phoenix Park and Sevenhills 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 the current National emergency, it is essential from a safeguarding perspective that any school is 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, Phoenix Park and Sevenhills Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

10. Online safety in schools and colleges

Phoenix Park and Sevenhills Academy will continue to provide a safe environment online.

11. 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 Guidance for safer working practice for those working with children and young people in education settings (National Safer Recruitment Consortium May 2020).

Phoenix Park and Sevenhills 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. In cases where 1:1 tuition is essential, staff must seek formal written agreement from SLT and the pupil's parent.
- 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; staff need to be mindful that backgrounds do not compromise personal confidentiality or breach the guiding principles of safer working practice guidance for staff working in educational settings.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live 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 specified by SLT and approved by our IT network manager / provider to communicate with pupils
- staff should record, the length, time, date and attendance of any sessions held as follow

12. Supporting children not in school

Phoenix Park and Sevenhills 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 ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded, as should a record of contact have made.

The communication plans can include: remote contact and phone contact. Other individualised contact methods should be considered and recorded.

Phoenix Park and Sevenhills Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website.

Phoenix Park and Sevenhills 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 Phoenix Park and Sevenhills Academy need to be aware of this in setting expectations of pupils' work where they are at home.

13. Peer on Peer Abuse

Phoenix Park and Sevenhills 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 of 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 in keeping with school reporting and recording systems (e.g. CPOMS) and appropriate referrals made.

14. Mental health and Well-Being

Phoenix Park and Sevenhills Academy recognises that the current exceptional circumstances may affect the mental health and well-being of pupils, parents and staff in many different ways. School will ensure that they have details of appropriate support available and this will be accessible for pupils, parents and staff.

These are unusual and difficult times for many people and for some families they may become traumatic times and involve loss and grief. We have provided appropriate home learning for our pupils to complete during this period of time whilst the vast majority of pupils are at home. Although learning is very important, and we want to make the best use of this time, we recognise that the expectations of this may be challenging on some students and families. School will provide reassurance and support to pupils, parents and staff in order to manage these expectations without putting additional stresses and pressure on individuals.

Schools may also wish to ensure that there is a plan in place for how any bereavements may be handled, including obtaining support services as appropriate.

Useful contacts/web links:

Child line: 0800 1111

www.childline.org.uk

www.nhs.uk

Mind.org.uk

www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing

www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips

www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak

www.nhs.uk/conditions/stress-anxiety-depression/talking-to-children-about-feelings/

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

www.mindmate.org.uk/

School nursing team NELC - KOOOTH

Children and
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