



Academies Trust

# Co-op Academies Trust

## **COVID-19 school reopening/closure arrangements for Safeguarding and Child Protection at Co-op Academy Swinton**

**Academy: Co-op Academy Swinton**

**Policy owner: Miss Withers**

**Date: 27.05.20**

**Date shared with staff: 27.05.20**

## **1. Context**

From 20<sup>th</sup> March 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. This advice has now been revised and plans for the reopening of schools from the 1st June should now be considered.

Schools and all childcare providers were asked to provide care for a priority groups 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 has now been extended to all eligible children outlined in the government's documents.

This addendum of the Co-op Academy Swinton Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

It will be reviewed by our designated safeguarding lead (DSL) or a deputy DSL on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website and is made available to staff by Google Drive.

We will ensure that on any given day all staff and volunteers in attendance will be aware of who the DSL and deputy DSLs are and how staff and volunteers can to speak to them.

The interim policy will be kept under review and updated with further guidance and updates released from:

- The Government <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

- Salford Safeguarding Children Partnership (SSCP)  
<https://safeguardingchildren.salford.gov.uk/>

- Salford City Council  
<https://www.salford.gov.uk/cvschools>  
[https://www.salford.gov.uk/people-communities-and-local-information/coronavirus /](https://www.salford.gov.uk/people-communities-and-local-information/coronavirus/)

- Salford Children's Service regarding children with education, health and care (EHC) plans or on a plan under social care, the local authority designated officer, and, any

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

Co-op Academy Swinton will complete the Interim Safeguarding Guidance Action Plan Checklist to help monitor the progress of the implementation of the COVID-19 Safeguarding Policy Annex

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## Key contacts

<b>Role</b>	<b>Name</b>	<b>Contact number</b>	<b>Email</b>
Designated Safeguarding Lead	Sarah Withers	07889646834 0161 7946215	Sarah.withers@coopacademies.co.uk
Deputy Designated Safeguarding Leads	Lawrence Duke	07872417176 0161 7946215	Lawrence.duke@coopacademies.co.uk

Headteacher	Mark Harrison	0161 7946215	Mark.harrison@coopacademies.co.uk
Trust Safeguarding Lead	Claire Dodd	07753307971	claire.dodd@coopacademies.co.uk
Chair of Governors	James Barron	0161 7946215	
Safeguarding Governor / Trustee	Malcolm Dodd	0161 794 6215	Malcolm.dodd@coopacademies.co.uk

### **Safeguarding partners' advice**

We continue to work closely with our three safeguarding partners, and we will ensure this annex is consistent with their advice. This will include expectations for supporting 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. The current advice is below is accessible via the following link

<https://safeguardingchildren.salford.gov.uk/news/archived-news/march-2020/>

### **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.

Those with a social worker will be risk-assessed by the social worker in consultation with the school, to ascertain whether school or home is the safest place to be during this time. Each child will have a different set of circumstances and these must be taken into account, whilst understanding that a place must be offered for all children with a social worker.

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. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Co-op Academy Swinton 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: Miss Sarah Withers and Mr Lawrence Duke

It is now expected 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 Co-op Academy Swinton will explore the reasons for this directly with the parent.
- the academy has the capacity to respond to the child's individual needs i.e. risk assessment

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 Co-op Academy Swinton will explore the reasons for this directly with the parent.

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

Co-op Academy Swinton will continue to encourage our vulnerable children and young people to attend a school, including remotely if needed.

Children with a Statutory Plan and/or an EHC Plan will be contacted at home at least three times a week. Co-op Academy Swinton will contact the child's Social Worker on the day if the child has not arrived at School/ unable to make contact/the welfare check causes concerns.

Vulnerable children without a Statutory Plan:

Welfare checks will still be made for children who are on Co-op Academy Swinton school based vulnerable list. Co-op Academy Swinton will contact these children at least twice per week.

Co-op Academy Swinton will follow the recommended process detailed in the embedded:

- Guide to Welfare Checks during School Closures

- Flow chart for concerns raised or unable to contact a family whilst contacting families for welfare check during the Covid-19 (coronavirus) closures.



Accessible on Google Drive - Safeguarding

## 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.

If Co-op Academy Swinton has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon -

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

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

Co-op Academy Swinton and social workers will agree with parents/carers whether children in need should be attending school – Co-op Academy Swinton will then immediately follow up on any pupil that they were expecting to attend, who does not. Co-op Academy Swinton 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.

Tier 1 Students – CP/CIN/LAC/EHCP are called 3 times a week by Miss Withers or Mr Duke. If we feel the student or family need more support then this maybe everyday. We speak to the student and parent/carer to ensure that they are safe and well. If we do not make contact with the student or parent/carer we inform the social worker via email.

Tier 2 Students – Highlighted vulnerable students are called 2 times a week by the PPC/YM. If we feel the student or family need more support then this maybe everyday. We speak to the student and parent/carer to ensure that they are safe and well. If we do not make contact with the student or parent/carer we send a text to the parent/carer.

To support the above, Co-op Academy Swinton 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, Co-op Academy Swinton will notify their social worker.

## **Designated Safeguarding Lead**

Co-op Academy Swinton school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Miss Sarah Withers

The Deputy Designated Safeguarding Lead is: Mr Lawrence Duke

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 co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, SIMS 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 Co-op Academy Swinton staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

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

## **Reporting a concern**

Staff must be mindful that new concerns may be identified as children start to return to school following partial closures. 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 Email or the school concern form, which can be done remotely. Staff are reminded of the need to report any concern immediately and without delay. Contact with the DSL or deputy should also be made via telephone or hangout if an urgent response is required.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should either email the Designated Safeguarding Lead to alert them of a concern or telephone the DSL to discuss their concern, If the member of staff fails to get a response from the DSL or deputy they must contact the Headteacher and the Trust Safeguarding and child protection lead. This will ensure that the concern is received and acted upon.

All relevant safeguarding and welfare information held on all children (including returning children) remains accurate. The academy (led by the DSL or deputy)

should be doing all they reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns.

Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: James Barron.

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

### **Safeguarding Training and induction**

DSL training is very unlikely to take place 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.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). 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 Co-op Academy Swinton, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our 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 the HT or Business manager 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, Co-op Academy Swinton 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 (2019) (KCSIE). Please refer to safer recruitment policy on Co-op website

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.

If staff are deployed from another education or children's workforce setting to our 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

Where Co-op Academy Swinton 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.

Co-op Academy Swinton 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.

Co-op Academy Swinton 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 [in line with the temporary arrangements published on their websites.](#)

During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto: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, Co-op Academy Swinton 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**

Co-op Academy Swinton will continue to provide a safe environment, including online. This includes the use of an online filtering system. Further information for children, young people and their families can be found on our academy website.

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.

Co-op Academy Swinton 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: Communicating digitally with pupils and parents

- 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.
- 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 senior managers 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.

## Supporting children not in school

Co-op Academy Swinton is committed to ensuring the safety and wellbeing of all its Children and Young people people by maintaining contact with children, young people and their families at least once a week during term time. Where possible staff should try and speak directly to children to help identify any concerns. Where contact has not been made this information will be shared with the DSL and escalation process' will be implemented for example a letter explaining the importance of the contact, doorstep visit by a member of staff or contact with the police should all other resources be exhausted or there is a perceived significant risk.

Staff should be encouraged (where possible) to make calls from the school or college site via school or college phones and devices. Where staff use personal phones to make calls, they should withhold their personal number. Additional guidance is available from the headteacher.

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 on SIMS, 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.

Co-op Academy Swinton and its DSL 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.

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

Co-op Academy Swinton 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 Co-op Academy Swinton need to be aware of this in setting expectations of pupils' work where they are at home.

Parents will receive regular headteacher updates, letters and newsletters and staff have been given the following guidelines on online learning:

1. Pupils have been told in a letter from the school that has been sent to parents and cares that they when working from home as far as possible they should follow their school timetable and work in a routine.

2. As defined in the interim guidance parents and carers will also be informed what their children are being asked to do online, including:
  - the sites they will be asked to access
  - who from the school (if anyone) their child is going to be interacting with online
  - the importance of securing online support from a reputable organisation/ individual who can provide evidence that they are safe and can be trusted to have access to children - if they choose to supplement support for their children from online companies or individual tutors
  - Support that is available to keep their children safe online including:
    - o Internet matters - for support for parents and carers to keep their children safe online
    - o London Grid for Learning - for support for parents and carers to keep their children safe online
    - o Net-aware - for support for parents and carers from the NSPCC
    - o Parent info - for support for parents and carers to keep their children safe online
    - o Thinkuknow - for advice from the National Crime Agency to stay safe online
    - o UK Safer Internet Centre - advice for parents and carers
3. Use your staff email only for any contact with pupils - never use a personal email
4. Do not interact on social media or add/ accept pupils or students to any social media accounts
5. Do not direct pupils or students to third party websites other than those that are normally used in school for study
6. Maintain professional language and boundaries at all times, particularly with regard to forms of address and sign-off. Staff will not encourage 'banter' – behaviour should replicate the behaviour of the classroom
7. Copy your line manager/Headteacher/Senior Leader – as designated by the school - into all correspondence with the pupils. to safeguard yourself.
8. If a pupil or student raises a safeguarding matter or a pastoral concern via email please report to the DSL or senior leader as would normally be done in the school.

Email during normal working hours as parents and pupils have been recommended to follow their timetables as a study routine.

Co-op Academy Swinton and the DSL(s) will work closely with all stakeholders to maximise the effectiveness of any communication plan.

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

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

As part of the online learning protocols children who are being asked to work online will be provided with very clear reporting routes by entering school's process for providing the information so they can raise any concerns whilst online.

In addition to providing the reporting routes back to the school the school will also provide signposting for the children to age appropriate practical support including:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

## **Supporting children in school**

Co-op Academy Swinton is committed to ensuring the safety and wellbeing of all its students.

Co-op Academy Swinton 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.

Co-op Academy Swinton will refer to the Government guidance for education and childcare settings on how to implement social distancing if possible and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

Wherever possible the academy will ask all children and parents and carers of returning children whether there have been any changes in circumstances, bereavement, poor mental health etc that may affect them or their child, and if they require any additional support to return to school. Where necessary a support plan to respond to those needs will be created and reviewed regularly.

The academy will be mindful of any peer relationships that may have deteriorated over this period or if indeed any online peer on peer abuse has taken place that previously has not come to light.

The academy will take this into consideration when placing children and young people in bubbles.

Co-op Academy Swinton will ensure that SLT & governors understand that the DSL / DDSLs must have additional capacity to deal with emerging issues, concerns or referrals as more children and young people return to the academy. Any support provided must be recorded on SIMS and reviewed regularly.

Co-op Academy Swinton 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 SIMS.

Where Co-op Academy Swinton has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss this immediately with the trust.

## **Holiday period**

If the school is open during the holidays to care for key workers children and vulnerable children, the staff providing this care will need access to a DSL should any concerns arise. This does not have to be face to face and can be done via telephone in the first instance followed up with a report on CPOMS or equivalent. The DSL, social worker and the family should determine if the child should be attending education provision during this period. The academy should then follow up on any non-attending pupil that they were expecting, by contacting the parents/carers in the first instance and followed up with the social worker if necessary. Minimum requirement for DSL's during holidays is to be available for guidance and support for the staff providing care as described above.

Any safeguarding telephone numbers that have been promoted to parents and pupils should be diverted to the main school switchboard for the school holidays.

Where the school does not have capacity to rota cover for the holiday period, the Trust safeguarding and child protection lead can be named as the alternative DSL for your colleagues to contact for advice. This is subject to prior arrangement with the trust safeguarding and child protection lead.

Staff should also be reminded of their responsibility to take advice from their local children's social care if they are unable to get advice from within the trust. They must record any action taken on SIMS or equivalent.

## **Peer on Peer Abuse**

Co-op Academy Swinton 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 on SIMS and appropriate referrals made.

## **Children's Mental Health**

Co-op Academy Swinton 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 Co-op Academy Swinton have been made aware of taking this into account by/ during provide information of how staff have been informed when setting expectations of pupils' work where they are at home.

Appropriate support will be available on site for children of critical workers and vulnerable children which will include existing provision in the school where possible, support over the phone or from specialist staff or support services. Staff will be mindful of the guidance on mental health and behaviour in schools when providing or sourcing support for children in the current circumstances.

### **Support from the Trust Safeguarding and Child Protection Lead**

The trust safeguarding and child protection lead will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The trust will also provide regular group supervision sessions. This will take the form of a google hangout and or individual sessions requested by the DSL or deputy where required.