

Annex 1



COVID-19 school arrangements for Safeguarding, Child Protection and Well- being at The Three Saints Academy Trust

School Name: The Three Saints Academy Trust

Policy owner: CEO/Director of Wellbeing

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1. Context

From 20th 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.

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.

From 1st June 2020 schools were asked to open for Nursery, Reception, Y1 & Y6 children where Covid-19 secure arrangements are feasible. Vulnerable and key worker children will also continue to attend school. Siblings of these identified year groups will not be able to attend school.

From 4th January 2021 parents were gain 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 Three Saints Academy Trust Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

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Vulnerable children

During the coronavirus (COVID-19) outbreak, for the purposes of continued attendance at educational settings, vulnerable children and young people are defined as 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 pupils and students who need to attend to receive support or manage risks to their mental health

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

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

The Designated Safeguarding Lead (and deputy) have identified the most vulnerable children to offer a school place to.

Each school within The Three Saints Academy Trust 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 the Headteacher of each school

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 each school within The Three Saints Academy Trust will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, each school within - The Three Saints Academy Trust or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Each school within The Three Saints Academy Trust 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 for children not offered a school place.

Schools within The Three Saints Academy Trust with children in attendance will complete day to day attendance registration on the Arbor system along with the daily attendance report to the DfE by 12 noon.

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

LA returns for Vulnerable children to be submitted accordingly.

Each school within The Three Saints Academy Trust will follow up on any pupil that they were expecting to attend, who does not by following the Trust's Attendance Policy first day response procedures and logged on Arbor.

To support the above, each school within The Three Saints Academy Trust 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, each school within The Three Saints Academy Trust will notify their social worker. Every child identified as meeting criteria for a school place but does not take up a place will be contacted minimum of twice a week by the DDL/DDSL if CP or CiN and those children school has identified as vulnerable will either be called once a week or called every other week along with text messages in between. Headteachers will use professional judgement to group these children. LAC children who are in consistent care and no concerns as well as children with an EHCP will be contacted every other week. Schools within The Three Saints Academy Trust will continue to follow local authority protocols on vulnerable children notifications of attendance.

All wellbeing calls if unanswered will be followed with voicemail where available and a text message to contact school. Where contact is not made repeat calls will be undertaken and if necessary a home visit. Agencies working with families will be notified. All calls are to be logged onto CPOMS.

Attendance Codes to be used are as follows:

Pupils who are not eligible to attend a session

- They should be recorded as **code X** (not required to be in school).

Pupils who are eligible to attend a session but do not

This includes children of critical workers and vulnerable children, such as:

- where a pupil is shielding, self-isolating, or the pupil has an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school, they should be recorded as **code C** (unable to attend due to exceptional circumstances).

- where a pupil cannot attend school due to illness, as would normally be the case, the pupil should be recorded as **code I** (illness).
- You should note whether the absence involves coronavirus symptoms (Arbor have created **Sym** for symptomatic **SIE** and **SII** if isolating due to exposure)
- where a pupil does not attend school - despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school, the pupil should be recorded as **code C** (leave of absence authorised by the school) where no other authorised absence code is appropriate

At this time, all absence should be classed as authorised.

Designated Safeguarding Lead

Each school within The Three Saints Academy Trust has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

It is important that all schools within The Three Saints Academy Trust 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/DDSL will continue to engage with social workers, and attend all multi-agency meetings, which are undertaken 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, they should email/write out a paper concern to the Designated Safeguarding Lead/Headteacher, Deputy DSL. 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 report the concern to the headteacher.

Concerns around the Headteacher 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). 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 schools within The Three Saints Academy Trust, they will continue to be provided with a safeguarding induction.

In the unlikely event 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

In the unlikely event of movement of staff or children within the Trust, schools should seek assurance from the Multi-Academy Trust (MAT) CEO/Director of Wellbeing, 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, each school within The Three Saints Academy Trust 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.

If staff are deployed from another education or children's workforce setting to our school, the CEO 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 a school within The Three Saints Academy Trust are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Schools within The Three Saints Academy Trust 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 in KCSIE.

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, each school within The Three Saints Academy Trust will continue to keep the single central record (SCR) up to date as outlined in KCSIE.

Online safety in schools and colleges

Each school within The Three Saints Academy Trust will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where pupils are using computers in school, appropriate supervision will be in place.

Children and remote learning 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 MAT code of conduct.

Each school within The Three Saints Academy Trust will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

The Remote Learning Strategy issued to staff is to be read in conjunction with this addendum. Any child not engaging in remote learning to be followed up as per the guidelines and recorded on CPOMS if escalates to Key Stage Manager intervention.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- 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.
- 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

The Three Saints Academy Trust is committed to ensuring the safety and wellbeing of all its pupils.

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.

All communication must be recorded on CPOMS.

The communication plans can include; phone, text and email contact. Other individualised contact methods should be considered and recorded.

The Three Saints Academy Trust and its' schools DSLs 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 and social media pages.

The Three Saints Academy Trust 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. Staff at The Three Saints Academy Trust need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

The Three Saints Academy Trust is committed to ensuring the safety and wellbeing of all its students.

The Three Saints Academy Trust 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.

The Three Saints Academy Trust 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.

The Three Saints Trust will ensure appropriate support is in place for all children in school and the curriculum delivered will be a bespoke curriculum to support the reintegration of pupils back to school addressing mental health and wellbeing and academic learning.

Supporting Families

The schools within The Three Saints Academy Trust's websites and social media accounts will continue to provide guidance and signposting for families in respect of home education, mental health support and agencies providing services such as foodbanks and various helplines etc. Safeguarding and Wellbeing staff within the schools will continue to offer guidance and support via telephone.

Supporting Staff

The Three Saints Academy Trust is committed to ensuring the safety and wellbeing of all its staff.

The Covid-19 Risk assessments will be shared and communicated with staff and relevant training and resources provided.

All staff in school and those working from home will have regular communication with members of their school's SLT and encouraged to complete their own Wellness Plans.

Staff are encouraged to address their own wellbeing by following Public Health England's 5 Ways to Wellbeing and are signposted to relevant support networks such as Charlie Waller Memorial Trust "Working from Home Action Plan", Mind and have access to the Employee Assistance Scheme via Education Support Partnership.

Where schools within The Three Saints Academy Trust have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – these will be discussed immediately with the CEO of the MAT.

Peer on Peer Abuse

Schools within The Three Saints Academy Trust recognise that during the partial 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 in KCSIE and of those outlined within our 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.

Behaviour

The Three Saints Academy Trust continues to have high expectations in relation to behaviour in our schools in line with the Behaviour and Relationships Policy. Graduated responses to poor behaviour choices will not involve children missing breaks, lunchtimes or accessing another room.

Each "bubble" will review their charters addressing:

- following any altered routines for arrival or departure
- following school instructions on hygiene, such as handwashing and sanitising
- following instructions on who pupils can socialise with at school
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- rules about not sharing any equipment or other items including drinking bottles
- expectations about breaks or play times, including where children may or may not play
- use of toilets
- clear rules about coughing or spitting at or towards any other person
- rules around social distancing

Exclusions

Legal advice will be sought in respect of any situation that may warrant an exclusion. DfE Exclusions Covid-19 guidance on Governor panels to be followed.

Support from the Multi-Academy Trust

The Multi-Academy Trust (MAT) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing CPOMS records for the purpose of quality assurance, support, guidance and direction.

The following guidance applies and this addendum to be read in conjunction with The Three Saints Academy Trust full Safeguarding and Child Protection Policy and Remote Learning Strategy.

<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>

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/process-for-recording-attendance-and-using-the-educational-setting-status-form>

<https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak>

