

# Annex to Child Protection Policy



## Covid-19 changes to our Child Protection Policy

Cidari | All Academies | Public

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## Response to COVID-19

There have been significant changes within our setting in response to the outbreak. Many young people are now at home and staffing is likely to be significantly affected through illness and self-isolation.

Despite the changes, the Academies Child Protection Policy is fundamentally the same: children and young people always come first, staff should respond robustly to safeguarding concerns and contact the DSL in line with our established safeguarding procedure.

This annex sets out some of the adjustments we are making in line with the changed arrangements in the Academy and following [advice from government](#) and local agencies.

## The current Academy position and local advice

St Mary's continues to follow the updated advice from the DfE, Cidari and the LA and responds to this accordingly. School has been open for Key Worker children since 23rd March 2020. We currently do not have any 'vulnerable' children in school ( children with social workers, looked after children, children with an EHCP). However, we do have children with CAFs, these families will be contacted by telephone at least once each week by the headteacher who is the DSL. All staff know how to report a safeguarding issue on My Concern. The school day is supervised by a skeleton staff, organised on a rota basis. There is always a DSL on the premises.

Both children and parents know how to contact staff. Teaching staff regularly check-in with families to ensure all is well with bot

h the home learning and well-being . Much work has been done with the children in regard to keeping safe on-line, but teachers will be regularly reminding them of the rules and what actions to take.

The administration officer is completing the DfE's electronic attendance register daily.

Reporting arrangements

The Academy and Trust (Cidari Multi Academy Trust) arrangements continue in line with our child protection policy.

The Designated Safeguarding Lead is:

Mrs Pauline Nightingale, tel 01282 612191, email [pauline.nightingale@cidari.co.uk](mailto:pauline.nightingale@cidari.co.uk)

The Deputy DSL is:

Mrs Helen Whittaker, tel 01282 612191, email [helen.whittaker@cidari.co.uk](mailto:helen.whittaker@cidari.co.uk)

The Academies approach ensures the DSL or a deputy is always on site while the Academy is open. In the unusual circumstance this is not possible the DSL or Deputy DSL will be contactable and the Headteacher or a member of the Senior Leadership Team will email all staff by 9am to advise they are acting in an on-site safeguarding role together with contact details for the DSL or Deputy DSL.

Staff will continue to follow the Child Protection procedure and advise the safeguarding leads immediately about concerns they have about any child, whether in school or not. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting children's services are:

Telephone *Jenny Ashton 01772 531643* email [jennifer.ashton@lancashire.gov.uk](mailto:jennifer.ashton@lancashire.gov.uk)  
*Matt Chipchase 01254 220989* email [matt.chipchase@lancashire.gov.uk](mailto:matt.chipchase@lancashire.gov.uk)

Should a child in the Academies view be at risk of significant harm and local agencies are not able to respond, the Academy will immediately follow the safeguarding children partnership escalation procedure, available here:

Telephone *0300 1236720*

Email [cypreferrals@lancashire.gov.uk](mailto:cypreferrals@lancashire.gov.uk)

## Identifying vulnerability

We have undertaken a scoping exercise to identify the most vulnerable children. [describe this here].

We have put in place specific arrangements in respect of the following groups:

- Looked After Children – A **child** who has been in the care of their local authority for more than 24 hours is known as a **looked after child**. **Looked after children** are also often referred to as **children** in care, a term which many **children** and young people prefer. ... But in general, **looked after children** is like living **with** foster parents.
  - Previously Looked After Children – **Previously looked after children** are those who immediately **after** being in care (as defined above) became subject to an adoption order, **child** arrangements order or special guardianship order. ... Special guardianship order – This order appoints one or more individuals to be a **child's** special guardian(s).
  - Children subject to a child protection plan – this means that a network of agencies considers a **child** to be at risk of significant harm in one or more of the following four **categories**: physical abuse. sexual abuse. emotional abuse.
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- Children who have, or have previously had, a social worker – social workers work **with** families where there **has** been abuse, or where there **is** serious mental or physical abuse. There is an expectation that children with a social worker must attend school (or another school by arrangement), unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.
- Children with an EHCP – An **education, health and care ( EHC ) plan is** for **children** and young people aged up to 25 who **need** more support than **is** available through special educational needs support. **EHC plans** identify educational, **health** and social needs and set out the additional support to meet those needs.
- Children on the edge of social care involvement or pending allocation of a social worker. Where required these children will be offered a place at school (or another school by arrangement).
- Other children the Academy considers vulnerable. More children may be added to this group in response to concerns raised with the DSL. These children can be offered care at school if required.

Each of these children has an individual plan which has been shared with other agencies involved in their care, including where appropriate their social worker and the Virtual School Head for Looked After and previously Looked After Children.

In addition, the following groups have specific arrangements around contact and support from the Academy.

- Children of key workers who may attend school – **Key workers** are people whose jobs are vital to public health and safety.
- Children at home – If **children** can stay safely at **home**, they must, to limit the chance of the virus spreading

The plans in respect of each child in these groups should state how often they are to be reviewed.

## Holiday arrangements

As childcare for key worker children is not required at the moment, we will be closed for the Easter Holiday. However should this change, key workers have been asked to contact Mrs Nightingale via email:

pauline.nightingale@cidari.co.uk

## Attendance

The Academy is following the [attendance guidance issued by government](#). Where a child is expected and does not arrive the Academy will follow our attendance procedure and make contact with the family. If contact is not possible by 9:30am the DSL must be informed. The DSL will attempt a range of methods to contact the parent (Skype, FaceTime, Hangouts through a relative etc) but if necessary arrange a home visit though the protocols agreed with the Trust and Local Authority. A risk assessment will be undertaken to consider and manage the implications of COVID-19 alongside other risks perceived to the child. The risk



of COVID-19 does not override the duty on the Academy and Trust to ensure children and young people are safe.

The Academy will also follow the attendance procedure if contact proves impossible with children at home. If parents did not respond to email or phone calls, two members of staff would visit the home, call the attendance team, raise the issue with the MASH.

## Staff will be aware of increased risk

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, poverty, and financial or health anxiety. These areas should be considered in the setting of any work for children to undertake at home (including recognising the impact of online learning – see below). Staff will be aware of the mental health of both children and their parents and carers, informing the DSL about any concerns.

## Peer on peer abuse

We recognise the potential for abuse to go on between young people, especially in the context of a school closure or partial closure. Our staff will remain vigilant to the signs of peer-on-peer abuse, including those between young people who are not currently attending our provision. Extra care should be taken where groups have mixed age, developmental stages, are attending other schools as an interim measure and similar. When making contact with these families our staff will ask about relationships between learners.

We also address the issue of peer-on-peer abuse in our remote learning curriculum. [please describe].

## Risk online

Young people will be using the internet more during this period. The Academy may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when children were learning at the Academy.

- The Academy and Trust continues to ensure [appropriate filters and monitors are in place](#)
- The Trust will [review arrangements](#) to ensure they remain appropriate
- The Academy has taken on board guidance from the [UK Safer Internet Centre](#) on safe remote learning and guidance for [safer working practice](#) from the Safer Recruitment Consortium. We have reviewed the code of conduct and information sharing policy accordingly [***this is recommended in the guidance, suggesting a COVID-19 annex is added here too***]
- Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the Academies code of conduct and importance of using Academy systems to communicate with children and their families.



- Staff have read the [20 safeguarding considerations for livestreaming](#) prior to delivering any livestreamed sessions
- Children and young people accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the Academy, [Childline](#), the [UK Safer Internet Centre](#) and [CEOP](#).
- Parents and carers have received information about keeping children safe online with peers, the Academy, other education offers they may access and the wider internet community. We have set out the Academies approach, including the sites children will be asked to access and set out who from the Academy (if anyone) their child is going to be interacting with online. Parents have been offered the following links:
  - [Internet matters](#) - for support for parents and carers to keep their children safe online
  - [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
  - [Net-aware](#) - for support for parents and careers from the NSPCC
  - [Parent info](#) - for support for parents and carers to keep their children safe online
  - [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
  - [UK Safer Internet Centre](#) - advice for parents and carers
- Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](#).

## Allegations or concerns about staff

With such different arrangements young people could be at greater risk of abuse from staff or volunteers. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

Any staff or volunteers from outside our setting will complete an induction to ensure they are aware of the risks and know how to take action if they are concerned.

We have confirmed the arrangements to contact the LADO at the local authority remain unchanged

*Tim Booth / Shane Penn / Donna Green - 01772 536694*

[LADO.admin@lancashire.gov.uk](mailto:LADO.admin@lancashire.gov.uk)

If necessary, the Trust will continue to follow the duty to refer to DBS any adult who has harmed or poses a risk of harm to a child or vulnerable adult, and to the Teacher Regulation Agency in line with paragraph 166 of Keeping Children Safe in Education 2019 using the address [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).



## New staff or volunteers

New starters must have an induction before starting or on their first morning with the DSL or a deputy. They must read the Academy child protection policy, the behaviour policy, the whistleblowing policy and the code of conduct. The DSL or deputy will ensure new recruits know who to contact if worried about a child and ensure the new starters are familiar with the child protection procedure.

If staff or volunteers are transferring in from other registered education or childcare settings for a temporary period to support the care of children, we will seek evidence from their setting that:

- the member of staff has completed relevant safeguarding training in line with other similar staff or volunteers,
- they have read Part I and Annex A of Keeping Children Safe in Education, and
- where the role involves regulated activity and the appropriate DBS check has been undertaken by that setting we will undertake a written risk assessment to determine whether a new DBS would need to be undertaken. It may be in these exceptional times we can rely on the DBS undertaken by their setting.

New starters will complete the Keeping Children Safe in Education and Safeguarding Level 2 Training online via the Every Learning Platform within their first week.

Our child protection procedures hold strong:

- Volunteers may not be left unsupervised with children until suitable checks have been undertaken. People supervising volunteers must be themselves in regulated activity, able to provide regular, day to day supervision and reasonable in all circumstances to protect the children.
- The Academy will undertake a written risk assessment on the specific role of each volunteer to decide whether to obtain an enhanced DBS check (with barred list information) for all staff and volunteers new to working in regulated activity in line with [DBS guidance](#).
- When undertaking ID checks on documents for the DBS it is reasonable to [initially check these documents online](#) through a live video link and to accept scanned images of documents for the purpose of applying for the check. The actual documents will then be checked against the scanned images when the employee or volunteer arrives for their first day.
- The Academy will update the Single Central Record of all staff and volunteers working in the Academy, including those from other settings. This will include the risk assessment around the DBS. A record will be kept by the office administrator of who is working in the Academy each day.

## New children at the Academy

Where children join our Academy from other settings we will require confirmation from the DSL whether they have a Safeguarding File or SEN statement/EHCP. This file must be provided securely before the child begins at our Academy and a call will be made from our DSL or a deputy to the placing school's DSL to



discuss how best to keep the child safe. In some unusual circumstances this may not be possible. Information provided must include contact details for any appointed social worker and where relevant for the Virtual School Head. Safeguarding information about children placed in our Academy will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

This policy has been remotely approved by Cidari Multi Academy Trust on 30th March 2020 and is available on the Academy website at [link](#).

