



COVID-19 school arrangements for Safeguarding and Child Protection at Sutton House Academy

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1. Context

We will continue to work closely with our three safeguarding partners, and we will ensure this annex is consistent with their advice.

This addendum of the Sutton House Academy Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the aforementioned areas:

COVID-19 update 8th March 2021

Vulnerable children to be on site to be taught face to face. Strict distancing rules apply. Lateral flow testing expectations and PCR tests are to be used to test pupils twice a week.

Attendance will be mandatory from 8 March 2021 and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

Sutton House Academy continues to follow Government guidance – and from the 2nd September 2020 ALL students who do not have a shielding letter are expected to attend school.

Our commitment: we will remain open to all student – we are currently offering most student full time, daily education. It has been necessary to remove indoor social time.

Should a pupil not be able to attend on site, learning will be provided by virtual education will be provided via Google Classrooms

The academy reserves the right to undertake welfare checks and/or provide work during this time.

Staff are to wear face masks/shield when passing through corridors and break /lunch time and when on duty. Masks are not essential in classrooms and it is up to staff discretion if they wish to wear. Classrooms should be regularly sanitised including equipment used.

Staff room: Staff sitting in staff room must keep 1.5 meter distance, masks need to be worn unless eating or drinking.

Kitchen areas: Staff room/main office/ Food Tech rooms: Staff should not leave dirty utensils out and sanitise the area after using space. No more than six staff should be in the staff room. No more than 2 in the main reception kitchen area at any time. Staff will need to take turns and clean down area after their use.

Secondary and Primary pupils will be asked to wear face mask when in corridors, break/lunch time except when eating and drinking. Masks are not essential in classrooms and it is up to pupils' discretion if they wish to wear.

PPE equipment including, visors, masks and gloves will be provided for staff – these items needs to be cleaned and sanitised regularly and disposed over correctly if a single use item.

All staff need to know the procedure for suspected Covid-19 cases.

Covid-19 testing kits are available for staff for suspected Covid-19 cases.

All staff, pupils and visitors should test their temperature on the wall mounted thermometers on entry to the Academy. Any person with a high temperature should follow the Academy's procedure for suspected cases.

All visitors must wear face covering, clean hands and complete track and trace information. Only essential peripatetic education staff, essential visitors and emergency services are allowed access. All possible meetings will be held virtually.

2. Key Contacts

Role	Name	Email
Designated Safeguarding Lead	Jessica Smethurst	jsmethurst@suttonhouse.org.uk
Headteacher	Alexis Bull	abull@suttonhouse.org.uk
RACE Board Safeguarding Member	Melanie Hall	mhall@victorypark.org.uk
RACE Board Chair Member	John Wotherspoon	jwotherspoon@plt.org.uk

3. 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.

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.

We 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.

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 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 Sutton House Academy will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting

COVID19, Sutton House Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Sutton House Academy will encourage our vulnerable children and young people to attend a school, including remotely if needed.

4. Attendance monitoring

Attendance will be recorded under instruction by the Local Authority during Covid-19 period. Sutton House Academy will liaise with the Local Authority and report any concerning issues.

To support the above, Sutton House Academy 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, Sutton House Academy will notify their social worker.

5. Designated Safeguarding Lead

Sutton House has 2 Designated Safeguarding Lead (DSL): Jessica Smethurst. We also have 4 Deputy Safeguarding Officers (DSO): Alexis Bull, Jack O'Connor, Paula Barker and Sally Carter.

The optimal scenario is to have a trained DSL or DSO available on site.

Where this is not the case, a trained DSL or DSO will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL is not on site, in addition to the above, a senior leader will assume responsibility for coordinating safeguarding on site. This might include updating and managing access to child protection online management system, Safeguard Software, and liaising with the offsite DSL 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 Sutton House Academy staff and volunteers have access to a trained DSL. On each day staff on site will be made aware of who that person is and how to speak to them. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

6. 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 Safeguard software, which can be done remotely. In the unlikely event that a member of staff cannot access their Safeguard software from home, they should email the Designated Safeguarding Lead, Headteacher and the Trust Safeguarding Manager. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay.

Due to increase in possible pupil disclosures - What to do with a pupil concern guidance will be provided for staff.

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: **John Wotherspoon**.

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

7. Safeguarding Training and induction

DSL training will continue to be carried out by virtual learning whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, a DSL who has been trained will continue to be classed as a trained DSL 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 (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 Sutton House, Academy, they will continue to be provided with a safeguarding induction.

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

For movement within the Trust, schools should seek assurance from the Multi Academy Trust (MAT) HR 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.

8. 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, Sutton House 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. While the current Public Health and government guidelines, in regards to COVID-19, continue Learning in Harmony Trust schools will not have any volunteers in regulated activities with pupils on our sites.

We will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per KCSIE (2020) 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 will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Sutton House Academy will continue to keep the single central record (SCR) up to date as outlined in KCSIE.

Agency staff will need to provide recent workplaces – and the Agency is to report if there are any Covid-19 cases at previous work places

Contract new staff need to be provided with a longer probation period to be able to experience “normal” working conditions. This is for the benefit of both parties

9. Online safety in schools

Sutton House Academy will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place.

10. Children and online safety away from school

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

All online lessons need to be cleared by Head Teachers/ Head of School or the person deputising for them while they are out unwell or on holidays.

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

- 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 environment should be considered.
- 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 provided by Learning in Harmony Trust to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held.

11. Supporting children not in school

Sutton House 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 on Safeguard software, as should a record of contact have been made.

The communication plans can include; remote contact or phone contact.

Other individualised contact methods should be considered and recorded. Sutton House Academy 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.

Sutton House 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 need to be aware of this in setting expectations of pupils' work where they are at home.

12. Risk Assessments for Academy Welfare Visits

Announced and Unannounced during the Pandemic 2020

Sutton House academy reserves the right to conduct welfare visits to check the welfare of all pupils and challenge both poor attendance and lack of important place of resident data including, up to date contact information. Where information is not up to date on the school system and after several attempts at engaging with parents/carers/social care to gain additional information or the see a pupil in situ, including delivering work and/or free school meals, unannounced visits will take place. Concerns around a child's welfare will in the first instance be lack of attendance from the pupil where due to either meaningful dialogue with parents/carers or an absence of dialogue with parents/carers has not achieved any allowed progress, and over a long period of time or where attendance patterns have emerged (e.g., after a weekend where a child has knowingly visited another relative) Sutton House Academy will continue to work in partnership with all external agencies and the Local Authority to do our part in the timely and relevant sharing of key information.

During all visits, colleagues will adhere to the Lone Working Policy Guidelines and follow all up to date Government Guidelines on the Best Practice from professionals in Education and Welfare including HANDS-FACE-SPACE, applying the 2 metre distancing rule & donning of masks.

Where important information needs sharing, colleagues can remove face mask, so long as social distancing is maintained and reapply accordingly.

Colleagues will work as pairs.

Colleagues **will not** enter a property, however if concerns about a pupil remain, information will be shared with key agencies including the Local Authority, MASH and possibly the police.

Visit concerns **may** include, but not exhaustively:

- No parents/carers available yet the pupil is at home & is not of suitable age or capability
- The pupil cannot be actually seen during a visit
- Pupil is at home with other siblings (of appropriate age) but are deemed inappropriate to provide adequate supervision.
- The pupil not being at home

In such situations, colleagues will honour best practice and hope to gain an eye witness account of the pupil on roll and engage in a brief dialogue. Professionals hope to gain a clear understanding of the welfare of the pupil at this stage and any concerns will be picked up in demeanour/mental health immediately. Appropriate authorities will then be contacted if concerns are raised including MASH, Local Authority and possibly the police.

Under our duty of care to our pupils, we will always work within the principle that the ‘welfare of the child is paramount’ (**Children** Acts 1989 and 2004). If consequently, issues arise from our approach, the Complaints procedure is available to parents /carers.

13. Supporting children in school

Sutton House Academy is committed to ensuring the safety and wellbeing of all its students. We 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. We 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. We will ensure that where we care for all children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on Safeguard software where necessary. Where Sutton House Academy have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Trust.

14. Peer on Peer Abuse

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in of KCSIE (Sept 2020) and of those outlined within 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 Safeguard Software and appropriate referrals made.

15. Support from the Multi-Academy Trust

Parallel Learning Trust (PLT) Central team 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 MAT will also provide regular group and individual supervision sessions. This may take the form of an online meeting.