

ADDITION TO POLICY DURING COVID 19 PANDEMIC (FOLLOWING DfE GUIDELINES)

During this time, we will continue to safeguard children and follow the procedures of KCSIE 2019

Pupils attending the Child Care Provision

- We will continue to follow our safeguarding procedures set out in our policy.
- With regard to safeguarding, the best interests of children must always continue to come first
- If anyone has a safeguarding concern about any child they should continue to act and act immediately –using the referral system in place
- A DSL (Designated Safeguarding Lead) or Officer will be available when pupils are on site. The HT will be available either on site, or accessible by phone to support any DSOs
- It is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- Children should continue to be protected when they are online
- We will as far as is reasonably possible, take a whole institution approach to safeguarding. This will allow us to satisfy ourselves that any new policies and processes in response to COVID-19 are not weakening our approach to safeguarding or undermining our child protection policy.
- There is an expectation that children with a Social Worker will attend the Child Care Provision *'unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child'* –DfE guidance 30.03.20
- We will offer support to those pupils on the edges of receiving social care support
- We will continue to work with and support children's social workers to help protect vulnerable children. This will be especially important during the COVID-19 period.
- Attendance – this will be sent up daily to the DfE. All parents/carers of children absent will be contacted and reasons for non-attendance ascertained. Social Workers linked to any children will be informed (as is our usual procedure).

Children not attending the Child Care Provision

- The parents/cares of children with CP plan will be called once a week and if on a CIN plan they will be called once fortnightly. This is in line with Sutton LA's Children Services and schools have been asked to use the same timescales. These calls will be logged and the Social Workers emailed with an update. These logs will be monitored by the Lead DSL (Charlotte Finning).
- LAC Children will have welfare calls from their allocated social worker.
- Any concerns arising from these welfare checks –eg no answer/no responses to messages, difficulties reported by the children/families will be reported to the Social Worker and in their absence –to the LA's Duty Team. Action will then be decided between the academy and Social Care.
- The DSLs/DSOs and Social Workers will keep in regular contact by email/phone calls.
- The parents/carers of children not on a CP/CIN plan will be called weekly or fortnightly, depending upon ascertained need. Text messages and emails will also be used if there are no responses to phone calls.
- These calls will be logged and monitored by the Lead DSL (Charlotte Finning).
- **Questions asked to all children will include: What online activities are being accessed? This is to ascertain as much as possible if children are being safe online.**
- **Any safeguarding concerns will be managed via our usual procedures – referral to the LA Social Care team.**

If a hub model is used:

- The hub school/academy is responsible for ensuring that there is a safe environment, keep children safe and ensure staff and volunteers have been appropriately checked and risk assessments carried out as required
- The receiving institution should be aware of the reason the child is vulnerable and any arrangements in place to support them.
- As a minimum the receiving institution should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is). This should ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable.
- Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between the SenCo /named individual with oversight of SEN provision for children with EHC plans. Senior Leaders will take responsibility in the absence of the SenCo
- Whilst we must continue to have appropriate regard to data protection and GDPR this will not prevent the sharing of information for the purposes of keeping children safe. (See advice paragraphs 76-83 of KCSIE)

Staff contact with pupils :

- Contact with pupils is done via the DSLs/DSOs using work phones and staff calling from the WVA office –using the office phone.
- Staff are not to call pupils/families from their own phones or contact via social media (refer to Safeguarding Policy)

Work sent home/online safety:

- Pupil work currently consists of homework packs that were sent home with the children before school closure and access to websites – lexia/mathletics/purple mash.
- Staff will also email worksheets to parents using work email addresses. We currently do not have an online portal.
- The website gives information to parents/carers on keeping their children safe online:
- [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

This appendix will be amended following DfE updates and guidance .

Charlotte Finning

DSL

31.03.20

