

## Appendix 6: COVID-19 School Reopening Additions to Child Protection and Safeguarding Policy

From the week commencing 1 June, Dudley Academies Trust expect to be able to welcome back more learners to our academies (see guidance on [actions for education and childcare settings to prepare for wider opening from 1 June 2020](#) for more details).

The department has also published guidance on [implementing protective measures in education and childcare settings](#) to support this.

[Keeping Children Safe in Education](#) (KCSIE) is statutory safeguarding guidance that schools should continue to have regard to as required by legislation and/or their funding agreements.

This addendum of the St James Academy Child Protection and Safeguarding policy contains details of safeguarding arrangements listed below:

1. Staff and volunteers able to identify any new safeguarding concerns about individual learners as they see them in person following partial school closures.
2. Staff and volunteers understand the academy's process if they have any concerns about a learner, including any returning learners, and are able to act immediately.
3. Staff and volunteers keep themselves updated with continuing safeguarding updates and new guidance and are aware that St James Academy safeguarding arrangements may be subject to change, therefore should make themselves aware of potential new procedures during unprecedented times.
4. Outline, where resources allow, that DSLs (and deputies) will have more time to support staff and learners regarding new concerns (and referrals as appropriate) as more learners return.
5. Ensure that relevant safeguarding and welfare information held on all learners (including returning learners) remains accurate. Academies (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 learner returns.
6. St James Academy has a clear reporting process for parents/carers to inform staff and volunteers that their child has suspected symptoms of COVID19 or feels unwell. Staff will support parents and carers following the advice set out by [Public Health England](#).

7. Changes to DSL (and deputy) arrangements - The aim 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 contact via phone or online video - for example when working remotely. 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 (CPOMS) /other school safeguarding systems and liaising with the offsite DSL (or deputy) and as required; liaising with learner's social workers where they require access to children in need and/or to carry out statutory assessments at the academy.

It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of 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 remotely. Process may be revised for managing any reports of peer on peer abuse and support victims (the principles as set out in part 5 of [KCSIE](#) should continue to inform any revised approach.)

St James Academy will listen and work with the learner, parents and carers and any multiagency partner required ensuring the safety and security of that learner. Concerns and actions must be recorded on the academy's safeguarding systems / CPOMS and appropriate referrals made.

8. Process for Domestic Abuse/Domestic Violence should continue via Operation Encompass. (contact [Beverley.leddington@dudley.gov.uk](mailto:Beverley.leddington@dudley.gov.uk)).
9. Staff and volunteers should understand the St James Academy procedure if they have concerns about a staff member or volunteer who may pose a safeguarding risk to learners (the principles in part 4 of [KCSIE](#) will continue to support how a school responds to any such concerns).
10. Vulnerable learners for the purposes of continued attendance during the coronavirus outbreak are those across all year groups who:
  - are assessed as being in need under [section 17 of the Children Act 1989](#), including learners 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 and it is determined, following risk assessment ([risk assessment guidance](#)), that their needs can be as safely or more safely met in the educational environment.
  - have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion.

Read more in the guidance on [vulnerable children and young people](#).

11. Arrangements are in place to keep learners who are not physically attending the academy, particularly online, and how concerns about these learners are reported.

12. Supporting learners in school – St James Academy is committed to ensuring the safety and wellbeing of all its learners. St James Academy will continue to be a safe space for all learners to attend and flourish in line with implementing protective measures guidance and follow advice from [Public Health England](#) on sanitation, social distancing and other measures to limit the risk of spread of COVID19.

The Principal will ensure that appropriate staff are on site and staff to learner ratio numbers are appropriate, to maximise safety. St James Academy will ensure that where we care for all learners we ensure appropriate support is in place for them. This will be bespoke to each learner and recorded on academy's safeguarding systems / CPOMS.

13. Supporting learners away from School – St James Academy is committed to ensuring the safety and wellbeing of all its learners. 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 remains in place for that child or young person. Details of this plan must be recorded on academy safeguarding systems / CPOMS, as should a record of all contacts made. Communication plans can include; remote contact, phone contact, doorstep visits. Other individualised contact methods should be considered and recorded. St James Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. Plans must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate. St James Academy recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of learners and their parents/carers. Teachers at St James Academy need to be aware of this in setting expectations of learner's work where they are at home.
14. Learners and Online Safety away from School - Staff and volunteers should be aware of the clear reporting routes for learners to raise any concerns whilst working online and are able to signpost learners to age appropriate practical support from:
- [Childline](#) - for support.
  - [UK Safer Internet Centre](#) - to report and remove harmful online content
  - [CEOP](#) - for advice on making a report about online abuse
15. St James Academy will ensure that all staff who interact with learners, including online, continue to look out for signs a learner may be at risk. Any such concerns should be dealt with as per the child protection and safeguarding policy and where appropriate referrals should continue to be made to children's social care and as required the police. Remote Education - [guidance on safeguarding and remote education](#) to support schools and colleges plan lessons safely.
- Virtual Lessons and Live Streaming - There is no expectation that teachers should live stream or provide pre-recorded videos. Academies should consider the approaches that best suit the needs of their learners and staff.
- [https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm\\_source=cc90fb4d-85d1-4c41-837a-dd29a3eccbc2&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm_source=cc90fb4d-85d1-4c41-837a-dd29a3eccbc2&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

16. Online Safety in Schools - All staff and volunteers should continue to consider the safety of their learners when they are asked to work online. Online teaching 'do's and don'ts' should be the same principles as set out in the academy's staff code of conduct and should be followed. This policy should also include acceptable use of technologies, staff learner relationships and communication including the use of social media. The policy should continue to ensure that appropriate filters and monitoring systems (read guidance on what "appropriate" looks like) are in place to protect learners when they are online on the academy's IT systems. The policy should apply equally to any existing or new online and distance learning arrangements, which are introduced. The policy should continue to ensure any use of online learning tools and systems is in line with privacy and data protection requirements. Staff and volunteers should be in regular contact with parents and carers. Those communications should continue to be used to reinforce the importance of learners being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear which members of school staff (if anyone) their child is going to be interacting with online. Support for parents:
- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online.
  - [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations.
  - [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support.
  - [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world.
  - [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online.
  - [Net-aware](#) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games.
  - [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation.
  - [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services.
  - [Support for parents and carers to keep children safe from online harms](#), includes advice about specific harms such as online child sexual abuse, sexting, and cyberbullying.
  - [Support to stay safe online](#) includes security and privacy settings, blocking unsuitable content, and parental controls.
17. St James Academy to continue to work with local safeguarding partners and receive any updated advice. DSLs (or deputies) should be leading the academy's input into the local arrangements.

18. St James Academy to work with and receive any updated advice from local authorities regarding learners 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.
19. Staff to work with and support children's social workers, the local authority virtual school head for looked-after and previously looked-after children and any other relevant safeguarding and welfare partners. Where staff are concerned about an adult working with learners in the academy, they should report the concern to the Principal. If there is a requirement to make a notification to the Principal whilst away from the academy, this should be verbally, and then followed up with an email to the Principal. Managing allegations process should be followed in the usual way. Contact LADO, Yvonne Nelson-Brown, [Allegations@dudley.gov.uk](mailto:Allegations@dudley.gov.uk). Concerns around the Principal should be directed to Dudley Academies Trust Chief Executive: Jo Higgins.

St James Academy will continue to work with and support children's social workers to help protect vulnerable learners. 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 is: Andrea Hyatt.

Virtual School Head (VSH) – Andrew Wright, [Andrew.Wright@dudley.gov.uk](mailto:Andrew.Wright@dudley.gov.uk).

20. Attendance - Senior leaders, especially the Designated Safeguarding Lead (and deputy) know our most vulnerable learners. They have the flexibility to offer a place to those on the edge of receiving children's social care support. DSL staff should continue to notify social workers where learners with a social worker do not attend. They should also continue to follow up with any parent or carer whose child is expected to attend and does not. In all circumstances where a vulnerable learner does not take up their place at school, or discontinues, DSL staff will notify their social worker. St James Academy should have at least two emergency contacts to enable communicating with parents and carers and ask for any additional emergency contact numbers where they are not available. Parents and carers will not be penalised if their child does not attend educational provision. St James Academy will take an attendance register from 1 June and continue to complete the online Educational Setting Status form, which gives the Department for Education daily updates on how many children and staff are attending.
21. Reporting a concern - Where staff have a concern about a learner, they should continue to follow the process outlined in the original school Safeguarding Policy; this includes making a report via schools safeguarding systems / CPOMS, which can be remotely. Staff are reminded of the need to report any concern immediately. If there is a significant safeguarding concern and/or if any child, where staying at home for a prolonged period raises a concern for DSL, refer to MASH/Children's Social Services outlining the risks on a MARF and record safeguarding details on St James Academy safeguarding systems/CPOMS.  
MASH contact: - 0300 555 0050 or 0300 555 8574 after 5pm/weekends and Bank Holidays. Email: [MASH\\_Referrals@dudley.gov.uk](mailto:MASH_Referrals@dudley.gov.uk).

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