



## **POLICY DOCUMENT FRONTPAGE**

**POLICY NAME:** Child Protection and Safeguarding Policy  
(Addendum)  
COVID-19 School Closure arrangements

**DATE ADOPTED:** April 2020

**DATE GOVERNORS AGREED POLICY:** n/a

**REVIEW PERIOD:** As and when required

**REVIEW RECORD:**

## CHILD PROTECTION AND SAFEGUARDING POLICY ADDENDUM

### Context

From 20<sup>th</sup> March 2020, the Government asked parents 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 childcare providers were asked to provide for a limited number of children – children who are vulnerable and children whose parents are critical to the COVID-19 response and who cannot be cared for home.

This addendum to Alec Hunter Academy's Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Vulnerable children
3. Attendance monitoring
4. Designated safeguarding team
5. Reporting a concern
6. Safeguarding training and induction
7. Safer recruitment/volunteers and movement of staff
8. Online safety
9. Supporting children who are not in school
10. Supporting children who are in school
11. Peer on peer abuse

Key contacts:

Headteacher - Mr T Lawn: [tlawn@alechunter.com](mailto:tlawn@alechunter.com)

Designated Safeguarding Lead - Mr A Booth: [abooth@alechunter.com](mailto:abooth@alechunter.com)

Designated Deputy Safeguarding Lead - Mrs K Watson: [kwatson@alechunter.com](mailto:kwatson@alechunter.com)

Designated Deputy Safeguarding Lead - Mr S Fox: [sfox@alechunter.com](mailto:sfox@alechunter.com)

Chair of Governors - Mr S Bancroft: [mmyers@alechunter.com](mailto:mmyers@alechunter.com); [sbancroft@alechunter.com](mailto:sbancroft@alechunter.com)

***Please note that this appendix will be reviewed on a regular basis as the current situation with regard to the COVID-19 pandemic evolves.***

## **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 Plans (EHCP). Children who have social worker includes those 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 EHCP will be risk-assessed in consultation with Local Authority and parents, to decide whether they need to continue to be offered a school place in order to meet their needs or whether they can safely have their needs met at home. Many children and young people with EHCP can safely remain at home.

Alec Hunter Academy 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 be encouraged to attend an education setting, so long as they or those who live with do not have underlying health conditions that put them at risk. In circumstances where a parent/carer does not want to bring their child into an education setting and their child is considered vulnerable, the social worker and Alec Hunter Academy will explore the reasons for this directly with the parent/carer.

Where parents/carers are concerned about the risk of the child contracting COVID-19, Alec Hunter Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Alec Hunter Academy will encourage our vulnerable children and young people to attend school or, if preferred, to engage with online learning from home on a daily basis.

## **Attendance Monitoring**

As a school we do not need to complete our usual day to day attendance processes to follow up on non-attendance. There are new procedures in place which we are following.

Alec Hunter Academy and social workers will agree with parents/carers whether children in need should be attending school and we will then follow up on any student that we were expecting to attend, who does not. We will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

Alec Hunter Academy will be regular contact with parents/carers and social workers of students who are vulnerable and in circumstances where a vulnerable child does not take up their place at school or discontinues, Alec Hunter will notify their social worker.

## **Designated Safeguarding Lead**

Alec Hunter has Designated Safeguarding Lead (DSL) and a team of Deputy DSLs.

The Designated Safeguarding Lead is Adam Booth

The team of Deputy DSLs includes Karen Watson and Steven Fox

There are additional members of staff who are Level 3 trained and therefore in a position to support the above roles.

The optional scenario is to have a trained DSL (or deputy) available on site. Where this not the case a trained DSL (or deputy) or Headteacher will be available to be contacted via phone or email, for example when working from home.

The DSL/DDSL team will continue to engage with social workers and attend all multi-agency meetings, which can be done remotely.

## **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school's Safeguarding Policy but this will need to be completed by email and sent to the Designated Safeguarding Lead, Deputy Safeguarding Leads and Headteacher.

Staff are reminded of the need to report any concern immediately and without delay.

If staff are concerned about an adult working with children in the school and there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up by an email.

Concerns around the Headteacher should be directed to the Chair of Governors, Mr S Bancroft.

## **Safeguarding Training and Induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID-19 virus. For the duration of the COVID-19 crisis, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) 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 (2019). The DSL will communicate with staff any new local arrangements, so that they know what to do if they are worried about a child.

Where new staff are recruited or new volunteers enter Alec Hunter Academy, they will continue to be provided with a safeguarding induction.

If, for any reason, staff are deployed from another educational setting or other 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.

Upon arrival they will be given a copy of the receiving setting's Child Protection Policy, confirmation of local processes and confirmation of the 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, Alec Hunter Academy will continue to follow the relevant safer recruitment processes for our Academy.

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.

Where we use volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity with our students.

Alec Hunter Academy 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. We will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 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/volunteers will be in the school and it is for this reason that staff are asked to sign in and out at reception.

### **Online Safety in Schools**

Alec Hunter 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.

### **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 that a child may be at risk. Any such concerns should be dealt with as per the Safeguarding Policy and, where appropriate, referrals should still be made to the DSL and DDSL team (but reminding staff that anyone can make a referral to children's social care and/or the Police, as required).

Our school ICT policies must be adhered to and we must ensure that the use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

In addition, the following principles, as supported by teaching unions must be observed:

- **No** Google “Hangout” / Google “Meet” lessons are to be delivered .
- **No** webcam lessons are to be delivered under any circumstance.
- Language must be professional and appropriate at all times.
- Staff must only use the school email system provided by Alec Hunter Academy to communicate with students, unless concerns around vulnerable students have been raised, and then only by agreement with the DSL.
- If a student emails a member of staff and the content of the email gives cause for concern, this must be forwarded to the Line Manager, Head of Year, and a member of the senior leadership group.

### **Supporting Children Not in School**

Alec Hunter Academy is committed to ensuring the safety and wellbeing of all its children and young people.

Where we have identified a child to be “on the edge” of social care support, or who would normally receive pastoral-type support in school, we will endeavour to ensure that a robust communication plan is in place for that child or young person.

The communication plans can include remote contact, phone contact or doorstep visits, at a safe distance. Other individual contact methods should be considered and recorded.

Alec Hunter Academy recognizes that school is protective factor for children and young people, and the current circumstances can affect the mental health of our students. For this reason, we are encouraging all students to utilise the daily wellbeing updates that we are sending out by email, the Emotional Wellbeing section of our school website which is being regularly updated with useful links and our Facebook page which highlights further guidance and information.

### **Supporting Children in School**

Alec Hunter Academy is committed to ensuring the safety and wellbeing of all its students and it 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 student ratio numbers are appropriate, to maximise safety.

Alec Hunter Academy 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 COVID-19.

Alec Hunter will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them.

## **Peer on Peer Abuse**

Alec Hunter Academy recognizes that during the closure, a revised process may be required for managing any report of such abuse and supporting victims.

Where the school receives a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within our Behaviour 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.