SAFEGUARDING AND CHILD PROTECTION POLICY ADDENDUM

Policy approved by the CEO on 2nd April 2020

Signed:

Julie Hollis

Chief Executive Officer

Cranmer Education Trust – Covid-19 school closure arrangements for Safeguarding and Child Protection.

From 20th March 2020 parents were asked 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 all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Cranmer Education Trust Safeguarding, and Child Protection Policy contains details of safeguarding arrangements during this period of closure.

Contents

Key Contacts

Name	School	Contact Details
Mike Anderson	Blue Coat Deputy Headteacher	Designated Safeguarding Lead
Rachel Henry	Blue Coat Student Support Manager	Deputy Designated Safeguarding Lead
Silvana Devine	Blue Coat Director of Sixth From	Deputy Designated Safeguarding Lead
Rose Beal	Blue Coat Assistant Headteacher	Deputy Designated Safeguarding Lead
Tori Thompson Boyle	Blue Coat Assistant Headteacher	Deputy Designated Safeguarding Lead
Dave Kelly	Blue Coat Assistant Headteacher	Deputy Designated Safeguarding Lead
Mark Couper-Barton	Mayfield Headteacher	Designated Safeguarding Lead
Sarah Davies	Mayfield Deputy Headteacher	Deputy Safeguarding Lead
Georgia Smith	Mayfield Pastoral Support Assistant	Deputy Designated Safeguarding Lead
Nicola Carroll	Mayfield Business Manager	Safeguarding Team
Kate Swithenbank	Mayfield SENDCO	Safeguarding Team
Jo Lockwood	Mayfield Learning Mentor	Safeguarding Team
Rachel Ross	St George's Headteacher	Designated Safeguarding Lead
Amanda Robinson	St George's Deputy Headteacher	Deputy Designated Safeguarding Lead
Nicola Lord	St George's HLTA	Safeguarding Team

Vulnerable Children

All trust schools have made provision available to any child judged to be vulnerable. This includes those who have a social worker and those children and young people up to the age of 25 with an EHCP.

In addition, headteachers, DSLs and other safeguarding and pastoral staff have extended this definition to include any other children they feel would benefit from continued provision in school.

Parents/carers and, where appropriate, social workers of these children have been contacted to discuss whether provision is needed and if it is in the best interests of the child to attend school or stay at home if their needs can be safely met.

Where vulnerable children are not attending during this period, schools within the trust will nominate a key person or persons to be in regular contact. This will be with parents/carers and social workers, if appropriate. This should take place weekly and any concerns arising from these welfare calls should be followed up in line with the Trust Safeguarding Policy and with this addendum.

Attendance Monitoring

During this period of closure, all trust schools should keep accurate records of which children are in attendance each day. They should also comply with attendance reporting processes as set out by the LA and the DfE.

Each school should maintain a register of which children they are expecting to be in school each day. This should include both children of key workers and those who are designated as 'vulnerable'.

Parents/carers should be notified via telephone immediately if a child who is expected to attend does not arrive at school for the morning registration period. If this a child who is defined as vulnerable their social worker should also be notified. This should be done on the same day as their absence.

Reporting Safeguarding Concerns

Where staff have a concern about a child, they should continue to follow the processes outline in the Trust Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access CPOMS from home, they should email the DSL and the headteacher of their school, adhering to data protection policy. This will ensure that all concerns are received. (A full list safeguarding contacts can be found at the start of this addendum.)

All safeguarding concerns including, any reports of peer on peer abuse, will be dealt with in line with the Trust Safeguarding and Child Protection Policy.

Safeguarding Training and induction

DSLs/Deputy DSLs: During this period of closure, further enhanced safeguarding training is unlikely to take place. Anyone within the Trust who is designated as DSL/Deputy DSL will continue to function in that role for the period of the school closure.

Teaching/Support Staff: All existing staff have completed the Trust Safeguarding Training and so can continue to work within their setting and in other trust schools by arrangement with their Headteacher and the CEO.

However, if working in an alternative school within the trust, staff should undertake a short induction briefing with the Headteacher, DSL or Deputy DSL about any local safeguarding arrangements. This can be done via telephone/video call if necessary.

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, all trust schools will continue to follow the safer recruitment processes.

Staff who commence employment during the school closure period will be required to undertake the normal safeguarding induction either remotely, where working from home or in school if applicable. Line management inductions will deal with any role specific safeguarding training.

Where trust staff are working in an alternative trust school, they will wear school specific photographic identification and should be signed in according the the local arrangements in place at each trust school.

Trust staff transferring between schools are already on the trust's SCR and do not need to be added to other schools' single central register. They will sign in and headteachers or other leaders on the rota will check their identification.

Staff recruitment processes will continue where possible, albeit virtually, and additional trust protocols have been issued to headteachers and senior leaders for confirming identification and temporary changes to DBS identity checking. Safeguarding inductions for new staff will continue as normal.

Where trust schools are utilising volunteers, school should 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.

Pupils who transfer to another Trust School

In the event of the closure of one of our trust schools. Children of key workers or vulnerable children can be reallocated by agreement with headteachers and the CEO to an alternative school within the Trust.

If this is necessary, the child's 'home school' must ensure that any relevant information about the child or children is passed onto the 'host school' for them to meet the needs of that child. The 'host school' should ensure that appropriate risk assessments are in place for supervision and social distancing requirements.

An accurate record of attendance should be kept by the 'host school' of any children that are in attendance under this arrangement. This should be shared daily with the 'home school'.

Online safety

All trust schools will continue to provide a safe environment, including online. This includes the use of an online filtering system including when using school virtual platforms. Where students are using computers in school, appropriate supervision will be in place. Parents and carers will be reminded of how to be safe online when using non-school devices and additional signposting to E Safety policies will be distributed via our communication channels.

Online Lessons

All trust schools will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

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.

Online teaching should follow the same principles as set out in the Trust Code of Conduct. Below are some things to consider when delivering on-line lessons:

- Staff must only use platforms authorised by their Headteacher to communicate with students e.g. the school VLE, school email system, Microsoft Teams.
- Where video/audio is used, any content should be professional and appropriate, staff should be aware that younger family members may also be present during the online lesson(s) and should take this into consideration when planning lessons.
- Staff must not engage in 'live' video/audio calls of any sort with any child/groups of children without the explicit agreement with their headteacher.