

Addendum



**COVID-19 Academy Closure Arrangements
for Safeguarding and Child Protection at
Haven High Academy**

Academy Name: Haven High Academy
Policy owner: João Amaral
Date: 30th March 2020
Date shared with staff:

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for academies to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Academies 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 Haven High Academy Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	João Amaral	07942542475	joao.amaral@bwaf.net
Deputy Designated Safeguarding Leads	Matthew Van Lier/ Fiona Williams	Private number, by email only	matthew.vanlier@bwaf.net fiona.williams@bwaf.net
Headteacher	Matthew Van Lier	Private number, by email only	matthew.vanlier@bwaf.net
Trust Safeguarding Lead	Dina Nicholson	07519 054721	dina.nicholson@bwaf.net
Chair of Governors	Tammy Doughty	Private number, by email only	tammy.doughty@bwaf.net
Safeguarding Governor / Trustee	Tammy Doughty	Private number, by email only	tammy.doughty@bwaf.net
Pastoral Team Leader & HoY Co23	Ronda Ironmonger	Private number, by email only	ronda.ironmonger@bwaf.net
HoY Co24	Martyn Miles	Private number, by email only	martyn.miles@bwaf.net
HoY Co22	Danny Hill	Private number, by email only	danny.hill@bwaf.net
HoY Co21 & Student Mental Health & Wellbeing Officer	Tina Sargeant	07942 542466	tina.sargeant@bwaf.net
HoY Co20	David Hallam	Private number, by email only	david.hallam@bwaf.net
SENCO	Claire Wilkinson	Private number, by email only	claire.wilkinson@bwaf.net
Trust SENCO	Maxine Cunningham	07542 230558	maxine.cunningham@bwaf.net
SEND Manager	Nicola Reeson	Private number, by email only	nicola.reeson@bwaf.net
Senior EWO	Amanda Smith	07715 204790	amanda.smith@bwaf.net
Main Office	Duty Staff	01205 311979 option 2	bridget.blackham@bwaf.net

3. Expectations and values - PRIDE

Expectations of students whilst the Academy is closed:

- Follow our values - PRIDE (Progress, Resilience, Integrity, Disciplined and Excellence), our core values are non-negotiable
- The first key priority is to ensure uninterrupted learning for students and to ensure no minutes are lost, whether working online, from class charts or work packs.
- The second key priority is to support learners in making the right choices about their behaviour for learning and in terms of the Academy values.
- Behavioural limits and common standards must be fairly and consistently applied when working remotely – please remember to respect staff and students.
- Positive recognition – we will continue to issue Inspiration Points.

4. Remote On-line Classroom rules

- Arrive on time and be ready to learn
- Be respectful
- Listen to and follow instructions
- Endeavour to complete your work

5. 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 as well as those on a TAC plan.

Those who have a social worker include children who have a Child Protection Plan or a CIN 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 an academy 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 academy meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) 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.

Haven High 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 academy head (VSH) for looked-after and previously looked-after children. The lead person for this will be: João Amaral

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 increased 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 Haven High Academy will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Haven High Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Haven High Academy will encourage our vulnerable children and young people to attend an academy, including remotely if needed.

6. Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If Haven High Academy has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon -

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the academy has closed, we will complete the return once as requested by the DfE.

Haven High Academy and social workers will agree with parents/carers whether children in need should be attending academy – Haven High Academy will then follow up on any pupil that they were expecting to attend, who does not. Haven High Academy 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.

To support the above, Haven High 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 the academy, or discontinues, Haven High Academy will notify their social worker.

7. Designated Safeguarding Lead

Haven High Academy has a Designated Safeguarding Lead (DSL) and Deputy DSLs.

The Designated Safeguarding Lead is: João Amaral

The Deputy Designated Safeguarding Leads are: Matthew Van Lier and Fiona Williams

The optimal scenario 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 be contacted via phone or online video - for example when working from home.

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, Myconcern, and liaising with the offsite DSL (or deputy) 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 academy.

It is important that all Haven High Academy staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

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

8. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the academy Safeguarding Policy, this includes making a report via Myconcern, which can be done remotely.

In the unlikely event that a member of staff cannot access Myconcern from home, they should email the Designated Safeguarding Lead, the Deputy DSLs or the Pastoral Team. This will ensure that the concern is received.

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

Where staff are concerned about an adult working with children in the academy, they should email to report the concern directly to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from academy, 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: Mrs Tammy Doughty.

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

9. Safeguarding Training and induction

DSL training is very unlikely to take place unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, 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 academy staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). 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 Haven High 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 academy, 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, the academy 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.

10. 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, Haven High 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 (2019) (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.

If staff are deployed from another education or children's workforce setting to our academy, 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.

Where Haven High Academy is utilising 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.

Haven High 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. Full details can be found at paragraph 163 of KCSIE.

Haven High Academy 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 academy is aware, on any given day, which staff/volunteers will be in the academy or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Haven High Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

11. Online safety at the academy

Haven High 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 the academy, appropriate supervision will be in place.

12. Children and online safety away from the academy

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.

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

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

- No 1:1s unless agreed by SLT and robustly monitored by Heads of Faculty.
- 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 should be blurred if possible.
- 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 specified by senior managers and approved by our IT network manager / provider to communicate with pupils, in this case Microsoft Teams with the academy login and network support only.
- Staff should record, the length, time, date and attendance of any sessions held. Heads of Faculty to monitor this.

13. Supporting children not in the academy

Haven High 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 the academy, 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 the Safeguarding Data Spreadsheet created for the Pastoral Team, as should a record of contact have been made on the spreadsheet. Myconcern will be updated where applicable.

The communication plans can include; remote contact, phone contact, door-step visits (if appropriate and all other means have been exhausted). Other individualised contact methods should be considered and recorded, such as reporting to the CSC or Police if applicable.

Haven High 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 academy will share safeguarding messages on its website and social media pages.

Haven High Academy recognises that the academy 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 at Haven High Academy need to be aware of this in setting expectations of pupils' work where they are at home.

14. Supporting children in the academy

Haven High Academy is committed to ensuring the safety and wellbeing of all its students.

Haven High Academy 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.

Haven High 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 COVID19.

Haven High Academy will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on Myconcern.

Where Haven High Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the trust.

15. Peer on Peer Abuse

Haven High Academy recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where an academy receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

The academy 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 Myconcern and appropriate referrals made.

16. Support from the Multi-Academy Trust

The Multi-Academy Trust (MAT) Central Safeguarding 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 support, guidance and direction, if this is appropriate and requested by the DSL and his team. This may take the form of an online meeting.

17. Useful Websites

Support for parents and carers to keep their children safe online includes:

- [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
- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse