



CLAYTON HALL
ACADEMY

Clayton Hall Academy

Addendum to Safeguarding Policy during the current COVID-19 pandemic **(To be read in conjunction with our Safeguarding Policy)**

Updated 25th May 2020, in line with DfE Covid 19 safeguarding in schools, colleges and other providers guidance

[Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers](#)

School Name: Clayton Hall Academy

Policy Owner: Deb Kay

Date of Update: 1st June 2020

Date shared with Staff: 2nd June 2020

Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open for those children of workers critical to the COVID-19 response - who absolutely need to attend. However, in line with current Government guidance, from 15th June 2020 we will be able to welcome back students from Year 10. This is subject to Government guidance remaining the same

Schools and all childcare providers were also 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 is an addendum to Clayton Hall Academy Safeguarding Policy.

Clayton Hall Academy -Key contacts

Designated Safeguarding Lead: Deb Kay 01782 367686

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Deputy Designated Safeguarding Lead: Dave Wallbank 01782 367671

david.wallbank@snfederation.co.uk

Principal: Caty Reid - caty.reid@snfederation.co.uk

Chair of Governors: Tim Edwards – tim.edwards@uettrust.org

Safeguarding Governor: Vicky Recine – vicky.recine@snfederation.co.uk

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.

Those who have a Social Worker include children who have a Child Protection Plan and those who are looked after by the Local Authority (LAC). 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.

At Clayton Hall Academy, we recognise that previously looked after children (Ever LAC) are a potentially vulnerable group who may not have a social worker and will consider the support and offer to this cohort of children. In particular families and friends or carers may need additional support. Some Ever LAC students may still have significant emotional wellbeing needs linked to their journey into care. Education settings have a key role in supporting the stability of those pupils with special guardianship orders or in adoptive homes.

Those with an EHC plan have been risk-assessed in consultation with the 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. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many young people with EHC plans can safely remain at home.

Eligibility for free school meals is not a determining factor in assessing vulnerability.

The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) 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.

At Clayton Hall Academy we will continue to work with and support Social Workers to help protect our vulnerable pupils. This includes working with and supporting Social Workers and the Local Authority Virtual School Head (VSH) for LAC and Ever LAC pupils. We will work with Social Workers to ensure that Personal Education Plans (PEPs) for LAC pupils are up to date with the current education offer that they are accessing.

There is an expectation that vulnerable pupils who have a Social Worker will attend an education setting, so long as they do not have underlying health conditions that put them at 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 school will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, the DSL, DDSL and the Social Worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Our school will encourage our vulnerable young people to attend school, including remotely if needed. The DSL and DDSL will continue to provide support to Teachers and Pastoral Staff to ensure that contact is maintained with pupils (and families) who are not yet returning to school

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. The department has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places

The DSL or DDSL at Clayton Hall Academy and Social Workers will agree with parents/carers whether children in need should be attending school. We will then follow up on any pupil 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.

To support the above, the DSL, DDSL or Attendance Officer 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 school, or discontinues, we will notify the relevant Social Worker.

Designated Safeguarding Lead

At Clayton Hall Academy, as more children return to school, the optimal scenario is to have the trained DSL or trained DDSL available on site. Where this is not the case the trained DSL or trained DDSL will be available to be contacted via phone or online video - for example when working from home.

If neither are physically on site, in addition to the above, a member of SLT will assume responsibility for co-ordinating safeguarding on site.

This includes liaising with the offsite DSL or DDSL and as required, liaising with pupil's Social Workers where they require access to children in need and/or to carry out statutory assessments at the Academy.

As more pupil's return to school, the DSL will ensure all relevant safeguarding and welfare information held on children remains accurate, and complete. If a pupil from our school attends another setting, we will do what we can reasonably to provide the receiving institution with relevant welfare and child protection information

It is important that all staff access to a trained DSL or trained DDSL. On each day staff on site will be made aware of that person is and how to speak to them.

The DSL or DDSL 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 Clayton Hall Academy Safeguarding Policy.

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

Where staff are concerned about an adult working with children at Clayton Hall Academy they should report their concern to the Principal. If there is a requirement to make a notification to the Principal whilst away from the site, this should be done verbally and followed up with an email.

Concerns around the Principal should be directed to the Chair of Governors. Clayton Hall Academy will continue to offer support in the process of managing allegations.

Safeguarding Training and induction

All existing Clayton Hall 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. This will include contact numbers and emails for DSL's/DDSLS' if not on site.

Where new staff are recruited they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting outside Clayton Hall 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 original school 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 amongst schools, then Clayton Hall Academy will seek assurance from the donor school 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.

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, we 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.

At Clayton Hall Academy, we 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.

We will also 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 we are aware, on any given day, which staff will be on site and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such Clayton Hall Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

There is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during partial school closures. If for any reason the school or college have concerns about the individual, they may obtain a new check in the usual way.

Online safety at Clayton Hall Academy

Our School will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where pupils are using computers on site, appropriate supervision will be in place.

Online safety for pupils off-site

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 our Safeguarding Policy and where appropriate referrals should still be made to Social Care and when required, to the Police. Online teaching should follow the same principles as set out in our Code of Conduct.

At Clayton Hall Academy we will ensure that any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

On line safety for pupils on-site

At Clayton Hall Academy we are committed to ensuring the safety and wellbeing of all our Young people.

Where the DSL or DDSL has identified a child to be on the edge of Social Care support, or who would normally receive pastoral-type support in school, they will ensure that a robust communication plan is in place for that child or young person.

The communication plans include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

The DSL and DDSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan will be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL and DDSL will consider any referrals as appropriate. We will share safeguarding messages on its website and social media pages.

We recognise that we are a protective factor for our young people, and that the current circumstances, can affect the mental health of pupils and their parents/carers. All Clayton Hall Academy Staff are aware of this in setting expectations of pupils' work where they are at home.

At Clayton Hall Academy we will ensure that where they care for children of critical workers and vulnerable children on site, they ensure appropriate support is in place for them.

Supporting children on site

At Clayton Hall Academy we are committed to ensuring the safety and wellbeing of all our pupils. We will continue to have a safe space for all of our pupils to attend and flourish. Our Governors and Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Clayton Hall 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. They will ensure that where we care for children of critical workers, vulnerable children and returning pupils on site, we ensure appropriate support is in place for them.

Where Clayton Hall Academy has concerns about the impact of staff absence – such as the Designated Safeguarding Lead or first aiders – they will discuss them immediately with the Chair of Governors

Mental Health

At Clayton Hall Academy we are aware of the impact of the negative experiences and distressing life events on the mental health of children, parents and staff. We will, as we always have, ensure there is appropriate support and signposting to relevant support agencies in place, and also supporting those children who continue to work from home

Peer on Peer Abuse

At Clayton Hall Academy we recognise that during the closure a revised process may be required for managing any report of such abuse and supporting victims. If we receive 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 Safeguarding Policy. Our school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions will be recorded and appropriate referrals made.

Useful Contact Numbers

FIRST RESPONSE PHONE NUMBER :- 08001313126

DUTY LADO :- Contact First Response, 0800 1313126

NSPCC :- 0808 800 5000

virtual.school@staffordhsire.gov.uk

ESAS:- 01785 895836

Useful Links

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>

<https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>