



Temporary Policy Addendum:

COVID-19 school closure arrangements for
Safeguarding and Child Protection at
Lynch Hill Enterprise Academy

This Policy addendum is effective from 4th January 2021 – 15th February 2021

Content Table

Vulnerable children	3
Critical workers	4
Attendance monitoring	4
Designated Safeguarding Lead.....	5
Reporting a concern	5
Safeguarding Training and induction	6
Designated Safeguarding Lead Training.....	7
Safer recruitment/volunteers and movement of staff	7
Volunteers	8
Online safety in schools and colleges.....	8
Children and online safety away from school and college.....	9
Supporting children not in school	9
Home visits	10
Supporting children in school	10
Peer on Peer Abuse.....	11
Prevent	10
Mental Health	10

Key contacts

Remain as per the School Safeguarding Policy.

Context

From 4th January 2021 Secondary age 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 Lynch Hill Enterprise Academy's Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements during this period of school closure.

Vulnerable children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a Child In Need Plan, a Child Protection Plan or who are a Child Looked-After;
- have an Education, Health and Care (EHC) Plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

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

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

Lynch Hill Enterprise 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 for Looked-After and previously Children Looked-After.

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 Lynch Hill Enterprise Academy will explore the reasons for this directly with the parent.

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

Lynch Hill Enterprise Academy will encourage our vulnerable children and young people to attend school, including remotely if needed.

Critical workers

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in Health and Social Care and in other key sectors outlined in the following sections.

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.

Attendance will be recorded for children for whom onsite provision is being delivered.

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

Lynch Hill Enterprise 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.

Phone calls will be made to the parents/carers in these circumstances.

To support the above, Lynch Hill Enterprise 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 school, or discontinues, Lynch Hill Enterprise Academy will notify their social worker.

We continue, where our children are attending another setting within our Trust to ensure that we provide the receiving institution with any relevant welfare and child protection information. This continues to be overseen by our DSL and DDSL. This is especially important where children are vulnerable.

For children looked after, any change in school provision will be led and managed by the virtual school head with responsibility for the child. The receiving institution will be made aware of the reason the child is vulnerable and any arrangements in place to support them.

As a minimum the receiving institution will have, as appropriate, access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker is (and, for looked-after children, who the responsible virtual school head is). This will happen before a child arrives on that site.

Any exchanges of information will happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators with oversight of special educational needs (SEN) provision for children with EHC plans.

Designated Safeguarding Lead

Lynch Hill Enterprise Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Theresa Richardson

The Deputy Designated Safeguarding Lead is: Patricia Turner

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 the child protection online management system, CPOMS 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 school or college.

It is important that all Lynch Hill Enterprise Academy's staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them.

Access to the DSL (or deputy) is via the safeguarding email address:
safeguarding@lhea.org.uk

The DSL 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 Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

If a concern is raised out of hours, the staff member should report the concern on CPOMS and alert the Designated Safeguarding Lead, by using the contact details outlined in the school safeguarding policy. If a response is not received, you must continue to exhaust all contacts in the key contact section of the school child protection policy.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Headteacher and Deputy Safeguarding Lead. 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 school, they should report the concern to the headteacher immediately.

If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally over the phone and followed up with an email to the head teacher to confirm the discussion.

Concerns around the Headteacher should be directed to the Chair of Governors:

Name: **Elaine O'Brien**

SEBMAT will continue to offer support in the process of managing allegations.

Safeguarding Training and induction

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). 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 Lynch Hill Enterprise Academy, they will continue to be provided with safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will consider 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, schools should seek assurance from the Slough and East Berkshire C. of E. Multi Academy Trust (SEBMAT) 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.

Designated Safeguarding Lead training

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.

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, Lynch Hill Enterprise 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 (2020) (KCSIE).

If staff are deployed from another education or children's workforce 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

Where Lynch Hill Enterprise Academy are 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.

Lynch Hill Enterprise 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.

Lynch Hill Enterprise 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.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity.

As such, Lynch Hill Enterprise Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Volunteers

Lynch Hill Enterprise Academy will use volunteers to assist in handing out and securing COVID-19 test kits to students and staff members. Other duties may be required such as building test kits, cleaning down areas and directing people.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis provide personal care on a one-off basis in Lynch Hill Enterprise Academy, will be in regulated activity. This means that if a volunteer is administering a COVID-19 test whilst un-supervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will follow safer recruitment processes.

Online safety in schools and colleges

Lynch Hill Enterprise 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 and college

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 must 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 code of conduct.

Lynch Hill Enterprise 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 IF there are virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- 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
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

Lynch Hill Enterprise Academy is committed to ensuring the safety and wellbeing of all its 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 school, 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 CPOMS, as should a record of contact have made.

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

Lynch Hill Enterprise Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

Lynch Hill Enterprise Academy recognises that school is a protective factor for young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Lynch Hill Enterprise Academy need to be aware of this in setting expectations of pupils' work where they are at home.

Lynch Hill Enterprise 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.

Home visits

In the last partial school closures, some home visits were required where no contact could be made for a particular pupil or where deep concerns were in place.

The necessity for these home visits was established by the DSL/leadership by through monitoring the vulnerable pupils calls, CPOMS and non-engagement.

The DSL will carry a template letter of authorisation to valid essential travel. This letter should be carried by DSLs/colleagues should a home visit be required for colleagues to produce if they are stopped by police etc.

Leaders will continue to dynamically risk assess any home visit and seek advice from the Trust Safeguarding headteacher if concerns arise around the safety of staff making the visit.

Supporting children in school

Lynch Hill Enterprise Academy is committed to ensuring the safety and wellbeing of all its students.

Lynch Hill Enterprise 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.

Lynch Hill Enterprise 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.

Lynch Hill Enterprise 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.

Where Lynch Hill Enterprise 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.

Peer on Peer Abuse

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

Where a school 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 the Child Protection 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.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

Prevent

Prevent is a vital part of our work to safeguard children from radicalising influences, and it remains in operation in local authorities during this challenging time. The government has published information on prevent management support for schools and colleges who have pupils/students receiving Channel support.

Mental Health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. As a Trust we have been proactive in supporting pupils, as well as their families and also members of staff, with their mental health and wellbeing and recognise that this will continue to be. Lynch Hill Enterprise Academy will ensure that appropriate support and signposting is in place for all pupils, families and staff.

The guidance on mental health and behaviour in schools can be used to help us to identify children who might need additional support, and to put this support in place. The guidance sets out how mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess.

Support for pupils in the current circumstances can include existing provision in the school (although this may be delivered in different ways, for example over the phone for those children still not attending provision) or from specialist staff or support services.

Teachers have all been made be aware of the impact the current circumstances can have on the mental health of those pupils (and their parents) who are continuing to work from home, including when setting expectations of work for pupils. Regular weekly updates and signposting are shared with all key stakeholders.