



THE JUBILEE ACADEMY

Aspire and Achieve

Annex 1
COVID-19 school closure arrangements
for
Safeguarding and Child Protection at The Jubilee Academy

Created: 01/09/2020

Status: Statutory

Delegation: Head of School

Responsibility: Lead DSL

Review Frequency: Weekly

Policy Locations: Website/Staff Shared Drive/Hard Copy

Date shared with staff: Sept 2020

2. Core safeguarding principles	3
3. Reporting concerns.....	3
4. DSL (and deputy) arrangements	3
5. Working with other agencies	4
6. Monitoring attendance	4
7. Peer-on-peer abuse.....	4
8. Concerns about a staff member or volunteer	5
9. Support for children who aren't 'vulnerable' but where we have concerns	5
10. Contact plans	5
11. Safeguarding all children	5
12. Online safety	6
13. Mental health	6
14. Staff recruitment, training and induction	7
15. Children attending other settings.....	8
16. Monitoring arrangements.....	8
17. Links with other policies.....	8

Important contacts

ROLE	NAME	CONTACT DETAILS	Email
Designated safeguarding lead (DSL)	Marlon Boothe		m.boothe@thejubileeacademy.org.uk
Deputy DSL	Darren Sutherland	07414902957	d.sutherland@thejubileeacademy.org.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Mike Jarrett	07527671224	m.jarrett@thejubileeacademy.org.uk
Headteacher	Mike Jarrett	07527671224	m.jarrett@thejubileeacademy.org.uk
Local authority designated officer (LADO)	Janice Miller		Janice.Miller@harrow.gov.uk
Chair of governors	Howard Freed	07922119294	howardfreed@me.com
Safeguarding Governor	Becky Cozens	07930198158	cozens@hatchend.harrow.sch.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners Police, NHS and local authority (LA) Harrow

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
 - With a child protection plan
 - Assessed as being in need
 - Looked after by the local authority
- Have an education, health and care (EHC) plan

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should always be available (see section 4 for details of our arrangements)
- It is essential that unsuitable people do not enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children still attending school and those at home.

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, email the safeguarding team:

SafeguardingGroup@thejubileeacademy.onmicrosoft.com

, as well as, having a follow up conversation with the designated safeguarding lead

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

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all-important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be in school, they can be contacted remotely by via email, telephone or MS teams

We will keep all school staff and volunteers informed by **MS teams and/or email** as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Head of School You can contact them by **via email, telephone, or MS teams**

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments
- Liaise with the safeguarding team, deputy, and DSL

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

The following guidance is currently in place:

All External parties that are procured to deliver interventional support remotely will be required to meet and endorse TJA safeguarding procedures for external parties.

To ensure safe working practice and compliance with the Department of Education and our safeguarding policy (see school's website); any schools/external agencies will need to submit a written notification on their school/external agency headed paper, in advance of any planned support work with the agencies safeguarding policy and public liability insurance certificate.

6. Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure does not attend or stops attending. In these cases, we will:

- Follow up on their absence with their parents or carers, through liaison with the home school, phone calls to parents, intouch text messages and a follow up letter
- Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

Staff can contact the designated safeguarding lead or the deputy safeguarding lead.

Victims of peer on peer abuse will be supported remotely by the counsellor and external partners.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/volunteers working on site or remotely.

Where staff are concerned about an adult working with children remotely, they should report the concern to the Head of School via email, telephone or MS teams. If there is a requirement to make a notification to the Head of School whilst away from school, this should be done telephone and followed up with an email to the Head of School.

Concerns around the Head of School should be directed to the Chair of Governors: Howard Freed via email

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who are not ‘vulnerable’ but where we have concerns

We have the option to offer places in school to children who do not meet the Department for Education’s definition of ‘vulnerable’, but who we have safeguarding concerns about. We will work with parents/carers to do this. We will continue to also work with the parents/carers of children who have previously had a social worker, or who have not met the threshold for a referral but where staff have raised concerns.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10 below.

10. Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They will not be attending school (for example where the school, parent/carer, and social worker, if relevant, have decided together that this would not be in the child’s best interests); or
- They would usually attend but must self-isolate

Each child has an individual plan which sets out:

- How often the school will make contact – this will be at least once a week
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well

How staff will make contact – this will be over the phone and only by a senior lead or the safeguarding team

If we cannot make contact, we will contact the social worker and/or home school

11. Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils’ mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above

For children at home, they will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

Children are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support pupils' mental health.

12. Online safety

12.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, the school has an ICT a contingency plan overseen by the School Business Manager

12.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing **staff behaviour policy, code of conduct and IT acceptable use policy.**

We will follow and implement the recommendations of Keeping Children Safe in Education and Teaching Online Safety in School - Guidance supporting schools to teach their pupils how to stay safe online, within new and existing school subject (DfE June 2019).

Where students are being asked to work more at home online, we have issued advice to children and parents / carers and follow the DfE guidance: Safeguarding and Remote Learning.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

If staff have a concern, they should discuss any such case with the DSL and refer to the E-Safety and ICT Acceptable Use Policy in. of Remote and Mobile Technology to report any Esafety incidents

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

13.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides. **A list can be found on the school website.**
- **Know where else they can go for support to keep their children safe online. The school will provide leaflets with online safety information, letters with guidance and online safety information can be found on the school website.**

13. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

13.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupil's mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional, or excessively clingy, to help identify where support may be needed.

The school is delivering specialist assemblies, through the revision of RSHE sessions and through the support of our school counsellor and/or other third-party agencies.

13.1 Children at home

Where possible we will continue to offer current support for pupil mental health for all pupils through remote access, i.e. counselling via telephone.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

14. Staff recruitment, training, and induction

14.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

14.2 Staff 'on loan' from other schools

The school business manager will assess the risks of staff 'on loan' working in our school and seek assurance from the 'loaning' school that staff have had the appropriate checks.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

14.3 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

14.4 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

We will use the single central record to log:

- Everyone working or volunteering in our school each day, including staff 'on loan'

- › Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

15. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- › The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- › The child's EHC plan, child in need plan, child protection plan or personal education plan
- › Details of the child's social worker
- › Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

16. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 4 weeks by the designated safeguarding lead. At every review, it will be approved by the full governing board.

17. Links with other policies

This policy links to the following policies and procedures:

- › Child protection policy
- › Staff **behaviour policy/code of conduct** and Covid addendum to behaviour policy
- › IT acceptable use policy
- › Health and safety policy
- › Online safety policy
- › Whistleblowing policy
- › Attendance policy