

Addendum to Child Protection and Safeguarding Policy



Vision: "We live life in all its fullness" John 10.10
Values: Peace, Pray, Praise, Potential, Pride, Persevere

COVID-19 school closure arrangements for Safeguarding and Child Protection at Torre C of E Academy

Date: 26.1.21

Date shared with staff:

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1. Context

From 5th January 2021 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 have been 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.

In accordance with our school vision, 'We live life in all its fullness', as a school, we have carefully considered the measures we need to take to continue to uphold the safety and well-being of our pupils.

This addendum of the Torre C of E Academy Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

| Role | Name | Contact number | Email |
|-------------------------------------|-----------------|----------------|--|
| Designated Safeguarding Lead | SUZANNE JULYAN | 07855407025 | SJULYAN@TORRECOFEACADEMY.ORG |
| Deputy Designated Safeguarding Lead | VICKI THOMAS | 07746525873 | VTHOMAS@TORRECOFEACADEMY.ORG |
| Headteacher | SUZANNE JULYAN | 07855407025 | SJULYAN@TORRECOFEACADEMY.ORG |
| Chair of Governors | FIONA WASHBROOK | 07771588781 | FWASHBROOK@TORRECOFEACADEMY.ORG |
| Safeguarding Trustee | CAROLINE MILNER | 07972569160 | CMILNER@TORRECOFEACADEMY.ORG |
| Family Support Team | VICKI THOMAS | 07746525873 | FAMILYSUPPORTTEMP@TORRECOFEACADEMY.ORG |

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. In addition to this, children open to targeted health services are also classed as vulnerable.

Those who have a social worker include children who have a Child Protection 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 strongly encouraged to send their children into school. If parents do not want them in school due to the risk of COVID, school will need reassurance that they can be cared for safely at home. This includes completing any remote learning that is set and meeting the needs of the child's EHCP. Risk assessments will be completed for any child with an EHCP who is not attending school.

Eligibility for free school meals in and of itself should not be the 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.

Places can also be offered to pupils who are deemed as vulnerable because they are not engaging with the home learning.

Torre C of E 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 (VSH) for looked-after and previously looked-after children (if there are any LAC children). The lead person for this will be: Sue Julyan and Vicki Thomas.

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 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 Torre C of E Academy will explore the reasons for this directly with the parent.

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

Torre C of E Academy will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

The local authority will be notified of any pupils with a social worker, open to targeted, or with an EHCP daily.

Torre C of E Academy will then follow up on any pupil that they were expecting to attend, who does not. Torre C of E 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, Torre C of E 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, Torre C of E Academy will notify the relevant agencies.

Designated Safeguarding Lead

Torre C of E Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Suzanne Julyan

The Deputy Designated Safeguarding Lead is: Vicki Thomas

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, the Team Leader for the day will assume responsibility for co-ordinating safeguarding on site.

This might include logging concerns on School Pod 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 Torre C of E Academy staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware who 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 school Safeguarding Policy, this includes making a report on a Pink Form via School Pod, which can be done remotely.

In the unlikely event that a member of staff cannot access their School Pod from home, they should email the Designated Safeguarding Lead, Headteacher and the Trust Safeguarding Manager via Egress. When logging a concern on School Pod, the staff member will also notify the DSL or DDSL that something has been logged by a phone call or email. 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. If there is a requirement to make a notification to the headteacher whilst away from school, 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:
Fiona Washbrook.

The Managing Allegations Against Adults policy will be followed where required.

Safeguarding Training and induction

DSL training is taking place online via Zoom or another online platform.

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 Torre C of E 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 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

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, Torre C of E 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).

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.

Where Torre C of E 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.

Torre C of E 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.

Torre C of E 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 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, Torre C of E Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

Torre C of E 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 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 Torre C of E Academy code of conduct.

Torre C of E 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 the school decides to deliver virtual lessons, especially where webcams are involved:

Google Meet Protocol

Google Meets can only be used during the school day School day is defined as between (8:50am to 3:10pm)

Pupil Expectations

1. Pupils are to present as though attending school in the classroom environment.
 - Wear sensible clothes (no pyjamas!).
 - Use a desk/table/workspace.
 - Check what is in the background of your camera before joining a class.
2. Respect other people that are on the Google Meet and be kind.
3. No calling out - pupils will be muted or removed if they do not stick to the expectations.
4. No screen recordings/photos are to be taken.
5. The Google Meet should only be joined using one device (e.g. just from a ChromeBook and not from a mobile device at the same time).
5. Pupils are expected to join the class at the time we have said.
6. What to do if the call is disconnected?
 - Continue to work through the classwork that has been shared with you.
7. If a pupil breaks the agreement, his/her account may be suspended.

Staff Expectations

1. Staff do not engage in one to one video calls - there will always be another member of staff present - either in the Google Meet or in the room.
2. Use Google Meet in a 'class environment' or with a safe background only.
3. Staff to be in 'suitable dress code' to be working with students.
4. Check your surroundings to make sure no confidential data is visible to the students on the Google Meet.
5. Send advance warnings to students that you intend to use Google Meet during the lesson along with resources they may require (ie work set on Google Classroom).
6. Set the expectations of the Google Meet in terms of length of call and objectives. (Google Meet should not be longer than 30 minutes).
7. There is no expectation to use advanced features within Google Meet
8. If communications are lost a link may be re-established at some point during the lesson.
9. Do not record your screen.
10. Do not take pictures of your screen.
11. When involved with an online session, if children are present and not included in the meeting, headphones should be worn.

Parental Permission

We will ask for all parents to give the school permission and to state that they have read and accepted what is set-out in this Google Meet Protocol document for Torre Church of England Academy. In order

for pupils to participate in Google Meet sessions with their class and teachers, consent needs to be given.

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Supporting children not in school

Torre C of E 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 school, they should ensure that a robust communication plan is in place for that child or young person.

The plan, entitled 'Vulnerable Families Family Support Teacher Contacting Families During Covid-19' details which families will receive regular contact from the pastoral team. Families will be contacted by phone.

Torre C of E Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. Records from conversations are recorded on a Meeting Log on School Pod and the communication plan is also updated.

This plan must be reviewed regularly (at least once a fortnight) 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.

Torre C of E Academy recognises that school 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 Torre C of E Academy need to be aware of this in setting expectations of pupils' work where they are at home.

Torre C of E 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. If needed, this will be bespoke to each child and recorded on School Pod.

Supporting children in school

Torre C of E Academy is committed to ensuring the safety and wellbeing of all its students.

Torre C of E 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.

Torre C of E 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.

Torre C of E 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 School Pod.

Where Torre C of E Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with Local Authority for support and advice.

Peer on Peer Abuse

Torre C of E 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 of 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 School Pod and appropriate referrals made.

Support for the Safeguarding and Pastoral Team

The Torbay Education Safeguarding Service (TESS) will be used for supervision when required.

