

Pound Hill Infant Academy
SAFEGUARDING CHILD PROTECTION
POLICY AND PROCEDURE

ANNEX 1

**COVID-19 academy closure arrangements for
Safeguarding and Child Protection
*UPDATED 8TH JUNE 2020***



**POUND HILL
INFANT
ACADEMY**

COVID-19
Academy Closure Arrangements for
Safeguarding and Child Protection

School Name: Pound Hill Infant Academy (PHIA)

Policy owner: PHIA Safeguarding Team

Date: 8th June 2020 (amended 10th June 2020)

Date shared with staff: 8th June 2020 (shared again 10th June 2020)

1. Context

From 20th March 2020 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 the Pound Hill Infant Academy Safeguarding, and Child Protection Policy and Procedures contains details of our individual safeguarding arrangements for the areas detailed in the contents list above.

From 1st June, schools were asked to welcome back pupils in Nursery, Reception, Year 1 and Year 6.

Keeping Children Safe in Education, which remains the statutory safeguarding guidance that all schools follow, informs this policy. This guidance should be read in conjunction with our Safeguarding and Child Protection Policy and Procedure, which can be found at <http://cms.brightonacademiestrust.org.uk/doc-uploads/9424-Academy%20Child%20Protection%20and%20Safeguarding%20policy%20-%20Sept%2019%20approved.pdf>

From 1st June we are offering educational provision to pupils in Reception, Year 1 and as a child care provision for pupils who are considered to be vulnerable or whose parents are keyworkers. This policy will be reviewed regularly to account for changes in guidance and arrangements.

All provision has been suitably risk assessed and appropriate measures put into place to protect our staff and pupils from harm. As part of this risk assessment, no visitors to site will be allowed.

2. Key Safeguarding Contacts

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Mr Tom Jordan	01293 873 975 safeguarding@phiacademy.org.uk
Deputy Designated Safeguarding Lead	Mrs J Brewis	01293 873 975
Deputy Designated Safeguarding Lead	Mrs V Heaseman	01293 873 975
Nominated Local Board member for safeguarding and child protection	Mr Andy Gent	01293 873 975 safeguarding@phiacademy.org.uk
Designated Teacher for Looked After Children	Mr T Jordan	01293 873 975 safeguarding@phiacademy.org.uk
Nominated Local Board member for Looked After Children	Mr Andy Gent	01293 873 975 safeguarding@phiacademy.org.uk
Chair of Local Board	Mr Andy Gent Mrs Lisa Downs	office@phiacademy.org.uk (FAO)

University of Brighton Academies Trust contacts

University of Brighton Academies Trust	
Main office contact number	01273 082005
Dr John Smith (Chief Executive Officer)	john.smith@brighton.ac.uk
Samantha Coates (Executive Director of Strategy)	s.coates@brightonacademiestrust.org.uk
Mr John Smith (Interim Executive Director of School Improvement)	j.smith@brightonacademiestrust.org.uk
Mrs Lisa Croydon-Miles (UoBAT Safeguarding Manager)	l.croydonmiles@brightonacademiestrust.org.uk

3. Vulnerable Children

Government guidance states that vulnerable children fall into three separate categories:

- A child 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 looked-after child
- Any child with an education, health and care (EHC) plan and it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment
- A child that has been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion.

Pound Hill Infant Academy will continue to work with and support children's social workers to help protect vulnerable children.

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 Pound Hill Infant Academy will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, Pound Hill Infant Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Pound Hill Infant Academy will encourage our vulnerable children and young people to attend school, including remotely if needed.

4. Attendance monitoring

From 1st June, we will take an attendance register. All pupils who are expected to be in school, and are not in school, will receive an absence call as part of our normal safeguarding procedures. This will enable us to have a conversation with parents to encourage attendance at school.

Where vulnerable pupils do not attend the academy, the DSL will continue to contact social workers to notify them of this absence.

Parents and carers will be encouraged to send their child to school, but will not be penalised if their child does not attend educational provision.

All pupils will be offered remote learning and be encouraged to access this if not attending school. Teachers will remain in contact with pupils and parents/carers via class email addresses.

5. Designated Safeguarding Lead

There will always be a trained DSL (or deputy DSL) available on site. If for some reason this is not the case, a trained DSL (or deputy DSL) 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, 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 Blackthorns Community Primary Academy staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

6. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy, this includes making a report via CPOMS, which can be done remotely. In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Principal and the Trust Safeguarding Manager. 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 Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal.

Concerns around the Principal should be directed to the Chairs of the Local Board: Mr Andrew Gent/Mrs Lisa Downs
The Multi-Academy Trust will continue to offer support in the process of managing allegations.

7. Safeguarding Training and induction

At present, all DSLs at Blackthorns have up-to-date training. As training is unlikely to take place whilst there is a threat of Covid-19, for this time, 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 staff have read KCSIE Part 1 and completed a questionnaire to show their understanding. For any staff wishing to re-read this guidance, it can be found in CPOMS in the document library.

The DSL will continue to provide safeguarding updates to staff whilst they are working both in school and remotely. These will be cascaded out via CPOMS so that it can be tracked who has read and understood documentation.

Where new staff are recruited, they will continue to be provided with a safeguarding induction – this will partially be provided via Teams through video conferencing.

In the event that staff are deployed into other academies within the Trust, we will seek assurance from the Trust Safeguarding Manager that the member of staff has received appropriate safeguarding training. 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, all visiting staff will be given a copy of our child protection policy and protocol which details our processes and confirmation of DSL arrangements. There will be an expectation that this is read prior to any work with children.

8. Safer recruitment/volunteers and movement of staff

During this time, recruitment of non-essential staff will cease.

Where recruitment to posts is essential, we will continue to follow our Safer Recruitment Policy and guidance, including the relevant sections in part 3 of KCSIE (2019). The SCR will continue to be maintained by the Business Manager.

Despite the fact that all of our volunteers have a current DBS, no volunteers will be working in school during closure to minimise the spread of Covid-19. We will not be accepting applications for any new volunteers during this time.

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 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, the Business Manager will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. Online safety in schools and colleges

Pound Hill Infant 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.

10. 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 MAT code of conduct.

Pound Hill Infant 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 (if applicable), especially where webcams are involved:

- No 1:1s, groups only
- 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.
- 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 should record, the length, time, date and attendance of any sessions held.

11. Supporting children not in school

Pound Hill Infant 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. Details of this plan must be recorded on CPOMS, as should a record of contact made. The communication plans can

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

Pound Hill Infant 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 school will share safeguarding messages on its website and social media pages.

Pound Hill Infant 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 Pound Hill Infant Academy need to be aware of this in setting expectations of pupils' work where they are at home.

Pound Hill Infant 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 CPOMS.

12. Supporting children in school

Pound Hill Infant Academy is committed to ensuring the safety and wellbeing of all its pupils.

Pound Hill Infant Academy will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Pound Hill Infant 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 hand-washing and other measures to limit the risk of spread of COVID19.

Pound Hill Infant 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 CPOMS. Where Pound Hill Infant Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with UoBAT.

13. Peer on Peer Abuse

Pound Hill Infant 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 Safeguarding and 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 CPOMS and appropriate referrals made.

14. Arrival and Dismissal / Site Security

Our arrival and dismissal policy is still relevant.

To ensure social distancing, arrival and dismissal times have been staggered and determined with parents – these are non-negotiable as they form part of the risk assessment to adhere to social distancing.

Site security will return to normal, with gates being locked throughout the academy day and no admittance to cars at key points throughout the day. The secure line will be maintained using the internal perimeter fences.

Parents and carers will not be able to access the academy office or liaise easily with staff (due to the 2m social distancing rules). Therefore parents will be asked to contact the academy via email and phone.

The Principal will ensure there is the correct ratio of staff to pupils, including the daily provision of a First Aider and a DSL. Where this is a concern, the Principal will liaise with the University of Brighton Academies Trust to look at

alternative solutions e.g. borrowing a member of staff from another academy. The Principal will also look to support other Trust academies by providing staff where required.

We 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. Hand washing and cleaning will be timetabled into the daily routine to ensure this is a priority. A rigorous risk assessment has been shared with staff detailing the measures we will take to account for both social distancing and hygiene practices.

We will take account of the fact that this is an unprecedented time and pupils may find this unsettling, and provide pastoral support for all pupils, tailored to their individual needs. To enable this, we will complete weekly PSHE activities to support pupils' understanding of the situation.

15. Fire Procedures

On the whole, normal fire evacuation procedures will be reinstated from 8th June. In the event of fire evacuation, the teacher should take the fire register with them and evacuate via their allocated fire door (see amended fire protocol), onto the main playground. Pupils should walk and line up at a 2m distance to the pupil in front of them where possible. The teacher should then take the register and inform the senior leader on duty of any missing pupils.

16. Hygiene procedures for pupils attending school

Measures will be put into place to enforce social distancing. Some of these include:

- Staggered entry and exit times
- Only one parent allowed on site – drop, kiss, go system
- Altered routes in and out of the academy including a one-way system
- Groups of no more than 15 pupils – groups will not have contact with any other groups
- Desks located as far as possible from each other
- Staggered playtimes and lunchtimes in designated spaces
- 2m markers down corridors and external pathways

We will encourage social distancing with all pupils and parents, where possible. Pupils will be taught about the virus and how to prevent the spread of infection, including through social distancing. Staff are encouraged to ensure they are 2m away from pupils and other staff as well.

All pupils will be taught to wash their hands thoroughly. Staff and pupils will be encouraged to wash their hands at timetabled points throughout the day, as well as when required. Pupils will also be reminded on a regular basis to cough or sneeze into tissues and to dispose of these appropriately after use.

Each group will be allocated one classroom and a toilet. These rooms will be thoroughly cleaned at the end of each day. All classrooms will be provided with cleaning kits, tissues, anti-bacterial spray, cloths, hand soap, hand gel and hand towels. Pupil movement throughout the academy will be restricted throughout the day to control the spread of infection and the remainder of the academy will be deep cleaned during closure.

We would ask that staff wipe down surfaces regularly throughout the day to control any spread of infection.

Pupils should bring their own water bottles into school. Packed lunch boxes will be wiped down at the start of the day prior to coming into school. They will be kept under the child's desk to prevent any other child touching it.

All ICT should be wiped down after use and pupils should be allocated an individual laptop / iPad from the banks, again to reduce the spread of infection.

17. 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

quality assurance, support, guidance and direction. The MAT will also provide regular group and individual supervision sessions. This may take the form of an online meeting.