

Annex 1



**COVID-19 school closure arrangements for
Safeguarding and Child Protection at
The Arbib Education Trust**

School Name: The Arbib Education Trust

Date: 2 April 2020

Date Shared with Staff: 3 April 2020

1. Context

From 18 March 2020 parents were asked to keep their children at home, wherever possible, and for schools and academies to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools, academies 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 The Arbib Education Trust Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts TLA

Role	Name	Email
Designated Safeguarding Lead	Trevor O'Neill	trevor.oneill@langleyacademy.org
Deputy Designated Safeguarding Lead	Velvet Shepherd	velvet.shepherd@langleyacademy.org
Safeguarding Team	Nesan Jeyaratnam	nesan.jeyaratnam@langleyacademy.org
Safeguarding Team	Jennie Bevan	jennie.bevan@langleyacademy.org
Safeguarding Team	Mary McCarthy	mary.mccarthy@langleyacademy.org
Safeguarding Team	Collective contact address	safeguarding@langleyacademy.org
Headteacher	Alison Lusuardi	alison.lusuardi@langleyacademy.org
Chair of Governors	David Mallen	dvdmilln@aol.com

Key Contacts TLHP

Role	Name	Email
Designated Safeguarding Lead	Polly Bennett	Polly.bennett@langleyheritageprimary.org
Deputy Designated Safeguarding Lead	Hanna Blackmore	Hanna.blackmore@langleyheritageprimary.org
Safeguarding Team	Lawrence Hyatt	Lawrence.hyatt@langleyherotageprimary.org
Safeguarding Team	Tracey Noctor	Tracey.noctor@langleyheritageprimary.org
Safeguarding Team	Jo Abercrombie	Jo.abercrombie@langleyheritageprimary.org
Headteacher	Polly Bennett	Polly.bennett@langleyheritageprimary.org
Chair of Governors	Martin Burford	

Key Contacts TLAP

Role	Name	Email
Designated Safeguarding Lead (Headteacher)	Tracey Bowen	Tracey.bowen@langleyacademyprimary.org
Deputy Designated Safeguarding Lead	Natalie Lewis	Natalie.lewis@langleyacademyprimary.org
Safeguarding Team	Renice Miller	Renice.miller@langleyacademyprimary.org
Safeguarding Team	Laura Morriss	Laura.Morriss@langleyacademyprimary.org
Safeguarding Team	Grace Shaw	Grace.shaw@langleyacademyprimary.org
Chair of Governors	Martin Burford	office@langleyacademyprimary.org

Additional numbers

Slough Social Care number is;	01753-875362
Nicola Johnson – (LADO re concerns about staff behaviour)	<p>Nicola Johnstone Local Authority Designated Officer (LADO) Slough Children's Services Trust St Martin's Place Slough, Berkshire SL1 3UF</p> <p>01753 474 053 0788 5828 387</p>
Anne Bunce (especially on vulnerable at risk children she knows a number of people to refer to)	<p>Anne Bunce Virtual School Headteacher Slough Children's Services Trust</p> <p>St Martins Place Slough, Berkshire SL1 3UF www.scstrust.co.uk 01753 875920</p>

<p>Jatinder Matharu – trainer and generally full of information</p>	<p>Jatinder Matharu Education Safeguarding Officer Slough Borough Council</p> <p>St Martin’s Place Slough, Berkshire SL1 3UF 01753 875068 07714 858213 Jatinder.matharu@slough.gov.uk</p>
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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. 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 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 children and young people with EHC plans can safely remain at home.

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.

Each school in the Trust 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 for looked-after and previously looked-after children. The lead person for this will be: TLA: Trevor O’Neill, TLHP: Polly Bennett TLAP: Tracey Bowen

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 the relevant school in the Trust will support directly with the parent.

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

Each school in the Trust will encourage our vulnerable children and young people to attend the Academy, including remotely if needed.

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 school and social workers will agree with parents/carers whether children in need should be attending school. The school will then follow up on any student that they were expecting to attend, who does not. The school 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, we 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, the school will notify their social worker.

The optimal scenario is to have a trained DSL (deputy or member of the safeguarding team) available on site. Where this is not the case a trained DSL (deputy or member of the safeguarding team) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (deputy or member of the safeguarding team) is not on site, in addition to the above, a senior leader will assume responsibility for coordinating safeguarding on site.

This will include informing the DSL (deputy or member of the safeguarding team) of the situation, so they can update and manage access to the child protection online management system, CPOMS and liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school, academy or college.

It is important that all staff and volunteers in the Trust have access to a trained DSL (deputy or member of the safeguarding team). On each day staff on site will be made aware of who that person is and how to contact them.

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, which will then result in the report being uploaded to CPOMS, which can be done remotely.

In the unlikely event that the DSL, deputy or member of the safeguarding team cannot access CPOMS from home, they should keep an electronic copy of the report, to then upload to CPOMS at the earliest possible convenience. This will ensure that the concern is

received and registered.

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 Academy, 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 Executive Principal, Rhodri Bryant and failing that to the Chair of The Arbib Education Trust: Dr Oona Stannard

Safeguarding Training and induction

TLA

DSL training has been provided for 3 additional staff members (safeguarding team) to ensure, in the event of the DSL & Deputy DSL not being able to attend, the school has at least one trained safeguarding staff member available at all times, during the current COVID 19 virus.

TLHP

TLHP will always have a DSL on site, normally this will be the senior leader but the other DSLs are available 24/7. There is no rota for this responsibility.

All safer recruitment practices normally in place will continue and no new volunteers nor volunteers without a DBS, will be used.

TLAP

There are 5 DSLs who are working on rotation during this COVID-19 pandemic. This enables all staff to have access to at least one member of the safeguarding team at all times. During term-time, a member of the Safeguarding team is available on-site.

All existing academy staff across the Trust 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.

Where new staff are recruited, or new volunteers enter any of the schools in the Trust, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our schools, 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, each school will continue to follow the relevant safer recruitment processes for our 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.

Where the school 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.

The school 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.

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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the school will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in school

Each school in the Trust will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where children and students are using computers in the school, appropriate supervision will be in place.

Children and online safety away from the school

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.

The school 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, 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.

Supporting children not in the school

The Arbib Education Trust 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 with the relevant DSL and 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.

Each school and their 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 schools will share safeguarding messages via email, intouch and on its website and social media pages.

The Arbib Education Trust recognises that the school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and the school. We 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.

Supporting children in the school

We are committed to ensuring the safety and wellbeing of all our children and students. We 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.

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.

We 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 with the DSL and on CPOMS.

Where the school has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Local Authority.

Peer on Peer Abuse

The Arbib Education Trust recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the 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 CPOMS and appropriate referrals made.

Support from the Multi-Academy Trust

The Executive Principal, Rhodri Bryant, will maintain an overview on the use of this policy and will provide advice as and when required. He will hold daily meetings with the Chair of the Trust, Dr Oona Stannard and the Sponsor of the Trust, Annabel Nicoll and the Trust Board will hold weekly meetings to discuss any safeguarding issues as they arise.

Annex 2

The Langley Academy – Addendum to KCSIE (April 2020)

EMERGENCY SAFEGUARDING PROCEDURES DURING FULL SCHOOL CLOSURE

Aim:

- Ensure all children/students have contact from staff, at least once per week.
- Ensure learning continues at home through work provided on SMHW for all students and where possible via Microsoft teams for KS5 students
- Vulnerable families have additional contact and support with any concerns reported and recorded.

Current child protection concerns:

- A visit to family home, doorstep contact, with all children seen via SCS Trust.
- Phone contact once a week
- Offer of food support through school
- Liaising with all necessary professionals as usual.
- Attending any planned review meetings, unless advised otherwise.
- Use of CPOMS to record and report.

Vulnerable families:

- Direct 1-1 phone contact once a week.
- Email contact weekly.
- Use of CPOMS to record and report.
- Provision of food voucher, if required.
- Equipment for learning packs provided, if required.
- Loan of Laptop if needed to access home learning, if required.

Teachers:

- Access to school 'Academy Email' communication system to be used for all contacts – group and individual.
- Secure remote access to the schools Server via a school laptop which will enable access to SIMS.
- Any cause for concerns to be recorded and reported through the safeguarding team, who then log on CPOMS unless there is an immediate danger/ safety risk call to Trevor O'Neill or Velvet Shepherd

Logistics

- Food vouchers to be purchased through the local authority initially
- Any required 'Home visits' will be taken by x2 staff, at least one will be designated child protection, this will be doorstep visits but children MUST be seen.
- Clear recording of families supported/ attending and available for home visits and support.

It is essential that there is maintained contact between staff, always seek advice if concerns raised.

Personal numbers MUST NOT be shared with parent/carers

The Langley Heritage Primary – Addendum to KCSIE (April 2020)

EMERGENCY SAFEGUARDING PROCEDURES DURING FULL SCHOOL CLOSURE

Introduction:

- Everyone's responsibility to keep children safe.
- During these difficult times we must do everything to remind ourselves of this and ensure we are robust in our practice.

Designated Safeguarding Leads and contacts:

DSLs- Almost every day during the provision over the time we are not "open" but have children – there is a DSL on site.

On the few occasions a DSL is not available a senior lead is available on site and all the DSLs are available on the following details

Keeping Children safe:

We have a tiered system. Jo Abercrombie and Tracey Noctor call the 'most at risk' children once a week. Those children at the next level of risk once every 2 weeks. The other children have been split into 4 staff who are contacting via phone every child on our role before 20 April. Any we cannot get hold of (ie the parent) we record and email to Tracey Noctor. On 20 April we will drop an additional postcard asking them to call urgently. If we do not get a call by 23 April we will send this list to CME and Social Care as appropriate.

Our 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.

We include children who have;

- A social worker
- Have a CP or CIN plan
- A section 17 or 47 investigation open currently.
- LAC
- Recently left LAC
- Some Early Help children
- Others who are "at risk"

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school, academy or college 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 children and young people with EHC plans can safely remain at home. Where staffing is a challenge, the decision will be focused around the safety of the children and if a 1:1 that is normally provided is unavailable, the child will not be able to attend.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability. Key staff are able to offer have the flexibility to offer a place to those on the edge of receiving children's social care support.

The Langley Heritage Primary continues to work with all children's social workers to help protect vulnerable children. The lead person for this will be: Tracey Noctor.

Key Worker Children – as per the guidance set out by DfE but considering that this is a changing context, we will take those we feel are appropriately meeting the criteria.

Provision on site and off site:

- A number of activities are provided, dependent on the staff on rota. This will include PE, Art, Music, watching videos, writing, reading etc.
- Normal safeguarding practice will continue re staff and children.
- Those who should attend and have not will be followed up with a call and a visit and a call to social care as appropriate.
- All children will be kept safe re food/internet/activities/medical etc.
- A qualified first aid person is on site during the provision every day.
- All families had physical packs of work given out (R-Year6) during the last week. Subsequently further work has been sent en masse to Nursery and online material to all. Concerns around the very vulnerable being able to access any of this.
- Concerns are recorded via email to upload to CPOMs later when we can return to school.

Parental communication:

- Facebook – uploaded with things regularly.
- Emails from Cheryl and Polly weekly.
- School is open so parents can come and phone.
- DSL email address and homework sent to all families.
- Safeguarding brochures given to each child and sent out to parents.
- Staff do not communicate with families via phone or email directly. The leader uses a specific email address and marks some homework on line.
- Challenge when many staff have children at school.

Monitoring Attendance:

- All attendance is returned to Johnny Kyriacou at the Local Authority and to the DfE portal
- Any child with a social worker is contacted on the first day when they do not attend.

It is essential that there is maintained contact between staff, always seek advice if concerns raised.

Personal numbers MUST NOT be shared with parent/carers.

The Langley Academy Primary– Addendum to KCSIE (April 2020)

EMERGENCY SAFEGUARDING PROCEDURES DURING FULL SCHOOL CLOSURE

Aim:

- To keep all children safe
- To ensure the most vulnerable children have contact with staff at least once a week
- All staff to be alert to new concerns to ensure vulnerable families receive the support they need

Current child protection concerns:

- Phone contact once a week
- Offer of food support through school
- Liaising with all necessary professionals as usual.
- Attending any planned review meetings, unless advised otherwise.
- Use of CPOMS to record and report.
- A visit to family home, doorstep contact, with all children seen via SCS Trust.

Vulnerable families:

- Phone contact once a week.
- Use of CPOMS to record and report.
- Provision of food voucher, if required.
- Space offered to attend school provision during closure
- For children with EHCPs, SENDCO to remain in touch with LA SEN team

Teacher well-being:

- Teacher well-being is checked through weekly SLT catch-ups and the school WhatsApp group

Teachers:

- Use school email accounts when contacting families
- Any cause for concerns to be recorded and reported through the safeguarding team. Who will log actions onto CPOMS

Logistics:

- Finance/HT to arrange purchase of food vouchers
- Any required 'Home visits' will be approved by safeguarding lead and undertaken by 2 staff.
- Clear recording of families supported/ attending and available for home visits and support.
- DHT coordinates uploading of content to social media to keep parents informed
- HT/Attendance Officer keeps parents informed of changes to procedures
- Staff have access to Zoom to remain in touch with one another
- HT creates a rota to cover key-worker/vulnerable children provision

- Attendance Officer/HT reports daily attendance to LA/DfE
- DSL to contact Social Worker if a named child does not attend

It is essential that there is maintained contact between staff, always seek advice if concerns raised.

Personal numbers MUST NOT be shared with parent/carers.