

# Annex 1



## **COVID-19 school closure arrangements**

### **Safeguarding and Child Protection at King's Leadership Academy**

**School Name: King's Leadership Academy**

**Policy owner: Mr Shane Ierston (Principal)**

**Date: 2/04/2020**

## **Context**

From 20<sup>th</sup> March 2020 the government closed schools, requiring parents to keep their children at home wherever possible to reduce the spread of COVID-19. King's Leadership Academy remains partially closed, except for the children who absolutely must attend.

Schools and childcare providers were asked to provide care for a limited number of children – including those 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 Safeguarding policy contains details of safeguarding arrangements in the following areas:

Vulnerable children

Attendance monitoring

Designated Safeguarding Lead

Reporting a concern

Safeguarding Training and induction

Safer recruitment/volunteers and movement of staff

Online safety in schools and colleges

Supporting children not in school

Supporting children in school

Peer on Peer Abuse

Support from the Multi-Academy Trust

## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Sarah Taylor	01925 817 939	<a href="mailto:s.taylor@kingswarrington.com">s.taylor@kingswarrington.com</a>
Deputy Designated Safeguarding Lead	Stephanie Aldridge	01925 817 939 Ext 093	<a href="mailto:s.aldridge@kingswarrington.com">s.aldridge@kingswarrington.com</a>
SENCO	Samantha Lawrence	01925 817939	<a href="mailto:s.lawrence@kingswarrington.com">s.lawrence@kingswarrington.com</a>
Vice Principal	Katie Sharp	01925 817939	<a href="mailto:k.sharp@kingswarrington.com">k.sharp@kingswarrington.com</a>
Principal	Shane Ierston	01925 817939	<a href="mailto:s.ierston@kingswarrington.com">s.ierston@kingswarrington.com</a>
LA Safeguarding Team - Education Safeguarding Officer (MASH)	Michelle Heritage	01925 442928	<a href="mailto:Safeguarding@kingswarrington.com">Safeguarding@kingswarrington.com</a>

### 1. Vulnerable children

Vulnerable children include but are not limited to the following categories:

- Students with a social worker
- Students with an EHCP
- Students who are looked after by Local Authority Care
- Students with a Child Protection Plan

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.

King's Leadership Academy Pastoral/ SEND team will undertake detailed risk assessments of all students in these categories. They will liaise with all agencies and stakeholders to ensure that their needs are being met in the safest way possible. Many children, including

those with EHC plans can safely remain at home whilst engaging with learning resources provided by the academy for use at home.

King's Leadership Academy, senior leaders including DSL and Pastoral teams know who these students are and will continue to work with the various agencies to protect them. 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. At King's Leadership Academy, lead staff include: Sarah Taylor, DSL and Stephanie Aldridge (dDSL)

At risk information has been reviewed extensively and parents/carers have been contacted to discuss this support further - if you are a parent, carer or agency and you feel you should have been contacted and have not, please use the following email [safeguarding@kingswarrington.com](mailto:safeguarding@kingswarrington.com) address and a member of our pastoral team will assist you. The academy has a dedicated Pastoral team who are providing support to students and families during this difficult time. This team will review vulnerable pupil's situations on a daily basis and adapt provision as needed.

## **2. Attendance monitoring**

Education settings and Local authorities are not required to complete their usual day-to-day attendance processes to follow up on absence.

King's Leadership Academy will continue to track vulnerable children and those of key workers. If students are attending the physical on-site provision, attendance will be tracked in the same way and staff will follow up with parents and carers if students do not attend. King's Leadership Academy, will ensure they report any attendance information required to the Local Authority and/or DfE, as required under Government guidance.

## **3. Designated Safeguarding Lead**

King's Leadership Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead (DSL) is: Sarah Taylor

The Deputy Designated Safeguarding Lead (dDSL) is: Stephanie Aldridge

Whether on site, or working remotely, the DSL and dDSL are available to be contacted. They will assume responsibility for coordinating safeguarding on and off site. This includes updating and managing access to the reporting system and liaising with children's social workers, agencies, parents and other stakeholders.

All King's Leadership Academy staff have access to a trained DSL (or deputy) at all times, this includes pastoral support and safeguarding protocols. All Academy safeguarding services and checking continues, with necessary meetings and multi-agency contact occurring remotely using online or mobile technology.

## 4. 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 logging a report through the appropriate channels.

In the unlikely event that a member of staff cannot access their electronic systems from school or from home, they should contact the Designated Safeguarding Lead/ Deputy Designated Safeguarding Lead and Principal directly. This will ensure that the concern is received. Staff understand that students at risk, should be reported **immediately** to DSL/ dDSL or Principal.

Where staff are concerned about an adult working with children in the school, they should report their 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 then followed up with written reporting, as requested. As outlined in the main safeguarding policy, concerns around the Principal should be directed to the Great Schools Trust.

## 5. Safeguarding Training and induction

King's Leadership Academy and the DSL will ensure they are up to date with the most recent safeguarding training and guidance.

All existing school staff have received safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL will communicate with staff any new local arrangements, so they know what to do if they are concerned about a child.

When new staff are recruited, or new volunteers enter the academy, they will continue to be provided with a safeguarding induction remotely, following the usual rigorous practice and expectations.

King's will maintain robust systems for ensuring all students are safeguarded. If staff are deployed physically from another education or children's workforce setting, the academy will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic. DBS portability will only be accepted under the DfE guidance if 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, the DSL will seek assurance from the Great School's Trust that the member of staff has received appropriate safeguarding training.

Prior to working with the students, all staff will be given a copy of King's Leadership Academy Safeguarding policy, confirmation of local processes and DSL arrangements. Only then, will they be able to work with the students on site or remotely.

## **6. 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, the academy will continue to follow all relevant safer recruitment processes, 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 King's are utilising external staff or recruiting new staff, 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 person who has not been checked be left unsupervised or allowed to work in any regulated activity.

The 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 on paragraph 163 of KCSIE.

King's Leadership 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 current National emergency, we will ensure that all safeguarding procedures are in place and the academy 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, King's Leadership Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **7. Online safety at school**

King's will continue to provide a safe environment for all children educated through the academy. This includes the use internet filtering systems and firewalls which provide comprehensive monitoring of student's behaviour online and the information they are accessing. Software used for digital learning such as google classroom or teleconferencing are tested rigorously before use, staff receive regular training to ensure that privacy and safety settings are enabled to protect students and themselves.

If a student uses, accesses or attempts to view inappropriate or unsafe information, this is immediately flagged up and responded to by Pastoral team. This includes (but is not limited to) content such as:

- Inappropriate images
- Inappropriate language
- Sexual content
- Radicalisation material
- Cyber bullying

It is important that all staff who interact with children, including through digital services, continue to look out for signs a child may be at risk. Any such concerns should be dealt with through the academy Safeguarding Policy and where appropriate referrals will still be made to children's social care or the police.

Online teaching, were deployed, will follow the same principles as set out in the code of conduct. King's Leadership Academy will ensure any use of digital learning tools and systems are in line with privacy and data protection/GDPR requirements.

King's Leadership Academy will continue to monitor and adapt systems and protocol on a regular basis to ensure ALL students are safe online and parents are empowered to safeguard their children during the period of home-learning.

## **8. Supporting children not in school**

King's Leadership Academy is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL/dDSL has identified a child requires social care support, or who would normally receive pastoral-type support in school, robust communication plans are put in place for that child or young person. Details of these plans are recorded, documented and communicated to the relevant stakeholders. Communication plans can include phone contact and other individualised contact methods, depending on circumstances.

This plan will be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate. The academy recognises that some students will be vulnerable during this time of closure, all students who are known to be vulnerable will have a safety plan and parents/ families will be sent a Support Plan. Pastoral teams will check in on students and families daily, weekly or fortnightly based on need. The school will share important messages on its website and social media pages.

King's 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 King's Leadership Academy are aware of this in setting expectations for pupils' work when they are at home.

## **9. Supporting children in school**

King's Leadership Academy is committed to ensuring the safety and wellbeing of all its students. The academy will continue to be a safe space for all children to attend and flourish. The Principal and leadership team will ensure that appropriate staff are on site and that the staff to pupil ratio numbers are appropriate, to maximise safety.

The 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. We will ensure that where we care for the children of critical workers and vulnerable children on site, provide appropriate support on a case by case basis. This will be bespoke to each child and recorded by the schools pastoral services.

Where the academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders this will be responded to directly by the Leadership Team

## **10. Peer on Peer Abuse**

King's Leadership Academy recognises that during the national school's closure, a revised process is required for managing any report of such abuse and supporting victims.

Where the school receives a report of peer on peer abuse, it will follow the principles as set out in part 5 of KCSIE and of those outlined within the 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 will be recorded and appropriate referrals made.

## **11. Support from the Great Schools Trust**

The GST Central Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.