

Annex 1

COVID-19 school closure arrangements for Safeguarding and Child Protection at:

School Name: Monks Coppenhall Academy and Day Nursery

Policy owner: Monks Coppenhall Academy Local Governing Board

Date revised addendum agreed: 10/1/22

Date shared with staff: 10/1/22

Context

From September 2021 the Government's priority is for schools to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

However, in the extreme circumstances where a full or partial closure of school becomes necessary the following addendum of the Safeguarding policy will come into force.

Vulnerable children and young people include those who:

- are 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**
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)

- care leavers
- others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

This addendum of the Monks Coppenhall Academy and Day Nursery, Safeguarding and Child Protection Policy outlines our practice during the current crisis. Should this change over time, it will be updated to reflect those changes. This addendum contains details of our individual 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
- Supporting children not in school
- Supporting children in school
- Peer on Peer Abuse

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Mr R Alcock	01270 814040	deputy@monkscoppenhall.cheshire.sch.uk
Deputy Designated Safeguarding Leads	Mrs P Simpson Mr J Hill	01270 814040 01270 814040	head@monkscoppenhall.cheshire.sch.uk hill@monkscoppenhall.cheshire.sch.uk
Principal	Mrs P Simpson	01270 814040	head@monkscoppenhall.cheshire.sch.uk

Chair of Trustees	Mr D Warr	01270 814040	chair@monkscoppenhall.cheshire.sch.uk
Safeguarding Trustee	Mrs A Evans	01270 814040	admin@monkscoppenhall.cheshire.sch.uk FAO Mrs A Evans
SEND Lead	Miss A Fisher	01270 814040	fisher@monkscoppenhall.cheshire.sch.uk

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/carers, to decide whether they need to continue to be offered a school 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.

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/Deputy DSL and SEND Lead 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.

Monks Coppenhall Academy and Day Nursery will continue to work with others to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority Virtual School Head (VSH) for Cared For and previously Cared For children. The lead person for this will be: Mr R Alcock

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 increased risk. In circumstances where a parent/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Monks Coppenhall Academy and Day Nursery, will explore the reasons for this directly with the parent/carer.

Where parents/carers are concerned about the risk of the child contracting COVID-19, Monks Coppenhall Academy and Day Nursery or the social worker will talk through these anxieties with the parents/carers following the advice set out by Public Health England.

Monks Coppenhall Academy and Day Nursery will encourage our vulnerable children to attend a school, including remotely if needed.

In situations when the parent/carer does not intend to send the child to school, the Safeguarding Lead will liaise with the social worker to make a joint decision around attendance. Monks Coppenhall Academy and Day Nursery will maintain regular welfare contact with these children twice a week, either through a phone call or a doorstep visit, if it is agreed that they do not have to attend. Their engagement in online learning tasks will also be monitored on a daily basis and support will be offered by the class teacher or teaching assistant.

The above process will also be followed for Cared For children, but the Virtual School Adviser will make contact to agree any changes to the PEP and ensure that support is in place so that children continue to make progress.

Attendance monitoring

School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.

Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by UKHSA or the DHSC, they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).

Education settings are required to complete the Educational Setting Status Form daily by 2pm. This should be completed even if the school is closed (The form does not need to be submitted if the setting is closed for a planned holiday such as 'half-term').

After making a joint decision regarding attendance of vulnerable children with the social worker, Monks Coppenhall Academy and Day Nursery, will then follow up on any child that they were expecting to attend, who does not. Monks Coppenhall Academy and Day Nursery, will also follow up with any parent or carer who has arranged a place for their child and the child subsequently does not attend.

How Will This Look At Monks Coppenhall Academy and Day Nursery?

To support the above, Monks Coppenhall Academy and Day Nursery, 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, Monks Coppenhall Academy and Day Nursery, will notify their social worker and school will continue to carry out the usual checks e.g. phone calls etc.

Designated Safeguarding Lead

Monks Coppenhall Academy and Nursery has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Mr Robert Alcock

The Deputy Designated Safeguarding Lead is: Mrs Pamela Simpson

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 link - 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. All staff working on that day will be made aware of the senior leader who is assuming responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to safeguarding records on CPOMS, 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 Monks Coppenhall Academy and Day Nursery staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL/Deputy DSL and SEND Lead 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 verbally recording and making a written record of the concern.

In the unlikely event that a member of staff cannot access the Record of Concern Form or CPOMS from home, they should phone the DSL and the Principal. This will ensure that the concern is received.

All 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 concerns 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 Chair of Trustees:
Mr D Warr

Communications which include sensitive data should be sent in using secure means e.g. Egress.

Safeguarding Training and Induction

DSL training will continue to be delivered virtually and is accessible to book via the ChESS Hub: www.chesshub.co.uk

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2021). 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 Monks Coppenhall Academy and Day Nursery, 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, Keeping Children Safe in Education 2021, section 214 states that there is no requirement to obtain an Enhanced DBS certificate if the candidate has worked in a school in England in the past 3 months in a post:

- which brought the person regularly into contact with children
- to which the person was appointed on or after 12th May 2006 and which did not bring the person regularly into contact with children or young persons
- in another institution within the further education sector in England, or in a 16-19 academy, in a post which involved the provision of education which brought the person regularly into contact with children or young persons

Academies can use DBS from previous school **if** there is a gap of **less** than 3 months however there **MUST** still be a barred list check

However Cheshire East advice is that all newly appointed staff are required to complete a new DBS application.

Where staff are moved/offer support to another school, the school should seek assurance from their home school that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's Safeguarding and Child Protection Policy 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, Monks Coppenhall Academy and Day Nursery will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of 'Keeping Children Safe in Education (2021)(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.

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

Where Monks Coppenhall Academy and Day Nursery are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 287 to 294 of KCSIE 2021. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Monks Coppenhall Academy and Day Nursery 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 329 of KCSIE 2021.

Monks Coppenhall Academy and Day Nursery will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 333 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

We ensure that we are 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; we continue to keep the single central record (SCR) up to date at all times as outlined in paragraphs 250 to 254 in KCSIE 2021.

Online safety in school and for those children working at home

Monks Coppenhall Academy and Day Nursery will continue to provide a safe environment, including online. This includes the use of an online filtering system.

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

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 Monks Coppenhall Academy and Day Nursery, Staff Code of Conduct Policy.

Monks Coppenhall Academy and Day Nursery 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:

- The Academy will ensure that there are always two staff members present (either in person, or virtually within the online meeting) when working with children online.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- An adult should be in close proximity to the pupil when completing live lessons with a class teacher.
- Any computers used should be in appropriate areas. Children must try to sit against a neutral background
- Sessions will only take place within normal Academy hours.
- Live virtual lessons will be timetabled to avoid siblings being online at the same time.
- It is important that you shut down your computer after the session has finished to make sure you are definitely offline and out of the meeting.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by SLT and approved by our IT Lead, network provider to communicate with children from school
- Staff should also record whether any safeguarding issues were noted. If concerns were reported/observed record detail and the date/time these were shared with the DSL as per normal safeguarding reporting processes.

Supporting Children Not in School

Monks Coppenhall Academy and Day Nursery, is committed to ensuring the safety and wellbeing of all its children.

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 communication plan will be recorded on CPOMS, and a record of contact will be made.

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

Monks Coppenhall Academy and Day Nursery and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan will be reviewed regularly (at least once a fortnight) and, where concerns arise, the DSL will consider any referrals as appropriate.

Monks Coppenhall Academy and Day Nursery, will share safeguarding messages on its website, social media pages and send out communication to parents.

Monks Coppenhall Academy and Day Nursery, recognises that school is a protective factor for children and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Monks Coppenhall Academy and Day Nursery need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting Children in School

Monks Coppenhall Academy and Day Nursery is committed to ensuring the safety and wellbeing of all its students.

Monks Coppenhall Academy and Day Nursery 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.

Monks Coppenhall Academy and Day Nursery 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.

Monks Coppenhall Academy and Day Nursery 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 Monks Coppenhall Academy and Day Nursery has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – this will discuss them immediately with the Principal and the local authority.

Peer on Peer Abuse

Monks Coppenhall Academy and Day Nursery recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where school receives a report of peer on peer abuse, the Designated Safeguarding Lead and Principal will follow the principles as set out in Part 5 of KCSIE and of those outlined within our Safeguarding and Child Protection Policy.

The Monks Coppenhall Academy and Day Nursery will listen and work with the child, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns must be shared with the Designated Safeguarding Lead as per normal safeguarding reporting processes and actions recorded.