

This addendum of the Almondbury Community School Safeguarding and Child Protection Policy contains details of our safeguarding arrangements in the following areas:

1. 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 (Child in Need).
- 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 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 (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.

Almondbury Community School 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 for looked-after children. The lead person for this will be: Mrs Sandra Quarmby.

There is an expectation that vulnerable children who have a social worker will attend an education setting where the risk assessment determined they would be safer to do so. 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 school will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Almondbury Community School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. The school will encourage our vulnerable children and young people to attend school.

2. 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. If Almondbury Community School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are key-workers) we will submit the daily attendance sheet to the DfE by 12 noon -

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educationalsettings>

We will also forward such attendance figures to Kirklees local authority.

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

Updated 14th April 2020

4. Designated Safeguarding Lead

Almondbury Community School school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Sandra Quarmby

The Deputy Designated Safeguarding Leads are:

- Simon Wood,
- Simon Sykes
- Ruth Ward
- Rob Goodswen

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, 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 (or individual pupil safeguarding file) 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 Almondbury Community School 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 will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Updated 14th April 2020

5. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the substantive school Safeguarding Policy.

- In the event they cannot speak to the DLs (or deputy DSL) they should email their concern/report to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead. This will ensure that the concern is received and reviewed in accordance with national safeguarding guidance.
- 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 their 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 The IEB: Mr Stuart Boothman.

Concerns about any adult working with children should be referred to the Local Authority Designated Officer for Child Protection (LADO) on 01484 221 126.

The school HR provider may assist in the managing allegations process.

Updated 14th April 2020

6. Safeguarding Training and induction

- DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.
- For the period COVID-19 measures are in place, 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 date.
- All existing school staff 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.
- School will continue to provide safeguarding induction training for all new staff and volunteers.
- 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 of safer recruitment checks 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.

Updated 14th April 2020

7. 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, Almondbury Community School 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 (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.
- 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 Almondbury Community 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.
- Almondbury Community 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 2019.

Almondbury Community School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 2019 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Almondbury Community School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE 2019.

Updated 14th April 2020

8. Online safety in schools and colleges

Almondbury Community School 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. This supervision may include the use of electronic monitoring systems that alert school leaders to inappropriate use of computer related equipment.
- Staff and pupils will be expected to follow the school's online safety policy.

Updated 14th April 2020

9. 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 out in the school/MAT code conduct.

Almondbury Community 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 must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Updated 14th April 2020

10. Supporting children not in school

Almondbury Community School 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, we will try and 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, (or individual pupil safeguarding file) as should a record of contacts that have made.
- The communication plans can include; remote contact, phone contact, text contact. Other alternative individualised contact methods should be considered and recorded.
- Almondbury Community School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

It is recommended that in the main, vulnerable pupils are contacted at least every week unless additional measures become necessary which will be agreed in conjunction with a social worker. This plan will be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider whether any referrals to Duty and Advice or other agencies for support may be necessary.

Where school cannot establish contact with vulnerable pupils and their families, it is important to ensure this situation is passed to the Social Worker or Duty and Advice team on 01484 414960

The school will share safeguarding messages on its website and social media pages.

Almondury Community School 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 Almondbury Community School need to be aware of this in setting expectations of pupils' work where they are at home.

Updated 14th April 2020

11. Supporting children in school

Almondbury Community School is committed to ensuring the safety and wellbeing of all its students.

- Almondbury Community School 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.
- Almondbury Community School will refer to the latest 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.
- Almondbury Community School 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 (pupil safeguarding file).
- Where it is necessary to provide personal and/or intimate care in respect of a child, school will follow their substantive personal and intimate care policy including making a record of the nature/time/date and staff involved in respect of care provided.
- School leaders will monitor the impact of any staff absence, in particular the posts of Designated Safeguarding Leads and first aid trained staff in order to ensure the safe and effective running of the school and take appropriate management action where necessary.

Updated 14th April 2020

12. Peer on Peer Abuse

Almondbury Community School recognises that during the closure a revised process may be required for managing any report of peer on peer 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 2019 and of those outlined within the substantive school safeguarding 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 following assessment by the Designated Safeguarding Lead, appropriate referrals made.

Updated 14th April 2020

13. Supervision Support for the school safeguarding staff

Governors and Trustees of the school should ensure that appropriate supervision support is in place for staff engaged in the safeguarding process, in order to carry out their role effectively.

This may include:

- Remotely accessing child safeguarding files for the purpose of quality assurance, support, guidance and direction.

- Regular group and individual safeguarding supervision sessions should remain a key factor in ensuring the effectiveness of safeguarding at the school

Updated 14th April 2020