COVID -19 Addendum to the Safeguarding and Child Protection Policy

All staff should have access to this addendum and sign to the effect that they have read and understood its contents

Date of last review:	April 2020	Author:	Head of Safeguarding
Date of next review:	September 2020	Owner:	Education Director
Type of policy:	☐ Network-wide ☐ Set for school ☒ Tailored by school	Approval:	Management Team
School:	Ark Walworth Academy	Key Contact Name:	
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POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
☐ Strategic Leadership & Planning ☐ Monitoring, Reporting & Data ☐ Governance & Accountabilities ☐ Teaching & Learning ☐ Curriculum & Assessment ☒ Culture, Ethos & Wellbeing ☐ Pathways & Enrichment ☐ Parents & Community ☐ Finance, IT & Estates ☐ Our People	Safeguarding

Contents

Key Contacts

Role	Name	Contact Number	E-Mail
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Deputy Designated Safeguarding Lead/s	Ms K Wood	020 7450 9667	kwood@walworthacademy.org
SENDCo	Ms M Porthouse	020 7450 9628	mporthouse@walworthacademy.org
Designated Teacher for Looked After Child (LAC/PLAC)	Ms K Wood	020 7450 9667	kwood@walworthacademy.org
Virtual School Head	Ms U Singh		
Ark's Head of Safeguarding	Joycelyn Thompson	T: 020 3116 7192 M: 07958417703	Joycelyn.thompson@arkonline.org
Ark's Health & Safety Lead	David Allen	T: 020 31160792 M: 07904307207	David.Allen@arkonline.org
Safeguarding Trustee	Tina Alexandrou	n/a	tinaalexandrou@btinternet.com
Nominated Safeguarding Link Governor	Ms J Verghese		
Chair of Governors	Mr A Williams		
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Local Authority Designated Officer (LADO)	Ms E Simcock	020 7525 3297	Safeguardingchecks@southwark.gov

1. Context

From 20 March 2020 parents/carers 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 and for children who are regarded as vulnerable.

On Friday 27 March 2020, the government published safeguarding guidance for schools, colleges and other providers. Whilst Keeping Children Safe in Schools 2019 remains the key statutory document for schools, the DfE have issued interim guidance during the coronavirus outbreak.

Government guidance can be found here:
http://safeguarding.info/covid19safeguarding

Within this addendum, Ark Walworth Academy will reflect any updated advice from the 3 safeguarding partners (Social care, Police, Health).

2. Vulnerable Children & Supporting Students

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.

Ark Walworth Academy recognises that school is a protective factor for children and young people, and the current circumstances can affect the mental health of students and their parents/carers. Staff at Ark Walworth Academy need to be aware of this in setting expectations of students' work where they are at home.

Risk assessing individual students

It is important that vulnerable students, where there are or have been safeguarding concerns, are risk assessed (ROYG). Schools may wish to extend this assessment to include SEND students. This assessment should be led by DSLs and principals.

- Red - most risk of harm or neglect and fewest protective factors (would include those with a child protection plan or are LAC)
- Orange - a moderate risk of harm, but with some protective factors (would include those identified as 'Child in Need' and those with an Early Help plan)
- Yellow - some concerns escalating or with unmet needs; or have been red or orange previously and need monitoring.

The risk assessment must make it clear what will be offered in order for Ark Walworth Academy to continue to fulfil its safeguarding duties to every student.

If any student is deemed at significant risk or harm, Ark Walworth Academy will refer to their MASH team and follow the advice of their safeguarding partners (police, social care and health). The ROYG rating above should help schools decide whether they should make a referral if a concern arises.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Supporting students

Ark Walworth Academy is committed to ensuring the safety and wellbeing of all its students. This includes ensuring that all students who are learning from home during school closure know where to find help and have an opportunity to discuss any concerns with school staff.

The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to ensure safety.

Ark Walworth 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.

Ark Walworth Academy 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 head (VSH) for looked-after and previously looked-after children. The lead person for this will be: Ms S Davies/Ms K Wood

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

Ark Walworth Academy will encourage our vulnerable children and young people to attend a school, including remotely, if necessary.

Contacting students

- Ark Walworth Academy should have at least two named parent/carer contacts recorded in the MIS. This must include both a contact number and an email address for each.
- All communication should only take place on official (monitored) school systems. Personal email addresses, text messaging or calls from personal phones, and interacting via social media, must not be used for these communications.

- If it is necessary to use a personal devices are to call a family, make sure your number is hidden by enabling 'No Caller ID' or by using 141 before you dial.
- Any pastoral text message or email contact must be sent from the school messaging system (and not from a personal mobile phone).
- Any academic email correspondence between students and teachers must be via school accounts, which are monitored in line with school policy.
- Pastoral contact (phone or email) with all parents/carers to 'check in' with students must be logged on the MIS in the usual way. It is best practice to contact parents/carers to agree the frequency and time of day of these pastoral check ins.
- All general contact with vulnerable children and families must be logged in the MIS in the usual way. If the communication relates to safeguarding, this must be logged on Impero EdAware.
- It may be necessary to see a child at home (for example if they are at risk of CME). In this instance you may suggest a video call with the parent and pupil (which you record on MS Teams) if the parent consents to this.
- Ark Walworth Academy will decide on the frequency of telephone calls to vulnerable families and include this in the risk assessment.
- For any students with a social worker, other professionals should be kept informed if a concern arises from a call or if you are unable to make contact.
- Staff should attend/send a report for CP and CIN meetings, wherever possible.
- Staff should not be expected to conduct home visits.

Recording on Impero EdAdaware

Our approach to recording pastoral and child protection concerns remains the same as when schools are open as normal. All staff should continue to record any concern about any child in the same way as usual.
Impero EdAware (IE) is a cloud-based systems which can be accessed from all browsers (except Internet Explorer). This means that staff should not have any difficulty accessing it from home. Given the levels of remote working at this time, staff must be mindful of the confidential nature of IE entries and to take care when working at home. For example, locking screens if leaving the laptop unattended, especially if sharing the workspace with others. The IE support team continue to be available during this time and are able to take calls and respond to emails if staff are experiencing technical difficulties.

Paediatric First Aid

The usual requirement must be followed:

- There is always an appropriately qualified member of staff on site, i.e. paediatric trained first aider.

- Principal will ensure that there is always at least one person on site trained to this level.

- Ark Walworth Academy will ensure online paediatric first aid training is available to staff in EYFS settings. Contact Molly Anderson (molly.anderson@arkonline.org) to enrol on the training. This will not give staff a paediatric qualification but will give participants an awareness and competency of the requirements.

SEND

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 place in order to meet their needs, or whether they can safely have their needs met at home. This might include, if necessary and possible, 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.

3. 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.

Recording Attendance
The DfE have shared instructions on how to record attendance over the coming weeks and months. In addition, we want to ensure that we are maintaining a record of which students are attending our Community Classrooms during this period. Please follow the guidance below on recording attendance:
1. Use the # code for all AM and PM registers for all students in the school until we are told otherwise by the DfE.
2. For now, there are two alternative non-statutory-register-based records of attendance that need to be maintained:
    a. The DfE daily attendance record as per the guidance provided, which would include Ark and any other students that attend your school.
    b. For Ark students, ensure that the flag for attending a Community Classroom is filled for those students that are entitled to access school, and update the MIS to record each day that they attend the school.

We appreciate that this amounts to double data entry for now, which goes against our core principles as a network.

What to do if registered students do not attend?

While there is no requirement on families of vulnerable students to ensure their attendance at school, our safeguarding responsibility extends to us feeling assured around these decisions.

If a risk assessed (see guidance above) vulnerable pupil is registered to attend but does not attend the Community Classroom, you should contact the parent or carer and understand the reason for non-attendance. If you are unable to make contact with the family, use your ROYG assessment tool and refer to the safeguarding partners if necessary.

If any other pupil that you are expecting to attend Community Classrooms (because their parent or carer has signalled to the school that this would be the case) does not attend,unless there are concerns, no further action is likely to be required.

In either scenario, you should record any emerging pastoral or child protection concern in Impero EdAware in the usual way.

4. Designated Safeguarding Lead

Ark Walworth Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL. Contact details are on page 3 of this addendum.

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 MIS Teams - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, the Principal or senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, Impero EdAware 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.

It is important that all Ark Walworth Academy staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to make contact with them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

5. 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.
Staff who might have to become (temporary) DSLs and Principals and DSLs updated training should complete Level 3 online training:
https://www.highspeedtraining.co.uk/safeguarding-people/designated-safeguarding-officer-training-course.aspx

It is often confidence that is the barrier, not the willingness. The Head of Safeguarding will continue to support as necessary with 1-1 coaching.

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.

Where new staff are recruited, or new volunteers enter Ark Walworth Academy, they will continue to be provided with a safeguarding induction.

If staff are working across the Network Community classrooms, 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

For movement from Ark Central staff, schools should seek assurance from their HR Business Partner/Head of Safeguarding that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of Ark Walworth Academy visitor information, signposted to the safeguarding and child protection policy, confirmation of school processes and DSL arrangements.

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.

Where Ark Walworth Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Regional Director.

When recruiting new staff, Ark Walworth Academy 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.

In terms of video conferencing options, you should decide what is most appropriate for   you but we would recommend using Microsoft Teams. You can use this to video call a candidate via their laptop or mobile phone.

Microsoft Teams can be easily installed onto a laptop using this link or by downloading the Microsoft Teams app on any smart phone. You would then send them an invitation to a Teams meeting as usual. The DDC and DBS have said they have strong business continuity and disaster recovery plans in place and, therefore, their standard SLAs should not be affected by the current situation.

Where Ark Walworth Academy are 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.

Ark Walworth 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 at paragraph 163 of KCSIE.

Ark Walworth 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.

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

Ark Walworth Academy will ensure our approach to recruitment during this time will be communicated with their HR Business Partner and the AskHR team for any queries regarding background checking of prospective employees.

7. Online safety in schools

Ark Walworth Academy will continue to provide a safe environment, including online, through existing online safety policies. This includes the use of an internet filtering system through LGfL and monitoring of pupil activity.

Where students are using computers in school, appropriate supervision will be in place to support them in making positive choices around their activity online.

8. Children and online safety away from 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 Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Support for home learning should follow the same principles as set out in Ark Walworth Academy code of conduct.

Ark Walworth 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 live online lessons, especially where webcams are involved:

- Permission must be sought from the school SLT before scheduling or delivering any online lessons with students.
- Permission must be sought from parents/carers before any live lessons can take place with their child.
- All live lessons/meetings/calls must use MS Teams, and no other platform

(e.g. Zoom, Skype, Hangouts).

- Video calls/meetings/lessons must be recorded, and never be 1:1 between a teacher and pupil.
- 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; with the background blurred if the room contains any materials that are identifiable to others (e.g. photos of family members, inappropriate posters, etc).
- The live class should be recorded so that if any issues were to arise, the video can be reviewed. Everyone on the video must be made aware that it is being recorded, and the option given for students to switch off their cameras.
- Live classes should be kept to a reasonable length of time (emerging practice would suggest 20 – 30 minutes), 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.

Useful safeguarding advice has been prepared by the London Grid for Learning, including delivering lessons via livestream or video meetings. The guidance can be found here and shared with families:
https://coronavirus.lgfl.net/safeguarding

9. Peer on Peer Abuse

All staff must be aware that safeguarding issues can manifest themselves via peer on peer abuse.
We recognise that children are capable of abusing their peers, including but not limited to, bullying, cyberbullying, sexual violence, sexual harassment and sexting. We are well informed with regards to the guidance within Keeping Children Safe in Education 2019 in recognising and dealing with instances of such abuse. All staff should be clear about our policy and procedures with regards to peer on peer abuse. Such abuse will never be tolerated or passed off as "banter", 'just having a laugh", or "part of growing up". See Appendix A of your Safeguarding and Child Protection Policy, signs of abuse including sexual violence and sexual harassment.
This also refers to the practice of 'up skirting', which has been made a criminal offence under the Voyeurism Act 2019. This practice *'typically involves taking a picture under a person's clothing without them knowing with the specific intention of viewing their genitals or buttocks to gain sexual gratification, or cause the victim humiliation, distress or alarm'.*

If a pupil makes an allegation of abuse against another pupil:
- You must inform the academy DSL and record the allegation, but do not investigate

- Ark Walworth Academy DSL will contact the three local safeguarding partners and follow their advice, as well as the police if the allegation involves a potential criminal offence
- Ark Walworth Academy DSL will put a risk assessment and support plan into place for all children involved - both the victim(s) and the children against whom the allegation has been made - with a named person they can talk to if needed
- Ark Walworth Academy DSL will contact the children and adolescent mental health services (CAMHS) if appropriate.

We will minimise the risk of peer on peer abuse by:
- Challenging any form of derogatory or sexualised language or behaviour
- Being vigilant to issues that particularly affect different genders - for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys
- Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent
- Ensuring pupils know they can talk to staff.
- Ensuring staff are trained to understand that a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy.

10. Support from Ark Multi-Academy Trust / Head of Safeguarding

Ark Walworth Academy will receive 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 Head of Safeguarding will also provide regular group and individual KIT sessions. This may take the form of an online meeting.

11. Quick Guide for Digital Communications for Teachers and other School Staff

The internet and other digital tools are incredibly powerful tools, opening up new opportunities for everyone to experience new things. During these unusual times, we can use digital technology and communication tools to stimulate discussion, promote creativity and enhance learning opportunities for students.

The pace with which we want to respond to the COVID-19 crisis and support our students has outpaced our existing policies around the use of technology with students in a home setting. This guidance exists to provide clarity on what is and is not acceptable practice for school communication with students and parents/carers during this period.

This quick guide considers three things:

- How do we ensure that our safeguarding responsibilities towards young people are met?
- How can we help to maintain an appropriate sense of school community during this difficult time?
- How do we ensure that both students and staff are adequately protected throughout these interactions?

There are only a few permitted ways in which teachers can communicate with students at home:
1. Text messages or emails sent from the school messaging system to parents/carers (not from individual staff phones).
2. Academic email correspondence using school accounts between students and teachers, which are monitored in line with school policy.
3. Telephone conversations to parents/carers (you may request to speak to a child) which are made to parent phone numbers and properly logged on the MIS.
4. Video calls/meetings which are recorded and never 1:1 between a pupil and teacher (see the scenarios below for appropriate examples).

Guidelines for digital communication
- Communication should take place within regular school hours, unless in exceptional circumstances.
- Any digital communication between staff and students or parents/carers must be professional in tone and in content.
- These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or calls from personal phones, interacting via social media, must not be used for these communications.
- For any live lessons to take place, we have received the consent of parents/carers and this is noted.

Scenarios

Scenarios in which a teacher may be in contact with a child in their home:

Scenario	Best Practice	Follow Up
Telephone calls with vulnerable students during school closure	In the first instance you must contact the parent to agree the frequency and purpose of calls (you may also consult their social worker). They should be scheduled for a regular time if possible. You might ask to speak with the child. If so, where possible, check that the parent is comfortable with this and/or request that the call is put on speakerphone. *Note: If you do not have an MS Teams telephony package, then please contact IT. We do not recommend that you use your own phone. However, if the circumstances require this, please dial 141 so that your number is not shared.*	Log a summary of the telephone conversation in the MIS (ScholarPack or Bromcom) in the usual way. Log any safeguarding concerns in Impero Edaware and seek guidance from your DSL if necessary.
Video calls with vulnerable students during school closure	It may be necessary to want to see a pupil is at home (e.g. a pupil at risk of CME). If you wish to conduct a video call with a vulnerable pupil and parent, arrange this with the parent first by telephone. You may also consult/invite their social worker. Record the MS Teams meeting and keep for your records. If the parent and/or pupil does not consent to being captured on video, request that they turn off their camera.	Log a summary of the telephone conversation in the MIS (ScholarPack or Bromcom) in the usual way. Log any safeguarding concerns in Impero Edaware and seek guidance from your DSL if necessary.

	If a parent/carer is not present when you call, tell the pupil that you will reschedule.	
Regular pastoral contact with all other students via phone	In the first instance you must contact the parent to agree the frequency and purpose of calls. They should be scheduled for a regular time if possible. You might ask to speak with the child. If so, where possible, check that the parent is comfortable with this and/or request that the call is put on speakerphone. *Note: If you do not have an MS Teams telephony package, then please contact IT. If you are using your own phone, please dial 141 so that your number is not shared.*	Log a summary of the telephone conversation in the MIS (ScholarPack or Bromcom) in the usual way. Log any safeguarding concerns in Impero Edaware and seek guidance from your DSL if necessary.
Weekly pastoral video call with all other students	Schedule MS Teams meetings with a small number of students together as part of their pastoral programme. This should be recorded.[1] (If the member of staff is not comfortable to record the call, then they should not participate). If any pupil does not consent to being captured on video, request that they turn off their camera. **There is no reason to have a 1:1 video call with an individual child.**	Follow up with any absent students that you were intending to participate in the call by contacting parents/carers. Log a summary of these telephone conversation in the MIS (ScholarPack or Bromcom) in the usual way. Log any safeguarding concerns in Impero Edaware and seek guidance from your DSL if necessary.

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[1] Staff and volunteers are allowed to take digital/video images to support educational aims, but must follow school/academy policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school/academy equipment; the personal equipment of staff should not be used for such purposes.

Pre-recorded lessons to be shared with students or hosted online	The member of staff should be comfortable with pre-recording a lesson, and it should be clear where the video will be shared (this will be your website, intranet, student portal or school YouTube channel if you have one). If the teacher is not comfortable with this, they cannot be compelled to do it. Ensure that students are not named during the recording that is distributed.	N/A
Live lessons (two-way) with classes or small groups of students	Schedule a meeting and invite the class in MS Teams. When you join the call, ensure that you are recording it. If the teacher is not comfortable to record the lesson, then they should not participate in live lessons. When students have joined the call, make clear that it is being recorded and they should turn off their video if they do not want to be recorded. **There is no reason to have a 1:1 video call with an individual child.**	Follow up with any absent students that you were intending to participate in the call by contacting parents/carers. Log a summary of these telephone conversation in the MIS (ScholarPack or Bromcom) in the usual way. Log any safeguarding concerns in Impero Edaware and seek guidance from your DSL if necessary.

Raising concerns
School staff and students must be clear on how they are able to raise concerns – through the nominated person based on school safeguarding policies – if they are in receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature. They should never respond to any such communication if received and quickly report to the nominated person.

Maintaining recordings of lessons/conversations
Schools are able to keep recordings of lessons/conversations which include contributions from students in line with their data retention schedule.

Further Reading

- Carnegie Trust (2019),
  https://www.carnegieuktrust.org.uk/blog/notwithoutme-lab1/

- South West Grid for Learning (2020), https://swgfl.org.uk/resources/safe-remote-learning/

- NASUWT Guidance (2020), https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/arrangements-for-remote-teaching-learning-support.html

- NSPCC (2020),
  https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/