

## **COVID 19 – Addendum to Safeguarding Policy**

**Version 4 - January 2021**

### **Our vision**

In these very difficult and unprecedented times, safeguarding is still at the heart of our policy and practice at Edna G.Olds Academy. Edna G.Olds Academy fully recognises the contribution it can make to protect children and support all pupils amid the Coronavirus pandemic. The aim of this addendum to our Safeguarding Policy is to safeguard and promote our pupils' welfare, safety, and health whether they are learning in school as part of the vulnerable / critical worker pupils or they are not in school but learning remotely. The pupils' welfare is of paramount importance, particularly as academies within the Trust navigate the challenges of remote learning combined with the safeguarding of all pupils.

At Edna G.Olds Academy, despite the current challenges we face, it is still our policy to listen to our pupils, take our pupils' health and welfare seriously, and to act with urgency to prevent harm and to keep them safe. Our processes for contacting pupils are outlined in Appendix 5 below.

### **Safeguarding at Edna G.Olds Academy**

*'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers have a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centered. **This means that they should consider at all times, what is in the best interests of the child.**'* KCSIE 2020

Keeping Children Safe in Education still forms the basis for our Safeguarding Addendum. The statutory guidance still applies even though the vast majority of our pupils are not in the academy full time.

### **Key Persons Responsible for Safeguarding at Edna G.Olds Academy**

#### **Safeguarding Team / DSLs**

#### **Key Persons Responsible for Safeguarding at Edna G. Olds Academy**

**Mrs Melany Pemberton, Headteacher – Lead DSL**

**Mr Michael Blackwell, Acting Deputy Head of School**

**Mr Rob Jones, Family Support Worker**

**Mr James Wood, Assistant Head**

**Mrs Lucy Alcorn, Academy Finance Manager**

**Mrs Melany Pemberton and Mrs Hannah Crotty are available on duty each school day. Contact can be made through school office line (0115 9156813) or school mobile phone number (07824602150)**

**Safeguarding Team / DSLs – Mrs Melany Pemberton (07584 039191)**

**Mrs Hannah Crotty (07747560496)**

**On rota - daily**

**Mr Michael Blackwell (0115 9156813)**

**Mr James Wood (0115 9156813)**

**Mrs Lucy Alcorn (0115 9156813)**

**Mr Rob Jones (07900223045)**

**On rota – Monday and Friday**

It is important that all staff and volunteers (should they be needed), have access to a trained DSL or deputy and know on any given day who that person is and how to contact them. Best practice is to have a DSL on site at all times. If this is not possible and in line with Government guidance, a DSL must always be contactable during the school day for either face-to-face discussions or a telephone call. In this current climate, the Government has relaxed the requirement for DSLs to have an up-to-date training certificate. However, if training and support is needed, it will be accessed through the L.E.A.D. Academy Trust safeguarding team.

**Some key contacts are:**

**LADO – Andy Smith 07944 038678 (dedicated person by Nottingham City local authority, regarding this interim period)**

**South Teams, Joslin Madzvamuse 0115 8786311 (s01&s04@nottinghamcity.gov.uk)**

**NSPCC helpline number: 0808 800 5000**

**NHS advice line: 111**

**L.E.A.D. Academy Trust DSL – Neil Spencelayh (07710391272)**

**LEAD Academy Trust DSL – Jan Connor (07808528131)**

**LEAD Academy Trust Safeguarding Compliance officer and DSL – Becky Hyder (07935219250)**

## The Legal Framework

Academies within L.E.A.D. Academy Trust work within their relevant local authorities. Local Authorities have an overarching statutory responsibility for safeguarding and promoting the welfare of all children and young people in their area. At Edna G.Olds Academy, our local authority is Nottingham City. The local safeguarding partnership, known as South Teams, is working with our academy to support us to safeguard our pupils during the pandemic and period of returning to school. Their revised guidance can be found in appendix 1 of this addendum.

In September 2020, the Department for Education published the latest 'Keeping Children Safe in Education' (KCSIE) – statutory guidance for schools and colleges. This guidance contains information on what schools, including academies, should do and sets out the legal duties which they must comply with. **During the current situation this remains the main statutory guidance for all in the academy community to have due regard to.**

## Our Commitment During COVID 19

Edna G.Olds Academy and L.E.A.D. Academy Trust's commitment to safeguarding includes:

- ensuring all staff, visitors and volunteers in our academy understand their responsibility to safeguard pupils, particularly in this crisis where revised procedures may be in operation;
- having in place relevant safeguarding arrangements which are designed to take account of all possible safeguarding issues and any unusual or unforeseen concerns which could be raised during the COVID 19 situation;
- ensuring all safeguarding concerns are investigated and acted upon, and an immediate risk assessment is undertaken to keep pupils safe;
- continuing to adhere to safe recruitment practices;
- having appropriate arrangements in place to ensure we continue to work closely with other agencies and share information with other professionals in line with statutory requirements, whilst adhering to government guidance on social distancing and safe working;
- taking account of any revised Nottingham City LA procedures and practices established by the Safeguarding Partnership, complying with any requests from that body in a timely manner;
- having a culture in our academy of listening to children and taking account of their wishes and feelings by keeping regular, appropriate contact with pupils through our systems of communication;
- providing appropriate support for staff;
- maintaining clear policies for dealing with allegations against people who work with children;
- maintaining clear whistleblowing procedures;
- having a designated teacher to support children who are looked after, those who are post care and pupils who are adopted to ensure we to keep these pupils safe, liaising with the virtual school Headteacher as necessary;

- having in place appropriate safeguarding responses to children who fail to attend when expected, and those who go missing from education;
- fulfilling all statutory responsibilities in respect of safeguarding and promoting the welfare of children.

### **COVID 19 Specific Safeguarding Roles and Responsibilities of Staff**

***(please note that this guidance is to be viewed alongside the Academy Safeguarding Policy and procedures and will be reviewed on a regular basis for further updates and changes)***

<b>Role</b>	<b>Responsibility</b>
Local Authority	<ul style="list-style-type: none"> <li>• Ensure children of critical workers and vulnerable children can, where required, attend our academy.</li> <li>• Maintain effective safeguarding and child protection services in this challenging time to ensure schools and colleges can access the support they need.</li> </ul>
Lead Academy Trust DSL and Safeguarding Compliance Lead	<ul style="list-style-type: none"> <li>• Act as a point of contact for all academies within the Trust for any safeguarding related issues, circumstances or concerns.</li> <li>• Make sure that all academies are up to date with the latest guidance from the DfE / Government.</li> </ul>
Safeguarding Governor	<ul style="list-style-type: none"> <li>• Has an overview of the revised addendum and procedures.</li> </ul>
Headteacher	<ul style="list-style-type: none"> <li>• Has overall responsibility for all pupils on roll at the school, ensuring that all staff are aware of their responsibilities.</li> <li>• Make sure that all staff and the safeguarding governor are aware of, have seen and understood the revised addendum.</li> <li>• Has made sure that all staff are aware of the revised arrangements.</li> <li>• Ensuring that all emergency contact numbers and details are kept up to date.</li> <li>• Ensuring safeguarding induction procedures are still in place for any new member of staff or staff relocating to the academy during this time.</li> <li>• Ensuring that the senior leadership team has a plan for how bereavements may be handled, including obtaining any support services (see charity websites, for example, Winston's Wish, Grief Encounter, Childhood Bereavement Network or Hope Encounter).</li> <li>• Being mindful of peer on peer abuse. Given the very different circumstances, a revised process will need to in place for supporting pupils to report peer on peer abuse. Headteachers will need to ensure they manage any report of such abuse and supporting victims (see Appendix 5).</li> <li>• Ensure that welfare calls and checks are conducted as per Trust guidance (Appendix 2).</li> <li>• Mental health – ensure that staff are aware of the EAP</li> </ul>

	<p>(Education Assistance Programme) which continues to offer support for all staff.</p> <ul style="list-style-type: none"> <li>• Ensures the appropriate use of electronic equipment for remote learning in line with the academy's remote learning policy.</li> <li>• Regularly keeps a record of pupils' compliance with remote learning expectations in line with the academy's attendance addendum.</li> </ul>
<p>DSL / DDSLs / Safeguarding team</p>	<ul style="list-style-type: none"> <li>• Fulfil their role as per their DSL job description.</li> <li>• Maintain up to date lists of vulnerable pupils.</li> <li>• Is on site or available by phone or via video link during school hours.</li> <li>• Knows how to contact 'front door' / social care services.</li> <li>• Knows how to contact individual social workers.</li> <li>• Knows who the LA Virtual School Headteacher is and how to contact them.</li> <li>• Maintains safeguarding induction procedures so that any new member of staff or staff relocating to the academy during this time are up to date with the school's safeguarding procedures and practice.</li> <li>• Ensures each vulnerable pupil has an easily transferable record of why they are vulnerable, a copy of the EHCP and/or CIN or CP Plan, the name of their social worker and contact details. For Looked After Children, the name of the relevant Virtual School Head. <b>Kept in a folder and locked away in a secure place.</b></li> <li>• Knows how to raise any safeguarding issues that may arise during any online learning (Contact headteacher and L.E.A.D. IT).</li> <li>• Ensures that SLT has a plan for how to manage bereavements and how they may be handled, including obtaining any support services (see charity websites, for example, Winston's Wish, Grief Encounter, Childhood Bereavement Network or Hope Encounter).</li> <li>• Ensures peer on peer abuse is considered as a priority - given the very different circumstances, a revised process will need to be required for managing any report of such abuse and supporting victims. (See Appendix 5)</li> <li>• Ensure that links to mental health services for pupils are on the school website</li> <li>• School Counsellor, Pearl Anekwe attends weekly and provides play therapy support for specific / vulnerable pupils</li> <li>• Leigh Keemer, providing Yoga Nurture therapy weekly for emotionally challenged pupils</li> </ul>

	<ul style="list-style-type: none"> <li>• In house coaching programme facilitated by professionally qualified coaches (internal and external)</li> <li>• Ensure all relevant risk assessments are in place for all non attending vulnerable pupils and that these are reviewed each week. Ensure that they clearly state whether the pupil is attending or not, whether they are eligible to attend and if they are not attending that the risk assessment clearly states why and what is place to re-integrate when appropriate.</li> <li>• Ensure all relevant risk assessments are in place for all non-attending vulnerable pupils and that these are reviewed each week.</li> <li>• Ensures the appropriate use of electronic equipment for remote learning in line with the academy's remote learning policy.</li> <li>• Regularly keeps a record of pupils' compliance with remote learning expectations in line with the academy's attendance addendum.</li> </ul>
All other teaching staff	<ul style="list-style-type: none"> <li>• Have read and understood the updated addendum to the Safeguarding Policy.</li> <li>• Are aware that there may be an impact of the mental health of pupils, parents and staff or volunteers, and know what support may be available.</li> <li>• Know how to raise any safeguarding issues that may arise during any online learning (Contact DSL and / or LEAD IT).</li> <li>• Be vigilant to signs of peer-on-peer abuse and how it may manifest given the current circumstances and know how to report any concerns.</li> <li>• Know how to report any concerns regarding the use of electronic equipment for remote learners.</li> </ul>
All other non - teaching staff	<ul style="list-style-type: none"> <li>• Have read and understood the updated addendum.</li> <li>• Are aware that there may be an impact of the mental health of pupils, parents and staff or volunteers; and what support may be available.</li> <li>• Know how to raise any safeguarding issues that may arise during any online learning (Contact DSL and/ or LEAD IT).</li> <li>• Be vigilant to signs of peer on peer abuse and how it may manifest given the current circumstances and know how to report any concerns.</li> </ul>

**Designated Safeguarding Lead (DSL)**

The first option in Edna G.Olds Academy is always to have a trained DSL or deputy available on site. However, we acknowledge that this may not be possible. Where this is not possible, a DSL will be available and on duty for face to face or telephone discussions. If both those options are unavailable, we will contact Jan Connor or Becky Hyder from Lead Academy Trust for initial advice.

Where a trained DSL or deputy is not on site, a senior leader on site will take responsibility for coordinating safeguarding. This might include updating and managing access to child protection files, 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.

It is acknowledged that local authority DSL training may not take place during this current lockdown. However, training could take place during this period using the Trust's Safeguarding Officer. This would need to be agreed with Becky Hyder (Trust DSL) who could provide interim training until specific local authority training can be sought. 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.

### **Vulnerable Pupils**

The definition of vulnerable pupils as defined by Government guidance are: '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'

Protecting vulnerable pupils and those with an EHCP is a priority.

Please see '[guidance on vulnerable children and young people](#)' for further information.

Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and Virtual School Headteacher (VSHs) will continue to work with their vulnerable children in this difficult period and should support these children to work with the academy to access our academy if possible. There is an expectation that children with a social worker will attend provision, unless in consultation with the child's social worker and family, it is agreed this is not in the best interests of the child. This will be evidenced in a risk assessment completed for all vulnerable pupils and children with EHCPs (a copy to be held in the academy and one with the relevant agency i.e social care or SEND department.) **See Appendix 3 and 4**

Senior leaders, especially DSLs (and deputies) know who their most vulnerable children are and have the flexibility to offer a place to those on the edges of receiving children's social care support.

School staff should continue to work with, and support, children's social workers to help protect vulnerable children. This will be especially important during the COVID-19 period.

## Attendance

At Edna G.Olds Academy we will work with all our vulnerable families to agree whether their child(ren) should be accessing on site education during this period of school closure. We will follow up on any child that is considered vulnerable if they do not attend during this time. We will also follow up with any parent or carer who has arranged for their children to be educated on site and who subsequently do not attend.

We will also take the opportunity when we communicate with parents and carers to confirm that the emergency contact numbers we hold are correct, and will ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not attend, or discontinues attending, we will notify their social worker.

During this January 2021 school closure, all pupils are expected to access education whether they are on site within the vulnerable or critical worker groups or learning remotely at home. Edna G.Olds Academy will keep a record of our pupils' engagement in learning to demonstrate their 'attendance' whether in school or at home. (See Attendance Addendum Policy)

## Safe and Well stages:

1. Monitor attendance through normal attendance procedures
2. Phone calls to check children are safe and well at the already agreed time schedules for your school (use school phone). As a minimum:
  - contact CP families every 3 days;
  - contact CIN and vulnerable families once per week.
3. Home visits **(These should only be for CP/CIN and vulnerable children and any children where all other avenues of contact have been unsuccessful, including social care and where there is a real worry about the safety of a child or family)**
  - They should only be conducted with two members of school staff and to a home where it is deemed safe to do so.
  - Staff should travel separately (ensure that car insurance covers business use, with at least one charged school mobile phone, and personal items should be kept to a minimum)
  - Direct contact with parents/carers should be avoided
  - Contact should only be at least two metres distance or view through windows and staff should be wearing protective face coverings as a matter of course
  - Only members of staff who are willing to go should conduct home visits. No member of staff should be made to go.

If school is delivering lunches and the pupils are seen this can be considered a 'safe and well' check as well.



## **If it is felt that there is an immediate danger to a child, then the police should be called using 999**

The Department for Education has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the Department on the number of children taking up places. Out academy will also provide attendance information to the Local Authority and to the Trust.

### **Children Moving Schools**

If a pupil moves school during this time, it is important that the academy provides the receiving school with any relevant welfare and child protection information. This is especially important where children are vulnerable. For looked-after children, any change in school will be led and managed by the VSH with responsibility for the child. The receiving school should be aware of the reason the child is vulnerable and any arrangements in place to support them. This advice may change as the DfE and local authorities clarify the position on this.

As a minimum and as relevant to the child, we will ensure that the new school will have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH ) is.

This will ideally happen before the child arrives and, where that is not possible, as soon as reasonably practicable. Any exchanges of information will be organised and co-ordinated by a DSL (or deputy), and will also include our special educational needs co-ordinator (SENCO) (Hannah Crotty) for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case, the headteacher or the most senior member of staff will take responsibility.

If a child is admitted to our academy, we will ensure we ask for the same information as above from the previous school.

### **Safer Recruitment / Training and Induction**

At Edna G.Olds Academy, all staff will already have had safeguarding training and have read Part 1 of KCSIE 2020. We will make sure that all staff are aware of any new local arrangements so they know what to do if they are worried about a child. This is being addressed in this addendum.

Where we recruit new staff, or new volunteers in this COVID 19 period, the DSL will continue to provide a safeguarding induction. An up to date safeguarding policy will support this process as will Part 1 of KCSIE 2020.

At Edna G.Olds Academy, we understand that it is essential that people who are unsuitable are not allowed to work with children or gain access to them. Where we recruit new staff, we will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in Part 3 of 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.

Volunteer adults will not be used in our Academy at this time. However, should a time arise where we are being supported in the Academy by volunteers as a last resort, we will continue to follow the checking and risk assessment process as set out in our main Safeguarding Policy. Under no circumstances will we allow a volunteer who has not been checked to be left unsupervised or to work in regulated activity.

We will continue to follow our legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult and will 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 will be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).

Whilst acknowledging the challenge of the current environment we will continue to keep our single central record (SCR) up to date.

## **Online Safety**

There is a high priority placed on this aspect while the vast majority of our pupils are at home. Some pupils will more than likely be accessing increased 'screen time'. At Edna G.Olds Academy we will ensure appropriate filters and monitoring systems are in place to protect pupils when they are online on the Academy's IT systems, or on recommended resources. Edna G.Olds Academy will work closely with LEAD IT to maintain safe IT arrangements. We will ensure that all online and remote learning tools are GDPR and statutorily compliant.

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 concerns will be dealt with as in the Safeguarding policy and, where appropriate, referrals will continue to be made to social care and as required the police.

We always consider the safety of the children when they are asked to work online. The starting point for online teaching follows the same principles as set out in our Online Safety

policy and Remote Learning Addendum. These policies include acceptable use of technologies, staff pupil/student relationships, and communication, including the use of social media. These policies apply equally to any existing or new online and distance learning arrangements which we are introducing.

An essential part of the online process we will be ensure children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online.

We will ensure that pupils, parents and staff have access to support and advice in making sure that online and remote learning is done in a safe way which minimises the risks to all.

As we are in regular contact via school newsletters, website updates, Showbie and Get Epic online learning platform, Marvellous Me and Tapestry with parents and carers, we will use those communications to reinforce the importance of children being safe online. It is especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access, and be clear who from the school (if anyone) their child is going to be interacting with online.

At Edna G.Olds Academy we realise that some parents may choose to supplement our online offer with support from online companies and, in some cases, individual tutors. In our communications with parents and carers we will emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

Edna G.Olds Academy will ensure it tracks our pupils' engagement with remote learning and will take steps to ensure pupils comply with expectations regularly. (See Remote Learning Addendum).

This Policy should be read alongside the main Safeguarding policy and in conjunction with other relate policies listed in the main policy.

Date of issue: January 2021

## **Appendix 1 – Local Authority Safeguarding arrangements during COVID 19**

The guidelines from Nottingham City Local Authority are as follows:

In relation to the guidance that has been issued to schools and academies by the Secretary of State in relation to vulnerable pupils including those with an EHCP, and the availability of school places for children of critical workers.

- School/education places must be available for all vulnerable children i.e. 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 with an EHC plan should be risk-assessed by their school or college 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.
- We know that schools and other education providers may also want to support other children who are vulnerable where they are able to do so.
- Children with a parent or carer who is listed on the government's critical worker list should be considered for a school place, so long as their job cannot be done from home.

Vulnerable Pupils Nottingham City LA know that some families need more support than others and that attending education settings is an important protective factor for children receiving support from a social worker. Nottingham City LA wants to prioritise supporting those most in need at this difficult time. Nottingham City LA recognises that schools know their children and their families' best and schools will undertake initial risk assessments and establish a process for ongoing safe and well checks for any vulnerable child who has not taken up a school place or who, following the press conference, has stopped attending school. Clearly the government is looking to schools to enable pupils to be in a safe place and each School's risk assessments needs to reflect this as they are completed. Therefore, the need to ensure robust risk assessment processes are in place for vulnerable CYP or those with an EHCP is vital. The Local Authority will be required to ensure risk assessments are completed and will need to hold copies of all risk assessments. The Local Authority will work alongside schools to ensure that shared responsibility to safeguard these children and young people is secured.

The Local Authority will work alongside Edna G. Olds Academy to ensure that our shared responsibility to safeguard these children and young people is secured. All schools in the city will have a nominated senior officer contact in the education directorate (Andy Smith is Edna G. Olds' designated officer), who will make daily contact with the school in order to discuss all vulnerable pupils on their list, and enable communication regarding attendance, changes in the health situation of the pupil or family, or escalation of concerns to social care arising from safe and well checks. Clearly this arrangement will require clear lines of

communication to reflect the potential for the impact of Covid-19 on staffing in both schools and the LA to require flexibility and cover arrangements are in place. Additionally the LA's specialist SEND teams will support with advice and guidance on EHCP pupils and the Education Welfare service will be available to support in relation to attendance and safe and well checking.

Nottingham City will continue to look at its own services to see how they can best support Edna G. Olds Academy in ensuring the safety and well-being of this vulnerable group and fulfil the obligations outlined. Nottingham City will be contacting parents within the resource they have and a helpline number is included below.

Children of Critical Workers In relation to support for children of critical workers, Nottingham City recognises this support for frontline workers in health and social care, emergency services, community protection and the vital infrastructure supporting them and civil society is becoming more and more crucial on a daily basis. Edna G. Olds Academy will remain open in order to provide places for children of these workers, providing a safe environment for both pupils and staff to operate within safe distancing guidelines. Edna G. Olds Academy will support arrangements to maintain opening over the Easter holiday period.

Key contact telephone numbers and email addresses for the LA are noted below. NCC City contacts Covid Email [covidarrangements@nottinghamcity.gov.uk](mailto:covidarrangements@nottinghamcity.gov.uk) Covid Phone number 0115 876 4700 All current DfE guidance re COVID-19 and schools available here: [gov.uk](https://www.gov.uk)

## Appendix 2 – Safe and Well Protocols

### Welfare calling and checks on vulnerable pupils during school closure.

#### The Academy will:

- Notify all social workers of the parents/carers decision whether to send their child into school (ideally via email or letter) and write to all parents concerned stating the academy is happy to support their child and that their initial decision does not have to be final. The academy may change its approach as time goes on if there are warning flags from contacts that suggest any pupils are in difficulties and at risk. Keep pupil's social workers informed with the academy's views after contact with the pupil.
- Complete a risk assessment and send a copy to the relevant worker, family and keep a copy on MyConcern for academy records.
- Set up a running record of concern on MyConcern for your CP and vulnerable pupils so a record of contact with families and relevant agencies can be kept. Upload any risk assessments completed for these pupils. (see attached risk assessment form)
- Contact **CP families every 3 days and CIN families once per week to check on welfare.** Any student who you think should be in but doesn't turn up should be contacted daily as per normal attendance procedures.
- Home Visits for CP and the most vulnerable – consider 2 members of staff, travel separately, avoid contact, view through windows.
- Those vulnerable students who do not 'meet' the published criteria of having a social worker, can be invited to attend school at the discretion of the safeguarding team. If it is felt that any of these pupils raises concerns further support of a school pace will be made.
- A list of vulnerable students will be made whom will be contacted on at least a two weekly basis.
- There is no need to call CIN/CP students daily when parents have said they won't be sending them in. Of course if there is need to ring it would be sensible to reinforce that provision is available in school for their child.

## Appendix 3 – Vulnerable / CP / CIN pupil risk assessment form

### Sample risk assessment: Vulnerable / EHCP Pupils – School or home

- This to be completed by the school to document the reasoning why the child is in school or at home and any risks associated with this.
- The completed risk assessments should remain on site.
- Reviews should be undertaken on a regular basis and if any circumstances change. The frequency of the review will depend on the remaining risks but could be weekly, fortnightly or monthly.

#### Safe and Well checks:

Identify the level of support or safe and well checks required based upon your risk assessment of students.

Record all contact on CPOMS/MyConcern/other safeguarding records.

Possible Safe and Well stages:

4. Monitor attendance through online learning platform
5. Phone calls to check children are safe and well – use of school phones
6. Home Visits for most vulnerable – consider 2 members of staff, travel separately, avoid contact, view through windows

#### Background:

##### 13. Do vulnerable children have to continue to go to school?

There is an expectation that vulnerable children who have a social worker will attend school, as long as it is safe for them to do so. In circumstances where a parent does not want to bring their child to school, and their child is considered vulnerable, the social worker and school should explore the reasons for this, directly with the parent, and help to resolve any concerns or difficulties wherever possible.

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

Providers may also want to consider how to encourage children and young people to attend provision. Social workers will remain in contact with vulnerable children and families, including remotely if needed.

##### 20. Do all children and young people with an EHC plan need to continue at school?

Schools, colleges, other training providers and local authorities will need to consider the needs of all children and young people with an EHC plan, alongside the views of their parents, and make a **risk assessment for each child or young person**. They will need to consider a number of different risks to each individual, including:

- the potential health risks to the individual from COVID-19, bearing in mind any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required
- the risk to the individual if some or all elements of their EHC plan cannot be delivered at all, and the risk if they cannot be delivered in the normal manner or in the usual setting
- the ability of the individual's parents or home to ensure their health and care needs can be met safely

- the potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered

Source: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<b>Pupil Name</b>	
<b>D.o.B.</b>	
<b>School</b>	
<b>Completed by</b>	

**Parent / Carer and young person's viewpoint of risks of being at home or school (use criteria on page 1)**

Home	School

**Social care viewpoint of risks of pupil being at home or school (use criteria on page 1)**

Home	School

**School viewpoint of risks of pupil being at home or school (use criteria on page 1)**

Home	School

**Final decision and reasoning**

In school <input type="checkbox"/>	At home <input type="checkbox"/>
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**Actions already taken by the school to support the child at home (if applicable)**

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**Further and ongoing actions to be taken by the school**

Action	By Whom	Target Date	Completed



<b>Reviews</b>	Agreed Review frequency:	
Date:	Changes:	
	1 <sup>st</sup> version	

## Appendix 4 – EHCP/SEND pupil risk assessment form

Those with an EHC plan should be **risk-assessed by their school or college** in consultation with the local authority (LA) 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, carer’s therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home’.

Fundamentally, schools, settings and parents must first consider: Does the child have one parent who isn’t a key worker and who can safely meet the child’s needs at home? These children should remain at home.

If considering sending the child to school, school staff should consider with the child’s parents about the following risks across home and school contexts:

- Risks to the child or young person (CYP), including their physical health and emotional wellbeing.
- Risks to the family, including their physical health and emotional wellbeing.
- Risks to the setting, including the safety of other CYP and adults.

Things to consider:

<p><b>Benefits of staying at home</b></p> <p>Minimizes risk to the CYP’s health, especially for those with underlying health conditions.</p> <p>CYP is with familiar people at an unsettling time.</p> <p>School staff and other health and care professionals involved with child will be able to provide support including resources and safe and well checks</p>	<p><b>Potential risks of staying at home</b></p> <p>Will the CYP’s care needs be met? What needs to change so that they can be?</p> <p>Strain to family of having to care for child around the clock.</p> <p>Potential risk to siblings and parents, if CYP has behaviours of concern.</p>
<p><b>Potential risks of being at school</b></p> <p>Risk of catching virus, given proximity to larger group of adults and other CYP, many of whom are children of frontline key workers.</p> <p>Staffing capacity may mean the setting cannot safely meet CYP’s needs.</p> <p>School routine is significantly different, which is likely to cause confusion/distress for CYP with SEND.</p> <p>Absence of adults who have a relationship with the CYP, potentially increasing distress and reducing effectiveness of care.</p> <p>Setting may have reduced capacity and/or knowledge to positively manage complex SEND including behaviours of concern putting other CYP</p>	<p><b>Potential benefits of being at school</b></p> <p>Continued routine may reduce confusion and distress to child.</p> <p>Staff have training on approaches and strategies that support emotional regulation.</p> <p>Protective for families at risk of family breakdown.</p> <p>Protects child, siblings or other family members from risk involved in staying at home.</p> <p>Social contact- though this may not be with familiar peers or adults, and could pose significant physical health risks.</p>

and adults at risk.			
<b>Risk Assessment</b>	<b>Pupil with an EHCP or significant SEND which may make them Vulnerable</b>		
<b>Pupil Name</b>			
<b>D.o.B.</b>			
<b>School</b>			
<b>Completed by</b>			
<b>Risks to the child or young person, including their physical health and emotional wellbeing</b>			
<b>Benefits</b>		<b>Risk</b>	
<b>Risks to the family, including their physical health and emotional wellbeing</b>			
<b>Benefits</b>		<b>Risk</b>	
<b>Risks to the setting, including the safety of other CYP and adults.</b>			
<b>Benefits</b>		<b>Risk</b>	
<b>Final decision and reasoning</b>			
In school <input type="checkbox"/>		At home <input type="checkbox"/>	
<b>Actions already taken by the school to support the child at home (if applicable)</b>			
<b>Further and ongoing actions to be taken by the school</b>			
<b>Action</b>	<b>By Whom</b>	<b>Target Date</b>	<b>Completed</b>
<b>Reviews</b>	Agreed Review frequency:		
<b>Date:</b>	Changes:		
	1 <sup>st</sup> version		


## **Appendix 5 – Interim Procedures for Pupils and Parents/Carers to Contact the Academy and Report Peer-on-Peer or Other Forms of Abuse**

Parents/Carers and pupils are actively encouraged to contact school at their earliest opportunity to report any safeguarding concern, worry or query they have, regarding our safeguarding provision, as well as reporting forms of abuse, online safety concerns, and incidents of peer on peer abuse. Parents and pupils are able to contact us via the following methods of communication:

Pupils and parents can report directly to DSLs via Report a Concern button included within our website front page

Pupils and parents can report directly to their class teachers and teaching support through the Showbie online learning platform - personalised log on and messaging text box system (accessed daily)

[Admin@ednagoldsacademy.co.uk](mailto:Admin@ednagoldsacademy.co.uk) – Edna G. Olds Academy direct email

Telephone access to the School Office which is directly manned both offsite and onsite

Sims Text messaging service or direct phone call to DSLs – 0115 9156813

Pupils and parents in the Early Years can additionally contact EYs' staff through Tapestry