**SAFEGUARDING OF STUDENTS:**
**COVID-19 ADDENDUM**


*This document is to be read in conjunction with the SPWFT Policy for Safeguarding Students*

**CONTEXT**

HM Government announced, in June 2020, that it expected all pupils to return to school as of September 2020 and issued guidance on how this should be managed:

https://www.gov.uk/government/news/schools-and-colleges-to-reopen-in-full-in-september

We have made extensive adjustments throughout our site and all our structures to enable our pupils to return to school and, as much as possible, to minimise the risk to the SPWT community.

This addendum to the St Paul's Way Foundation Trust School Safeguarding and Child Protection Policy sets out changes to our normal child protection policy in light of the Department for Education's guidance Coronavirus: safeguarding in schools, colleges and other providers, and should be read in conjunction with that policy.

Unless covered here, our normal 'Safeguarding of Students' policy continues to apply. This addendum contains details of our individual safeguarding arrangements in the following areas:

**KEY CONTACTS**

| Role | Name | Email |
|---|---|---|
| Designated Safeguarding Lead | Secondary - Firdusi Uddin<br>Primary - Siobhan Fehim | fuddin@spwt.net<br>siobhanfehim@spwt.net |
| Deputy Designated Safeguarding Leads | Secondary - Gloria Lynch<br>Primary - Clare Lynam | glorialynch@spwt.net<br>clarelynam@spwt.net |
| Executive Headteacher | Phil Akerman | pakerman@spwt.net |
| Chair of Governors | Dr Joe Hall | coflaherty@spwt.net |
| Safeguarding Governor / Trustee | Julia Burns | coflaherty@spwt.net |

**VULNERABLE CHILDREN**

The Department for Education's definition of 'vulnerable children' includes those who:
- Are assessed as being in need, including children:
- With a child protection plan
- With a child in need plan
- Looked after by the local authority
- Have an education, health and care (EHC) plan
- Have been assessed as otherwise vulnerable by the school or Local Authority, for example those who are:
    - On the edge of receiving support from children's social care services
    - Adopted
    - At risk of becoming NEET ('not in employment, education or training')
    - Living in temporary accommodation
    - Young carers
    - Considered vulnerable at the provider and LA's discretion.

Senior leaders, especially the Designated Safeguarding Lead (and Deputy), know who are our most vulnerable children. If vulnerable children do not attend school/enter a period of self-isolation, a contact plan will be put in place.

Each individual plan will set out:
- How often the school will make contact – this will be at least once a week
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both.

We will agree these plans with children's social care where relevant, and will review them every 2 weeks.

If we cannot make contact, we will contact the child's social worker and the school's safer police officer. To support the above, St Paul's Way Foundation Trust School will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers if available.

St Paul's Way Foundation Trust 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 head (VSH) for looked-after and previously looked-after children. The lead persons for this will be: Secondary - Gloria Lynch and Emma McCay, Primary - Siobhan Fehim.

## ATTENDANCE MONITORING

All students and staff are expected to be back on site. The school's attendance policy will be followed for any absences.

Vulnerable children and their families will continue to be supported by the school's attendance and pastoral teams.

## DESIGNATED SAFEGUARDING LEAD

St Paul's Way Foundation Trust School has two Designated Safeguarding Leads (DSL) and two Deputy DSLs.

The Designated Safeguarding Leads are: Secondary - Firdusi Uddin, Primary - Siobhan Fehim.

The Deputy Designated Safeguarding Leads are: Secondary - Gloria Lynch, Primary - Clare Lynam.

The optimal scenario is to have a trained DSL (or deputy) available on site. When this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when self-isolating.

Where a trained DSL (or Deputy) is not on site, in addition to the above, a senior leader will assume responsibility for coordinating safeguarding on site. All senior leaders have completed Level 2 safeguarding training.

This might include updating and managing access to the school's child protection online management system (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.

The DSL (and Deputy) 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 of Students Policy', this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email a written account to the school safeguarding email account: safeguarding@spwt.net. This will ensure that the concern is raised and received.

Staff are reminded of the need to report any concerns immediately and without delay. If a child is at immediate risk of harm, staff must phone the DSL directly. If they are unable to reach the DSL or Deputy they must contact a member of the school's leadership team. In the extraordinary rare case that none of the above can be contacted, the staff member must phone the Tower Hamlets Child Protection Advice Line on 0207 364 3444.

Where staff are concerned about an adult working with children in the school, they should report the concern directly to the Executive Headteacher/Headteacher.

Concerns around the Executive Headteacher/Headteacher should be directed to the Chair of Governors, Dr Joe Hall.

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

**SAFEGUARDING TRAINING AND INDUCTION**

The DSL and Deputies are Level 3 safeguarding trained and will continue with additional training remotely. The DSL (and Deputies) will do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

All senior leaders and key pastoral staff are Level 2 trained.

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2019). The DSL will communicate any new local arrangements with staff, so that staff know what to do should they be worried about a child.

Where new staff are recruited, or new volunteers enter St Paul's Way Foundation Trust School, they will continue to be provided with a safeguarding induction. This will include safeguarding training delivered remotely, if needed.

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.

For movement within the Trust, schools should seek assurance from the Trust HR Manager that the member of staff has received appropriate safeguarding training.

Upon arrival, the member of staff will be given a copy of the receiving setting's child protection policy, confirmation of local processes 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, St Paul's Way Foundation Trust School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections of 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 St Paul's Way Foundation Trust School 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 circumstance will a volunteer, who has not been checked, be left unsupervised or allowed to work in regulated activity.

St Paul's Way Foundation Trust 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.

St Paul's Way Foundation Trust School 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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, St Paul's Way Foundation Trust School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

**ONLINE SAFETY IN SCHOOLS AND COLLEGES**

St Paul's Way Foundation Trust School will continue to provide a safe environment, including the online arena. This includes the use of an online filtering system.
Where students are using computers in school, appropriate supervision will be in place.

**CHILDREN AND ONLINE SAFETY AWAY FROM SCHOOL AND COLLEGE**

The school will continue to share online safety tips with students and provide lessons on online safety remotely.

We will work closely with parents and carers to ensure they:
- Are aware of the potential risks to children online and the importance of staying safe online
- Are aware of what our school is asking children to do online, including what sites they will be using and with whom,from our school, they will be interacting
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online.

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 steps in section 5.

We will make sure children know how to report any concerns they have back to our school and also signpost them to other sources of support. This will be done via regular parental letters and welfare calls to students.

Online teaching should follow the same principles as set out in the school code of conduct.

St Paul's Way Foundation Trust School will ensure any use of online learning tools and systems are 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 1:1 sessions.
- 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 should any issues arise, the video can be reviewed
- A second member of staff will drop into any virtual sessions that are delivered
- Live classes should be kept to a reasonable length of time, so that the streaming does not prevent the family 'getting on' with their day
- Language must be professional and appropriate at all times, including that from 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
- Online lessons must be scheduled in advance
- Staff must notify their Line Manager of any scheduled lesson.

**SUPPORTING CHILDREN NOT IN SCHOOL**

St Paul's Way Foundation Trust 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, should ensure that a robust communication plan is in place for that child or young person.

The communication plans will mirror those detailed in the 'vulnerable children' section on page 2.

St Paul's Way Foundation Trust School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as needed.

The school will continue to offer our current support for mental health for all pupils through offering remote pastoral, key worker and counselling sessions.

The school will also signpost all pupils, parents and staff to other resources to support good mental health during this time through the school website, social media page and when communicating with families.

**SUPPORTING CHILDREN IN SCHOOL**

St Paul's Way Foundation Trust School is committed to ensuring the safety and wellbeing of all its students.

St Paul's Way Foundation Trust School will continue to be a safe space for all children to attend and flourish. The Executive Headteacher/Headteacher will ensure that appropriate staff are on site and that the staff to pupil ratio numbers are appropriate, to maximise safety.

St Paul's Way Foundation Trust School will refer to the Government guidance for education and childcare settings on returning to school from September  and will continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

Where St Paul's Way Foundation Trust School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they will be immediately discussed with the Trust.

**SUPPORTING CHILDREN RETURNING TO SCHOOL**

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioral signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed. Where identified support is needed, staff may use a number of support mechanisms both in school such as counseling or externally such as referrals to local services.

**PEER ON PEER ABUSE**

St Paul's Way Foundation Trust School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims**.**

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

**SUPPORT FROM THE MULTI-ACADEMY TRUST**

The Trust will support the Executive Headteacher/Headteacher in ensuring there is adequate staff on site every day to supervise students.

**CHILDREN ATTENDING OTHER SETTINGS**

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information. Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:
- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible, afterwards.

**MONITORING ARRANGEMENTS**

This policy will be reviewed as guidance from the three local safeguarding partners, the LA or DfE is updated, and as a minimum every three weeks by Firdusi Uddin - Deputy Headteacher (DSL).

**LINKS WITH OTHER POLICIES**

This policy should be read in conjunction with the following school policies:
- Safeguarding of students
- Policy for Visiting Speakers
- Induction Policy
- Acceptable Use of the Internet
- Whistleblowing Policy
- Health and Safety Policy
- E-Safety
- LAC policy.