

## **COVID specific guidelines and modifications to the Safeguarding Policy**

### **COVID-19 Safeguarding and Child Protection Policy Addendum**

#### **at Summerhill Academy**

##### **Context**

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners [BNSSG Clinical Commissioning Group](#), [Avon & Somerset Constabulary](#), and local authority [Bristol City Council](#).

It 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.

From 20th March 2020 parents 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 - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home. This addendum of the Summerhill Academy Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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### **Key contacts**

<b>Role</b>	<b>Name</b>	<b>Contact number</b>	<b>Email</b>
Designated Safeguarding Lead	Louise Dunbar	07946575058	louise.dunbar@clf.uk
Deputy Designated Safeguarding Leads	Triff Rees	07525779513	tryphena.rees@clf.uk
Principal	Rebecca Curtis	07738102401	Rebecca.curtis@clf.uk
Clf Designated Safeguarding Officer	Steve Bane	07581477846	steve.bane@clf.uk
Safeguarding Link Councillor	tbc	tbc	tbc

**Please add any extra contacts set up e.g. safeguarding email address**

### **Vulnerable children**

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans. Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989. Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home. Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability. Senior leaders, especially the Designated Safeguarding

Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support. Summerhill 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: Louise Dunbar there is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Academy will explore the reasons for this directly with the parent.

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

The Academy will encourage our vulnerable children and young people to attend a school, including remotely if needed.

### **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. 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 City Academy or Summerhill Academy, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, 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 Cabot Learning Federation HR team that the member of staff has received appropriate safeguarding training.

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Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

### **Supporting children in school**

Summerhill Academy is committed to ensuring the safety and wellbeing of all its students. We will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. The 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.

The academy will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS/school system as appropriate.

Where the academy has concerns about the impact of staff absence – such as our Designated

Safeguarding Lead or first aiders – will discuss them immediately with the Cabot Learning Federation.

### **Supporting children not in school**

The Academy 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, they should ensure that a robust plan is in place for that child or young person including being provided with a safeguarding email address that they can use to raise concerns on. Details of this plan must be recorded on CPOMS/School system, as should a record of contacts made. The plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. Summerhill Academy and its DSL will review these students regularly and where concerns arise, the DSL will consider any referrals as appropriate. The Academy will share safeguarding messages on its website and social media pages.

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

The Academy will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS/school system/Provision mapping record of notes.

### **Cluster working**

Arrangements are likely to be fluid and require flexibility. This could include recruitment/ redeployment of teaching/ support staff or supporting students from a partner setting. There are some basic considerations that Name of Academy will take to ensure compliance with statutory guidance:

When working in partnership with other settings we will consider the following principles:

#### **Children moving schools and colleges:**

- If the vulnerable learner is on roll at Summerhill Academy the DSL/ Deputy DSL/SENCO/ or appropriate staff will share relevant safeguarding information with relevant staff at the temporary setting to ensure that their welfare and safety is promoted.
- When a safeguarding concern is identified in either setting, there are clear processes in place to share this information and agreement about what actions are to be taken by which staff and where this is recorded. This sharing of information should be undertaken by the DSL/Deputy DSL – however if not, a member of the Senior Leadership Team (SLT) will take responsibility. Summerhill Academy will also liaise with relevant lead professionals (social care/ the HOPE virtual school).
- If the vulnerable learner has temporarily moved setting, key professionals are informed.
- As a minimum the information shared will include the learner's risk assessment and any other key plans/ documents (where applicable) such as the; vulnerable child's EHC plan, child in need plan, child protection plan and contact details for the Social Worker or, for

Children in Care, their personal education plan should be included. If transport is a barrier for learners with a Social Worker, travel arrangements will be considered in consultation with key professionals including the Social Worker (where applicable) and parents.

Safeguarding Police notifications are retained at Name of Academy, but knowledge of the notification and some content may be verbally shared, on a need to know basis, with any alternative settings to promote the student's safety and welfare. Information about who this information is shared with will be recorded on the child's safeguarding file as part of the notification action plan

### **Assessing, reviewing and taking action**

Summerhill Academy will take proportionate action to support our learners and those who may attend on a temporary basis from other settings. There will be particular learners who are more vulnerable during the COVID-19 outbreak and it is important that they are identified and regularly reviewed. Those with social workers/case coordinators.

For those who have social workers Summerhill Academy will work in partnership with the social worker/case coordinator (with parents and carers). Where it is unclear who the allocated worker is, Families in Focus will be contacted.

- For Children in Care Summerhill Academy will also liaise with the Hope Virtual School
- There is an expectation that vulnerable students who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at severe risk.
- In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Summerhill Academy will explore the reasons for this, directly with the parent/carer.
- Where parents/carers are concerned about the risk of the child contracting the virus, Summerhill Academy or social worker will explore these anxieties with the parent/carer following the advice set out by Public Health England.
- Through a continuous review process and in conjunction with the Social Worker Summerhill Academy will encourage learners to attend. Social workers will remain in contact with vulnerable learners and families, including remotely if needed.
- Summerhill Academy and social workers will agree with families whether Children in Need should be attending.
- Summerhill Academy will follow up on any learner that they were expecting to attend but does not, in line with our attendance procedures. (see Attendance for more information)
- To support the above, Summerhill Academy will take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.
- In all circumstances where a vulnerable learner does not take up their place at City Academy, or the temporary place discontinues, Summerhill Academy will notify their social worker.

## Basic Procedures

- In accordance with Local procedures all Academies must provide their Local Safeguarding Partnerships with **multiple contact names and phone numbers** to ensure that communication lines are kept open between services.
- Academies to provide students with a safeguarding email address where they can raise any concerns while not attending the academy.
- All Academies will produce a vulnerable student list in accordance with local and national guidance which is to be shared within the Academy Safeguarding teams and with the CLF Designated Safeguarding Lead.
- Students on the vulnerable list to be called every two-three days, two consecutive calls with no answer will trigger a home visit/video conferencing call if/when this is deemed suitable and appropriate, according to the safeguarding and government guidance.
- In accordance with local and national guidance every academy will ensure that due diligence is taken to take **proportionate** action. Where possible welfare will be ascertained through a phone call/email. Safer Working Practice will be taken into account when reviewing this such as avoiding the use a personal phone.
- If a home visit is required staff will follow [NHS/Public Health](#) guidance around avoiding catching/spreading as provided within our risk assessment.
- Academies to provide a provision for identified vulnerable students or those who have parents/carers who are identified as key workers.
- 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/carer 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/carer, and help to resolve any concerns or difficulties wherever possible and make a log that this conversation has taken place.**
- Where parents/carers are concerned about the risk of the child contracting the virus, the school or social worker should talk through these anxieties with the parent/carer following the advice set out by Public Health England.
- While the academies have produced vulnerable student's lists we will follow local and national guidance to ensure that these are reviewed regularly. Whilst the government has issued guidance on 'who' is vulnerable (those who have a social worker), we have adopted our local safeguarding partnerships request to be flexible about including who else might be on the edge of receiving social care support (eligible for early help under s.18 of KCSIE 2019. P6 +7). We have requested that academies RAG rate these.
- Academies will send out information on their local safeguarding support (external services e.g online counselling, risk and signs of County lines, CCE, CSE, Radicalisation and their local safeguarding partnerships) as well as information and links to guidance of Online Safety as we recognise that the risk associated with this is going to increase significantly while students are not attending the Academy.
- In accordance with local procedures all Academies will use the EHCP risk assessment tool to produce individual assessments for students identified within this criteria (EHCP/SEN)

- Students that the Academy are concerned about but do not meet the academy vulnerable list will receive welfare calls/emails but this will be less frequent, usually once a week, as determined by the SENCO/SLT.
- Academies to provide lessons and links of guidance to all students on Online Safety, the CLF will follow any national and local guidance on how this information can be delivered, including the latest guidance in terms of live sessions, video conferencing etc.)

### **Risk Assessment**

During this period of time the Cabot Learning Federation has developed a risk assessment and has shared this with all of our Academies, this outlines the Cabot Learning Federations approach to working with our vulnerable students. This assessment is updated by the CLF Central team as new guidance is provided and then shared with Academy Principals and their Safeguarding teams. All Academies are expected to follow the risk assessments stringently.

### **Reporting Concerns**

All Academy staff are expected to continue logging any concerns using CPOMS. In addition, the Academies have all implemented a Safeguarding Team email address that can be used by students; volunteers and staff can use in the event that CPOMS is not working or they do not have access to this system. The safeguarding email system and CPOMS is monitored daily by members of the Academy Safeguarding team. In the unlikely event that a member of staff cannot access their CPOMS/ school process from home, they should email the Designated Safeguarding Lead, Principal and the CLF Designated Safeguarding Officer (Steve Bane [steve.bane@clf.uk](mailto:steve.bane@clf.uk)). This will ensure that the concern is received.

Where possible, Academies have also issued students with school mobile numbers and coupled with the Safeguarding team emails this will allow students to raise any concerns that they may have or report any abuse they may be receiving e.g. Peer on Peer abuse or online bullying they may be experiencing while not attending the Academy. Any concerns raised will be progressed as outlined by local and national guidance along with current reporting procedures.

These added systems will support our own embedded reporting procedures. It is our expectation, in accordance with local and national legislation, that any concerns are acted upon and are done so in a timely and appropriate manner. Systems are in place that a DSL/DDSL should always be available on site or working remotely however in the event that contact cannot be made this should not stop any referrals or immediate action required from taking place.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our Safeguarding Policies.

### **Designated Safeguarding Lead (DSL)**

The Cabot Learning Federation will aim to continue having a DSL or Deputy is available on site. It is recognised this may not always be possible, and where this is the case we will ensure one of the following options is in place:

- a trained DSL or deputy from the Academy can be available to be contacted via phone or online video - for example working from home
- Sharing trained DSLs or deputies with other Academies across the trust (who should be available to be contacted via phone or online video).

It is important that all Summerhill 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 speak to them.

The DSL or a member of the safeguarding team will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection online management system, CPOMS 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 academy.

The DSL and their team (this includes the Child in Care Teacher) will ensure that they or a member of their team will be present at any virtual conferences and meetings requested by their local Authority Partners that are arranged to provide updates and support for their vulnerable students. This will include social workers and Virtual School Heads when appropriate.

### **Online safety in schools and colleges**

Summerhill Academy will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place.

Our staff will follow the process for online safety set out in our Child Protection Policy.

### **Online safety away from school and virtual learning**

Where staff are interacting with children online, they will continue to follow our existing code of conduct/IT acceptable use policy.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police. Online teaching should follow the same principles as set out in the Cabot Learning Federation code of conduct.

Summerhill 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 virtual



lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by the Cabot Learning Federation to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.
- Academies to provide lessons and links of guidance to all students on Online Safety. The CLF will follow any national and local guidance on how this information can be delivered (Live sessions)
- Links to advice and guidance sent to all parents/carers and students both electronically where possible and by post (leaflet) if required.
- Academies to set up and notify students of a safeguarding email address that can be used by them to report concerns and seek support. If concerns are raised the Safeguarding Teams will make referrals when appropriate to relevant external services, this could include the police and the academies Local Safeguarding Partnership.
- The CLF to produce Remote Learning guidance for all staff to follow.
- The use of technology should be included in any planning of lessons that will be shared with students. Recently published [guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) could help plan online lessons and/or activities and plan them safely.

### **Peer on Peer Abuse**

Summerhill Academy 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, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded on CPOMS/school system and appropriate referrals made.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our Child Protection Policy, which can be accessed on our school website.

### **Safeguarding (police) notifications**

Academies will still receive and are expected to monitor notifications received from Avon and Somerset police. Vulnerable lists should be updated accordingly in response to these. Academy

Safeguarding teams can contact Families in Focus about advice around individual cases and access to Domestic Abuse advocates for victims. There will be further guidance issued from Local Safeguarding Partnerships in relation to what to do to support victims who are more vulnerable during self-isolation.

### **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. The Academy and social workers will agree with parents/carers whether children in need should be attending school – Summerhill Academy will then follow up on any pupil that they were expecting to attend, who does not. Summerhill Academy will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, the Academy will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the Academy will notify their social worker.

- Social worker to be notified if vulnerable student does not attend.
- Home visits conducted following CLF risk assessment and in line with Local and National guidance. If contact is not made during home visit local safeguarding partnership arrangements to be followed, this can include referrals to local safeguarding partnerships and the request of welfare checks from the Police where there is a concern of significant risk/harm.
- Attendance records are completed in each Academy/Hub and returned to the DfE, in accordance with the latest requirements.
- Further tracking and monitoring procedures are being developed across the trust to support the attendance systems for disadvantaged and vulnerable children (CIC/CLA/CP/CIN/EHCP)

### **Children Missing Education (CME) and Pupil Tracking:**

CME and Pupil Tracking processes remain open although home visits have been suspended and where possible, communication with parents/carers will be via alternative methods. Academies can continue to make referrals, in the usual way, via online forms by ensuring all forms including 'Exit from School' and Children Missing Education procedures are completed as soon as possible in accordance with your Local Authority CME guidance.

### **Mental health**

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will consider the potential impact of the current situation on both children's and adults' mental health.

### **Children moving schools and colleges**

The Cabot Learning Federation will do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information. This will be especially important where children are vulnerable. Further information will be provided as soon as possible.

A minimum of the following information must be sent immediately:

- EHCP or
- Child Protection/ Child in Need Plan
- Name of Social Worker
- For LAC- PEP and name of VSH

### **Free School Meals provision**

- Each Academy and Hub is working with the Finance and compliance team to ensure that the food poverty strategy is effective and meets the needs of pupils and families.
- A combination of food boxes and food vouchers is currently in place.
- The CLF is working with a range of providers to ensure support for those eligible for FSM and at risk during this COVID-19 pandemic.

### **Working with parents and carers**

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- 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

### **First Aid cover:**

Name of Academy has considered additional measures to cover first aid, these may include:

- Online training may be considered where face to face training is unavailable.
- Working within a cluster to ensure a trained First Aider will be onsite.
- All staff are reminded of the setting's procedures in responding, recording and reporting health and safety incidents. First Aid incidents will continue to be recorded and reported as per the setting's policy. In an emergency staff and volunteers are reminded that they can call '111' or '999' if they are worried or concerned. Parents/Carers will be notified at the earliest convenience if there is a medical/health incident.
- Where a learner requires the administration of medication an individual risk assessment has been undertaken and this is regularly reviewed.

Partner/ Cluster First Aid cover during COVID-19 pandemic.		
Name	Title/Name of Setting	Contacts (telephone number)
<ul style="list-style-type: none"> <li>First aid will be provided by CAB – main reception staff are all first aid trained. CAB first aid duty line is 301 on the internal telephone line.</li> </ul>	City Academy	External tel no: 0117 941 3800.
<ul style="list-style-type: none"> <li>SA staff who are First Aid Trained are WS, EG, TT, LL, KP, SR</li> </ul>	Summerhill Academy c/o City Academy	Tel no as above.

### Pupil Medication

Academies to return named medication, back to pupil's parents/carers, e.g. inhalers and epi-pens, for those children who are not attending. If the child will be attending the same Academy on return to schools, then the medication should stay on the premises, however if the child will be moving to an alternative Academy, schools will advise the parent/carer to take the medicine to the new location. This is to reduce medication waste and ensure pupils don't run out of essential medication.

### Taking proportionate action:

If the setting is open for children of Key Workers, those who have EHCPs (or pending), those with social workers (including children in care) **we will take all measures not to exclude** those identified as vulnerable learners (eligible for early help under s.18 of KCSIE 2019. P6 +7).

Name of academy will be flexible around this cohort to be part of a reduced school offer. This will be dependent on the setting's capacity and agreement with the family.

If they cannot attend (e.g. setting has closed fully)/will not attend then the setting will consider taking action in line with the table below (this can form part of a review of your initial RAG rating of vulnerable learners and risk assessments):

<b>RED</b>	<ul style="list-style-type: none"> <li>Ensure the setting has liaised with involved agencies – consider reviewing support/care plans with the social worker/case coordinator/Hope Virtual School.</li> <li>Schedule and prioritise check ins/ home visits.</li> <li>Ensure clear methods of communication established for learners and families and the setting by phone or email.</li> <li>Consider supporting with referrals to 3<sup>rd</sup> sector support/youth work/mentoring.</li> </ul>
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<b>AMBER</b>	<ul style="list-style-type: none"> <li>- Check in when required. Agree who does this with the social worker/case coordinator if the case is open.</li> <li>- Clear methods of communication established for learners and families and the setting by phone or email.</li> <li>- Send information for self-referral support if required (<a href="#">click here</a> for some shared resources).</li> </ul>
<b>GREEN</b>	<ul style="list-style-type: none"> <li>- Monitor with check ins from universal teaching staff.</li> <li>- Send information for self-referral support if required (<a href="#">click here</a> for some shared resources).</li> </ul>

The setting will follow:

- hints and tips of how to have supportive conversations in accordance with APPENDIX A
- Public Health/NHS guidance for those who will be self-isolating/ displaying symptoms, (or for those who are living with those anyone displaying symptoms).
- Public Health/NHS guidance around social distancing if conducting a home visit and complete a risk assessment around whether personal protective equipment may be required.

#### **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, Summerhill 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. Where Summerhill 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 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Concerns raised regarding conduct of staff/volunteers will be acted upon immediately and in line with our Safeguarding Policy

The 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.

The 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](mailto:Misconduct.Teacher@education.gov.uk) however this should be discussed with the Cabot Learning Federation HR team first

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

DSL will now be notified of any new starts within their academy to ensure that relevant safeguarding procedures are supplied through phone/team communication as well as ensuring that these staff

will also complete the essential courses provided on Nimble, Safeguarding Essentials, GDPR, Code of Conduct and Health & Safety.

### **Support from the Local Authority/Cabot Learning Federation**

The Local Authority and Cabot Learning Federation Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. This may take the form of an online meeting.

### **Links with other policies**

This policy should be read in conjunction with the following policies and procedures:

- Child protection policy
- code of conduct]
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Keeping Children Safe in Education 2019

## **Appendix A**

### **Check-ins/Monitoring welfare of vulnerable learners- hints and tips- (delete as appropriate)**

#### **Key Activities:**

- Summerhill Academy has set up a school professional email for the safeguarding team to jointly access. This has been provided to families and young people to enable them to liaise with us if they require help and support.
- A script has been written to be used by staff when checking in with families to ensure a consistency of approach
- Staff will continue to act in accordance with the setting's code of conduct. The Academy will continue to monitor wellbeing via phone call, email or conducting a home visit (following public health social distancing protocols).
- Staff will only use school accounts to communicate via email or online platforms, never personal/ private accounts.
- If a member of staff does need to use their own personal device they will ensure any phone calls are made from a blocked number so personal contact details are not visible.

#### **Arranging contact:**

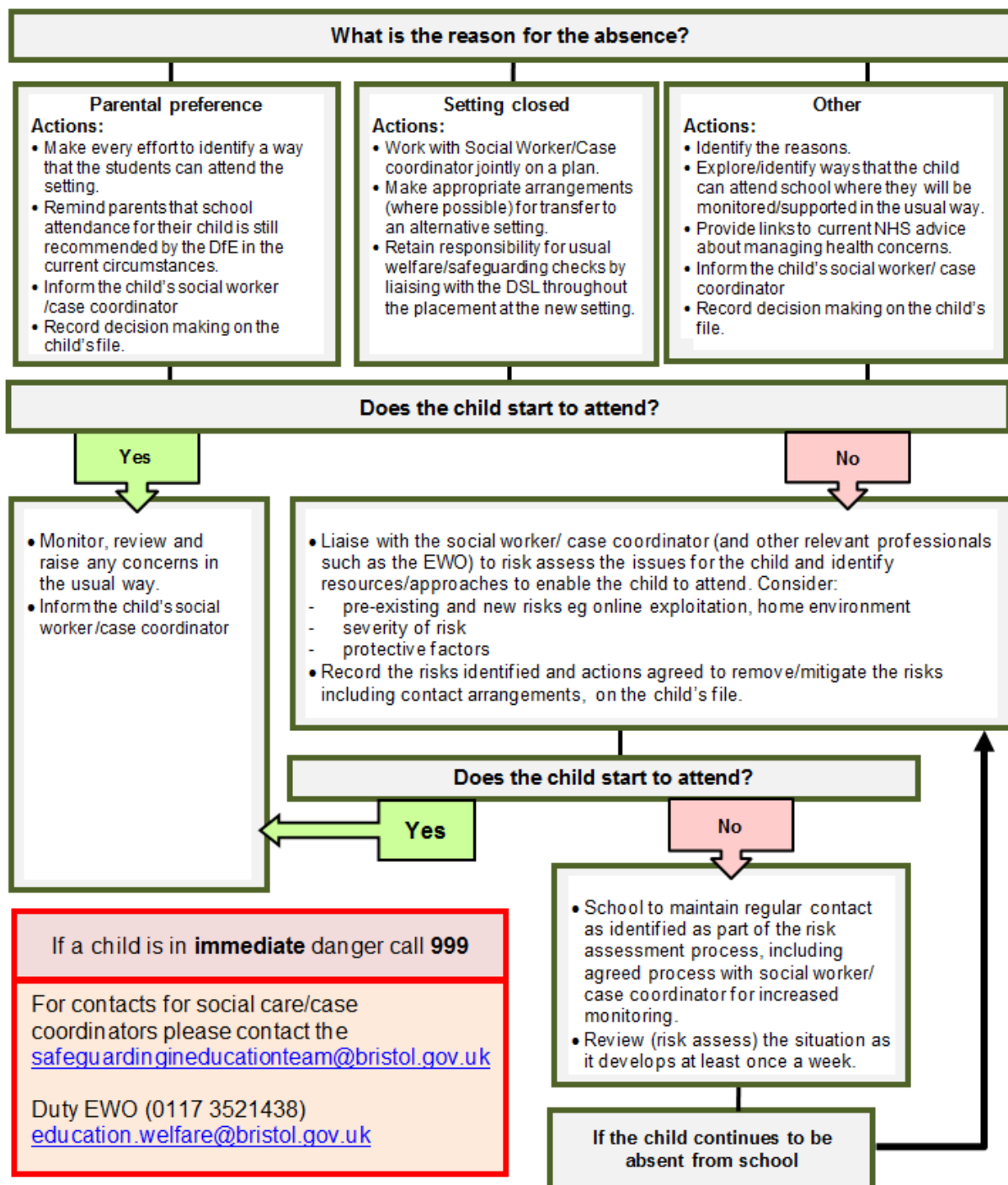
- The Academy will liaise with the social worker/ Case Co-ordinator or other key professional if one is involved and contact arrangements are agreed as part of plan.

- The Academy will continue to be open with all families of learners that you may need to check in with from time to time to **offer support** and **educational provision** during this difficult time. This maybe a member of the safeguarding team or their class teacher.
- The Academy will pre-warn families where possible of contact (for example, by text) – when to expect a call, whether calls are likely to be from a withheld number. This will be supportive call asking how they are and how they are coping.

**In circumstances where there are concerns about a learner staff in Summerhill Academy will take into account the following:**

- Be mindful of the rule of proportionality – does this need to occur? Can you balance this with the Family/Child’s Article 8 rights – Right to a private life?
- Consider whether seeing the child is required? If so – what has been agreed by the social worker/case coordinator?
- Consider whether how your interaction will be interpreted by the family and evaluate your approach.
- Avoid using video-conferencing for the purposes of ‘checking-in’. If no social worker and still vulnerable -consider obtaining advice from the Locality Families in Focus teams.

**Appendix B – Flow chart of what to do if a learner with a social worker does not attend the named setting. (Please add your specific local authority details where appropriate, this example is for Bristol schools**



If a child is in **immediate** danger call **999**

For contacts for social care/case coordinators please contact the [safeguardingineducationteam@bristol.gov.uk](mailto:safeguardingineducationteam@bristol.gov.uk)

Duty EWO (0117 3521438)  
[education.welfare@bristol.gov.uk](mailto:education.welfare@bristol.gov.uk)

### Appendix C

