



Copley Academy

Great Academies Educational Trust

**COVID-19 arrangements for Safeguarding and Child Protection at Copley Academy during Spring Term 2021
(To be read in conjunction with Academy Child Protection Policy)**

School Name: Copley Academy

Policy owner: Copley Academy (D O'Brien)

Date: January 2021

Date shared with staff: January 2021

1. Context

From January 2021, schools were asked to partially close due to a new National Lockdown. In line with national guidance, it is acknowledged that the Academy will only be open for those student classed as vulnerable or those who are the children of Critical/Key Workers. This addendum sets out changes to the academy’s normal child protection policy in light of coronavirus and the national pandemic. It should be read in conjunction with this policy and unless covered here the academy’s normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government or local authority may publish and will be under regular review.

This addendum of the Copley Academy Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context.....	2
2. Vulnerable children	3
3. Attendance monitoring.....	4
4. Designated Safeguarding Lead.....	5
5. Reporting a concern.....	6
6. Safeguarding Training and induction.....	7
7. Safer recruitment/volunteers and movement of staff	7
8. Online safety in schools and colleges.....	8
9. Children and online safety away from school and college.....	8
10. Supporting children not in school.....	9
11. Supporting children in school	10
12. Peer on Peer Abuse	10
13. Support from the Multi-Academy Trust.....	10

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Dan O'Brien	0161 338 6684 (Ext: 2236)	DOBrien@copleyacademy.org.uk
Deputy Designated Safeguarding Lead	Sarah Sinclair	0161 338 6684 (Ext: 2227)	SSinclair@copleyacademy.org.uk
Principal	Ruth Craven	0161 338 6684 (Ext: 2233)	r.craven@copleyacademy.org.uk
Trust Safeguarding Manager	Brendan Loughran	Work Mobile: 07741019117	bloughran@gaet.co.uk
Chair of Governors	Emma Lark		emma.lark@hotmail.com
Safeguarding Trustee	Annette Hall	0161 250 2598	annettehall08@gmail.com
Tameside LA Reporting a Safeguarding Concern	https://www.tameside.gov.uk/childabuse	Mon- Fri (8.30am-5pm) 0161 342 4101 Emergency Children's Duty Service: 0161 342 2222 (Outside hours)	Other useful numbers: NSPCC Child Protection helpline (24hrs) 0800 5000 Childline: 0800 1111 (24hr helpline for children)

*The school staff are contactable during weekdays and normal school hours (8.30am-4pm). Calls will be received on the DSL's Work Mobile but may not be responded to until the next working day. In the case of an emergency or serious concern, please use the Tameside contact details above or call 999 when an immediate response is required.

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 (EHCP) plans.

Those who have a social worker include children who have a Child Protection or Child In Need 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.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide what level of support is required for them to work whilst isolated at home. This will include a review of the academic needs of students and the level of support required by the academy as identified by their EHCP's and in conjunction with the SENDCO. Support may include the redeployment of key staff, such as Teaching Assistants and support in using online learning platforms such as Microsoft Teams. This could include, in some exceptional cases where only essential medical support is needed, carers, therapists or clinicians visiting the home to provide vital health services. Where external partners are employed to support children with EHC plans SENCOs will request support for parents in delivering specific programmes, e.g. Speech and Language plans, Physiotherapy delivery guidance. 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.

Copley 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's virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: Mr D O'Brien.

There is an expectation that vulnerable children who have a social worker will attend an education setting if the academy and carers assess this to be necessary. 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 Copley Academy will explore the reasons for this directly with the parent. The Academy has the authority to authorize non-attendance if the provision provided by the academy is not required.

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

Copley Academy will encourage our vulnerable children and young people to attend a school, including remotely. However, these actions will not be possible if the same student is having to isolate at home due to a positive case and associate contact tracing. In this case, vulnerable students will be expected to isolate at home.

Attendance monitoring

Students are not expected to attend the academy, during this period of partial closure and attendance will instead be expected online. These will be marked with an 'X' on the attendance register but the academy will be using internal registers to monitor the attendance of students to online lessons.

In the case of vulnerable students, Copley Academy and social workers will agree with parents/carers whether children in need should be attending school – Copley Academy will then follow up on any pupil that they were expecting to attend, who does not. Copley 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, Copley Academy will, when communicating with parents 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 attend, or must isolate, Copley Academy will notify their social worker. Contact with these students will become a priority during this period of absence and support will be directed by members of the Pastoral Team. Vulnerable students not attending the academy will receive regular calls/contact home in order to monitor their welfare.

Copley Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

- The Designated Safeguarding Lead is: **Dan O'Brien**
- The Deputy Designated Safeguarding Lead is: **Sarah Sinclair**

The optimal scenario is to have a trained DSL (or deputy) available on site during normal school hours. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for coordinating 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 school or college.

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

The DSL/DDSL 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 academy's Safeguarding and Child Protection 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 school or home, they should email the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead and Principal. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff in school are concerned about an adult working with children in the school, they must report the concern to the Principal immediately. If there is a requirement to make a notification to the Principal when away from school, this should be done on the phone and followed up with a confidential email via Egress.

Concerns about the Principal's conduct should be directed to the CEO: Brendan Loughran via email: bloughran@gaet.co.uk

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

Safeguarding Training and induction

For the period that 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 (2020). 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 Copley Academy, they will continue to be provided with a safeguarding induction.

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust (GAET) HR Manager that the member of staff has received appropriate safeguarding training.

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.

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, Copley 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 (KCSIE 2020).

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 Copley Academy are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Copley 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 within KCSIE 2020.

Copley Academy will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per KCSIE 2020 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, Copley Academy 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

Copley Academy will continue to provide a safe environment, including online. This includes the use of an online filtering system for those computers accessed whilst onsite and for those devices that have been loaned to students by the academy and Trust. Learning platforms, such as Microsoft Teams is regularly monitored by teaching staff and senior leaders within the Academy.

Staff will continue to be alert to the signs that a child may be at risk of harm online, and act on any concerns immediately. Any concerns relating to the behaviour or actions of a student are to be referred directly to the DSL/DDSL via CPOMs or directly in the case of an emergency. If a concern arises regarding the behaviour and conduct of a staff member then the Principal must be made aware immediately.

Where students are using computers in school, appropriate supervision will be in place along with monitoring software provided by Smooth Wall.

Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

The academy 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, where relevant, 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 teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

Online teaching should follow the same principles as set out in the MAT code of conduct and online learning expectations created by the academy.

Copley 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, as specified in the academy's online learning protocols
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by Copley Academy to communicate with pupils e.g. Microsoft Teams
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

Copley 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 communication plan is in place for that child or young person.

Details of this plan must be recorded on CPOMS, as should a record of contact that has been made during any period in which a student has been asked to isolated.

The communication plans can include; remote contact, phone contact and doorstep visits (as per Covid-19 home visit protocol) to the home setting, as long as social distancing measures are adhered to. Other individualised contact methods should be considered and recorded. If a student has an allocated Social Worker, then the academy will work alongside them to ensure a robust plan around contact is made.

Copley Academy 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 appropriate.

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

Copley 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 Copley Academy need to be aware of this in setting expectations of pupils' work when they are isolating at home.

Supporting children in school

Copley Academy is committed to ensuring the safety and wellbeing of all its students.

Copley Academy 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.

Copley 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 steps taken will be recorded within the academy's risk assessment which is a working document and subject to change.

Copley 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.

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

Peer on Peer Abuse

Copley 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 KCSIE 2020 and of those outlined within of the Child Protection 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 Multi-Academy Trust (MAT) Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The MAT will also provide regular group and individual supervision sessions. This may take the form of an online meeting and review of individual cases.