



**ASPIRATIONS**

Annex 1

## **Temporary Policy Addendum:**

### **COVID-19 Academy closure arrangements for Safeguarding and Child Protection at Magna Academy**

This Policy addendum is effective from 5<sup>th</sup> January 2021

Academy Name: Magna Academy  
Policy owner: Mrs Orchard  
Date: 5.01.2020  
Date shared with staff: 13.01.21

## Context

To support public health efforts to arrest the rising cases of Covid-19 (Coronavirus), on 4<sup>th</sup> January 2021, the Prime Minister announced a new national lockdown for England, with people instructed to "stay at home" as they did during March's 2020 first lockdown.

All primary schools, secondary schools and colleges were instructed to move to online learning. Magna Academy has remained open for vulnerable and critical worker students.

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

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## **Key contacts**

Remain as per the Academy Safeguarding Policy.

## **Vulnerable children**

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance. This might include:
  - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
  - adopted children or children on a special guardianship order
  - those at risk of becoming NEET ('not in employment, education or training')
  - those living in temporary accommodation
  - those who are young carers
  - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
  - care leavers
  - others at the provider and local authority's discretion including students who need to attend to receive support or manage risks to their mental health.

Eligibility for free school meals in and of itself is not a determining factor in assessing vulnerability.

Senior leaders, the Designated Safeguarding Lead and deputies 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.

Magna 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: Mrs Orchard supported by Mr Fawcett.

There is an expectation that vulnerable children who have a social worker will attend an educational setting, so long as they do not have underlying health conditions that put them at increased risk.

In circumstances where a parent does not want to bring their child to an educational setting, and their child is considered vulnerable, the social worker and Magna Academy will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, a member of the safeguarding team or the social worker will talk through these anxieties with the parent/carer, following the advice set out by Public Health England.

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

### **Critical workers**

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work

- Health and social care
- Education and childcare
- Key public services
- Local and national government
- Food and other necessary goods
- Public safety and national security
- Transport and border
- Utilities, communication and financial services

### **Attendance monitoring**

In mainstream schools, all students who are not expected to be in school, will be recorded as 'code X'.

Children for whom on-site provision is being provided should be recorded in line with the normal academy attendance requirements.

Shielding advice is currently in place. All children deemed clinically extremely vulnerable are advised not to attend the academy.

Magna Academy and social workers will agree with parents/carers whether children in need should be attending. Magna Academy will then follow up on any student absence if they were expected to attend.

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

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Magna Academy will notify their social worker. This information will also be recorded in weekly on the BCP spreadsheet.

## **Designated Safeguarding Lead**

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

**The Designated Safeguarding Lead is:** Mrs Melanie Orchard

**The Deputy Designated Safeguarding Lead are:** Mrs Lesley Fraser, Mrs Rachael Caples, Mr Courtney Fawcett and Mrs Rosa Sharma-Sly

A trained DSL or deputy will be available on site. Where a trained DSL or deputy is not on site, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to the child protection online management system, My Concern, and liaising with the offsite DSL or deputies 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 or college.

The DSL 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 safeguarding policy. This includes making a report via My Concern, which can be done remotely. This must be logged by 4pm on the day the concern is raised.

If a concern is raised out of hours, the staff member should report the concern in the usual way and alert the Principal. If a response is not received, you must continue to exhaust all contacts in the key contact section of the child protection policy.

## **Social Care referrals:**

**BCP Childrens First Response Team 01202 735046 or 01202 458101  
email:childrensfirstresponse@bcpcouncil.gov.uk**

**Dorset MASH 01202 228866 email:MASH@dorsetcc.gscx.gov.uk**

In the unlikely event that a member of staff cannot access My Concern from home, they should email the 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 are concerned about an adult working with students in the academy, they must report the concern to the Principal.

If there is a requirement to make a notification to the Principal whilst away from the academy, this should be done verbally over the phone and followed up with an email to the Principal to confirm the discussion. The trust Safeguarding Lead must be included in this email.

The Principal will liaise with the Local Authority Designated Officer (LADO) ensuring that all allegations are reported to the LADO within one working day

Concerns around the Principal should be directed to the Regional CEO via email.

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

### **Safeguarding training and induction**

All existing academy staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL will 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, Magna Academy will continue to provide them with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our academy, we will consider 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, academies should seek assurance from the Multi-Academy Trust (MAT) HR Director 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.

### **Designated Safeguarding Lead training**

DSL training is very unlikely to take place face to face 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.

### **Safer recruitment/volunteers and movement of staff**

It remains essential that people who are unsuitable are not allowed to enter the Academy or gain access to children.

When recruiting new staff, Magna 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 (2020) (KCSIE).

If staff are deployed from another education or children's workforce setting to our academy, 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 Magna Academy are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Magna 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.

Magna 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.

Whilst acknowledging the challenge of the current national emergency, it is essential, from a safeguarding perspective, that any academy is aware, on any given day, which staff/volunteers will be in the academy, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Magna Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs in KCSIE (2020).

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

Magna 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 the academy, appropriate supervision will be in place.

### **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 Safeguarding and 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 academy's code of conduct.

Magna 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 if there are 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.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by the Trust to communicate with students.
- Staff should record the length, time, date and attendance of any sessions held.

## **Supporting children not in school**

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

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 the academy, they should ensure that a robust communication plan is in place for that student.

Details of this plan must be recorded on My Concern, as should a record of contact on the pastoral spreadsheet.

The communication plans can include remote contact, phone contact or door-step visits. Other individualised contact methods should be considered and recorded.

Magna Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed 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.

Magna Academy recognises that the academy is a protective factor for students and the current circumstances can affect the mental health of students and their parents/carers.

Teachers at Magna Academy need to be aware of this in setting expectations of students' work where they are at home.

## **Home visits**

In the last partial school closures, some home visits were required where no contact could be made for a particular student or where deep concerns were in place.

The necessity for these home visits was established by the DSL/senior leadership team through monitoring the vulnerable student calls, My Concern and non-engagement data.

The Principal will continue to dynamically risk assess any home visit and seek advice from the Regional CEO or Trust Safeguarding Lead if concerns arise around the safety of staff making the visit.

### **Supporting children in school**

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

Magna 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 student ratio numbers are appropriate, to maximise safety.

Magna 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 COVID-19.

Magna 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.

Where Magna Academy has concerns about the impact of staff absence, such as our Designated Safeguarding Lead or first aiders, we will discuss them immediately with the Trust.

### **Peer on peer abuse**

Magna Academy recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where an academy 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 the Child Protection Policy.

The academy will listen and work with the student, parents/carers and any multi-agency partner required to ensure the safety and security of that student.

Concerns and actions must be recorded on My Concern and appropriate referrals made.

### **Support from the Multi-Academy Trust**

The Multi-Academy Trust (MAT) Safeguarding Lead will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

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