



LEEDS CHILDREN'S SERVICES

SAFEGUARDING & CHILD PROTECTION

POLICY

Addendum

COVID-19 school closure arrangements for

Safeguarding and Child Protection at

Bishop Young Academy

School Name: Bishop Young Academy

Policy owner: Ms Emily Kempthorne

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1. Context

From **Monday 15th June** 2020 school is implementing a wider re-opening of school. This **includes Year 10** and children of workers critical to the COVID-19 response who absolutely need to attend and children who are vulnerable and cannot be safely cared for at home.

It is the responsibility of the host school for safeguarding and child protection for all pupils who are attending regardless of whether they are on roll at that school.

All staff working in schools should understand their specific roles in the safeguarding of children.

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

2. Key contacts

Role	Name	Email
Designated Safeguarding Lead	Emily Kempthorne	ekempthorne@bishopyoungacademy.co.uk
Deputy Designated Safeguarding Leads	Dave Kilkenny	dkilkenny@bishopyoungacademy.co.uk
DSL Trained	Chris Tully Graham Hall Jess Fox	ctully@bishopyoungacademy.co.uk ghall@bishopyoungacademy.co.uk jfox@bishopyoungacademy.co.uk
Principal	Paul Cooper	pcooper@bishopyoungacademy.co.uk
Abbey MAT Trust Safeguarding Lead	Debbie Weld	debbie.weld@abbeytrust.org
Chair of Governors	Tessa Mason	tessa.mason@abbeytrust.org
Safeguarding Governor	Neil Stott	nstott@wntai.co.uk

3. Other Key Contacts:

Children's Services Education Safeguarding Team	0113 3789685
Email: estconsultation@leeds.gov.uk	
Children's social work service duty and advice team	0113 3760336
Email: childscreening@leeds.gov.uk	
Emergency Duty Team (Out of hours)	0113 5350600
Email: childrensEDT@leeds.gov.uk	
Prevent Team	0113 5350810
Email: prevent@leeds.gov.uk	
LADO service	0113 3789687
Email: lado@leeds.gov.uk	
Leeds Schools Crisis line	0113 3783645
CLUSTER: Seacroft and Manston	0113 5351906

4. 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 and children and families with early help 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 SENCO 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.

Bishop Young 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 Emily Kempthorne (Assistant Principal)

The offer to attend school is extended to all identified vulnerable children who have a social worker, 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 education setting, and their child is considered vulnerable, the social worker and Bishop Young Academy will explore the reasons for this directly with the parent and this will be recorded.

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

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

5. Attendance monitoring

Normal registers will be reopened from the **15th June** 2020 and will be recorded on SIMS. The attendance of ALL eligible pupils should be recorded on SIMS.

In addition to this an educational setting status form will be submitted to the DFE. This form will include how many pupils are eligible to attend each day, including children of critical workers, those with an EHCP, those with a social worker, those otherwise deemed to be vulnerable AND those eligible through wider reopening. The form will also request information about staff and pupils who are shielding/self-isolating/ill with the virus. Bishop Young will maintain a list of these pupils so that registers can be filled in accurately.

When recording on SIMS, where students are eligible to attend (either as part of designated year groups or keyworker/vulnerable children) and they do so, the normal present marks (/) should be used on SIMS.

The 'X' code should be used for those pupils who are not eligible to attend school.

Where a parent informs school that their child will not be returning to school at all despite being eligible to do so, the 'C' code will be pre-populated in the register and daily absence calls are not necessary. These children should still remain part of the regular welfare checking that is going on for all pupils who are not attending school.

In cases where there is a pupil who is eligible to attend but does not do so, normal first day absence/safeguarding procedures will be followed unless parents have informed school that their child will not be returning

The following codes should be used:

- Where pupils are shielding, self-isolating or an individual risk assessment prevents them from attending, the 'Y' code should be used.

- Where pupils are unwell, the 'I' code will be used as normal. If they are experiencing COVID-19 symptoms, this will be noted to support completion of the DFE form.
- Where pupils do not attend school at the discretion of their parents, the 'C' code will be used. All absence will be authorized until further notice.
- Please note that this means in non-designated year groups, keyworker/vulnerable children who do not attend will be given one of the above absence codes and not the 'X' code as they ARE eligible to attend.

The Register will be kept open longer than normal due to the staggering of start times for pupils returning to school. Designated staff do not need to wait for all registers to be completed before they begin undertaking absence procedures. For example, once they have the first group register they can put it onto SIMS and begin following up any absence. The register will formally close 30 mins after the last group are due in to the school.

There is an expectation that Primary and Secondary schools make efforts to encourage vulnerable students to attend school although clearly this will be on a case-by-case basis. Where appropriate the pupil's individual risk assessment will be reviewed or, where it is felt to be necessary, a risk assessment will be completed prior to the pupil's return to school.

Current welfare checking systems will remain in place for ALL pupils on roll who are not attending school on a regular basis with any concerns recorded on CPOMS in the usual manner.

Collaborative work with external agencies to support vulnerable pupils will continue and where appropriate key workers will be informed of absence.

6. Designated Safeguarding Lead

Bishop Young Academy school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Emily Kempthorne (Assistant Principal)

The Deputy Designated Safeguarding Lead is: Dave Kilkenny (Assistant Principal)

The optimal scenario is to have a trained DSL (or deputy) available on site. 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 co-ordinating safeguarding on site.

This might include updating and managing access to child protection records online through 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.

It is important that all Bishop Young Academy staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them. All staff, whether they are working remotely or on site at the hub provision are aware that CPOMS should be used immediately to report any safeguarding concerns. Staff are also aware that children's services education safeguarding team consultation line number (0113 3789685) is also available should a DSL be unavailable and they require safeguarding advice.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

The senior DSL will ensure that operational staff with designated safeguarding responsibilities, access regular supervision, which can be undertaken remotely through electronic communications (e.g. skype, mobile communications etc...)

7. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy. This includes making a report and formally recording concerns via CPOMS electronic safeguarding system which can be done remotely.

Staff are reminded of the need to report any concern immediately and without delay. **In the unlikely event that a member of staff cannot access their CPOMS from home they should email the Designated Safeguarding Lead and Principal to arrange a phone call to discuss the concern.**

Where staff are concerned about an adult working with children in the school or remotely, they should contact their Principal, Paul Cooper (pcooper@bishopyoungacademy.co.uk)

Concerns around the Principal should be directed to the Chair of Governors: Tessa Mason. (tessa.mason@abbeytrust.org)

All staff must follow Part 4 of Keeping Children Safe in Education (2019) and the local authority model safeguarding model child protection policy (section 10.2) guidance for managing allegations against staff. The case manager must use the local authority designated officer (LADO) notification form (see Appendix 13 of local authority model safeguarding model child protection policy) in order to assess the level of concern. As part of this initial consideration, the case manager should consult with their school's HR Advisor/provider/contact. The completed LADO notification form must be sent to lado@leeds.gov.uk within one working day of the allegation being made.

The education safeguarding team manager (Raminder Aujla raminder.aujla@leeds.gov.uk) will continue to offer support in the process of managing allegations.

8. Safeguarding Training and induction

DSL training is highly 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 Bishop Young Academy, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the receiving setting's safeguarding and child protection policy, guidance for safer working practice for staff working in educational settings, online safety policy including acceptable use and confirmation of local processes and confirmation of DSL arrangements.

9. 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, Bishop Young 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. <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

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 Bishop Young 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.

Bishop Young 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.

Bishop Young 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

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

10. Online safety in schools and colleges

Bishop Young Academy will continue to provide a safe environment, including online. This includes the use of an online filtering system and appropriate supervision where students are using the hub provision.

11. Children and online safety away from school and college

Bishop Young Academy recognises that its pupils will be spending increased amounts of time engaged in online learning activities during the COVID-19 school closures. Bishop Young Academy will ensure that regular communication occurs with pupils and parents around staying 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 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 Guidance for safer working practice for those working with children and young people in education settings (National Safer Recruitment Consortium May 2019).

Bishop Young Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

All staff will follow the school's Online Learning and Communication Guidance document that was reviewed and shared in April 2020 to ensure safe and consistent practice together with the Trust Guidance for Remote and Blended Learning.

This section should be read alongside the Abbey MAT Staff Code of Conduct and the Abbey MAT Online Learning and Communication Guidance that was published in April 2020. Both these documents will be available to you on the school's shared area. Please ask the DSL for advice if necessary. In addition to those documents we would like to add the following guidance to safeguard staff and students during any remote learning that takes place during the Covid-19 crisis.

As always, staff shouldn't communicate with parents or pupils outside school channels (e.g., they shouldn't talk to parents using their personal Facebook accounts, or contact pupils using their personal email addresses or phone numbers).

We expect all staff to use Microsoft Teams, Zoom or academy email accounts for any Q and A sessions with students.

The Q and A sessions should be recorded to safeguard staff and students. Online learning sessions may be monitored and/or recorded for safeguarding and

operational purposes. Parents/carers will be contacted and informed that for full details of how we use and protect this information and where the information may be found. The information is found within our privacy notices and remote learning addendum at <https://www.abbeymat.co.uk/privacy-notices>

Students using Q and A will **only** use the messaging facility (the only exceptions would be approved by the Principal or the SENDCo). Staff will be able to use the messaging, audio or video facilities to make a live response to students during a Q and A session.

Remote teaching will be via **pre-recorded** lessons and other resources, including PowerPoints (with and without teacher audio) etc.

No member of staff should live stream a lesson to students. However, Q and A sessions may be live as stated above, or as agreed by the Principal or SENDCo.

Pre-recorded lessons should be recorded in a classroom wherever possible and use the following guidance:

- ✓ Ensure the classroom area you are using to record is appropriate; that the background does not show pupil work or any personal items
- ✓ Double check what other tabs you have open in your browser, if you're sharing your screen. Remove any tabs not required for the lesson
- ✓ Wear professional dress. You should wear what you would wear for work
- ✓ Use professional language
- ✓ Ensure people know you are recording so background noise and conversations are not recorded

If you do have to record the lesson at home, please use the following guidance:

- ✓ Ensure your background is neutral. There should be no objects that are either personal i.e. family photographs or may distract from learning i.e. pictures, window looking out, busy bookcase etc. Be mindful that backgrounds do not compromise personal confidentiality or breach the guiding principles of safer working practice guidance for staff working in educational settings
- ✓ Record in an appropriate space. Avoid recording in your bedroom if you can (if that's not possible, use a neutral background so the room is not identifiable)
- ✓ Wear professional dress. You should wear what you would wear for work
- ✓ Use professional language
- ✓ Ensure other people in the house know you are recording so background noise is kept to a minimum and you have no interruptions
- ✓ Double check what other tabs you have open in your browser, if you're sharing your screen (e.g. no search results for adult content open in another tab)

We would encourage you all, when recording lessons, to start the lesson with a wellbeing check in with your students and occasionally reminding them that if they need support in relation to their wellbeing, they should contact the academy DSL or Childline.

Online Safety - There are significant concerns around the heightened number of online safeguarding incidents being reported nationally. Perpetrators are aware that more children in the UK are spending more time online as their ability to socialise face to face remains restricted and are subsequently targeting vast numbers of children.

We would also encourage staff to remind students that if they have been worried or uncomfortable about anything they have received or seen whilst they have been online they must report it. They may do this by using the red *Share A Concern* button on the school's website. A quick reminder to students about staying safe online would be appreciated.

If staff have a safeguarding concern about a child, they should report it on CPOMS without delay.

12. Supporting children not in school

Bishop Young Academy is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL and pastoral team 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. An allocated staff member will make at least weekly contact with the pupil and parent or carer to offer support and check on their welfare. A record of all contact will be made on CPOMS.

Communication can include email contact, phone contact and door-step visits.

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

Bishop Young 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 Bishop Young Academy need to be aware of this in setting expectations of pupils' work where they are at home.

The school will continue to contact families every two-three weeks to undertake a welfare check; vulnerable pupils will be contacted either daily or weekly, depending on need.

13. Supporting children in school

Bishop Young Academy is committed to ensuring the safety and wellbeing of all its students and our hub provision 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.

Bishop Young 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.

Bishop Young 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 Bishop Young Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with Abbey Multi Academy Trust Leaders and if required with the local authority education safeguarding team and/or health and safety team.

Bishop Young Academy will ensure that the school site is COVID secure, with an appropriate risk assessment to ensure the safety of all.

14. Peer on Peer Abuse

Bishop Young 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 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.

15. Mental health and Well-Being

Bishop Young Academy recognises that the current exceptional circumstances may affect the mental health and well-being of pupils, parents and staff in many different ways. School will ensure that they have details of appropriate support available and this will be accessible for pupils, parents and staff.

These are unusual and difficult times for many people and for some families they may become traumatic times and involve loss and grief. We have provided appropriate home learning for our pupils to complete during this period of time whilst the vast majority of pupils are at home. We are providing appropriate home learning for any pupils who remain at home. For the children in school the curriculum will have a focus on supporting mental well-being in addition to a recovery curriculum. Although learning is very important, and we want to make the best use of this time, we recognise that the expectations of this may be challenging on some students and families. School will provide reassurance and support to pupils, parents and staff in order to manage these expectations without putting additional stresses and pressure on individuals.

Bishop Young Academy will follow their Bereavement and Loss Policy to support pupils, families and staff where appropriate.

Useful contacts/web links:

Child line: 0800 1111

www.childline.org.uk

www.nhs.uk

www.mind.org.uk

www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing

www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips

www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak

www.nhs.uk/conditions/stress-anxiety-depression/talking-to-children-about-feelings/

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

www.mindmate.org.uk/

16. Staff who bring their own children into school due to a lack of suitable alternative childcare

In addition to advice issued centrally by the Local Authority on this issue: where these are pre-school children schools must also have regard to the Disqualification Regulations 2018: The Childcare (Disqualification) Regulations 2018 and Childcare Act 2006, which set out who is disqualified from working with children.

All Headteachers and Principals will complete the Abbey MAT risk assessment document in advance of agreeing that a member of staff's child(ren) may accompany them to work.

17. Support from the Local Authority

The Children's Services Education Safeguarding Team will continue to provide support and guidance as appropriate to enable DSLs to carry out their role effectively.