



Child protection and safeguarding: COVID-19 addendum

Centre Academy East Anglia

Approved by:	Dr Rollo/K Salthouse	Date: 20 th January 2021
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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	DSL Anne Shaul	ashaul@centreacademy.net Phone no: 01449 736404 07555 416172
Deputy DSL	ADSL Allan Thompson	athompson@centreacademy.net Phone no: 01449 736404 07555 416172
Designated member of senior leadership team if DSL (and deputy) cannot be on site	Mrs Kim Salthouse	ksalthouse@centreacademy.net Phone no: 01449 736404 07555 416172
Headteacher	Mrs Kim Salthouse	ksalthouse@centreacademy.net Phone no: 01449 736404 07555 416172

ROLE	NAME	CONTACT DETAILS
Local authority designated officer (LADO)	LADO Central	email on LADOCentral@suffolk.gcsx.gov.uk LADO central telephone number: 0300 123 2044 for allegations against all staff and volunteers.
Chair of governors	Dr D Rollo MS R Maddison Mrs K Salthouse	07555 416172 020 7738 2344

1. Scope and definitions

This addendum applies from the start of the spring term 2021. It reflects the latest advice from our 3 local safeguarding partners the Suffolk Safeguarding Partnership, police, healthcare services and Suffolk County Council.

It sets out changes to our normal child protection policy in light of coronavirus and the national lockdown currently in place and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government or our local safeguarding partners may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to the attendance restrictions during national lockdown, or if they need to self-isolate when they would otherwise still be attending.

In this addendum, where we refer to vulnerable children, this means those who:

- Are assessed as being in need, including children:
 - With a child protection plan
 - With a child in need plan
 - Looked after by the local authority

- Have been identified as otherwise vulnerable by our school or LA, for example those who are:
 - On the edge of receiving support from children’s social care services or in the process of being referred
 - On a special guardianship order
 - At risk of becoming NEET (‘not in employment, education or training’)
 - Living in temporary accommodation
 - Young carers
 - Care leavers
 - Facing difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)
 - In need of support for their mental health

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#) (September 2020)

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- › The best interests of children must come first
- › If anyone has a safeguarding concern about any child, they should act on it immediately
- › A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- › It is essential that unsuitable people don't enter the school workforce or gain access to children
- › Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home.

DSL (Mrs Anne Shaul) and ADSL (Mr Allan Thompson) will be reachable at all times by email and by phone: DSL ashaul@centreacademy.net and ADSL athompson@centreacademy.net 07555 416172 or 01449 736404 Head of School may also be contacted ksalthouse@centreacademy.net

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and ADSL) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

Mrs Kim Salthouse (Head of School) is also trained in safeguarding.

If our DSL (or ADSL) cannot be on site, they can be contacted remotely by email ashaul@centreacademy.net or athompson@centreacademy.net or phone: 01449 736404 07555 416172

We will keep all school staff and volunteers informed of any safeguarding issues when necessary by email, telephone and zoom staff meetings

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Head of School Mrs Kim Salthouse. You can contact them by email ksalthouse@centreacademy.net or phone 01449 73640 07555 416172 .

The senior leader will be responsible for liaising with the off-site DSL or ADSL to make sure they the senior leader can:

- › Identify any vulnerable child in school
- › Update and manage access to child protection files, where necessary
- › Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

5. Working with other agencies

CAEA will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

CAEA currently is working with Suffolk County Council to ensure that those children who need to be in school are able to be allocated a placement if it is urgently needed. Low levels of available staffing have reflected in a

very reduced intake during this latest lockdown. The remote learning policy is, however, situated on the website and communications remain regular with both parents and students.

We will continue to update this addendum where necessary, to reflect any updated guidance from our 3 local safeguarding partners.

Customer First

0808 800 4005 (for children)

0800 917 1109 (for adults)

Local Authority Designated Officers

Can be contacted via email on LADO@suffolk.gov.uk

or using the LADO central telephone number 0300 123 2044 for advice and consultation.

The Child Protection in Sport Unit (CPSU)

www.thecpsu.org.uk

0116 366 5580

email: cpsu@nspcc.org.uk

SAFE CIC

<http://www.safecic.co.uk/>

01379 871091

Suffolk Safeguarding Partnership

www.suffolkscb.org.uk

08456 066067

NSPCC Helpline

www.nspcc.org.uk

0808 800 500

Childline

www.childline.org.uk/info-advice/you-your-body/my-body/sport-exercise/

0800 1111

CEOP – reporting and resources around concerns about online sexual abuse

<https://www.ceop.police.uk/safety-centre/>

6. Monitoring attendance

We will take our attendance register daily via zoom. We will follow guidance from the Department for Education on how to record attendance (including for pupils learning remotely) and what data to submit.

During the national lockdown, only identified vulnerable children and children of critical workers will attend school in person. Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parents or carers: Mrs Lara West or Mrs Alison Beadman will phone the parent/carer.
- Notify their social worker, where they have one

We will make sure we have up-to-date emergency contact details, and additional contact details where possible for each student.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home and contact the DSL Mrs Anne Shaul.

8. Concerns about a staff member, supply teacher or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/supply teachers/volunteers working on site or remotely. Staff report directly to the Head of School.

Allegations against staff investigations will take place via Conference Call. No difficulties are foreseen unless partner agencies and other organisations are not available.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Contact plans

We make contact plans for any child with a social worker. All our children including, but not exclusively, those we have safeguarding concerns about we maintain very close contact with whilst they are at home and not in school.

- The school will make contact at least once a day via zoom registration, by holding weekly zoom tutor meetings, contact by telephone and email to both parents and students
- Form tutors are responsible for the contact as stated above, however if there are any absences ('no shows') on the daily registration the school administration staff will contact the parents and if there are any specific safeguarding issues the DSL or ADSL will make the relevant and necessary contacts

We would agree any plans with children's social care where relevant and would review them during SMT weekly meetings .

If we could not make contact, we would contact children's social care (MASH) or the police if necessary.

10. Safeguarding all children

10.1 All children

Staff are aware that this difficult time potentially puts all children at greater risk.

Staff will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns. They will act on concerns immediately in line with the procedures set out in section 3 above and in our Safeguarding and Child Protection Policy.

10.2 Children at home

The school will maintain very regular contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home or if necessary insert 141 before dialling numbers on own personal devices.

Staff and volunteers will look out for signs like:

- › Not completing assigned work or logging on to school systems
- › No contact from children or parents/carers
- › Seeming more withdrawn during any class check-ins, registration or zoom tutor calls

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, our contingency plan is to contact the IT company who monitors our system.. Agile Computers.

11.2 Outside school

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

Students should also adhere to the acceptable use agreement when remote learning.

Staff need to be aware of all the relevant guidance and policies when contacting students and their families either by telephone or by email or if pre-recording videos for practical subjects e.g.: music and drama

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

11.3 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, 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.

Regular letters for information and guidance are being sent to parents and students via emails and through IT assignments and tasks set by the IT department as part of home schooling for all students.

12. Mental health

If any pupil, parent or carer has concerns about mental health and wellbeing, they should contact form tutors, the SENCO (Mrs Lisa Gilbert), DSL, ADSL. The school will make sure pupils, parents and carers are aware of this.

12.1 Children in school

Staff and volunteers will be aware of the possible effects that this period may have on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils and contact with trusted key workers, form tutors, the SENCO or any member of staff who the student regularly seeks contact with

We will also signpost all pupils, parents/carers 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 bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum.

13. Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

We will continue to do our usual checks on new volunteers and do risk assessments to decide whether volunteers who are not in regulated activity should have an enhanced DBS check, in accordance with paragraphs 183-188 of Keeping Children Safe in Education.

14. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education part 1 and Annexe A (September 2020) as well as our school Safeguarding and Child Protection Policy and understanding what the role of the DSL is Annexe B.

15. Monitoring arrangements

This policy will be reviewed as guidance from our 3 local safeguarding partners or the Department for Education is updated, and as a minimum every 3 weeks by DSL or ADSL. At every review, it will be approved by the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child Protection policy
- Staff (CAEA Handbook Faculty and Staff)
- IT acceptable use policy and IT Code of Conduct and the Acceptable Use Agreement
- Health and safety policy
- Online safety policy
- Whistleblowing Policy
- Antibullying Policy