



Child Protection and Safeguarding: COVID-19 Addendum.

Centre Academy East Anglia

Approved by:	Dr Rollo/K Salthouse	Date: 8 th March 2021
Last reviewed on:	1 st March 2021/ 11 th March 2021	
Next review due by:	7 th June 2021	

Second review undertaken to take into consideration the 'Guidance for Safeguarding and Remote Education during coronavirus' DfE, gov.co.uk March 10th, 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 return to school on 8th March 2021. It reflects the latest advice from our 3 local safeguarding partners the Suffolk Safeguarding Partnership, police, healthcare services and Suffolk County Council also the latest guidance, 10th March, from the DfE.

It sets out changes to our normal child protection policy in light of coronavirus 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 shielding, or if they need to self-isolate.

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 do not enter the school workforce or gain access to children.
- Children should continue to be protected when they are online.

3. Reporting concerns

All staff **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 (the majority) and those at home who are shielding and self-isolating.

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 at all times. 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 if unable to contact 'socially distanced' in person.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be the 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 or at home if shielding or self-isolating.
- 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.

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 in school. We will follow guidance from the Department for Education on how to record attendance (including for pupils learning remotely) and what data to submit.

Pupils shielding and self-isolating will be registered with an X01 through X07 dependent on varying reasons.

During the national lockdown, only identified vulnerable children and children of critical workers were attending school in person. However, the school is now fully open. 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.

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 shielding or self-isolating 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. 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 if they are at home and not in school.

- The school will make contact by telephone and email to both parents and students of those shielding or self-isolating.
- Form tutors and subject teachers are responsible for the contact as stated above as well as sending homework.

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 shielding and self- isolating

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 during their shielding or self-isolating at home.

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'.

'Keeping pupils, students and teachers safe during remote education is essential. Teachers delivering remote education online should be aware that the same principles set out in the Handbook for Faculty and Staff will apply.'

11.2 Outside school for those students shielding or self-isolating.

Where staff are interacting with children online, they will continue to follow our existing Handbook for Faculty and Staff and the acceptable use policy for ICT. (see relevant policies below)

Staff need to be aware of all the relevant guidance and policies when contacting students and their families either by telephone or by email.

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.

'Where, in accordance with government guidance or legislation around coronavirus (COVID-19), a class, group or a small number of pupils or students need to self-isolate, or local restrictions... mean that pupils and students are to remain at home, schools are required to provide remote education to these pupils and students.

All such pupils and students not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.

Schools and colleges should ensure remote education, where needed, is safe, high quality and aligns as closely as possible with in-school or college provisi' (DfE, Guidance for Safeguarding and Remote Education during Lockdown, March 10th,2021)

11.3 Working with parents and carers.

Through regular letters and conversations 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.
- 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 (ALL are expected in unless shielding or self-isolating)

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 shielding or self-isolating

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.

14. Safeguarding induction and training

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

New staff 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 and updated 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
- Lateral Flow Testing Policy
- Whole School Risk assessment
- Remote Learning Policy