COVID-19 SAFEGUARDING ARRANGEMENTS

THE SKIPTON ACADEMY

POLICY OWNER: M Cook DATE: 6.4.20

DATE SHARED WITH STAFF: 6.4.20

DATE FOR REVIEW: 1.10.20

APPENIDIX 1 – COVID-19

Executive summary

From 20th March 2020 parents and carers were asked to keep their children at home, wherever possible, and for schools to remain open only for those children who are vulnerable and those of workers critical to the COVID-19 response - who absolutely need to attend.

It is important that schools remain safe places for children and this is why THE SKIPTON ACADEMY is continuing to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This Annex forms part of THE SKIPTON ACADEMY Safeguarding and Child Protection Policy and contains the Safeguarding provision for pupils being educated both on and off site during COVID-19.

The Safeguarding and Child Protection Policy of THE SKIPTON ACADEMY remains fundamentally the same and continues to have regard for the Keeping Children Safe in Education Statutory guidance.

This Annex sets out the adjustments THE SKIPTON ACADEMY is making in line with the changes to operational practice. This Annex has been produced in line with the Government Guidance contained in Coronavirus (COVID-19): safeguarding in schools, colleges and other providers - Published 27 March 2020.

In response to COVID19 communication is key. To ensure safeguarding is effective THE SKIPTON ACADEMY is confirming all emergency contact details and clear communication methods for staff, pupils, parents and carers during this time.

The Annex will continue to be reviewed as and when further Guidance is updated and issued by the Government.

Contents

1. Designated Safeguarding Leads

THE SKIPTON ACADEMY has a Designated Safeguarding Lead ('DSL') and a Deputy DSL.

The Designated Safeguarding Lead is: Mark Cook

Email address: m.cook@theskiptonacademy.co.uk

Contact Telephone Number: 01756 792965

Emergency Contact Number: 07856 370984

The Deputy Designated Safeguarding Lead is: Amanda Dudley

Email address: a.dudley@theskiptonacademy.co.uk

Contact Telephone Number: 01756 792965

Emergency Contact Number: 07856 370984

In addition, THE SKIPTON ACADEMY has put in place a measure to ensure that there is a trained Safeguarding and Child Protection Team available to co-ordinate if either the DSL or Deputy DSL are unavailable at any time.

THE SKIPTON ACADEMY aims to have a DSL or Deputy DSL on site at all times. However, THE SKIPTON ACADEMY recognises that this may not be possible.

In the case whereby the DSL or Deputy DSL are unavailable to be onsite, the DSL or Deputy DSL will be available to be contacted via phone, email or online video whilst working from home, using the above contact details.

In the case of a cluster school arrangement, THE SKIPTON ACADEMY will ensure an up to date Information Sharing Agreement is in place between the cluster school and THE SKIPTON ACADEMY. A DSL or Deputy DSL within the cluster school will liaise with THE SKIPTON ACADEMY DSL or Deputy DSL who will be available to be contacted via phone, email or online video whilst working from home.

In the event whereby a trained DSL or Deputy DSL is not onsite, Richard McManus, r.mcmanus@theskiptonacademy.co.uk, who is the Principal will take responsibility for the co-ordinating of safeguarding on site. Such responsibilities will include, but not limited to:

• Managing access to child protection files;

• Liaising with the offsite DSL (or deputy);

 • 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;

• Reporting any changes or concerns;

• Ensuring site safeguarding checks are carried out and recorded.

2. Critical Worker Definition

Children with a parent or carer who is listed on the government's critical worker list should be considered for a school place, so long as their job cannot be done from home.

Many parents working within these sectors will be able to ensure their child is kept at home and every child who can be safely cared for at home should be, to limit the chance of the virus spreading. THE SKIPTON ACADEMY will contact each parent or carer to establish whether those who are eligible will require a school place.

The critical worker list is as follows:

Health and social care

This includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributers of medicines and medical and personal protective equipment.

Education and childcare

This includes childcare, support and teaching staff, social workers and those specialist education professionals who must remain active during the COVID-19 response to deliver this approach.

Key public services

This includes those essential to the running of the justice system, religious staff, charities and workers delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting.

Local and national government

This only includes those administrative occupations essential to the effective delivery of the COVID-19 response, or delivering essential public services, such as the payment of benefits, including in government agencies and arms- length bodies.

Food and other necessary goods

This includes those involved in food production, processing, distribution, sale and delivery, as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines).

Public safety and national security

This includes police and support staff, Ministry of Defence civilians, contractors and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the COVID-19 pandemic), fire and rescue service employees (including support staff), National Crime Agency staff, those maintaining border security, prison and probation staff and other national security roles, including those overseas.

Transport

This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass.

Utilities, communication and financial services

This includes staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure), the oil, gas, electricity and water sectors (including sewerage), information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response, as well as key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services), postal services and delivery, payments providers and waste disposal sectors.

3. Vulnerable Children Definition

Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education and people up to the age of 25 with education with education, health and care (EHC) plans.

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 by THE SKIPTON ACADEMY in consultation with the local authority and parents, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home.

Home support could include, if necessary, carers therapists or clinicians visiting the home to provide any essential services if applicable. Many children and young people with EHC plans can safely remain at home. THE SKIPTON ACADEMY will ensure that any decision made will be logged and reviewed regularly and a copy maintained of the child's file in oor CPOMS secure system.

THE SKIPTON ACADEMY will not treat the eligibility for free school meals alone as the determining factor in assessing pupil vulnerability.

4. Identifying Vulnerable Children COVID19

There is the expectation that children who have a social worker must attend school during COVID19 partial closures, unless agreed and recorded otherwise. THE SKIPTON ACADEMY will have special consideration for the following groups of children:

• Children who are subject to a child protection Order;

 • Children who have, or have previously had, a social worker involvement;

• Looked After Children;

• Previously Looked After Children;

• Children with an EHCP;

• Children in which the school have previous raised concerns;

• Children who are pending social care allocation;

• Children of keyworkers;

• Children in alternative education;

• Children who are being educated off site or at home.

THE SKIPTON ACADEMY will operate a Risk Rating System to identify any child considered to be vulnerable.

HIGH RISK

On the basis of the available information there are major concerns about one or more risk indicators which significantly threaten the safety the child or young person, integrity of the staff, regulatory approval criteria, regulatory conditions, or the reputation of the institution. Urgent action may be required.

Students identified as high risk will be contacted at regular intervals, at least 3 times per week by an assigned key worker.

MODERATE

On the basis of the available information there are concerns about a specific risk indicator or indicators and customised action is required to ensure the safety of the child or young person, integrity of the staff, regulatory approval criteria, regulatory conditions, or the reputation of the institution.

Students identified as a moderate risk will be contacted at least twice per week buy an assigned key worker.

LOW

On the basis of the available information there is little or no risk to the child or young person, integrity of the staff, regulatory approval criteria, regulatory conditions, the reputation of the institution and safeguarding compliance is good.

 Students identified as low risk will be contacted at least once per week buy an assigned key worker.

The DSL and or Deputy DSL will ensure that any child identified as vulnerable through the Risk Rating system who is being educated off site, be that at a cluster school or at home, will have a welfare call carried out in line with the risk rating above. The DSL of Deputy DSL will ensure that the welfare call is recorded in CPOMS and the vulnerable student tracker and actioned appropriately and when necessary referred to other agencies.

If for any reason the DSL or Deputy DSL are unable to carry out the welfare check call the dedicated Safeguarding and Child Protection Team at THE SKIPTON ACADEMY will carry out the call.

This will be recorded as above and if concerns are raised these will be escalated through to the appropriate routes.

In the event that the child is being educated at a cluster school, THE SKIPTON ACADEMY will continue to undertake a welfare call and will liaise with the cluster school's DSL. Clear and effective communication will take place between THE SKIPTON ACADEMY and the child's social worker, the local authority, virtual school head (VSH) for looked-after and previously looked-after children to ensure that a child does not fall off the statutory radar. It is important to remember that THE SKIPTON ACADEMY continue to maintain a responsibility for the child's welfare even if the child is not being educated on site.

Where appropriate the child's individual plan will be shared with other agencies involved in their care, including a cluster school. The Information Sharing Policy will represent current practice for cluster school arrangements and a copy will be retained on file.

Children not meeting the 'vulnerable definition'

THE SKIPTON ACADEMY will undertake as outlined above the Risk Rating system for any child they feel is vulnerable even if the child does not fall into the 'vulnerable' definition contained within Government guidance.

THE SKIPTON ACADEMY will adopt the same procedure and practice for any child identified as vulnerable, that does fall into the statutory vulnerable category. This will include, as outlined above, welfare calls, whereby a member of SCHOOL STAFF will speak with the child directly and record and action accordingly.

When carrying out welfare calls, it is important that staff speak directly to the child and not just through a parent or carer.

5. The Role of the Local Authority

THE SKIPTON ACADEMY has received the following information from the Local Authority in response to COVID19:

North Yorkshire Safeguarding Guidance Frequently Asked Questions (FAQ) and for Vulnerable Learners not attending school during Covid-19

Due to the rapidly moving nature of current events this guidance is likely to quickly become out of date**. Please read any official advice from the government alongside this advice, and always refer to**

government guidance in the first instance. Please always refer to the most up to date version of this guidance on https://cyps.northyorks.gov.uk/covid-19

 You can find the government guidance at https://www.gov.uk/coronavirus

Current government guidance includes:

https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers

https://www.gov.uk/government/publications/covid-19-school-closures

https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision

https://www.gov.uk/government/publications/coronavirus-covid-19-cancellation-of-gcses-as-and-a-levels-in-2020/coronavirus-covid-19-cancellation-of-gcses-as-and-a-levels-in-2020

https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19

https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people

 Please also refer to the most up to date North Yorkshire Children and Young People's Service Information for schools and early years settings regarding Covid-19 (Coronavirus) https://cyps.northyorks.gov.uk/covid-19

This will include **'**What health and safety arrangements must be in place for full or partial closure' provided by the Health and Safety Service and guidance from Property Services.

 Schools may also find it helpful to sign up to Andrew Hall's (Safeguarding Consultant) weekly safeguarding briefing (no cost).

https://www.safeguardinginschools.co.uk/safeguardingbriefing-2/

Please note

North Yorkshire safeguarding policies and procedures including referral processes remain in place and schools should continue to follow these as far as possible.

Questions	Responses
Policies Have any NYCC policies been updated including Covid 19 guidance?	A number of policies in relation to safeguarding are being reviewed at present by the local authority and will be made available as soon as possible. This includes arrangements for Child Protection conferences, Looked After Children visits etc. In the meantime, the current policies remain in place. Please
Are policies such as child protection health and safety aspects going to be updated?	see any updates as they become available on https://cyps.northyorks.gov.uk/covid-19
What Health and Safety requirements do I need to have in place during the Covid-19 situation?	The Health & Safety Service have drawn up some key information to respond to questions on what is required for schools during the COVID 19

	situation. 'What health and safety arrangements must be in place for full or partial closure '. Please check on https://cyps.northyorks.gov.uk/covid-19 and also check guidance from NYCC Property Service on the same website.
Designated Safeguarding Lead (DSL) Role ⬚ Do we need a safeguarding lead on site at all times? ⬚ What happens if my DSL is ill? Can we cluster a DSL? ⬚ With GDPR is it okay to share information when clustering with staff from other schools? See later section on GDPR ⬚ What happens in the event that the school has no designated safeguarding lead? ⬚ What basic DSL requirements need to be in place when staffing is low? ⬚ I am the only DSL for my school(s). Is it okay to share this role with another Headteacher locally who is a DSL to ensure that we can support each other in managing some time off over Easter? ⬚ What interim DSL arrangements need to be in place where DSL staff are self-isolating. I suggested HT supporting each other but they are querying how they would they record this?	⬚ If the DSL is self-isolating and able to work from home, they can continue to undertake the role using a school laptop and a school mobile. They can make contact with any professionals by phone. Any follow up activity, including attendance at meetings by phone or in person, can be undertaken by staff from the school, if the Headteacher and DSL determine they are competent to do so, or by agreement with a DSL from another school. ⬚ If DSL is absent through ill health/Covid 19 symptoms, they should note on any referrals that the DSL from "named" school is stepping in to cover. The Chair of Governors and nominated safeguarding governors know what the temporary arrangement is. As far as possible anyone undertaking DSL work should have undertaken the appropriate training, but if this is not possible they should take advice from an established DSL from another school. Staff should know who and how to contact to raise concerns. The DSL stepping in should use the school's recording system, and should be given temporary confidential access to hard copy files or CPOMs as required. ⬚ Key telephone numbers of all available DSL's/deputies should be provided to staff covering the setting. ⬚ Ensure the contact details of the Safeguarding Hub/Early Help Team/LADO are available to all staff on duty. ⬚ Access to such confidential information may need to be given to the senior designated member of staff (in the absence of the nominated DSL/deputy) where normally access would be restricted to the DSL/deputy. Confidentiality of records must be maintained at all times. ⬚ If it has not been possible to make an interim temporary DSL arrangement, then staff should be reminded that they can make a referral in these

	exceptional circumstances to the Customer Contact Centre number 01609 780780 and/or LADO contact number 01609 532477. ⬚ Schools need to ensure that access to a Designated Safeguarding Lead is available during the Easter holidays
possibly through a shared arrangement with another school in line with current arrangements for cover required in Keeping Children Safe in Education 2019.	
⬚ If I arrange for pupil X to go to the school up the road next week, since they can provide wrap around and I can't and that would help critical worker parents, what safeguarding measures will I need to put in place?	⬚ The responsibility lies with the child's Designated Safeguarding Lead, or Deputy/Interim in their absence through ill health, to alert you to any specific vulnerabilities, risk assessment and action plan (including EHCP) for the individual pupil and to maintain contact. It is recommended where possible for a member of staff who is familiar to the child to be deployed to the other school to support the arrangement. ⬚ If pupils are attending other schools, it is important to ensure that all appropriate information, including child protection and medical information, is shared with the 'senior designated leader' to ensure their safety and well-being. ⬚ Ensure that this information is held securely by the other school/hub.
GDPR ⬚ With GDPR is it okay to share information when clustering with staff from other schools? ⬚ Is there any guidance that we need regarding pupil contact information?	⬚ Keeping Children Safe in Education 2019 is clear that The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. ⬚ Staff should be using school mobile phones wherever possible. ⬚ If having to use personal phones, then this should have been agreed with the school's Headteacher. Staff should follow safer working practices with regard to sharing of personal information and their personal phone number should not be visible to the recipient (parent/carer or students).
DBS ⬚ Are there any changes to DBS processes during the current challenges? ⬚ What checks should we be carrying out when we have offers of help from people who are not	⬚ The DBS have made temporary changes to the **ID document checking process, not the DBS safer recruitment procedures.** The changes came into effect on 19th March 2020. The guidance can be found at

our current volunteers who have not undergone our safer recruitment checks?	https://www.gov.uk/government/news/covid-19-changes-to-standard-and-enhanced-id-checking-guidelines ⬜ You must continue to follow safer recruitment processes including a risk assessment. Start with people you already know, and then the people that are working in schools now, preferably who are on the DBS Update Service and have references; strangers offering their services may not be suitable.
Checks on visitors ⬜ Should a school restrict visitors	⬜ Make a professional judgment on essential/non-essential visits – some schools are using skype meetings as an alternative to visits e.g. Health and Safety.
⬜ For visits by persons in the vulnerable category e.g., underlying health condition try and make arrangements for them to work alone and have restrictions on where they go and see. If County Hall NYCC staff with underlying health conditions they should have their own risk assessments. ⬜ Make available alternative methods of communication and ensure parents/carers know these contacts school e-mail/ telephone. ⬜ See **Department for Education guidance for educational settings** for visitors picking up poorly children/students ⬜ If the reason for the school visit is essential and does not amount to a group visit, the visit may go ahead, subject to a straightforward risk assessment.	
Home/Online learning ⬜ What safeguarding arrangements need to be in place for home on line learning? ⬜ Is there support for parents and pupils to discuss online safety together? ⬜ If pupils feel they are being bullied online by other pupils who attend their school who should they report this too? ⬜ What guidance is there to support children and young people and parents in schools in relation to mental and emotional wellbeing? ⬜ Are there any resources especially for younger children to help address anxieties about Coronavirus ?	⬜ Useful safeguarding advice has been prepared by the London Grid for Learning, including delivering lessons via livestream or video meetings. The guidance can be found here: https://coronavirus.lgfl.net/safeguarding ⬜ Thinkuknow has produced some materials for children and young people and their families to discuss online safety to cover all age groups. https://www.thinkuknow.co.uk/parents/support-tools/home-activity-worksheets ⬜ Pupils need to be informed how to contact a named member of staff if they are being affected by bullying online aligned to safeguarding arrangements for home learning. Staff need to follow the school's agreed policy for recording and responding to the reported incident.

	Support for pupils can be accessed at https://www.childline.org.uk/info-advice/bullying-abuse-safety/types-bullying/bullying-cyberbullying/ and anti-bullying alliance has information to support schools, pupils and parents https://www.anti-bullyingalliance.org.uk/ ⬚ Please see https://cyps.northyorks.gov.uk/covid-19 for Covid-19 support for pupils and parents in primary and secondary school in relation to mental and emotional wellbeing. ⬚ Dave the Dog is worried about coronavirus is a book for children about coronavirus that aims to give information without fear. This can be downloaded free from the official website.
Staff children in schools ⬚ If staff bring their own children into school how does this impact on safeguarding?	⬚ School staff will be designated as critical workers and their children may attend school if there is no other suitable person to look after them at home. ⬚ If staff children are attending a school that they do not normally attend (particularly if it is a different phase of school) consideration will need to be made as to how this is managed to ensure that all children are as safe as possible. This may include them being accommodated in separate rooms if appropriate.
Vulnerable Pupils ⬚ What Safeguarding arrangements should be in place for all vulnerable pupils, including EHCP, not in school who choose not to come?	⬚ Schools should follow the DFE Guidance. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people
VULNERABLE PUPILS WHO ARE NOT ATTENDING SCHOOL DURING COVID-19 Government guidance on temporary school closures (22nd March 2020) https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing) states: ⬚ 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. ⬚ Vulnerable pupils with an EHC plan should be risk-assessed by the school/LA/parents ⬚ Many children and young people with an EHC plan can safely remain at home.	

There is an expectation that vulnerable children who have a social worker will attend school, so long as it is safe for them to do so. In circumstances where a parent does not want to bring their child to school, the social worker and schools should explore the reasons for this, directly with the parent, and help to resolve any concerns or difficulties wherever possible. Where parents are concerned about the risk of the child contracting the virus, the school should talk through these anxieties with the parent.

 What should schools do if vulnerable children do not attend school? Schools should work with LAs to monitor with welfare of vulnerable children who are not attending school, and other pupils they might wish to keep in touch with, for safeguarding purposes.

 There are also children who may need to be shielded due to their own medical vulnerability and should be at home for 12 weeks – see guidance below. This group will receive a letter from the GP and should NOT be at school https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19

Guidance from North Yorkshire Local Authority regarding vulnerable
pupils who are not attending school during COVID-19

 Ensure that key people in school have a current list of identified vulnerable pupils including those who are medically shielding. This is likely to include vulnerable learners identified by school leaders, in addition to 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.

 Allocate a member of staff to coordinate welfare and contact and have the oversight of all the vulnerable pupils during this period of time. This may be a delegated role separate from the DSL role however there must be good liaison.

 A risk assessment must be undertaken (for pupils with a Child Protection Plan or identified as a Child in Need) through discussion between the school DSL, social worker and parents/carers to

determine why the pupil is not in school and to agree the level of contact that will take place with the pupil and who will undertake that contact. This must be a joint responsibility between school and the social worker. The risk assessment is likely to take the form of a recorded conversation with agreed actions.	
☐ Ensure that there are systems in place for a named member of staff/group of staff (school and/or Children's Social Care) to make contact with named vulnerable pupils through phone calls, Skype and/or Zoom and through email, if appropriate. If deemed necessary by Children's Social Care, some pupils will receive home visits. ☐ Referrals to Children's Social Care will continue to be made in the usual way. ☐ Contact with vulnerable pupils must be on a weekly basis as an absolute minimum. ☐ For those pupils who are risk assessed as being the most vulnerable, checks should be taking place with them directly (phone or video call), in line with the agreed risk assessment. There needs to be coordination and communication between the school member of staff coordinating welfare with Children's Social Care (e.g. the child's social worker, Early Help staff) ☐ Agree key questions with named members of staff to be asked during phone/video conversations - e.g.: How are you feeling? Are you struggling with anything? What did you do yesterday/today? What exercise have you done? What work have you completed? Do you need any additional work/activities? How can we help you so that things are better for you? ☐ For those who are medically shielding, please check that parents / carers know how to contact the relevant health professional and that they have sufficient medication at this time. If they have any concerns they need to contact their GP urgently. ☐ As well as contact with the pupil, regular contact should take place with parents/carers by phone/email. ☐ There is no need to keep detailed notes of this contact but it would be good practice to keep a record of the date, time and type of contact that has taken place for each pupil in order that there is a robust trail, and any pupil who you have not been able to contact can be flagged up with senior leaders. Some schools may choose to update CPOMs/welfare records following contact with pupils. ☐ Set up an open school email contact for pupils to access at any time. ☐ A reminder that schools can still access support through the Early Help team, as required.	

North Yorkshire County Council, Northallerton, DL7 8AE

6. Safeguarding Clusters

During COVID19 THE SKIPTON ACADEMY are aware that there may be a situation whereby THE SKIPTON ACADEMY hosts as a cluster school or whereby THE SKIPTON ACADEMY pupils will be educated off site at a cluster neighbouring school.

THE SKIPTON ACADEMY maintains that in the event of a collaborative cluster school operation THE SKIPTON ACADEMY will uphold the principles in Keeping children safe in education (KCSIE) and this Safeguarding Policy.

If THE SKIPTON ACADEMY is to act as a host cluster hub, we will continue to provide a safe environment and keep children safe. THE SKIPTON ACADEMY will adhere to our Safer Recruitment Policy and ensure staff and volunteers have been appropriately vetted. THE SKIPTON ACADEMY will continue to update our single central record with any changes to staff and/or volunteers. In addition, THE SKIPTON ACADEMY will carry our risk assessments as required and record and action.

If THE SKIPTON ACADEMY is to act as a host cluster hub, where possible, will ensure that we have a trained first aid responder and fire drill coordinator onsite. Our first aid responder and fire officer is Sam Akrigg s.akrigg@theskiptonacademy.co.uk

In the event of THE SKIPTON ACADEMY becoming a host cluster hub we will ensure that any transferred staff from other schools understand and receive an induction training into our inhouse fire drill, evacuation, lockdown and first aid procedures.

THE SKIPTON ACADEMY will continue to have a fire drill every 3 months and our fire drill assembly point is the tennis courts.

7. Keeping Children Safe in Education

This Annex has been drafted to ensure that THE SKIPTON ACADEMY continues to have regards to Keeping Children Safe in Education.

The way in which THE SKIPTON ACADEMY is currently operating in response to COVID-19 is fundamentally different to how we would normally operate, however, a number of important safeguarding principles remain the same:

    The welfare of children remains THE SKIPTON ACADEMY key priority.

    The best interests of children will always continue to come first.

If anyone in THE SKIPTON ACADEMY has a safeguarding concern about any child, they will continue to act and act immediately.

A DSL or deputy will be available, either onsite of remotely.

Unsuitable people will not be allowed to enter the children's workforce and/or gain access to children.

THE SKIPTON ACADEMY has adopted a whole school approach to safeguarding including policy updates in response to COVID-19. THE SKIPTON ACADEMY is not weakening its approach to safeguarding or undermining our child protection policy but is tightening procedure to represent current working practice in context to COVID19.

8. Attendance

THE SKIPTON ACADEMY is following the Coronavirus (COVID-19): attendance recording for educational settings – updated 26 March 2020.

In the case of social worker involvement, THE SKIPTON ACADEMY will liaise where necessary with the child's social worker to agree with the families whether the child in need should be attending the education provision provided. In all circumstances where a vulnerable child does not take up their place at school or discontinues their place, THE SKIPTON ACADEMY will notify their social worker immediately.

If a child who is expected in school fails to attend, it will be followed up in accordance with THE SKIPTON ACADEMY attendance policy and contact will be made with the parent, carer or social worker.

If contact has not been made by 09.30 on that day, this will then be reported to the DSL or Deputy DSL. The DSL will attempt to make contact using a range of methods including email, Schoolcomms and Classcharts. If contact is unsuccessful a home visit will be arranged by the school or other appropriate agency.

In the case of a home visit being required, a risk assessment will be completed and logged. The risk of COVID19 will not override the duty of care the school owe in ensuring the child is safe.

9. Reporting and Monitoring a concern

Whether a child is educated at home, off site at a cluster school or in school, every member of staff and or volunteer hold a duty to report any concern they may have.

THE SKIPTON ACADEMY continues to adhere to the reporting procedures as outlined in our Safeguarding and Child Protection Policy.

If staff have any concern for a child, they will report it immediately to the DSL or Deputy DSL. THE SKIPTON ACADEMY in response to COVID19, have a dedicated safeguarding and child protection team available to ensure that there is always someone available to record and action a concern. This ensures due-diligence and accountability when reporting and referring.

Safeguarding emergency contact number is: 07856 370984

Increased risk in safeguarding

Families will be under immense pressure at the moment and not every home will be a place of safety for the child. Some children will be living in a confined living space and a minority may be witnessing or be subject to an abusive household situation.

Due to an increased strain on families both financially and emotionally, in response to COVID19, there is an increased requirement for safeguarding vigilance, reporting and monitoring.

Children's services may be working at a reduced capacity which will mean there is an additional prominence for persistent referring and the following up of any referrals made.

The local children's service contact details are:

 NYCC

We investigate all cases when people are worried that a child may be at risk of being harmed or is not being looked after properly.

What to do if you are worried about a child or young person

If you are worried about a child or a young person under the age of 18, you should ring our customer services centre on 01609 780780. This is available outside of office hours. The Minicom number is 01609 779838.

*All calls are taken seriously and can be taken in confidence. In an emergency, always ring **999**.*

It is important that in response to COVID19 a concern is not disregarded and is followed up and there is evidence of any action that has been taken.

If a member of staff is reporting a concern remotely, they will follow the below procedure for remote referring:

- Call the safeguarding emergency phone – 07856 370984
- If there is no answer and the referral is urgent, report the incident to NYCC – 01609 780780
- If a child is at immediate risk of harm call 999

When a referral is made the DSL or Deputy DSL will follow this up and action appropriately. In response to COVID19 it is appreciated that staff will be working at a stretched capacity, THE SKIPTON ACADEMY have therefore implemented a dedicated safeguarding and child protection team whose role is to check and ensure any reports have been actioned and are being monitored efficiently.

10. Safeguarding Training and Staff induction

All existing THE SKIPTON ACADEMY staff have undertaken safeguarding training and have read part 1 of Keeping Children Safe in Education (KCSE). THE SKIPTON ACADEMY is monitoring any updates or changes to Government guidance and/or local arrangement and are cascading this to all staff and or volunteers.

THE SKIPTON ACADEMY has implemented a robust reporting system in place during COVID19 to ensure remote reporting is accessible and the variation in operation is taken into consideration.

Where new staff are recruited, or new volunteers enter the school, THE SKIPTON ACADEMY will provide them with a safeguarding induction.

THE SKIPTON ACADEMY will make all staff and volunteers aware of this Annex to the Safeguarding and Child Protection Policy.

THE SKIPTON ACADEMY understands that in response to COVID19 there may be movement of staff between cluster schools temporarily. On a case-by-case basis THE SKIPTON ACADEMY will assess the level of safeguarding induction required.

THE SKIPTON ACADEMY understand that every individual school will adhere to their own safeguarding and child protection policy and in most cases the existing workforce will already have received appropriate safeguarding training and all they will require is a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements. However, it is important than when operating a cluster school model there is a clear, mutual comprehension of how to keep children safe in each individual setting.

11. Children Moving Schools

THE SKIPTON ACADEMY fully understands that in response to COVID19 pupils may have to attend another school setting. THE SKIPTON ACADEMY will provide, wherever reasonably possible, (in accordance to the Information Sharing Policy) the receiving institution with any relevant welfare and child protection information.

In the case of one of our pupils, who is a looked after child, attends a cluster school offsite, the move will be managed by our Deputy Principal, Mark Cook, who will hold ultimate responsibility and act as the Virtual School Headteacher; their contact details are m.cook@theskiptonacademy.co.uk

THE SKIPTON ACADEMY will ensure that in a case of one of our pupils is to be educated at a cluster school offsite, we will make the receiving school aware of the reason the child is vulnerable and any arrangements which are currently in place to support them.

If possible, before our pupil moves to a cluster school, THE SKIPTON ACADEMY will securely give the receiving school access to the vulnerable child's:

- EHC plan;

- Child in need plan;

- Child protection plan:

- For looked-after children, their personal education plan;

- Social worker details;

- Virtual School Headteacher with responsibility details.

In addition to the above, THE SKIPTON ACADEMY will ensure that any additional information relevant to the child, including medical condition and allergies, are logged and registered appropriately. Any medication which the child takes will be stored and handled in accordance with the THE SKIPTON ACADEMY first aid policy.

In the case that the information is unable to be transferred before arrival, THE SKIPTON ACADEMY will securely send the information as soon as is reasonably practicable, in any case no later than 2 days upon arrival.

THE SKIPTON ACADEMY will ensure, where it is practical, that any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs coordinators/named individual with oversight of SEN provision for children with EHC plans. If this is not possible, through our designated Senior Leader Richard McManus. R.mcmanus@theskiptonacademy.co.uk

THE SKIPTON ACADEMY will continue to have appropriate regard to data protection and GDPR. We will share information for the purposes of keeping children safe.

In the event of a child being educated offsite, any information or concerns will be recorded on our safeguarding system and a copy securely given to the receiving school DSL.

In the event that THE SKIPTON ACADEMY becomes the host cluster school we will continue to follow our own internal safeguarding and child protection policy and procedures in keeping children safe. THE SKIPTON ACADEMY will request that as above any information relating to a child that is not a pupil at THE SKIPTON ACADEMY is to be transferred securely to our DSL or Deputy DSL, where practical prior to the child's arrival onsite. It is important than key contact and medical details are up to date for transferring children.

A risk assessment will be implemented and maintained for any new information received. In the event of clustering, THE SKIPTON ACADEMY will continue to have an open line of communication between the cluster school to ensure there is a clear line of reporting and escalation if necessary, to keep children safe.

In the event of clustering and if practical, there will be meetings taking place (virtual or in person) to address the needs and possible changing needs of the child.

12. Safer Recruitment, Volunteers and Movement of Staff

THE SKIPTON ACADEMY continues to follow the Safer Recruitment Policy to ensure that people who are unsuitable are not allowed to enter the school in order to gain access to children. If THE SKIPTON ACADEMY recruits new staff or volunteers, we will uphold our Safer Recruitment practice, taking into account Part 3 of Keeping Children Safe in Education.

In response to COVID-19, the Disclosure and Barring Service (DBS) have implemented COVID19: Changes to DBS ID checking guidelines – 24 March 2020 which minimises the need for face-to-face contact.

With the COVID19 altered provision in place children could be at greater risk of abuse from staff or volunteers. Any concern will be reported immediately.

If THE SKIPTON ACADEMY utilises volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of Keeping Children Safe in Education.

Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in our school especially those in regulated activity.

In the case of a cluster school, THE SKIPTON ACADEMY will ensure that the temporarily transferring member of staff's DBS record is inspected. A record will be made and upheld on THE SKIPTON ACADEMY single central record. The single central record will also be used to log details of any risk assessments carried out on volunteers and staff temporarily transferring from another school.

The Government have issued guidance, contained in Coronavirus (COVID-19): guidance on vulnerable children and young people - Updated 27 March 2020; that for a workforce already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school or college to support the care of children.

If THE SKIPTON ACADEMY is the receiving institution for a cluster school, we will risk assess all members of staff transferred. Where possible new checks will be undertaken but if not possible, an assurance from the current employer will be received and recorded in writing.

THE SKIPTON ACADEMY will ensure that even with the cluster school arrangement it will be aware, on any given day, which staff/volunteers will be in the school and to ensure that appropriate checks have been carried out and photographic proof of identity will be held.

Any staff or volunteer new to THE SKIPTON ACADEMY will complete a safeguarding induction.

13. Allegations or concerns about staff

THE SKIPTON ACADEMY will continue to adhere to the whistle blowing policy. THE SKIPTON ACADEMY understands the importance of maintaining the view that 'it can happen here'.

If necessary, THE SKIPTON ACADEMY will make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of Keeping Children Safe in Education and the Teacher Regulatory Agency Teacher Misconduct: referring a case – updated 28 March 2014

During the COVID-19 period all referrals should be made by emailing:

Misconduct.Teacher@education.gov.uk.

14. New staff or volunteers

In the event of a cluster school and THE SKIPTON ACADEMY being a host school, it is important that every new member of staff or volunteer read this policy and undertake a safeguarding induction with the DSL or other appointed person prior to starting.

It is important that new members of staff or volunteers, even if working in another setting and only temporarily transferring over, are familiar with the reporting procedure and staff code of conduct at THE SKIPTON ACADEMY.

In the case of staff or volunteers transferring to THE SKIPTON ACADEMY evidence and confirmation will be sought from the home school of:

• Safeguarding training; • Photo identification; • Confirmation they have read policy and procedure including annex 1 to KCSIE; • DBS check, especially where it is a regulated activity; • Risk assessment in place; • Contact details.

THE SKIPTON ACADEMY will ensure that any changes will be updated on the single central record immediately.

15. Mental Wellbeing

At this unprecedented time staff, pupils, parents and carers may be experiencing heightened stress and anxiety. Everyone reacts differently to events and changes in the way that we think, feel and behave vary between different people and over time.

Teachers should be aware of this in setting expectations of pupils' work where they are at home and/or on site. Equally taking into consideration their own working arrangements and workload.

Mental health issues can bring about changes in a young person's behaviour or emotional state which can manifest in a range of different ways, and that can be an indication of an underlying problem. Staff will have special consideration for:

• Emotional state (fearful, withdrawn, low self-esteem);

• Behaviour (aggressive or oppositional; habitual body rocking);

• Interpersonal behaviours (indiscriminate contact or affection seeking, overfriendliness or excessive clinginess; demonstrating excessively 'good' behaviour to prevent disapproval; failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed; coercive controlling behaviour; or lack of ability to understand and recognise emotions).

To support parents and carers, pupils and staff, THE SKIPTON ACADEMY will take into consideration the below factors:

• The importance on how to connect with and support others;

• The importance of voicing concerns;

• How to handle worries and concerns and coping strategies;

• The importance of physical wellbeing;

• The importance of sleep;

• Managing media and information;

• Understanding the facts;

• Focusing on positives and goal setting;

• Keeping an active mind;

• Worries about health and finance;

• Routine.

16. Peer on peer abuse

In response to COVID19 closure or partial closure THE SKIPTON ACADEMY recognises that there is an increased opportunity for peer-on-peer abuse to take place. THE SKIPTON ACADEMY will continue to remain vigilant to signs and symptoms of such abuse taking place.

All pupils at THE SKIPTON ACADEMY are aware who to speak to if they have a concern using the contact details contained in section 19 of this Annex.

17. Online Safety in Schools

Many pupils will have an increased use of the internet in response to COVID19 which may put them at an increased risk. THE SKIPTON ACADEMY will continue to provide a safe online working environment for our pupils.

THE SKIPTON ACADEMY continues to operate an appropriate firewall, filtration and monitoring system. Staff are trained and are aware of the signs and signals of cyberbullying and other online risks.

THE SKIPTON ACADEMY has an appointed IT support officer Neil Ensby whose contact details are:

it-support@theskiptonacademy.co.uk

18. Online Safety away from School

When asking our pupils to work online THE SKIPTON ACADEMY places the child's safety at the highest priority.

THE SKIPTON ACADEMY recognises that in response to COVID19 the majority of pupils will not physically be attending school. This increases their vulnerability and online safeguarding risk factors. THE SKIPTON ACADEMY staff will be extra vigilant during remote interactions with pupils and report any concerns they may have in accordance with THE SKIPTON ACADEMY reporting system and Safeguarding and Child Protection policy. Where necessary, concerns will be referred to social services and if required the police. Staff and volunteers will be made aware of the importance of keeping themselves safe online.

THE SKIPTON ACADEMY ensure that any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

Staff

For staff, THE SKIPTON ACADEMY adopts the same principle for online learning as is set out in our staff behaviour policy or code of conduct.

This includes, but is not limited to:

• Acceptable use of technologies; • Staff pupil/student online relationships; • Communication, including the use of social media; • Minimum expectations; • Online safety; • Essential rules for remote teaching; • SENCO and pastoral care team; • Subject leaders and tutors;

Pupils, Parents and Carers

THE SKIPTON ACADEMY understands that not every parent will feel comfortable allowing their child to use the internet for face-to-face contact and for some parents or carers they may feel this is an invasion of their privacy. THE SKIPTON ACADEMY will discuss with the parents and carers any concerns they may have including who will have access to the face-to-face learning via an online model.

THE SKIPTON ACADEMY will maintain continued communication with parents and carers during this time to reinforce the importance of safe online learning. Advice will be given such as, but not limited to:

• Confirmation of online tools and or sites that the school will be using/if using; • Confirmation of what the child may be asked to do online; • Confirmation as to who their child will be interacting with online; • Confirmation as to whether other pupils will be able to access their child via the online platform; • Allowing the parent or carer the opportunity to voice any concerns; • The importance of not leaving the child alone during screen time; • Monitoring the search history; • Maintaining open communication with the child about online safety; • How to report a concern;

• Ensuring face-to-face online sessions with the child take place in an appropriate central home location.

THE SKIPTON ACADEMY will ensure parents and carers understand the importance of safe online procurement if wishing to engage in a supplementary online learning resource or tutor for their child. It is importance that parents, and carers understand that anyone having access to their child should be vetted appropriately and should be procured through a reputable source.

THE SKIPTON ACADEMY appreciates that not every child will have access to computer or internet facilities in the home. THE SKIPTON ACADEMY will ensure that age appropriate resources are sent to any child who cannot access an online provision. In the case whereby a child is unable to access online facilities and in accordance with the risk rating system, the child will be contacted regularly with a welfare call.

Children are able to report any concerns they have online back to the school using the details contained in section 19 of this Annex.

19. Help and Support

THE SKIPTON ACADEMY emergency contact details:

m.cook@theskiptonacademy.co.uk

Emergency safeguarding tel: 07856 370984

For parents, carers and pupils

ChildLine: 0800 1111 who are operating a 9am – Midnight service in response to COVID19.

UK Safer Internet Centre: https://reportharmfulcontent.com/report/

CEOP: https://www.ceop.police.uk/ceop-reporting/

Police: 999 if the child is in immediate danger.

Staff

THE SKIPTON ACADEMY has ensured that there is an open communication line for all staff. This takes place via email.

General

The Department for Education COVID-19 helpline: Email: DfE.coronavirushelpline@education.gov.uk Telephone: 0800 046 8687 Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

Young Minds Crisis Messenger: 85258 – free text service for 24/7 support

NSPCC Helpline: Phone: 0808 800 5000 Email: help@nspcc.org.uk

Mind: www.mind.org.uk

20. References

• Coronavirus (COVID-19): guidance on vulnerable children and young people - Updated 27 March 2020
• Guidance for schools about temporarily closing - Updated 27 March 2020 • Coronavirus (COVID-19): safeguarding in schools, colleges and other providers - Published 27 March 2020 • COVID-19: Changes to DBS ID checking guidelines – 24 March 2020 • Questions from the Governing Board – updated 2 November 2016. • Keeping Children Safe in Education • Working Together to Keep Children Safe • Teacher Misconduct: referring a case – updated 28 March 2014 • NSPCC Lone Working Guidance – Published 30 September 2019 • CEOP • UK Safer Internet Centre • Safer Recruitment Policy