

Annex 1

Temporary Policy Addendum:

COVID-19 school closure arrangements for
Safeguarding and Child Protection at

City Academy Norwich

This Policy addendum is effective from 4th January 2021 – 15th February 2021
School Name: City Academy Norwich

Policy owner: S Franklin

Date: 10 1 21

Date shared with staff:

Context: City Academy is currently closed to students apart from those attending in the Key Worker and Vulnerable provision between 9.30am and 2:00pm Monday – Friday.

Key contacts

Remain as per the School Safeguarding Policy.

Vulnerable children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan Section 47 or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by City Academy or Norfolk LA (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services. Have an FSP or one that is recently closed.
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

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

At City Academy Norwich 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.

City 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: Simon Franklin

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and City Academy Norwich will explore the reasons for this directly with the parent.

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

City Academy Norwich will encourage our vulnerable children and young people to attend school. If a physical option is not agreed to by the parent then access to education will be remote and monitored closely. Currently there is not a legal obligation on parents to send their child to school during a national lockdown due to a pandemic.

Critical workers

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors. City Academy Norwich will follow the guidelines given by central government

Attendance monitoring

In mainstream schools, all secondary-age pupils who are not expected to be in school during Term 3 should be recorded as 'code X'.

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

Shielding advice is currently in place, and so all children still deemed clinically extremely vulnerable are advised not to attend school.

City Academy Norwich and social workers will agree with parents/carers whether children in need should be attending school – City Academy Norwich will then follow up on any pupil that they were expecting to attend, who does not.

City Academy Norwich will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend. This will be done via Group Call in the first instance.

Phone calls will be made to the parents/carers in these circumstances. Home visits will be completed for Safeguarding concerns on a case by case basis.

To support the above, City Academy Norwich will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, City Academy Norwich will notify their social worker. This will be recorded on CPOMS

Designated Safeguarding Lead

City Academy Norwich school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Mr Simon Franklin

The Deputy Designated Safeguarding Lead is: Mrs Katrina Temple

The optimal scenario is to have a trained DSL (or deputy) available on site. The on site rota reflects this. 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 will be either the Headteacher or Deputy Headteacher

This might include updating and managing access to child protection online management system, 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 school or college.

City Academy Norwich staff and volunteers will have access to a trained DSL (or deputy).

The DSL or a member of the Safeguarding Team will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely. This must be logged by 4pm on the day the concern is raised.

If a **serious concern** is raised out of hours, the staff member should report the concern on CPOMS and alert the DSL directly via e mail. If a response is not received, they must continue to exhaust all contacts in the key contact section of the school child protection policy. Concerns of a non urgent nature should be logged in the normal fashion.

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

Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher.

If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally over the phone and followed up with an email to the head teacher to confirm the discussion.

Concerns around the Headteacher should be directed to the Chair of Governors.

Safeguarding Training and induction

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2021). 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 City Academy Norwich, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will consider the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that: -

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements. Online training via Educare will be part of the induction process.

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, City Academy Norwich 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 (2021) (KCSIE).

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 City Academy Norwich are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 154 to 171 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

City Academy Norwich 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 179 - 182 of KCSIE 2021.

City Academy Norwich will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

Whilst acknowledging the challenge of the pandemic, 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, City Academy Norwich will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE.

Individuals who have lived or worked outside the UK (KCSIE 2021)

172. Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges (set out in paragraphs 154 and 160). This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These checks could include, where available:

- criminal records checks for overseas applicants - Home Office guidance can be found on GOV.UK; and for teaching positions
- obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre for the United Kingdom, UK NARIC.

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability. Where this information is not available schools and colleges should seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment. Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, schools and colleges should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment. Further information can be found in DfE Guidance: <https://www.gov.uk/guidance/recruit-teachers-from-overseas>

Volunteers

City Academy Norwich will use volunteers to assist in handing out and securing COVID-19 test kits to students and staff members. Other duties may be required such as building test kits, cleaning down areas and directing people.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis provide personal care on a one-off basis in City Academy Norwich, will be in regulated activity. This means that if a volunteer

is administering a COVID-19 test whilst un-supervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children. In appointing volunteers, the school will follow safer recruitment processes.

Online safety in schools and colleges

City Academy Norwich will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the 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 City Academy Norwich guidance for Online teaching.

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

Supporting children not in school

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

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a

robust procedure is in place for that child or young person. This will take the form of a weekly 'phone call which will be logged on SIMS and CPOMS. Home visits will be undertaken as necessary on a case by case basis.

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

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

Supporting children in school

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

City Academy Norwich will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

City Academy Norwich 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.

City Academy Norwich 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. This will be bespoke to each child and recorded on CPOMS.

Peer on Peer Abuse

City Academy Norwich 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 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.