



Co-op Academy  
North Manchester

**Addendum to Safeguarding Policy  
in the light of the  
Coronavirus Outbreak**

## Overarching Aims

- The academy continues to follow the KCSIE statutory safeguarding guidance. The academy must remain a safe place for the children who attend it. The addendum takes into account the additional guidance released by the UK Government in response to the Coronavirus Outbreak. This addendum also includes any necessary changes in light of the academy's response to the government's announcement regarding the potential re-opening of schools from June 1<sup>st</sup>, specifically to provide some face to face contact for Year 10 pupils.
- The academy is aware that it is currently operating in a different mode than usual due to the outbreak of the coronavirus, however the following principles still remain:
  - I. with regard to safeguarding, the best interests of children will always continue to come first
  - II. if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately by following the process outlined below
  - III. a DSL or deputy will be available to answer any safeguarding concerns that a staff member may have
  - IV. it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
  - V. children will continue to be protected when they are online. In school, we will continue to use our existing structures and provide additional advice to parents/carers for online working at home.

## The Academy's Existing Safeguarding and Child Protection Policy

- The academy will continue to keep in touch with the local arrangements outlined by the LA and use these when putting forward its own approach. It will also take on board advice from the Trust. These will be added as an appendix to this outline.
- The academy will continue to act on any updated advice provided by the LA in response to EHCP, the LADO, children's social care, reporting mechanisms, referral thresholds and children in need.
- We will continue to review this addendum in light of any further changes in response to the coronavirus outbreak.
- Staff will continue to follow their training and report any concerns that they have about a child through the usual mechanisms: they will email [concern@northmanchester.coop](mailto:concern@northmanchester.coop) and where required, speak in person to the DSL (Mr M Halshaw) or Safeguarding officer (Mrs K Young). They will follow the same guidance as they adhere to within the building, despite them predominantly working from home. All contact numbers and details are available within the existing policy, or have been previously circulated to staff.
- Each day there will be an on-call DSL or Safeguarding link. This will be outlined on the staffing sheet for the day. A holiday rota will be set up, as per normal practice. In addition to these personnel, other staff who have higher level training are still available for advice, namely Mr G Webb, Mrs J Lea and Mrs S Fisher.
- Staff will continue to liaise with those working in social care and the virtual school head by observing the additional guidance produced by the local authority. Staff will continue to liaise with them through the means that they already have available to them eg phone numbers and emails and update CPOMS as required. Should there be limited response from social care, this will be escalated as per usual processes (eg through team leaders).
- If staff have a safeguarding concern regarding another staff member they should immediately alert the principal and the DSL, as per normal safeguarding protocols outlined in our policy.
- Arrangements are in place to keep children who are not physically attending the school or college safe through regular contact (process outlined in appendix 2)
- Arrangements are in place to inform both pupils and parents/carers regarding the risks that increased online access could pose. These will be overseen through a separate e-learning document (Appendix 3) shared with parents/carers, alongside an overview of pupil safeguarding training that has already been given (Appendix 4 – assembly powerpoint) will be saved within the year group google classroom area.

- All other policies which link into the main safeguarding and child protection policies are still in place and must be adhered to with reporting mechanisms maintained.
- This updated addendum will be shared with all staff and updates noted to them in a separate email by the DSL.

### **Designated Safeguarding Leads (DSLs)**

- The DSL remains as Mr M Halshaw. The Safeguarding Officer is Mrs K Young. There are other staff within the academy with relevant training including: Mrs S Fisher, Mr G Webb and Mrs J Lea.
- It may not always be possible to have these named staff in the building at all times, however, an on-call member of the team will always be on-call and highlighted on the staffing rota.
- The academy also recognises that should this be required, they are able to access the advice of the Trust's Safeguarding Lead, Claire Dodd.
- The lead staff member will also take responsibility for coordinating safeguarding on site. They are aware that they can contact either the DSL, the named staff above and/or a member of the pastoral team who have access to CPOMS. These staff will be able to oversee any liaison with children's social care.
- The academy will further strengthen its DSL level staff by offering online training as and when appropriate. Refresher training will be explored online, however it is acknowledged that refresher training does not prevent the DSL or other named staff practising during this coronavirus outbreak. The academy must arrange training on their return however.

### **Vulnerable children**

- Vulnerable children are defined as those who have a social worker and those children and young people up to the age of 25 with EHC plans. (Further information is available in the [guidance on vulnerable children and young people](#) .)
- Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and VSHs (virtual school head) will continue to work with vulnerable children in this difficult period and should support these children to access this provision. The academy staff will raise any concerns regarding this with the DSL and escalate this as above. (The academy has separate guidance from both the LA and VSH)
- Discussions with social workers and families will determine whether vulnerable children will attend the academy and will explore whether or not this is in the best interests of the child. It is now expected that vulnerable children with a social worker will attend the educational setting and the academy will continue to work to encourage children within this group to attend so long as they do not have underlying health conditions that put them into the critically vulnerable or extremely vulnerable list, that they do not live with someone in one of these categories, that they are not showing symptoms and that the academy has the capacity to respond to the individual child's needs.
- If parents do not wish to bring to school and fall into the category above, discussions will continue with the social worker, the academy representative and reasons for this will be discussed, including any concerns that the parent/carer may have regarding contraction of Covid-19 and the advice from PHE will be discussed around this.
- Children with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.
- The academy acknowledges that not every child who may be vulnerable falls under the categories above. The DSL will discuss each case individually. The academy also understands that eligibility for free school meals in itself is not a determining factor in assessing vulnerability
- The academy commits to continue to work with children's social workers to help protect vulnerable children. It will follow the Trust guidance that has been set out to guide this.
- The academy continues to factor into conversations with all pupils and vulnerable pupils, completion rates with work and continues to support with connectivity.

## **Attendance**

- During this period, the school is not required to complete the usual day to day attendance processes to follow up on non-attendance.
- The academy has a list of pupils whose parents/carers/social workers have indicated that they would benefit from attending school. If these children do not attend, a phonecall will be made to these families by the lead teacher to ascertain where they are. If these children have a social worker, then they will also be informed. Should the whereabouts of these children not be known, our normal safeguarding procedures will be put in place.
- All emergency numbers will be checked with the pupils, parents/carers who are due to attend (see additional information circulated to all staff from Mrs R Smith)
- The daily attendance form will be completed and submitted to the DFE each day. A record is also shared with the Trust.

## **Staff Training and Safeguarding Induction and Reporting a Concern**

- All existing staff have had the safeguarding training and have read relevant parts of KCSIE. They will receive this guidance as an update.
- If new staff are recruited, or volunteers need to attend the academy, then the HR manager will liaise with the DSL to ensure that they are provided with a safeguarding induction. This may be online. They will also be asked to confirm that they have both read and understood the relevant parts of KCSIE. In addition, staff deployed from other settings will require their existing employer to confirm in writing that the individual has been subject to an enhanced DBS and children's barred list check, that there are no known concerns about the individual's suitability to work with children and that there is no ongoing disciplinary investigation relating to that individual. If the individual is an employee within the Trust, then this assurance will be sought through the headteacher.
- At present, the academy staff are not required to move between school sites. Should this change, the child protection policy and confirmation of the DSL and safeguarding arrangements will be shared.
- The process to report a concern remains the same as when staff are in the academy and this has been made clear to all staff. All relevant safeguarding and welfare information held on all children remains accurate and regular safeguarding conversations happen led by the DSL. CPOMS is kept up to date as the main point of record and all parents/carers are reminded on the daily calls and through other correspondence to update the academy on any changes regarding welfare, health and wellbeing both during any period of time in home learning, as well as before a child returns.
- Any concerns about staff members should continue to be reported to the Principal, as per the outline in the safeguarding policy.

## **Children moving between schools**

- If the academy is made aware of any child who is moving to be educated in another institution, the academy will make every effort to speak to the DSL at that school, should there be any safeguarding concerns. The relevant plans (EHCP, CP, CIN) will also be shared. This will be overseen by the DSL. All GDPR guidance will be followed as set out within these policies.
- At present, the academy is not taking any children from other settings for educational purposes. Should this change, they will action the above, but with the child's named school, and if this information is not received they will be unable to accept the child.

## **Safer recruitment/volunteers and movement of staff**

- The academy continues to work to prevent those unsuitable to work with children entering the children's workforce or gaining access to children

- The academy will continue to follow all safer recruitment practices outlined in the Trust policy. They will take into account the changes to the [DBS guidance on standard and enhanced DBS ID checking](#) to minimise the need for face-to-face contact.
- The academy is currently not utilising volunteers, however the guidance in KCSIE and other trust policies still remain in place for this (paragraphs 167-172).
- The academy will work with any other school where its staff are required to work there on a temporary basis. They will provide, as necessary assurances to the other institution regarding any of our staff. At present, staff are not able to volunteer at other establishments during their paid period of employment, as per the staff code of conduct.
- The academy continues to follow the outlined process of reporting any individual who poses a risk of harm to a child or vulnerable adult. The academy is also aware of the need to continue to refer to the TRA, should this be required. It is aware that it will need to refer via email to [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk) Any requirement for this would be discussed with the academy Principal and the Trust Safeguarding Lead
- The academy is aware that the single central record must be kept up to date. The SCR will reflect everyone working (or volunteering) in the academy on any given day. This includes anyone working at home or in the workplace. This will be overseen by the HR manager/team.

### **Mental Health**

- The academy has a separate mental health and wellbeing policy and this will still be referenced during this time.
- The academy still has access to external services to support pupils, but where these are being used, the external services will be asked to provide the DSL with the additional safeguarding processes prior to these being put in place. The DSL will raise any questions they have the Principal and/or the Trust Safeguarding Lead.
- Support is also available for staff through our usual mechanisms.
- Supervision is available for staff through regular face to face conversations as a team with the DSL and through individual conversations made available with our educational psychologist.

### **Online Safety in the academy**

- The academy continues to ensure that there are appropriate filters and monitoring systems in place to protect children when they are in the academy.
- The technical support for this will be overseen by S Fiddler with a team who can support should staff become unavailable
- The academy is aware of the [UK Safer Internet Centre's professional online safety helpline](#)
- The academy will share advice for parents/carers (see appendix 3) and remind pupils of the safety advice already offered (appendix 4) as it understands that the majority of pupils will be accessing learning outside of the academy and using online platforms for this. These will be available on our academy website in the home learning section.
- Staff will be provided with an overview of the expectations of them for online learning. They will be reminded of the need to continue to look out for signs a child may be at risk and report these as per the safeguarding policy.
- The academy will take into account any further guidance released by the DFE and ensure that this informs their strategy going forwards
- The academy's code of conduct and e-safety policy underpins all online working.
- The academy will take time to remind parents/carers about their obligation to ensure that they are using adequate measures to keep their child safe online. This will be through an additional communication and reminders through the school website and their online social media platforms.
- The academy will set out additional guidance for staff and pupils regarding the delivery of virtual lessons (see website) and all staff have been made aware of this guidance.

### **Supporting pupils not in school**

- The academy continues to be committed to ensuring that the safety and wellbeing of all pupils and staff, regardless of whether or not they are in the school building, remains a priority.

- The academy will continue its robust system of check-in calls for all pupils and each pupil will receive at least one phonecall per week. Where there are concerns regarding pupil welfare, escalation mechanisms will take place, which will be shared with the DSL. If there is no response, a home visit may be actioned in accordance with health and safety measures. If no response transpires, a letter will be sent to the home and a police welfare check will also be requested. The academy may decide to refer this to other agencies, depending on the information which it holds.
- All calls to pupils are logged and records are also made on CPOMS as necessary. The communication plan will continue to be reviewed throughout this period, discussing with both staff members, parents and external agencies.
- Telephone calls to pupils are made either from the academy, or from telephones provided by the academy. Where this cannot be the case due to the current circumstance, a staff member may use their personal phone, but their number should be withheld. Any staff member who has used their personal phone to contact a pupil will make the DSL aware and discussions will continue as to whether or not the academy needs to provide this staff member with an academy telephone.

### **Supporting pupils in school**

- The academy continues to be committed to ensuring the safety and wellbeing of all pupils and staff who are in school.
- The academy will ensure that appropriate staff are on site and that there is an appropriate pupil:staff ratio to maximise safety.
- The academy will put in measures to ensure social distancing as per any advice released by the government
- The academy will continue to engage in conversations with pupils and where possible will gauge information on pupils' home circumstances, mental health and overall wellbeing from a range of different areas including the child themselves. The academy will seek to then respond to these needs accordingly.
- The academy will encourage both pupils and parents/carers to raise any concerns that they have with the academy, especially in relation to peer relationships that may have become strained, or issues that may have occurred such as online peer on peer abuse, over this period of time. The academy will ensure that a record is made and that any required support is put in place. The academy will also consider this when placing pupils in groups, as far as is possible, but seek to resolve issues as per our existing policies.
- The academy will continue to monitor the referrals that are needing to be made and ensure that there is capacity to deal with this within the academy. The academy is aware that referrals could increase in light of Covid-19.
- Should the DSL or other key staff become unwell, then this will be discussed with the Trust and steps put in place to support the academy with this by the Trust.

### **Transition**

- The academy continues to be committed to ensuring that there are robust measures in place to address the safeguarding of pupils during the transition process.
- The DSL will start to consider the transfer of information for vulnerable children. This includes pupils who have an EHCP/Child Protection Plan/ Child in Need Plan or other safeguarding related issues. Planning will continue as normal for these pupils.

### **Holiday period**

- The academy continues to remain open during holiday periods for children of key workers and vulnerable children. Staff who are in school are aware of the link safeguarding link staff member and the protocols for safeguarding during this period remain as above with concerns being raised in the same way and CPOMS records being maintained.

- The academy may also seek further support from the Trust Safeguarding Lead at this point.

## **APPENDICES**

### **Appendix 1 – Trust outline of communication expectations, LA expectations and VH expectations**

**Coop Academy Trust guidelines – available on shared drive (not included here as will be updated regularly) MHA to check up to date versions are shared.**

**Local authority expectations – available on shared drive (not included here as will be updated regularly) MHA to check up to date versions are shared.**

**Virtual Head Expectations - available on shared drive (not included here as will be updated regularly) MHA to check up to date versions are shared.**

### **Appendix 2 – Outline of contact with all pupils - OVERVIEW**

Daily phone calls are made by members of the pastoral team (including members of SLT/ DSL) to all of our vulnerable students.

#### **Vulnerable students**

Child Protection Plan

Child in Need

EHCP

LAC/Previously LAC

We also contact all students who we have identified as vulnerable. This includes students with specific SEN, medical conditions and students/parents who we feel benefit from regular contact and support from our pastoral team.

We have identified a group of students who we make contact with twice a week ( Monday and Friday). These include students who are Early Help .

All students will receive one welfare check phone call per week.

All actions are recorded and monitored by DSL .

### **Appendix 3 – Outline of Parental Advice and Expectations**

Available online for parents/carers through the academy website and sent out to parents/carers through our normal channels.

E-safety guidance shared and also reissued to pupils through google classroom and on the school website

### **Appendix 4 – Reminder of E-safety advice given to pupils**

Powerpoint including guidance re-circulated to parents and tasks set on google classroom in form folders for future reference available in both google classroom and on the home learning area of the school website.