



*‘Innovative Education - Transforming Lives’*

**COVID-19 School closure arrangements for  
Safeguarding and Child Protection at  
Carr Lodge Academy**

Responsible Directors’ Committee	
Responsible Persons	B A Nixon CEO
Date Policy Agreed	1 <sup>st</sup> April 2020
Review Date	

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## Version Control

<i>Version</i>	<i>Revision Date</i>	<i>Revised by</i>	<i>Section Revised</i>
V1	New Policy 01/04/2020	B A Nixon	New Policy

## 1. Context

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

Schools and all childcare providers were asked 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 addendum of the Carr Lodge Academy Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements.

Keeping Children Safe in Education (KCSIE) continues to be the statutory safeguarding guidance that schools and colleges should continue to have regard to as per their legislative duty and/or funding agreement requirements.

Whilst there is an acknowledgement of the pressure that schools and colleges are under, it remains essential that as far as possible schools continue to be safe places for children. THE DfE guidance supports governing bodies, proprietors, senior leadership teams and designated safeguarding leads (DSLs) so they can continue to have appropriate regard to KCSIE and keep their children safe.

As we know the way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

Schools and colleges should, as far as is reasonably possible, take a whole institution approach to safeguarding. This will allow them to satisfy themselves that any new policies and processes in response to COVID-19 are not weakening their approach to safeguarding or undermining their child protection policy.

In addition where/if you collaborate with others, it is worth noting that the guidance acknowledges this but is clear regarding the safeguarding duty for individual provisions.

The principles in [Keeping children safe in education \(KCSIE\)](#) continue to apply to provide a safe environment, keep children safe and ensure staff and any volunteers have been appropriately checked and risk assessments carried out as required.

## 2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Richard Tuddenham	07810304577	principal@carrlodgeacademy.org
Deputy Designated Safeguarding Lead	Sarah Cope	07749949827	viceprincipal@carrlodgeacademy.org
Principal	Richard Tuddenham	07810304577	principal@carrlodgeacademy.org
Trust Safeguarding Manager	Beryce Nixon	07876775718	executiveprincipal@exceedlearningpartnership.com
Chair of Directors	John Blount		j.blount@exceedlearningpartnership.com
Safeguarding Trustee	Richard Brown		r.brown@exceedlearningpartnership.com

## 3. Vulnerable children

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.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. 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 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.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

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.

Carr Lodge 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: Richard Tuddenham

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 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 Carr Lodge Academy will explore the reasons for this directly with the parent.

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

Carr Lodge Academy will encourage our vulnerable children and young people to attend a school, including remotely if needed.

#### **4. Attendance monitoring**

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

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

To support the above, Carr Lodge Academy 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, Carr Lodge Academy will notify their social worker.

#### **5. Designated Safeguarding Lead**

Carr Lodge Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Richard Tuddenham

The Deputy Designated Safeguarding Lead is: Sarah Cope

The optimal scenario is to have a trained DSL (or deputy) available on site. 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 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.

It is important that all Carr Lodge Academy staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

The Principal will ensure that monthly individual supervision sessions are implemented. This may take the form of an online meeting.

## 6. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the academy/school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Principal / Headteacher and the Trust Safeguarding Manager. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

**If you are unable to contact a family either by phone or in person or have safeguarding concerns, please refer to the escalation information provided below.**

As always, if you are worried about a child, please contact Doncaster Children's Services Trust. You can also find further advice at <https://dscp.org.uk/professionals>. [Here you can find further information to assist](#) you in understanding the Doncaster Safeguarding Children's Partnership Multi-Agency Levels of Need (threshold document)

You can also call [01302 737777](tel:01302737777) between 8:30am and 5pm, Monday to Friday or outside of these hours call [01302 796000](tel:01302796000)

You can email us securely with additional information at [childrenassessmentservice@dcstrust.co.uk](mailto:childrenassessmentservice@dcstrust.co.uk)

**If there is reason to suspect a crime has been committed, the police should also be involved. *Where there is a concern that a child's safety or well-being is at risk, it is essential to take action without delay***

### **Adults working in the academy:**

Where staff are concerned about an adult working with children in the school, they should use an Incident form to report the concern to the Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal.

Concerns around the Principal/Headteacher should be directed to the Chair of Governors: Ben Haggerty [b.haggerty@carrlodgeacademy.org](mailto:b.haggerty@carrlodgeacademy.org)

Or

Executive Principal: Mrs B Nixon – [executiveprincipal@exceedlearningpartnership.com](mailto:executiveprincipal@exceedlearningpartnership.com)

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

## **7. Safeguarding Training and induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID-19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). 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 Carr Lodge Academy, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our academies, 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

For movement within the Trust, academies should seek assurance from the Multi-Academy Trust (MAT) Chief Business & Operations Manager that the member of staff has received appropriate safeguarding training.

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.

## **8. 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, Carr Lodge Academy 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 (2019) (KCSIE).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Where Carr Lodge Academy are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Carr Lodge Academy 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 163 of KCSIE.

Carr Lodge Academy will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National emergency, 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, Carr Lodge Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **9. Online safety in the academies**

Carr Lodge Academy 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.

## **10. Children and online safety away from the Academy**

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 Carr Lodge Academy code of conduct.

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

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by Carr Lodge Academy to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

A pack of guidance will support all of the above.

## **11. Supporting children not in school**

Carr Lodge Academy 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 communication plan is in place for that child or young person.

Details of this plan must be recorded on CPOMS, as should a record of contact have made.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Carr Lodge Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

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

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

Carr Lodge Academy 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.

Carr Lodge Academy will ensure that weekly well-being text are sent out to all pupils with communication channels identified if parents need to get in touch with the academy. The academy will make contact with all parents at the start of the summer term and interim periods of 3 weeks contact as part of the well-being processes within the academy.

## **12. Supporting children in school**

Carr Lodge Academy is committed to ensuring the safety and wellbeing of all its pupils.

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

Carr Lodge Academy 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.

Carr Lodge Academy 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.

Where Carr Lodge Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the trust.

### **13. Peer on Peer Abuse**

Carr Lodge Academy recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where an academy 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 of the Child Protection Policy.

The academy 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.

### **14. Support from the Multi-Academy Trust**

The Multi-Academy Trust (MAT) Designated Safeguarding Leader: Mrs B Nixon will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

Policy Agreed: 1<sup>st</sup> April 2020

Signed Executive Principal:

Signed: Chair of Directors:

Policy to be reviewed in: July 2020

## Appendix 1: Useful Contact Information

As always, if you are worried about a child, please contact Doncaster Children's Services Trust.

You can also find further advice at <https://dscp.org.uk/professionals>. [Here you can find further information to assist](#) you in understanding the Doncaster Safeguarding Children's Partnership Multi-Agency Levels of Need (threshold document)

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You can email us securely with additional information at [childrenassessmentservice@dcstrust.co.uk](mailto:childrenassessmentservice@dcstrust.co.uk)

### Early Help Coordinator SPOC's

DUTY Line / Closures	Cheryl Duffield	01302 736250 or 01302 735598
EAST	Lindsey Swain	01302 734794 or 07717320478
NORTH	Natasha Watts	01302734902 or 07738888218
CENTRAL	Christian Brownless	01302 737052 or 07810153716
SOUTH	Toni Tomlinson	01302 737201 or 07773227893

#### Local Solutions:

Please see contact details below:

[South=localsolutionsouth@doncaster.gov.uk](mailto:localsolutionsouth@doncaster.gov.uk)

[East=localsolutionseast@doncaster.gov.uk](mailto:localsolutionseast@doncaster.gov.uk)

[North=localsolutionsnorth@doncaster.gov.uk](mailto:localsolutionsnorth@doncaster.gov.uk)

[Central=localsolutionscentral@doncaster.gov.uk](mailto:localsolutionscentral@doncaster.gov.uk)

#### The Doncaster Community Hub

Get in touch via the helpline on: 01302 430300 or email at [enquiries@dncommunityhub.org.uk](mailto:enquiries@dncommunityhub.org.uk)

You can also visit [www.dncommunityhub.org.uk](http://www.dncommunityhub.org.uk).

**Local Authority:**

Please contact the Local Authority via the Edulog email address:  
[edulog@doncaster.gov.uk](mailto:edulog@doncaster.gov.uk)





