



Anchored in Christ

Safeguarding and Child Protection Policy COVID-19 Addendum

March 2020

Responsibility of:

Bernie Whittle, Vice Principal and Designated Safeguarding Lead

Date ratified by Governing Board:

Thursday 2 April 2020

Safeguarding Governor:

Laura Malkin

Academy closure arrangements for Safeguarding and Child Protection at Chelsea Academy

1. Context

From 20th 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 to Chelsea Academy's Safeguarding and Child Protection Policy contains details of our individual Safeguarding arrangements in the following areas:

1. Context

2. Key Contacts

3. Vulnerable Children

4. Attendance Monitoring

5. Designated Safeguarding Lead

6. Reporting a Concern

7. Safeguarding Training and Induction

8. Safer Recruitment / Volunteers and the Movement of Staff

9. Online Safety in the Academy

10. Children and Online safety away from the Academy

11. Supporting Children not in the Academy

12. Supporting Children in the Academy

13. Peer-on-Peer Abuse

2. Key Contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead	Bernie Whittle	07342 883409	bernie.whittle@chelsea-academy.org
Deputy Designated Safeguarding Lead	David Whitley	07540985844	david.whitley@chelsea-academy.org
Principal	Matt Williams	07508 959348	matt.williams@chelsea-academy.org
Chair of Governors	Sarah Sassoon		sarah.sassoon@chelsea-academy.org

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 Plans (EHCPs). Those who have a Social Worker include children who have a Child Protection (CP) 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 a Child in Need (CIN) or otherwise meet the definition in Section 17 of the Children Act 1989. Those with an EHCP will be risk-assessed in consultation with the Local Authority and parents / carers, 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 EHCPs 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 DDSL) 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.

Chelsea 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 Virtual School Heads (VSH) for Looked-After (LAC) and Previously Looked-After (PLAC) children. **The lead person for this will be Bernie Whittle.**

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 / carer does not want to bring their child to attend an education setting, and their child is considered vulnerable, the Social Worker and Chelsea Academy will explore the reasons for this directly with the parent / carer.

Where parents / carers are concerned about the risk of the child contracting COVID-19, Chelsea Academy or the Social Worker will talk through these anxieties with the parent / carer following the advice set out by Public Health England. Chelsea Academy will encourage our vulnerable children and young people to attend 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.

Chelsea Academy and Social Workers will agree with parents / carers whether or not vulnerable children will be attending the Academy. Chelsea Academy will then follow-up on any student that they were expecting to attend, who does not. Chelsea Academy will also follow up with any parent / carer who has arranged care for their child(ren) and the child(ren) subsequently does not attend. The named LT Key Contact / named member of ELT on that day will be responsible for this follow-up and will do this by phoning the parents / carers of these students once the register is taken (from 8.40 am onwards).

To support the above, Chelsea Academy will, when communicating with parents / 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 the Academy, or discontinues, Chelsea Academy will notify their Social Worker.

5. Designated Safeguarding Lead

Chelsea Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL. The Designated Safeguarding Lead is Bernie Whittle. The Deputy Designated Safeguarding Lead is David Whitley.

The optimal scenario is to have Bernie Whittle (or David Whitley) available on site. Where this is not the case, Bernie Whittle (or David Whitley) will be available to be contacted via phone or email, for example when working from home.

Where Bernie Whittle (or David Whitley) is not on site, in addition to the above, the LT Key

Contact / named member of ELT for that day will assume responsibility for co-ordinating Safeguarding on site in liaison with Bernie Whittle (or David Whitley).

It is important that all Chelsea Academy staff and volunteers have access to Bernie Whittle (or David Whitley). This can be done by either phoning or emailing them (contact details above).

The DSL and Pastoral Team will continue to engage with Social Workers and attend all multi-agency meetings which can be carried out remotely.

6. Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the Academy's Safeguarding and Child Protection Policy. This includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access CPOMS from home, they should email Bernie Whittle and David Whitley directly. This will ensure that the concern is received.

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 Academy, they should report the concern to the Principal. This should be done verbally by phone and followed up with an email to the Principal (contact details above).

Concerns about the Principal should be directed to the Chair of Governors, Sarah Sassoon (contact details above).

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 DDSL) who has been trained will continue to be classed as a trained DSL (or DDSL) even if they miss their refresher training.

All existing Academy staff have had Safeguarding training and have read Part 1 of Keeping Children Safe in Education (2019). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

When new staff are recruited, they will continue to be provided with a Safeguarding

induction.

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

Upon arrival, they will be given a copy of the Academy's Safeguarding and 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, Chelsea Academy will continue to follow their Safer Recruitment processes 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. If Chelsea 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.

Chelsea 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 in paragraph 163 of KCSIE.

Chelsea 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

Whilst acknowledging the challenge of the current national emergency, it is essential from a Safeguarding perspective that the Academy is aware, on any given day, which staff / volunteers will be in the Academy, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Chelsea 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 Academy

Chelsea 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 the Academy, appropriate supervision will be in place.

All students have signed-up to adhere to the conditions laid out in the Internet Use Policy and the Acceptable Use Policy. Students must adhere to both of these when working online in the Academy.

10. Children and Online Safety away from the Academy

All students have signed-up to adhere to the conditions laid out in the Internet Use Policy and the Acceptable Use Policy. Students must adhere to both of these when working online on Academy work or on any Academy-related activities, when they are working 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 Academy's Safeguarding and Child Protection Policy and procedures, 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 Academy's Staff Code of Conduct and Acceptable Use Policy. Chelsea 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 one-to-one interactions. Interactions must be with 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 blank
- 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 from any family members in the background
- Staff must only use platforms provided by Chelsea Academy to communicate with students
- Staff should record the length, time, date and attendance of any sessions held

11. Supporting children not in the Academy

Chelsea Academy is committed to ensuring the safety and wellbeing of all its children and young people. When a student has been identified as being vulnerable, on the edge of Social Care support, or would normally receive additional Pastoral Support in the Academy, during term time they will be contacted on at least a weekly basis by either their Head of Year or member of the Pastoral Team. A record of this contact will be made. Our most vulnerable students will also be provided with the contact details of their Head of Year (Academy work mobile phone number). Where concerns arise, the DSL (or DDSL) will be informed, who will take action and consider any referrals as appropriate.

Chelsea Academy recognises that school is a protective factor for children and young people, and the current circumstances can affect the mental health of students and their parents / carers. Teachers at Chelsea Academy need to be aware of this in setting expectations of students' work when they are at home. The setting of work for students and staff expectations of this will be monitored closely by the Leadership Team.

Chelsea Academy will continue to provide ongoing support to students and parents. This will be provided by our Heads of Year (and their deputies) through a daily email to students and weekly email to parents. At least weekly contact (either by phone or email) will be made with each student. Heads of Years (and their deputies) will also be available on email during the Academy day, to support students.

Chelsea Academy will continue to provide regular mental health and wellbeing support to

specific students. This will be provided by either our Mental Health Lead (Clare Sanders), the Academy Chaplain (Tim Richards), the Academy's mentoring support (Kick London and Chelsea Champion) or the Academy's Counselling Service (Place2Be). Students and parents can also request help / support by emailing support@chelsea-academy.org.

12. Supporting Children in the Academy

Chelsea Academy is committed to ensuring the safety and wellbeing of all its students. Chelsea 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-student ratio numbers are appropriate, to maximise safety.

Chelsea 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 COVID-19.

Chelsea 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.

Where Chelsea Academy has concerns about the impact of staff absence, such as our Designated Safeguarding Lead or First Aiders, immediate action will be taken by the Principal.

13. Peer-on-Peer Abuse

Chelsea Academy recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. All students have signed-up to adhere to the conditions laid out in the Internet Use Policy and the Acceptable Use Policy. Students must adhere to both of these when working online on Academy work or on any Academy-related activities, when they are working away from the Academy.

Where Chelsea Academy receives a report of peer-on-peer abuse, we will follow the principles as set out in Part 5 of KCSIE and the procedures outlined in our Safeguarding and 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 will be recorded on CPOMS and appropriate referrals made.