

Safeguarding and Child Protection at William Byrd Primary Academy COVID-19 Addendum

School Name: William Byrd Primary Academy

Policy owner: S Roberts

Date: January 2021

Date shared with staff: 7 January 2021

Updated March 2021

Ratified by Governors:

1. Context

From 4 January 2021, 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 and vulnerable children.

This addendum of the William Byrd Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Email
Designated Safeguarding Lead	Sarah Roberts	sroberts@williambyrd.school
Deputy Designated Safeguarding Lead	Michelle Darby	mdarby@williambyrd.school
Head of School	Sarah Roberts	sroberts@williambyrd.school
Chair of Governors	Bob Pannell	bpannell@mlp.org.uk
Safeguarding Link Governor	Jo Roberts	jroberts@mlp.org.uk

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.

William Byrd 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 for looked-after and previously looked-after children.

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 William Byrd will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, William Byrd or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. William Byrd will encourage our vulnerable children and young people to attend a school, including remotely if needed.

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.

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

What will this look like at William Byrd?

To support the above, William Byrd 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, William Byrd will notify their social worker.

Designated Safeguarding Lead

William Byrd has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: **Sarah Roberts**

The Deputy Designated Safeguarding Lead is: **Michelle Darby**

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 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 school.

It is important that all William Byrd 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.

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, which can be done remotely from home via email. Staff should email the Designated Safeguarding Lead or Head of School.

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 use a blue form to report the concern to the Head of School. If there is a requirement to make a notification to the Head of School whilst away from school, this should be done verbally and followed up with an email to the Head of School. Concerns around the Head of School should be directed to the Chair of Governors: Bob Pannell

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

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 William Byrd, 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 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, schools should seek assurance from the Multi- Academy Trust (MAT) HR Manager (Sue Presence) 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.

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, William Byrd 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 William Byrd 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.

William Byrd 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.

William Byrd 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 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, William Byrd will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

William Byrd 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

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 MAT code of conduct.

William Byrd 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 MLP MAT to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

William Byrd is committed to ensuring the safety and wellbeing of all its Children.

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

William Byrd 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 school will share safeguarding messages on its website and social media pages. William Byrd 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 William Byrd need to be aware of this in setting expectations of pupils' work where they are at home.

William Byrd 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 Safeguard/Excel.

Supporting children in school

William Byrd is committed to ensuring the safety and wellbeing of all its students.

William Byrd will continue to be a safe space for all children to attend and flourish.

The Head of School will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

William Byrd 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.

William Byrd 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.

Where William Byrd has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Trust.

Peer on Peer Abuse

William Byrd 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 of the Child Protection Policy. The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded and appropriate referrals made.

This safeguarding update corresponds with the advice provided by the London Borough of Hillingdon

CONTACT NUMBERS:

MASH: 01895 556 633 (Emergency Duty Team Outside of office hours: 01895 250 111)

LADO: 01895 250975 / 07919 115 892

DEPUTY LADO: 07753 431 285

Update: Covid-19 Arrangements from 8th March 2021

1 Context

- 1.1 This addendum has been added to the school safeguarding policy following the period of partial closure between January 5th 2021 and March 8th 2021. From the 8th March 2021 all children, except those who are clinically extremely vulnerable and have been directed to shield at home, are expected to attend school.
- 1.2 This addendum has been added to provide all stakeholders with additional information about the school's safeguarding and child protection arrangements from the 8th March 2021.

2 Guidance

- 2.1 The school continues to comply with all statutory safeguarding and child protection guidance during this time, including [Keeping Children Safe in Education \(2020\)](#)
- 2.2 The school is currently operating under the latest Covid-19 guidance from the Department for Education, '[Schools coronavirus \(COVID-19\) operational guidance](#)' and '[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)'

3 What to do if you have a concern about a child

- 3.1 A trained Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will be available for consultation at all times during school hours (including during breakfast club and any after school provision). Wherever possible, a trained DSL (or deputy DSL) will be available on the school site. Where this is not possible due to staff self-isolation, a trained DSL (or deputy DSL) will be available to be contacted via phone or video-conferencing, using Zoom. In this instance an appropriate senior leader will take responsibility for safeguarding on site.
- 3.2 Any changes in arrangements for contacting the DSL/DDSLs will be shared with staff before 9am each day, as well as any relevant safeguarding and child protection updates and training.
- 3.3 If the school becomes aware that a child is suffering, has suffered, or is at risk of suffering harm or abuse, this will be managed in line with procedures outlined in the main body of the school's safeguarding and child protection policy.

4. Attendance

- 4.1 In line with government guidance, we expect all children to attend school unless they are self-isolating or shielding. The school is responsible for recording attendance, following up absence and reporting children missing education to the local authority.
- 4.2 Parents or carers should contact the school on the first day of absence and inform the school of the reason why the child is not in attendance. Parents should inform the school of any COVID-19 tests that have been carried out and continue to keep the school informed of reasons for absence, as appropriate.
- 4.3 From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils.
- 4.4 In accordance with the 'Remote Education Temporary Continuity Direction', the school will provide remote education to pupils who are unable to attend school because they are complying with government COVID-19 guidance or legislation. We will keep a record of remote education delivered.

4.5 Absence information will be recorded in the register using the appropriate codes. Information about school attendance codes can be found in:

- <https://www.gov.uk/government/publications/school-attendance>
- [Schools coronavirus \(COVID-19\) operational guidance](#)
- <https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>

4.6 Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

4.7 We understand that some parents, carers and children may be anxious about children returning to school. We will work closely with families who are finding the transition more challenging to ensure that children are attending regularly.

4.8 We will work with other agencies (e.g. health and other education professionals) to support school attendance if this is required. We will continue to notify the pupil's social worker (if they have one) of any non-attendance.

5. Supporting children who are learning at home (please refer to separate Remote Learning Policy)

5.1 In the event that children are required to shield or to self-isolate, the school will continue to provide remote education and pastoral support.

5.2 We will do this via the school website or individual emails.

5.3 In the event that a member of our school community (a child or a member of their family, for example) need to seek safeguarding or wellbeing support, they should contact either the DSL or the DDSLs (see page 1), who provide family support and early intervention help. Children have the opportunity to seek nurture support in their year group. If this is a concern than it will be recorded on the online recording tool and this shares the concerns are shared with the Safeguarding Team as needed. Staff know they must speak to a DDL if they have any immediate concerns that need urgent action.

5.4 Vulnerable children

If pupils who are self-isolating or shielding are within the government definition of 'vulnerable', we will keep in regular contact with them by calling and providing weekly welfare checks, from the Learning mentor and Parent Link Worker.

5.4.1 When a vulnerable pupil is required to self-isolate, we will:

- notify their social worker (if they have one);
- agree with the social worker the best way to maintain contact and offer support;
- check if a vulnerable pupil is able to access remote education support;
- support them to access it (as far as possible); and
- regularly check if they are accessing remote education.

5.4.2 The government considers children to be vulnerable if they

- 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 or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (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
 - adopted children or children on a special guardianship order
 - 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

5.5 We recognise that provision for pupils who have SEND may have been disrupted during the period of restrictions on attendance. We will work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils.

5.6 Clinically extremely vulnerable (CEV) children

- 5.6.1 Children who have been confirmed as clinically extremely vulnerable and have received a shielding letter should not attend school until they have been removed from the shielding patient list. We will support these children, if they are not returning, by offering Learning via Seesaw and check-ins with their teacher, teacher assistant and/or the Inclusion Team.
- 5.6.2 The school may request to see a copy of the child's shielding letter.

6 Supporting children on site

- 6.1 William Byrd Primary 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.
- 6.2 The school office will provide advice and support for testing. There is a full risk assessment on the school website, which is regularly updated.
- 6.3 William Byrd understands that some children will find the transition back into school challenging and will need additional support. Staff are supported with understanding the needs of children and pastoral support is available through the Inclusion Team. The school has a range of approaches to SEMH needs and nurture is at the heart of the school's inclusive practice. Children can access programmes such as ELSA resources, Drawing and Talking, Bereavement Counselling, therapeutic approaches.

7 Children attending Alternative Provision

If children attend an alternative provision, we work closely together with that provision to ensure the welfare and the safety of the child/ren attending. We will ensure that their safeguarding procedures are read and understood and ours are shared with them. Regular communication will be paramount to ensure successful outcomes.

8 Safer recruitment of staff and volunteers

- 8.1 The school continues to adhere to Keeping Children Safe in Education (2020) and all relevant legislation relating to safer recruitment.
- 8.2 The school will adhere to all government guidance in relation to checking identification for the purposes of obtaining Disclosure and Barring Service checks and when conducting interviews.
- 8.3 Where William Byrd Primary Academy is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of Keeping Children Safe in Education (2020). Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.
- 8.4 William Byrd Primary Academy will continue to update the single central record and will log details of any risk assessment carried out on volunteers and any temporary staff from other educational institutions.
- 8.5 No volunteers are currently working in school, but lateral flow tests will be given to those any that work in the school before entering to try and detect asymptomatic cases. They will also be asked to confirm that they have no symptoms prior to coming into the school building and will be asked to agree to the procedures set out in the Risk Assessment, concerning hygiene, distancing and the wearing of face masks

9 Online safety and remote learning

- 9.1 The school recognises that children both on-site and off-site are vulnerable to abuse and radicalisation online. Children who are at home because they are self-isolating or shielding may be spending more time online and this increases their vulnerability.
- 9.2 The school recognises that additional safeguarding arrangements are required to ensure that children are safe online at this time.
- 9.3 All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with this policy.
- 9.4 Children who are not attending school – to keep children safe online, we will remind children and families of safe online behaviours, critical thinking and respectful communication. Our acceptable use agreement has been shared with children and parents/carers and these are enforced visually through the e-safety policy. On the school website there is a section for Safeguarding keeping safe with weekly links to keeping safe. Online safety events are shared with staff and parents, as well as being an integral part of the curriculum, to gain greater awareness and a pro-active approach to safety online. See Online Safety Policy.
- 9.5 The school is legally required to provide suitable remote learning for children whilst they are out of school. We are using technology to deliver learning to pupils who are at home. In order to ensure that children are safe when learning online, the school have trained staff on the appropriate use of the IT and online safety. All staff have signed acceptable use agreements and understand their responsibility to keep children safe. There was an agreement for Zoom learning as part of our remote education provision. The IT systems are monitored by our IT support, CST
- 9.6 All communication with learners and parents/carers will take place using school approved communication channels; for example, staff use their professional email accounts
- 9.7 Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- 9.8 William Byrd Primary Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- 9.9 Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our Behaviour Policy and the Code of Conduct and Acceptable Use Agreement. We also have a child- friendly safeguarding policy, online safety policy, as well as a child- friendly anti-bullying policy.
- 9.10 When delivering remote learning, staff at William Byrd Primary Academy will:
 - Only use online tools that have been evaluated and agreed by leadership.
 - Ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
 - Where possible, pre-record content.
- 9.11 If remote learning is taking place 'live', staff and learners will ensure a professional environment is maintained. This means:
 - Staff will record the length, time, date and attendance of any online lessons/contact held or made.
 - Zoom lessons which were live, had both two staff members and parents/carers in attendance for safeguarding purposes.
 - Sessions will not be delivered in any 1:1 situation, unless pre-approval has been given by the DSL and/or Head teacher and the session is auditable.

- staff will agree online behaviour expectations with learners at the start of lessons.
- Staff will revisit our Acceptable Use Policy with learners as necessary.
- All participants will wear suitable dress, use professional language, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate.
- Staff and learners should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.
- Where possible, other household members should not be in the background or in shot; if this unavoidable, they should follow appropriate language and behaviour expectations.
- If live streaming, staff will mute and/or disable learners' videos and microphones, as required.

9.12 Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:

- Childline: www.childline.org.uk
- UK Safer Internet Centre's 'Report Harmful Content':
<https://reportharmfulcontent.com>
- National Crime Agency Child Exploitation and Online Protection Command (NCA- CEOP):
www.ceop.police.uk/safety-centre

9.13 Staff have received updated safeguarding training to ensure that they are equipped with the skills to keep children safe when using technology for remote learning.

9.13.1 Use of staff and learner personal devices, including mobile phones, will be managed in line with our existing Acceptable Use policy. Parents are reminded that phones must not be used on site.

5 Contingency Planning

5.1 In the event that restrictions in schools are needed to help contain the spread of the virus, we will refer to the contingency framework, which has been updated and outlines how schools should operate in the event of any restrictions. We will always ensure that safeguarding children is our priority and work within restrictions to keep children safe.

6 Review

6.1 This addendum will be reviewed, updated and re-issued as necessary, to reflect government guidance. All staff will be made aware of any changes.

