



# GREENWOOD ACADEMIES TRUST

**Site Specific Safeguarding Arrangements Policy Addendum**

**Temporary Local Arrangements  
for Safeguarding and Child Protection during the Covid-19 Pandemic**

## Woodvale Primary Academy

<b>Document Owner</b>	Matthew Reetz
<b>Version</b>	1.3
<b>Distribution</b>	Internal Only
<b>Effective From</b>	08/03/2021
<b>Next Review Date</b>	26/03/2021

## Introduction

This document sets out the arrangements for Safeguarding and Child Protection during the return of children to education within our Academies during the Covid-19 outbreak.

Greenwood Academies Trust is committed to Safeguarding and encourages a strong culture of vigilance in this area.

This document forms part of the integrated safeguarding portfolio and should be read alongside:

- Greenwood Academies Trust: Trust Safeguarding Policy;
- Greenwood Academies Trust: Managing Allegations Against Adults Working within the Trust Policy;
- DfE Keeping Children Safe in Education – September 2020 (as amended Jan 2021);
- Working Together to Safeguard Children – July 2018
- Local arrangements for managing allegations issued through the relevant LSP;
- The Children Act 1989 and 2004;
- The Children and Social Work Act 2017
- The Education Act 2002
- Greenwood Academies Trust Covid-19 Revised Operating Procedure
- Safeguarding Considerations during Lockdown Period – January 2021

For the purpose of this document the following terminology should be considered:

**Safeguarding** and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

**Child protection** refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

**Staff** refers to all those working for or on behalf of the Academy, full time or part time, temporary or permanent, in either a paid or voluntary capacity. For clarity this includes all contractors / providers in the Academy.

**Senior Leader** refers to one of the designated senior leaders supervising the provision.

**Designated Safeguarding Lead** refers to the Designated Safeguarding Lead from the Academy the child would normally attend.

**Child** includes everyone under the age of 18.

**Parent** refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

This document does not serve to provide specific details of the signs and symptoms of safeguarding, its function is to document the arrangements for managing safeguarding procedures during this national emergency.

## Context

On Monday 22<sup>nd</sup> February 2021, The Prime Minister announced the government's roadmap to cautiously ease lockdown restrictions in England. This included a direction that from 8<sup>th</sup> March 2021, all pupils should attend school.

Woodvale Primary Academy will continue to have regard to the statutory safeguarding guidance keeping children safe in education (as amended, Jan 2021).<sup>1</sup>

We will ensure that where we care for children on site, we have appropriate support in place for them.

We will take advice and work with the local safeguarding partners.

We 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 coronavirus.

## 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 or who are a Looked After Child;
- Have an Education, Health and Care Plan (EHCP);
- Have been identified as otherwise vulnerable by educational providers or local authorities (including Children's Social Care Services) and who therefore could 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 (SGO)
  - 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 spaces to study)
  - Care Leavers
  - Others at the provider and local authority's discretion including students who need to attend to receive support or manage risks to their mental health

---

1

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/954314/Keeping\\_children\\_safe\\_in\\_education\\_2020\\_-\\_Update\\_-\\_January\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)

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

Woodvale Primary 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 for looked-after and previously looked-after children.

In circumstances where a parent is hesitant about or does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Woodvale Primary Academy will explore the reasons for this directly with the parent.

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

Woodvale Primary Academy will encourage all pupils to attend school.

Senior Leaders, Designated Safeguarding Leads and Deputy Safeguarding Leads know who our most vulnerable children are.

### Key Staff and Contacts

#### Academy Key Contacts – Remain as per the full Academy Local Safeguarding Arrangements Policy

Name and Contact Details	Role
Matthew Reetz	Principal
Matthew Reetz	Designated Safeguarding Lead
Clare Ley	Deputy Designated Safeguarding Lead
Suzanne Nicholas	Deputy Designated Safeguarding Lead
Maggie Wheelhouse	Deputy Designated Safeguarding Lead
Kate Hillyard	Deputy Designated Safeguarding Lead
Matthew Reetz	eSafety Officer
Suzanne Nicholas	Prevent Duty Lead
Clare Ley	Designated Teacher for Looked After Children
Clare Ley	Designated Teacher for Previously Looked After Children
Clare Ley / Maggie Wheelhouse	Attendance Officer
<b>All of the above can be contacted via the Academy office on 01604 493771</b>	

### Other Useful Contacts

<b>Agency / Contact</b>	<b>Contact Details</b>
Safeguarding Helpline Greenwood Academies Trust	0115 748 3262 safeguarding@greenwoodacademies.org
Mike Hamlin – Chair of Trustees / Safeguarding Trustee. Greenwood Academies Trust	0115 748 3262 admin@greenwoodacademies.org
Children’s Social Care Contact Centre Northamptonshire County Council	0300 126 1000
Children’s Social Care – Emergency Duty Team Northampton County Council	01604 626938
Designated Officer (LADO) Northampton County Council	01604 364031
Child Line	0800 1111
NSPCC Information Service	0808 800 5000
NSPCC Whistleblowing Advice Line	0800 028 0285

### **Safeguarding Responsibilities**

This document recognises that staff will be working with children that they do not normally support in their normal duties.

**All Staff** supporting students returning to the school environment are responsible for ensuring the safety and wellbeing of children accessing it. They have a duty to recognise any concerns and respond to them in line with the steps outlined in this document.

**Senior Leaders** must ensure that the site is operated safely as per the Covid-19 Revised Operating Procedures and that the culture of safeguarding remains high as per current Site Specific Safeguarding Arrangements documents. They must ensure that all relevant Risk Assessment documents and any concerns identified are shared in a timely manner with the Designated Safeguarding Lead and other relevant staff.

**The Designated Safeguarding Lead (DSL)** will remain responsible for all pupil cases in line with current arrangements. Whilst they do not need to be on-site they (or their named deputy) **must** be contactable at all times the provision is operational. Where a trained DSL (or Deputy) is not on site and is providing support remotely, a member of the Senior Leadership Team will assume responsibility for co-ordinating safeguarding on-site alongside the DSL (or Deputy).

The Designated Safeguarding Lead must continue to work within the framework outlined by their Local Safeguarding Children Partnership and continue to work as far as is reasonable in all multi-agency processes. They must also ensure that they stay up to date with Trust, Local and National Government Guidance.

Woodvale Primary Academy will continue to work with and support Social Care staff to help protect vulnerable children. The Designated Safeguarding Lead should ensure continued communication with multi-agency partners as appropriate in a timely manner.

Woodvale Primary Academy will encourage vulnerable children and young people to attend school, remotely if required.

### **Attendance Monitoring (to be read alongside Trust Education Team Attendance Guidance notes)**

We expect all pupils to attend school.

Parents or carers are expected to contact the school on the first day of the illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence. We expect parents or carers to make contact to make us aware of the status of any COVID-19 tests that have become necessary and to update the school on the welfare of the pupil.

From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended)<sup>2</sup> for all pupils.

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.

For children self-isolating or quarantining or shielding – **We will apply attendance sub codes as per government definition [Attendance Sub Codes](#)**

In compliance with the Remote Education, Temporary Continuity Direction<sup>3</sup> we will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).

Also, we will offer pastoral support to pupils who are:

- self-isolating
- shielding
- vulnerable (and off-school)

The Department for Education expects schools to grant applications for leave in exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable. 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.

---

<sup>2</sup> <https://www.legislation.gov.uk/uksi/2006/1751/contents/made>

<sup>3</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/923539/Remote\\_Education\\_Temporary\\_Continuity\\_Direction\\_-\\_Explanatory\\_Note.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf)

## **Supporting Children not in School**

The current level of Safeguarding support and contact arrangements adopted during the previous Covid-19 Closure period should remain in place for any vulnerable children not attending school. This should be reviewed regularly by Safeguarding Teams.

For students accessing on-line or virtual learning, Remote and Virtual Lessons Guidance should be adhered to as set out here:

## **Virtual Contact with Students**

Below are some simple things to consider when delivering virtual lessons or contacting students and families via the Teams network:

- Ideally, there should be no 1:1 sessions with students – acceptable groupings are; more than one student, more than one member of staff or an appropriate adult with the child on the call, however, If 1:1 sessions are held with students (for confidential mentoring or counselling for example) these must be planned. A parent/carer must be aware of the session and remain the main contact throughout
- All sessions must be planned – do not contact students or families on an ad-hoc basis. All Teams contact should be scheduled and agreed by the family – Please note that the ‘meet now’ function on Teams is not to be used
- Any Teams contact with students (other than live lesson delivery) should be recorded appropriately through CPOMS, SIMS, Class Charts or other recording platform depending on the nature of the contact
- Live classes 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
- During live events student interactions need to be planned and carefully managed
- The use of class chats in Teams is enabled, however, any inappropriate chat content should be recorded and reported to relevant Academy staff (including the DSL if appropriate) as soon as possible
- 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 – remember that this is the expectation for both staff and students
- Language must be professional and appropriate, including any family members in the background – There is the option to choose to mute all students which will ensure no inappropriate comments or language can be heard
- Remember - Staff must only use platforms provided by GAT to communicate with students – Teams, GAT email addresses and work telephones. All sessions must be ‘supervised’ by a member of GAT staff
- Any meetings / sessions must be set up within the class Teams Channel. This will ensure all communication remains visible and stays in the relevant channel. All channels should include more than one adult working within the Trust
- The default function is to ensure students ‘wait in the lobby’ and do not enter the meeting before they are given access – the creator of the meeting is able to allow access to the session

- There should be additional staff in every Team, the Principal should also be added to ensure access to resources in case of staff absence
- Only internal staff are permitted to be added into Teams Channels and only staff within your academy in staff Teams channels
- Staff delivering/conducting sessions with students must have completed basic Safeguarding Awareness Training which clearly sets out; Position of Trust for adults delivering the session, Indicators of Abuse and specific reporting procedures for any concerns raised during any session
- If any concerns arise during any Teams contact, this should be recorded and reported to your DSL immediately
- Remember to use Teams as a professional platform, particularly when using Teams Chat with colleagues
- During remote teaching, the identity of students may be visible to other people in the student's household (this is likely to only be their name or initials) - please be assured that this is acceptable and does not pose a safeguarding or GDPR risk
- Please ensure that all Safeguarding meetings held with external agencies are also recorded

Full guidance is provided in the Teams Safeguarding Guidance Jan 2021 (circulated to DSL's).

### **Dealing with New Concerns**

Any safeguarding concerns should be recorded as per usual policy. The process shown below should be followed if usual access to CPOMS for staff is not available due to site issues or availability of devices in classrooms.

Step1 – Staff member is concerned about a child or receives a disclosure

Step 2 – Staff member speaks to a DSL about the concern or disclosure

Step 3 – DSL assesses concern or disclosure and acts accordingly based on procedures issued by local safeguarding Children Partnership

Step 4- Concern or disclosure recorded on CPOMS as soon as CPOMS is working or there is access to a device

### **Allegations against staff or volunteers**

When an allegation is made against a member of staff, our set procedures must be followed. The full procedures for dealing with allegations against staff can be found in the Trust's Managing Allegations Against Adults Working Within the Trust Policy.

If you have a concern about an adult working within the Trust, please contact:

Safeguarding Helpline Greenwood Academies Trust	0115 748 3262 safeguarding@greenwoodacademies.org
--	--

### **Safeguarding Training and Induction**

All existing Academy staff have undertaken required Safeguarding Training and have read and understood Part 1 and Annex A of Keeping Children Safe in Education (KCSIE 2020) as



per Trust Policy. The DSL should continue to communicate with staff regarding any new local / site specific arrangements.

Where new staff are recruited, or new volunteers join the Woodvale Primary Academy staff team, they will continue to be provided with a full Safeguarding Induction as per Trust Policy, delivered by a fully trained DSL.

If staff are deployed from another education or Children's Workforce setting to our Academy, 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 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, the Academy should seek assurance from the People Directorate, Principal of the Academy they are transferring from or the Safeguarding Directorate that the member of staff has received appropriate safeguarding training.

Upon arrival, as per Trust Policy, they will receive full site specific safeguarding arrangement documentation, including clear guidance on how to report any safeguarding related concerns as per Academy procedure.

### **Safer Recruitment**

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, Woodvale Primary Academy will continue to follow the relevant Safer Recruitment processes for the Trust including relevant sections of Part 3 of KCSIE 2020 (amended Jan 2021).

We 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 2020(amended Jan 2021).

We will continue to consider and make referrals to the Teaching Regulations Agency (TRA) as per paragraph 166 of KCSIE 2020 (amended Jan 2021) 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 the academy is aware, on any given day, which staff/volunteers are on site and that appropriate checks have been undertaken, especially for anyone engaging in regulated activity.

As such Woodvale Primary Academy will keep the Single Central Record (SCR) up to date in collaboration with the People Directorate as outlined in paragraphs 148 to 156 in KCSIE 2020 (amended Jan 2021).

### **Volunteers**

Woodvale Primary Academy may use volunteers to assist in COVID-19 Testing Procedures with students and staff on site.

Where we are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE 2020 (amended Jan 2021).

**Under no circumstances will a volunteer for whom full checks have not been obtained be left unsupervised or allowed to work in regulated activity.**

Existing volunteers in regulated activity who currently hold an Enhanced DBS with Barred List check do not need to undertake re-checks.

Supervision of volunteers who have not undertaken an Enhanced DBS with Barred List check must be:

- By a person who is in regulated activity
- Regular and day to day
- Reasonable in all circumstances to ensure the protection of children

### **Concerns**

Any concerns regarding safeguarding, behaviour or wellbeing identified by any adult working for the Academy must be reported to the DSL or most appropriate member of the Academy Senior Leadership Team immediately.

For further advice / guidance please contact the Safeguarding Helpdesk  
[Safeguarding@greenwoodacademies.org](mailto:Safeguarding@greenwoodacademies.org)