



Olive AP Academy
CAMBRIDGE

Olive Academies

ADDENDUM: COVID-19 - academy arrangements for Safeguarding and Child Protection

Date shared with staff: 4 May 2021

Olive AP Academy – Cambridge (OA-Cam)

	Document control table
Title	COVID-19 Academy arrangements for safeguarding and child protection
Date approved	31 st March 2020
Date updated for this academy	1 May 2021
Approved by	EPS committee inc: safeguarding trust lead
Date of next review	NA – to be in place until COVID-19 requirements end
Updates/revisions included:	Updated to reflect return to school for all pupils March 2021
<p>NOTE: this addendum is to be read in conjunction with the academy's child protection and safeguarding policy – this policy remains the guidance that all staff should follow. This addendum highlights some additional procedures that have been put in place to support pupils during this pandemic, e.g. during the national lockdown announced 5 January 2021 or in the case of a temporary closure of an individual academy.</p>	

1. Context

OA follows government guidance regarding operation of schools during the coronavirus pandemic and has in place comprehensive academy reopening risk assessments which are reviewed and updated on a regular basis.

With regard to safeguarding and child protection, the academy's safeguarding and child protection policy has been updated to reflect Keeping Children Safe in Education 2020 and is available on the academy website. All staff must read and abide by this policy and Part 1 and Annex A of Keeping Children Safe in Education.

This addendum includes additional procedures and considerations that may arise in the context of the coronavirus pandemic – it is intended to guide practice in the event of exceptional situations arising, e.g. remote learning due to self-isolation, staff member self-isolating but working from home. It will be kept under review over the year – feedback from staff and parents/carers is welcomed.

2. Designated Safeguarding Lead

The academy has a Designated Safeguarding Lead (DSL) Mel Newbery. The Head of School Tony Machin is also part of the safeguarding team.

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, SIMs or 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. It is important that all 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.

3. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the academy's Safeguarding Policy, this includes making a report via SIMs or CPOMS, which can be done remotely. In the unlikely event that a staff member is working from home and cannot access their MIS, they should email the Designated Safeguarding Lead, Head of school and the Trust Safeguarding Lead. 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 school, they should report their concern to the headteacher. 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 Director of Academies or CEO.

Olive Academies will continue to offer support in the process of managing allegations.

4. Safeguarding training and induction

From September 2020, DSL training will resume (remotely or face to face) and should be accessed as needed. As outlined in the safeguarding policy, all existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). 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 the 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 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 trust safeguarding lead or academy HR coordinator 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.

5. 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, Olive Academies 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 (2020) (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 the academy is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

The 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 177 of KCSIE.

The academy will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 of KCSIE 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 any school 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, the academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE.

6. Online safety in schools

The academy will continue to provide a safe environment, including online in accordance with our ICT and online safety policy. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place.

7. 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 trust's code of conduct and our ICT and online safety policy.

Olive Academies 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:

- Check settings and ensure that you are aware of what permissions are available to you as a host and which are available to pupils/parents at their home
- Ensure as host, you are in control of the screen controls, i.e. who can control the screen
- Learn how to mute and unmute all participants, including video screens
- 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 Olive Academies to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

OA staff will regularly review their practice and share learning about how best to deliver remote education. Other sources of useful guidance on safeguarding considerations when delivering education virtually include:

Remote Working a guide for education professionals (SWGfL)

<https://swgfl.org.uk/assets/documents/educational-professionals-remote-working.pdf>

Guidance for Safer Working Practice - Addendum inc. Remote Learning (SRC)

<https://www.saferrecruitmentconsortium.org/GSWP%20COVID%20addendum%20April%202020%20final-2.pdf>

Safeguarding and remote education during coronavirus (COVID-19)

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Parents and carers will also be supported with advice and guidance about accessing support to keep their children safe whilst online. Information will be shared via direct communications and on the academy website which includes regularly updated information on remote education provided by OA. Useful websites include:

- [Thinkyouknow](#) (advice from the National Crime Agency to stay safe online)
- [Internet matters](#) (support for parents and carers to keep their children safe online)
- [Parent info](#) (support for parents and carers to keep their children safe online)
- [LGfL](#) (support for parents and carers to keep their children safe online)
- [Net-aware](#) (support for parents and careers from the NSPCC)

8. Supporting children not in school

Olive Academies has committed to ensuring the safety and wellbeing of all its students be they accessing education onsite or from home. To do this, we have a welfare programme in place which includes regular welfare calls and doorstep visits for all our students and their families. Vulnerable children have bespoke communication plans which are logged on CPOMS/SIMS. All contact made is recorded on CPOMS/SIMS. Guidance for staff on delivery of these programme is provided in the '**coronavirus protocol**' which provides information about how to carry out welfare calls and visits. Where relevant all staff are provided with a copy of this (also available in annex A) and should talk with their line manager or the DSL should they have any queries.

From September 2020 onwards, it is expected that there will be still be a need for some welfare calls and doorstep visits in cases where pupils are not attending school for a variety of reasons – this will vary in scale dependent on the frequency of attendance of pupils onsite during this year. It is therefore anticipated that staff will still need to use different ways of communicating with pupils and families. All contact MUST continue to be recorded on SIMs or CPOMS in line with our usual safeguarding procedures.

These might include remote contact, phone contact with parents/carers and children, door-step visits. Other individualised contact methods should be considered and recorded. When contacting students, staff should bear in mind the guidance in our trust's code of conduct and our ICT and online safety policy and follow the academy's welfare calls/visits guidance. Should a personal mobile phone need to be used to contact a student, staff MUST ensure that they use 141 before calling to ensure their phone number is private. Staff should only use their OA email to contact a student or parent.

When sharing information between staff about young people, this should be shared in a secure manner via CPOMS/SIMS or encrypted email. WhatsApp should not be used share information about children – it may be used as a support mechanism between colleagues but it should not be used for business as it is against their terms and conditions; it is not compliant with GDPR; and there is no way that a school can access the content should it need to; there is no audit trail.

The school will share safeguarding messages on its website and social media pages. Olive Academies 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. Staff in our academy need to be aware of this in setting expectations of pupils' work where they are at home.

9. Supporting children in school

The trust is committed to ensuring the safety and wellbeing of all its students. The academy will continue to be a safe space for all children to attend and flourish. The headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The academy will refer to the Government guidance on full opening for education and childcare settings and will adopt the control measures recommended by Public Health England. These are outlined in our academy risk assessment for full opening.

Where the academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the trust and contingency plans will be put in place.

10. Mental Health

The academy recognises the ongoing importance of supporting staff and student mental health during this year. An extension to the existing counselling provision is in place, and particular attention and time will be spent on supporting students and staff whether they are in school or at home. Students and families are also regularly signposted to mental health resource available online via the academy website. The website is updated regularly with information and guidance. A key resource is On My Mind (www.annafreud.org/on-my-mind)

11. Bereavement

In the tragic event of any student experiencing a family bereavement as a result of COVID-19, our leaders and academy staff will offer support along with our existing counselling provision. We have available guidelines for how to support the community in the event of a bereavement and these can be obtained from the central team. The following organisations provide helpful advice and guidance on supporting young people and their families in the case of bereavement: Winston's Wish (<https://www.winstonswish.org/>), Grief Encounter (<https://www.griefencounter.org.uk/>), and Childhood Bereavement Network (<http://www.childhoodbereavementnetwork.org.uk/>).

12. Support from Olive Academies MAT

The trust's safeguarding lead and OA central leaders will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This guidance may be updated from time to time in line with government guidelines – an updated version will be sent to all staff should this be the case.



Coronavirus Protocol

January 2021

1. Introduction

This protocol outlines temporary procedures for supporting students should they not be able to attend the academy. It is based on current information and guidance around coronavirus from Public Health England and will be reviewed regularly to ensure that OA is considering guidance and the welfare of staff and students.

Existing policies of relevance include:

- ICT and online safety
- Use of vehicles on business
- Expenses policy
- Safeguarding and child protection procedures

If any staff member is unsure of how to follow these procedures please speak with your line manager or headteacher in the first instance.

2. Coronavirus Welfare Calls (see Appendix A)

- All students will be contacted daily by a designated person from the academy via an allocated work mobile phone only. Allocation lists will be provided by the Headteacher so all staff are aware of who they should call and work mobile phones supplied if necessary/available.
- To report the call made with the headteacher/designated officer we will use the Arbor platform. When a call is made, please log this under communication. If you have any safeguarding concerns during the you must report these separately in CPOMS/SIMs and alert the DSL in the usual way. The DSL will then be alerted and any follow up will be actioned.
- If you do not make contact with any student for 2 days, please notify the Head teacher and report on CPOMS/SIMs notifying the DSL. The headteacher will then allocate a staff member to complete a home visit on the 3rd day.

NB staff should note that only an allocated academy mobile phone should be used to contact children or parents. In line with the ICT and safety policy, **in an emergency** should a staff member not have access to an academy owned device, they should use their own device and hide (by inputting 141) their own mobile for confidentiality purposes and then report the incident to the headteacher/designated officer.

3. Coronavirus Home Visits

- Headteachers to identify the list of students that are categorised as CIN/CP and to allocate a member of staff to each of these students and enter this on to CPOMS/SIMs.
- Allocated member of staff to call parent/carer and arrange visit date and time via their work mobile phone. Visits to be conducted once a week for each student.
- Staff member to record on CPOMS/SIMs using new category “Coronavirus Welfare Check” the conversation with parent/carer and the date and time agreed for home visit.
- The allocated staff member will notify their line manager by text on arrival at the home visit and then notify them when they have left the home visit to ensure safety of staff. If the line manager does not receive a text message to notify they have left the visit, then they should call the member of staff. If no response then line managers will need to call the Headteacher, a call to the police may need to be made.
- Home visits to be conducted on the door step only and keeping a 2 metre distance from any persons in line with social distancing guidance from Public Health England - <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults#what-is-the-advice-if-i-live-with-a-vulnerable-person>. The visit is to see the child and check that they are well. Please ask parent/carers if they need any support, especially around food. Home visit needs to be recorded on CPOMS/SIMs under category “Coronavirus Welfare Check”.
- If at any point any safeguarding concerns are raised around the pupil/parent/carer please enter on CPOMS/SIMs and notify the DSL.
- All staff conducting home visits need to ensure they have business insurance in place and have completed the transport slip confirming this and given it to their academy HR/Business Manager. Staff should be aware that failure to have business insurance in place will result in insurance cover being invalidated in the case of an accident whilst engaged in a work-related journey such as a home visit. Expenses can be claimed for travel on the basis of 45p per mile in line with OA’s expenses policy – expenses forms can be obtained from the academy office.

NOTE: All welfare calls and visits should be made during school hours and term-time only.

Appendix A

Ensure you have read the Coronavirus Protocol, this will explain the detail for welfare calls and home visits. If you are unsure of how to follow these procedures, please speak with your line manager or headteacher in the first instance.

Once you have received the names of any allocated students to contact. Use Arbor to record all actions. When speaking to parents/carers on the telephone;

1. Introduce yourself and explain that you are calling to see if name is okay. Explain that all students are contacted daily as part of the school's welfare procedures.
2. Ask if the student/family are well and if there are any concerns they wish to share. Check if they need any additional support including FSMs. Ensure any safeguarding concerns are reported on CPOMS/SIMs.
3. Discuss with them the mass testing programme and explain how this will work in the academy. Reassure them that staff will support students with this process. Check if they have completed the online consent form via the letter sent to them on 31 December and on the school website (in the news section) and if they have any questions. Explain to them that when their child comes to the academy, if parents have consented, they will be given a test on arrival. If you have an allocated time for them to come in, share this with them.
4. Explain that if their child tests positive they will be contacted to collect their child. If this is not possible alternative arrangements will be made at the headteachers discretion, but this is a last resort. If the child tests negative, they will continue with their learning onsite or remotely. Further details of their child's learning offer will be shared in due course.
5. Enquire what the parent/carers wishes are for their child. Record if any, their expectations for their son/daughter to attend onsite provision. Make it clear that AP settings are open and that we are working closely with families to offer as much support as possible. If a parent/carer states that they would like their child to be on site, gather as much information as possible e.g. days, times, reasons. This information must be then shared with SLT who will make a decision in context of the academy process and procedures.
6. In the event that their child must access online learning, ask how the remote learning has gone previously and if you can support with this in anyway. The student may want to speak with you and ask questions. Refer to the previous contact made by the school and check any actions have been followed up prior to the call.
7. If a student is offered onsite learning and the parent/carer wishes for their child to remain at home, then the parent/carer would need to request a leave of absence for their child. Please let a member of SLT know if any parents/carers state that they will not be sending their

son/daughter into the academy. This will also need to be reported to the DSL via CPOMs/SIMs so that any external agencies linked to the child can be alerted to this matter.

8. Explain to parents that the school has a robust Risk Assessment in place in line with the latest government guidance. That the welfare of students and staff is paramount and reinforce the message that all students must adhere to the Coronavirus safety measures by washing hand and maintaining a social distance at all times. Explain that the school will continue to be well ventilated with open windows. Everyone must follow the guidance of Hands. Face. Space.
9. End the call by explaining that should they have any problems or concerns today contact will be made again tomorrow to discuss these.

Make sure the conversation is recorded on Arbor to keep a chronology of conversations.