



## Learning Academies Trust Safeguarding Policy

### Covid 19 Appendix

This is an appendix to the main body of our policy and will be effective from September 2020 until the school returns to business as usual, following the COVID-19 pandemic.

All staff and volunteers working in school or those working remotely will be provided with a copy of this addendum and be required to confirm to the DSL that they have read and understand this document.

#### Designated Safeguarding Lead (DSL) arrangements

It is vital that while our school remains open a suitably trained DSL is available for consultation and advice.

We will strive to achieve having a trained DSL or deputy available on site. Due to staff self-isolating, social-distancing or being physically unavailable for other reasons, it is recognised this may not always be possible, and where this is the case there are options we will implement, the first being the preferred and second/third a backup option:

1. A trained DSL or deputy from the school will be available to be contacted via phone or online video i.e. skype, if they are working off site
2. Trust Safeguarding Lead – Ciara Moran (contacted through Salisbury Road)
3. Sharing trained DSLs or deputies across the Trust until our own trained DSL can return to work or be available.

Where a trained DSL or deputy is not on site, in addition to one of the above options, the school will have a senior leader who will take responsibility for co-ordinating safeguarding on site. This person will update and manage access to child protection files, liaise with the offsite DSL (or deputy) and as required liaise with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

In the event one of the above scenarios is implemented and the DSL changes, this will be communicated to staff by email.

### Gateway Response

Making referrals into the Gateway will continue as usual, with referrals being made via the systems already in place. Where possible the referral will be made by the DSL, however if the DSL is not available in person the senior leader who is co-ordinating safeguarding on site may be required to make the referral after getting advice from a suitably trained DSL

### Contacting the Local Authority Designated Officer (LADO)

In the instance a referral to the LADO is necessary this will be actioned by the **Headteacher** within 1 working day of the allegation coming to light. Should they not be available then **Head of School** will make the referral.

Contact methods for the LADO will remain the same with all LADO referrals being made via the current system.

If it is decided that a LADO Meeting is necessary the school will take part in this via video link, if possible

### Attendance of Vulnerable Children

Vulnerable children may not be attending school for other reasons including self-isolation, social-distancing or for another reason, these will be monitored by the school and contact with the child and their family will be maintained via (**daily**) phone calls.

### Children of concern who do not meet the 'vulnerable' definition

The school also has children about whom there are concerns, however they do not have a social worker or an Education, Health and Care (EHC) Plan so do not meet the criteria of a 'vulnerable' child. With these children the school still feels that contact should be maintained to ensure safety and welfare can be monitored as best as practically possible.

At Woodfield, every child across the school will be RAG rated by the Safeguarding team, these will be reviewed on a monthly basis at the pastoral meetings. The children's assigned colour will indicate the currently level of concern and how often the family will be contacted and by who, in the event of a bubble closing or a national lockdown situation. This contact will be made through Arbor, text messages, Dojo messages and phone calls. Any contact made with these families will be logged on CPOMs including the 'Covid Communication' tag and any other relevant tags. The safeguarding team will meet virtually every week during a national lockdown to discuss and monitor these communications with the families.

### All other Children

The school continued to take their normal attendance register in line with government requirements however the logistics of children attending school has to be carefully managed.

For those students/learners who are not physically attending the school we still have a duty to keep them safe, including online. The following measures have been implemented to ensure that contact with children is maintained and school staff can maintain oversight of their welfare as best as practically possible.

Class staff will continue to have contact with all children and parents via Dojo and Microsoft Teams. There will be a range of activities including a registration session, live lessons, topic tasks or packs sent home to be completed by the children. Class staff will monitor the engagement of the children with these activities, and if their concerns for a child or family change during this time, they will contact SLT via phone or email immediately and update their concerns onto CPOMs. The school have shared the expectations of engagement with all families at the beginning of the school year, and these will be communicated to parent again as needed.

If staff have any concerns about children they will follow the standard reporting procedure outlined in the main body of our Safeguarding and Child Protection Policy.

### **Staff Training**

The school will be staffed appropriately and all staff will satisfy the training requirements of 'Keeping children safe in education, September 2020'.

### **Allegations against Adults working with Children**

Any staff member who works in the school will be aware of the process for sharing concerns about colleagues or other adults who works with children in regulated activity. In our school they will report these concerns directly to the Headteacher as soon as practically possible, ideally face to face, however during challenging times that may not always be possible, and a telephone call is also acceptable, but an email or text message is not acceptable as this may not be picked up in a timely manner.

It is made clear to staff in training, induction and in our Whistleblowing Policy that they should not consult or speak of the concern/allegation with other parties, without the expressed permission of the Headteacher so as not to damage the integrity of any potential investigation, nor tarnish the reputation