



COVID-19: Closure Arrangements for Safeguarding and Child Protection

This policy has been approved by the Board of Trustees with reference to the academy's Equality Policy. The aims of the Equality Policy are to ensure that Plume Academy meets the needs of all, taking account of gender, gender identity, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this academy we meet the diverse needs of students to ensure inclusion for all and that all students are prepared for full participation in a multi-ethnic society.

Board of Trustees Approval: April 2020

Review date: April 2021

1. Context

From Thursday 19 March 2020 parents and carers 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 had no other alternative childcare or safe provision.

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 of the Plume Academy Safeguarding Policy contains details of our individual safeguarding arrangements in the following areas:

1. Context	2
3. Vulnerable children	3
4. Attendance monitoring	4
5. Designated Safeguarding Lead	4
6. Reporting a concern	5
7. Safeguarding Training and induction	6
8. Safer recruitment/volunteers and movement of staff	6
9. Online safety in schools and colleges	7
10. Children and online safety away from school and college	7
11. Supporting children not in school	8
12. Supporting children in school	9
13. Peer on Peer Abuse	9
14. Support from the Academy Trust	9

Key contacts

Role	Name	Email
Acting Designated Safeguarding Lead	Mrs O Bamigbele	O.Bamigbele@plume.essex.sch.uk
Assistant Designated Safeguarding Lead	Ms L Peake	L.Peake@plume.essex.sch.uk
Alternate Designated Safeguarding Lead & Principal	Mr C Wakefield	C.Wakefield@plume.essex.sch.uk
Chair of Trustees	Mr P Nagle	P.Nagle@plume.essex.sch.uk
Safeguarding Trustee	Mr E Judge	E.Judge@plume.essex.sch.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 plans (EHCP).

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 EHCP will be risk-assessed in consultation with the local authority and parents or 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 (DSL) and Assistant DS 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.

Plume 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 (VSH) for looked-after and previously looked-after children. The lead person for this is our Acting DSL, Mrs Olu Bamigbele.

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 or carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Plume Academy will explore the reasons for this directly with the parent or carer.

Where parents and carers are concerned about the risk of the child contracting COVID-19, Plume Academy or the social worker will talk through these anxieties with the parent or carer and whilst following the advice set out by Public Health England.

Plume Academy will encourage our vulnerable children and young people to attend a school, including remotely if deemed absolutely necessary and if it does not compromise PHE's social distancing protocols.

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.

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

To support the above, Plume Academy will, when communicating with parents 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 after it being clearly stated they will, or discontinues unexpectedly after attending, Plume Academy will notify their social worker.

Designated Safeguarding Lead

Plume Academy has an Acting Designated Safeguarding Lead (DSL) and an Assistant DSL.

The Designated Safeguarding Lead is: Mrs O Bamigbele

The Assistant Designated Safeguarding Lead is: Ms L Peake

The optimal scenario is to have a trained DSL (or ADSL) available on site on a daily basis. Alternatively, the principal, who is L3 trained or a 'first-wave' member of the safeguarding team (and who are all L3 trained) will be on site instead. Where this is not the case a trained DSL (or ADSL) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or ADSL) is not on site, in addition to the above, the Principal, a first-wave member of the safeguarding team or the daily senior leader will assume responsibility for coordinating safeguarding on site.

This might include updating and managing access to child protection online management system, 'MyConcern' and liaising with the offsite DSL (or ADSL) and as and when required, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the academy.

It is important that all Plume Academy staff and volunteers have access to a trained DSL (or ADSL). On each day staff on site will be made aware as to who that person is and how to immediately contact them.

The DSL and ADSL 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 Safeguarding Policy, this includes making a report via MyConcern, which can be done remotely. Staff are reminded of this via email on a weekly basis and are using it with any concerns being picked up almost immediately due to MyConcern being constantly monitored.

In the unlikely event that a member of staff cannot access their MyConcern from home, they should email the DSL, the ADSL and the Principal. This will ensure that the concern is received and picked up almost immediately.

Where staff are concerned about an adult working with children in the academy, they should report the concern to the Principal. If there is a requirement to make a notification to the Principal whilst away from the academy, this should be done verbally and followed up with an email to the Principal.

Concerns around the Principal should be directed to the Chair of Trustees, Mr P Nagle.

The Plume 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 ADSL) who has been trained will continue to be classed as a trained DSL (or ADSL) 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) (KCSIE). 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 Plume 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 academy, we will take into account the Department for Education (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, the new member of staff will be given a copy of the Child Protection Policy, confirmation of 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, Plume Academy will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of 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 Plume Academy is 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.

Plume 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 163 of KCSIE.

Plume 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, Plume Academy 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

Plume 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.

Children and online safety away from school and college

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 academy's Code of Conduct.

Plume 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 sessions, 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 Plume Academy to communicate with students
- staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

Plume Academy is committed to ensuring the safety and wellbeing of all its students.

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 student.

Details of this plan must be recorded on either MyConcern or a central spreadsheet held by the DSL, ADSL and Principal, and with every single call made logged in detail.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and again, recorded.

Plume Academy and its DSL/ADSL 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/ADSL will consider any referrals as appropriate.

The academy will share safeguarding messages on its website and social media pages.

Plume 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 and carers. Teachers at Plume Academy need to be aware of this in setting expectations of students' work where they are at home.

Plume 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. This will be bespoke to each child and recorded on MyConcern.

Supporting children in school

Plume Academy is committed to ensuring the safety and wellbeing of all its students.

Plume 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.

Plume 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 COVID19.

Plume 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. This will be bespoke to each child.

Where Plume Academy has concerns about the impact of staff absence – such as our DSL, ADSL or first aiders – the Principal will raise these immediately with the Chair of the Board of Trustees.

Peer on Peer Abuse

Plume Academy 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 academy will listen and work with the young person, parents or carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on MyConcern and the appropriate referrals made.

Mr C A Wakefield - Principal
March 2020