

Leading Learning Trust – Safeguarding Policy Addendum - Covid-19

**This Addendum applies to Selwyn
Primary School and to Portway Primary
School**

This update(v.2) published 21 May 2020

Date reviewed/initiated:	March 2020
Reviewed by:	Leadership team
Next review planned for:	June 2020
Policy ratified by Trust Board (as per Scheme of Delegation):	April 2020





Contents

1. OVERVIEW OF THE ADDENDUM MANAGEMENT PROCESS	3
1.1. Document history	3
1.2. Review and approval	3
2. THE ADDENDUM	4
2.1. Introduction and context	4
2.2. Leading Learning Trust - key Trust and School Safeguarding contacts - May 2020	4
2.2.1. Selwyn Primary School	4
2.2.5. Portway Primary School	5
2.3. Vulnerable children	5
	6
2.4. Attendance monitoring	7
2.5. Designated Safeguarding Lead	8
2.6. Reporting a concern	9
2.7. Safeguarding training and induction	9
2.9. Safer recruitment/volunteers and movement of staff	10
2.10. Online safety in schools	11
2.11. Children and online safety away from school	11
2.13. Supporting children not in school	12
2.14. Supporting children in school	13
2.15. Peer on peer abuse	13
2.16. Support from Leading Learning Trust - trust-wide team	14
2.17 Mental health	14



1. OVERVIEW OF THE ADDENDUM MANAGEMENT PROCESS

1.1. Document history

Date	Document title	Version
March 2020	This Addendum forms part of the Trust's Safeguarding Policy . Initial release of the Addendum to the Safeguarding Policy, in light of government guidance re Covid-19 and Safeguarding	1.0
May 2020	Update in relation to phased return from the 1st June 2020. Published on website and provided to all Trust staff, governors and Trustees - 21 May 2020, as v.2.	2.0

1.2. Review and approval

The Leading Learning Trust trustees have overall responsibility for this Addendum.

The CEO is responsible for the operation of the Addendum within the schools, as well as for the maintenance of a record of concerns raised in accordance with this policy and the outcomes.

This Addendum has been put in place as part of the Trust's coordinated response to the Covid-19 pandemic. It will be reviewed on a daily basis and staff will continue to receive the most up to date information.



2. THE ADDENDUM

2.1. Introduction and context

From the week commencing 1 June, we expect to be able to welcome back more children to early years, school and further education settings. The government has also published guidance on implementing protective measures in education and childcare settings to support this.

Whilst the ages and number of children returning will vary from institution to institution, the safeguarding principles to protect those children from harm and abuse will remain broadly the same.

This addendum of the Leading Learning Trust Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements as listed in the Contents of this Addendum.

2.2. Leading Learning Trust - key Trust and School Safeguarding contacts - May 2020

2.2.1. Selwyn Primary School

Role	Name	Contact number	Email
Designated Safeguarding Lead	Helen Mawer	07741906936	helen.mawer@leadinglearningtrust.org
Deputy Designated Safeguarding Lead	Emma Joseph	020 8471 6173	emma.joseph@leadinglearningtrust.org
Deputy Designated Safeguarding Lead	Susan Potter	020 8471 6173	susan.potter@leadinglearningtrust.org
Headteacher	Helen Mawer	07741 906936	helen.mawer@leadinglearningtrust.org
Trust Safeguarding Lead	Claire Stewart	0738 4469581	claire.stewart@leadinglearningtrust.org [Maternity leave - May 2020]
Chair of Governors	Alex Saunders		alex.saunders@llt.org
Safeguarding Trustee	Mansoor Siddique		m.m.siddique@llt.org



2.2.5. Portway Primary School

Role	Name	Contact number	Email
Designated Safeguarding Lead	Gemma Hall	07741632027	gemma.hall@leadinglearningtrust.org
Deputy Designated Safeguarding Lead	Laura Brothwell	020 8472 7142	laura.brothwell@leadinglearningtrust.org
Deputy Designated Safeguarding Lead	Iona Rolfe	020 8472 7142	Iona.rolfe@leadinglearningtrust.org
Deputy Designated Safeguarding Lead	Shan Hardy	020 8472 7142	shan.hardy@leadinglearningtrust.org
Deputy Designated Safeguarding Lead	Louise Frempong	020 8472 7142	louise.frempong@leadinglearningtrust.org
Headteacher	Scott Chudley	020 8472 7142	scott.chudley@leadinglearningtrust.org
Trust Safeguarding Lead	Claire Stewart	0738 4469581	claire.stewart@leadinglearningtrust.org [Maternity leave - May 2020]
Chair of Governors	Jenni Rhodes		jennifer.rhodes@llt.org
Safeguarding Trustee	Mansoor Siddique		m.m.siddique@llt.org

2.3. 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 and members of the safeguarding team know who our most vulnerable children are. They have the flexibility to offer a place to those who require Early Help provision.

School staff should continue to work with and support children's social workers to help protect vulnerable children. This will be especially important during the COVID-19 period.

The Head teachers receive Daily Head teacher Updates from the Local Authority (Sue Imbriano) and disseminate information to colleagues when relevant.

The Leading Learning Trust 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 persons for this will be: Helen Mawer and Gemma Hall.

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 DSL/SENCo will explore the reasons for this directly with the parent.

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

LLT will encourage our vulnerable children and young people to attend a school, including remotely if needed.

2.4. Attendance monitoring

Vulnerable children attendance is expected, where it is appropriate for them (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan), so that they can gain the educational and wellbeing benefits of attending. Vulnerable children – regardless of year group – that have not been attending in the recent period are expected to return to nursery, early years, school or college provision where this would now be appropriate for them to do so. Portway and Selwyn and other relevant partners will work with and support the relevant families and pupils to return to school where attendance is appropriate. A brief summary of attendance expectations across the different groups of vulnerable children is as follows:



- for vulnerable children who have a social worker, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on households with possible coronavirus infection and shielding and protecting people defined on medical grounds as clinically extremely vulnerable)
- for vulnerable children who have an education health and care (EHC) plan, attendance is expected where it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment
- for vulnerable children who are deemed otherwise vulnerable, at the school, college or local authority discretion, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on households with possible coronavirus infection and shielding and protecting people defined on medical grounds as clinically extremely vulnerable)
- Further guidance is available in the document [‘Supporting vulnerable children and young people during the coronavirus \(Covid19\) outbreak’](#).

Portway and Selwyn will continue to notify social workers where children with a social worker do not attend. We will also continue to follow up with any parent or carer whose child has been expected to attend and doesn't. To support the above, Portway and Selwyn will take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

Parents and carers will not be penalised if their child does not attend educational provision. Portway and Selwyn will resume taking their attendance register from 1 June and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending.

2.5. Designated Safeguarding Lead

As more children return, Portway and Selwyn will have a trained DSL (or deputy) available on site at all times when the school is open.

Selwyn and Portway school both have a Designated Safeguarding Lead (DSL) and a Deputy DSL. The Designated Safeguarding Leads are: Helen Mawer (Selwyn Head teacher and Safeguarding Lead) and Gemma Hall (Deputy Head teacher and Safeguarding Lead at Portway).

The Deputy Designated Safeguarding Leads are: Emma Joseph/Susan Potter at Selwyn and Laura Brothwell, Iona Rolfe, Shan Hardy, Louise Frempong at Portway.

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.



However, it is recognised that in exceptional circumstances this may not always be possible, and where this is the case there are three options to consider:

- a trained DSL (or deputy) from the school or college can be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs (or deputies) with other schools or colleges (who should be available to be contacted via phone or online video)
- a senior leader will assume responsibility for coordinating safeguarding on site. This might include updating and managing access to child protection online management system, Safeguard, 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 or college.

It is important that all Leading Learning Trust staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them.

The DSL and members of the safeguarding teams will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

DSLs (and deputies) should continue to do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

2.6. Reporting a concern

The way schools and colleges are operating in response to coronavirus continues to be different to business as usual. However, as more children return, a number of important safeguarding principles remain the same:

- the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online



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 via Safeguard, which can be done remotely.

In the unlikely event that a member of staff cannot access their Safeguard from home, they should email or call the Designated Safeguarding Lead and Headteacher. 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 immediately report the concern to the headteacher or SLT member on site. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher.

Concerns regarding the Head teachers should be directed to the CEO: Emma Nicholls.

2.7. 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 Selwyn and Portway, they will continue to be provided with a safeguarding induction as per the arrangements in place across the Trust. The Trust has provision for the majority of the induction information to be shared via the online Staff Sites/Trustee and Governor Sites platforms.

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; and



- there is no ongoing disciplinary investigation relating to that individual.

For movement within the Trust, schools should seek assurance from the school Safeguarding Leads and the Trust HR Manager Karen Hunter that the member of staff has received appropriate safeguarding training.

2.9. 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, Selwyn and Portway 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 the Leading Learning Trust 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.

The Leading Learning Trust 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.

The Leading Learning Trust 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, Selwyn and Portway will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

2.10. Online safety in schools

The Leading Learning Trust 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.

2.11. Children and online safety away from school

As more children return it will be important that schools and colleges continue to provide a safe online environment for those who remain at home. Portway and Selwyn will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online using the school IT systems. Portway and Selwyn will consider who in their institution has the technical knowledge to maintain safe IT arrangements.

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 LLT code of conduct.

Staff have been sent, and have been asked to respond to, their agreement to the ICT Acceptable Use Agreement. The Trust holds all records of these Agreements.

The Leading Learning Trust 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 speech and language sessions and/or virtual lessons, especially where webcams are involved:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use the Google platform to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held.

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school this should also signpost children to age appropriate practical support from the likes of:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content



- [CEOP](#) - for advice on making a report about online abuse

2.13. Supporting children not in school

The Leading Learning Trust is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL has identified a child to require monitoring of Early Help, 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 on Google Drive, as should a record of contact have made. The communication plans can include remote contact and phone contact. Other individualised contact methods should be considered and recorded.

Selwyn and Portway and its DSLs 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 schools and the Trust will share safeguarding messages on its website, social media pages and via a weekly bulletin.

The Leading Learning Trust 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 Selwyn and Portway need to be aware of this in setting expectations of pupils' work where they are at home.

Support for pupils and students in the current circumstances will include existing provision in the school (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services.

2.14. Supporting children in school

The Leading Learning Trust is committed to ensuring the safety and wellbeing of all its students.

Selwyn and Portway Primary School will continue to be safe spaces for all children to attend and flourish. The Head teachers will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The Leading Learning Trust 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.

The Trust 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 the childcare register.

Where the Trust has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – this will be discussed immediately with the CEO.

2.15. Peer on peer abuse

The Leading Learning Trust 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 the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on Safeguard and appropriate referrals made.

2.16. Support from Leading Learning Trust - trust-wide team

The Trust Safeguarding Leaders and CEO will provide support and guidance as appropriate to enable the DSLs to carry out their role effectively. This includes remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

Regular group and individual supervision sessions will be offered. This may take the form of an online meeting using the various online conferencing tools available.

2.17 Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. Where children of critical workers and vulnerable are children on site, and/or more children returning to school from 1 June onwards, Portway and Selwyn will ensure appropriate support is in place for them.

The government's guidance on mental health and behaviour in schools sets out how mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess. Support for pupils and students in the current



circumstances has been considered by both schools and appropriate amendments to the behaviour policy have been made and staff made aware of these amendments.

School staff have been made aware of the impact the current circumstances can have on the mental health of those students/pupils (and their parents) who are continuing to work from home, including when setting expectations of childrens' work.

Portway and Selwyn have a wide ranging supportive offer available for staff and families which is led by the Place2Be service in conjunction with the leadership teams in both schools.