

Annex 1



Oak View Academy

Believe, Expect, Succeed

**COVID-19 school closure arrangements for Safeguarding and Child Protection at
Oak View Academy**

School Name: Oak View Academy
Policy owner: North West Academies Trust
Date: 22.5.20
Date shared with staff: 26.5.20

1. Context

From 20th March 2020 parents 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 absolutely need to attend.

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.

Schools will re-open for Reception, Year 1 and Year 6 from 1st June 2020.

This addendum of the Oak View Academy Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Amy Richardson		Amy.richardson@oak-view-academy.co.uk
Deputy Designated Safeguarding Leads	Louise Humphreys		Louise.humphreys@oak-view-academy.co.uk
Headteacher	Fiona Whittaker		Fiona.whittaker@oak-view-academy.co.uk
Trust Safeguarding Officer	Hannah Hurley	07912 359112	Hhurley@nwatrust.co.uk
Chair of Governors	Vicki Ratchford		Vicki.ratchford@oak-view-academy.co.uk
Safeguarding Governor / Trustee	Julian Halstead		Julian.halstead@oak-view-academy.co.uk

Child Protection/CIN/TAF and Vulnerable Families:

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, especially the Designated Safeguarding Lead (and deputy), 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.

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 increased 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 Oak View Academy will explore the reasons for this directly with the parent.

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

Across all years groups, OAK VIEW ACADEMY will:

- Ensure the school's closure procedures in connection to safeguarding reflects any up-dated advice received from the LA safeguarding partners.
- Continue to liaise with partner agencies involved with pupil and families.
- Continue to work with and support children's social workers and the LA virtual school head for looked after and previously looked after children.
- Ensure all contact details are up to date.
- Contact, via phone, (from a staff member who knows the family where possible) twice each week for children not returning to school from 1st June 2020.
- Work in line with guidance from Social Care around individual CP and CIN cases.
- Raise any increase in concerns regarding the safety of a child to I-ART.
- Attend any planned review meetings remotely via conference call facilities if possible.
- Use CPOMS to record and report all contact and any concerns relating to vulnerable children.
- If we are informed that a family are self-isolating due to someone showing symptoms of COVID-19, we will ensure partner agencies are also aware. They will be encouraged to be tested and if attending school, parents of children in this bubble will also be informed. If the case is confirmed, the bubble will close for 14 days to allow everyone to self isolate.
- Support children the school are concerned about who do not meet the 'vulnerable' definition – weekly use of the LA RAG rating tool to identify what support is required: contact from DSL/Children's Advocate/ELSA, additional support from teachers with learning, food bank/food voucher.
- A safe, virtual learning environment with appropriate filters and monitoring systems is in place to protect children when they are online (INSERT SYSTEM BEING USED)

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.

If Oak View Academy has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will continue to submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

Oak View Academy and social workers will agree with parents/carers whether children in need should be attending school – Oak View Academy will then follow up on any pupil that they were expecting to attend, who does not. Oak View 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, Oak View Academy will, when communicating with parents/carers 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, or discontinues, Oak View Academy will notify their social worker.

Designated Safeguarding Lead

Oak View Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Amy Richardson

The Deputy Designated Safeguarding Lead is: Louise Humphreys

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 (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 or college.

It is important that all Oak View Academy staff and volunteers have access to a trained DSL (or deputy). A clear plan will be completed and circulated to all staff to make them aware of how to safely contact the DSL for support and roles of the wider safeguarding team.

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

In the unlikely event that there is no DSL/DDSL available, the Safeguarding Officer for NWAT can be contacted;

Hannah Hurley – 07912 359112

Hhurley@nwatrust.co.uk

The Safeguarding Children in Education (SCiE) team can also be contacted for advice and support on the following details:

Vicki Thomason

Mob: 07785 542018

Email: Victoria.thomason@cheshirewestandchester.gov.uk

Pam Beech

Mob: 07917587559

Email: Pam.beech@cheshirewestandchester.gov.uk

Susie Sheasby

Mob: 07554 773926

Email: Susie.sheasby@cheshirewestandchester.gov.uk

Kerry Gray

Mob: 07789484743

Email: Kerry.gray@cheshirewestandchester.gov.uk

If you have immediate concerns about a child or situation, please call I-ART on 0300 123 7047

Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, if applicable this includes making a report via CPOMS, which can be done remotely.

In the event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Deputy Lead and Headteacher. This will ensure that the concern is received (if applicable).

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 the concern to the Headteacher. 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 around the Headteacher should be directed to the Chair of Governors: Vicki Ratchford: Vicki.ratchford@oak-view-academy.co.uk

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

Safeguarding Training and Induction

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. However, we will endeavour to keep all staff appropriately trained throughout this period.

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.

Trauma Informed Practice and the New Ways of Working will be a key approach utilised by Oak View Academy from 1st June 2020 and the safeguarding team will help to ensure the wider staff team are aware of the approach.

Where new staff are recruited, or new volunteers enter Oak View 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 Multi-Academy Trust (MAT) HR Manager 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.

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, Oak View Academy 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.

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 on-going disciplinary investigation relating to that individual

Where Oak View Academy are 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.

Oak View 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.

Oak View 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 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, Oak View Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Teachers and school staff

Oak View Academy remains committed to ensuring a professional approach and staff wellbeing during this time;

- Should a member/members of staff need to self-isolate, and they are currently working with a group in school, following a confirmed test, the bubble will close for 14 days. We will not introduce any new/supply staff to the bubble. If the member

of staff has been working from home and has not had contact with any of the bubbles, the bubbles will continue to operate.

- Regular contact will be made with any teachers/staff who are self-isolating to check on their welfare and offer support.
- Should a member of staff be unable to return to school due to necessary shielding, they will be supported in working from home.
- All teacher contact with children and families not in school from 1st June 2020, should be recorded on the central spreadsheet. If safeguarding concerns arise, alert the school DSL/DDSL for further advice immediately.
- All teacher contact with children and families who are in school from 1st June 2020, should be recorded in CPOMS.
- **Personal numbers MUST NOT be shared with parent/carers.**
- Safe contact between staff will be maintained during such difficult times and staff will seek advice if concerns are raised.
- Staff to use one toilet facility – Y1 and Y6 staff to use the toilet next to the staffroom, Nursery, Reception and any other staff on site to use the accessible toilet. Staff working with keyworker/vulnerable children to use the staff toilet downstairs.
- Staff to us
- Regular staff meetings for teachers and SLT will take place using Zoom.
- Volunteers will not be used to support children in school at this time.

Online safety in schools

Oak View 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 school, appropriate supervision will be in place.

Children and online safety away from school

Online teaching should follow the same principles as set out in the code of conduct.

Oak View Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some expectations when delivering virtual lessons, especially where webcams are involved:

- 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 specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Oak View Academy is committed to ensuring the safety and wellbeing of all its children and young people.

- All staff who interact with children, including online, will continue to look out for signs a child may be at risk. Any concerns should be immediately report to DSLs and recorded on CPOMS, as per the child protection policy.
- Where appropriate, referrals will be made to children's social care and, as required, the police.
- 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 child or young person. The plan will be recorded on CPOMS.
- The school will share safeguarding messages on its website and social media pages.
- Oak View Academy 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 Oak View Academy need to be aware of this in setting expectations of pupils' work where they are at home.
- Teachers will not use Zoom or any other method for video calls to contact children.
- Staff will not use social media to contact pupils or parents.
- Contact with pupils will be made via Google Classroom homework and discussion pages only. Or via phone call with permission from parents and carers.
- Routes for reporting any concerns pupils may have will be clearly signposted by teachers on class pages.
- The school website signposts children to age appropriate practical support.
- Communication with parents should be used to reinforce the importance of children being safe online, especially where there are concerns.

Supporting Children in School

Oak View Academy is committed to ensuring the safety and wellbeing of all its students and staff.

Oak View 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 in line with small bubbles of classes.

Oak View Academy will refer to the Government guidance for education and childcare settings on how to implement smaller class sizes, safe interaction, 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.

Oak View Academy will complete a full risk assessment and recovery plan on how to safely re-open the school for Reception, Year 1 and Year 6.

Oak View 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 in their own 'bubble'. This will be bespoke to each child and recorded on CPOMS.

Where Oak View Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with Governors/NWAT central team.

To minimise the risk of infection, Oak View Academy will;

- Ask that children attending school, are allowed to wear their school uniform or PE kit or any combination of these, and fresh clothes are to be worn each day to minimise the risk of contamination to staff and other children. In Nursery, children are asked to wear their own clothes each day.
- Parents and carers will not be permitted to enter the school building. They will be greeted at the school gate by a member of staff who will escort children to and from the school building – except for Nursery children whose parents will be asked to escort them to the side gate by the Children's Centre for collection by nursery staff.
- Ensure children wash their hands on arrival at school at and at regular intervals throughout the day, but specifically before eating snack and lunch as specified in the school's Recovery Plan/Risk Assessment.
- Ensure a designated toilet facility is used by children – Y1 and Y6 to use the end junior toilets in the junior corridor, Nursery and Reception children to use the end infant toilets in the infant corridor, children in the keyworker/vulnerable group to use the toilets downstairs.
- Children and staff to follow social distancing guidelines in school where this is practicable.
- Children and staff to be outside as much as possible.
- Windows to be open in classrooms as much as possible.
- Washing up bowls, washing up liquid, cloths all available for all classrooms for wiping down frequently touched surfaces throughout the day.
- Hand sanitiser to be available outside each classroom and to be used when hot, soapy water is not appropriate.
- Staggered start and end times for each year group.
- Restricted access to the school site for parents (in cars only and not permitted to get out, except for parents of children attending our nursery).
- Staggered break times and PE lessons throughout the day.
- Children to have individual equipment to use.

- Resources in the Early years to be used for one day and put away until the following week.
- Washable resources to be washed down with hot soapy water or in the washing machine at the end of each day.

For more detailed information, please see the school risk assessment which will be published following the Government's announcement of a set date that it is safe for schools to partially re-open.

Peer on Peer Abuse

Oak View 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 Safeguarding 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 CPOMS and appropriate referrals made.

Food

- Food Vouchers will be provided to families entitled to FSM if their children are not attending school to enable families to have basic food items and reduce the financial pressure.
- Food to be provided for children who are still accessing school due to being categorised as vulnerable or has a parent who has been identified as a key worker.
- Children must not bring a packed lunch. Lunch will be provided by school for all children attending.
- Social distancing guidelines will be followed at all times during lunch time and snack time. Children and adults will sit at least two metres away from one another.
- Tables and seats will be sanitised before and after eating in the hall. Other children will eat in their classroom bubble.