



Lakelands
Academy

**Child protection and
safeguarding: COVID-19
Addendum
January 2021**

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Sophy Bellis	sbellis@lakelandsacademy.org.uk 07850 446430
Deputy DSLs	Kirstie Mansfield, Angharad Evans, Rhiannon Jones, Tim Purslow	01691 622543 and via DDSL academy email addresses initialsurname@lakelandsacademy.org.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Sophy Bellis	07850 446430
Headteacher	Sophy Bellis	07850 446430
Local authority designated officer (LADO)	Ellie Jones	0345 789021 Ellie.Jones@shropshire.gov.uk
Chair of governors	Geoff Corfield	Via jwarren@lakelandsacademy.org.uk

1. Scope and definitions

Purpose

From 5th January 2021 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.

This addendum of Lakelands Academy Child Protection and Safeguarding policy contains details of our individual safeguarding arrangements and applies during the period of school closure due to COVID-19, and reflects updated advice from our local safeguarding partners and Shropshire LA.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy. We will regularly review it, as and when more pupils return to school.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - children with behaviour issues that may impact on their ability to engage with remote education or successfully reintegrate when schools re-open to all children.
- care leavers
- others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)

- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

These concerns should immediately be passed to the DDSL or DSL 'on rota'.

Any information or intelligence to suggest that a child may be at potential risk should be reported to the designated social worker or FPOC (first point of contact - 0345 6789021.) If safeguarding staff feel the child is at risk of immediate harm they will contact the police by dialing 999. For non-urgent welfare concerns, with parental consent, they will email compass.referrals@shropshire.gov.uk

For detailed advice relating to reporting procedures, please refer to the academy Safeguarding Child Protection Policy.

- All staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.
- Our School recognises that there will be challenges as children start to return to school after lockdown. Lakelands Academy will ensure that there are opportunities for staff members to have conversations with children to discuss their experience of being at home during lockdown. The school recognises that some children will have been exposed to further abuse and neglect and will therefore provide opportunities to enable children to talk about any worries they may have. Lakelands Academy will do this by encouraging one to one conversations with pastoral and other staff.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

The DSLs (and deputies) at Lakelands Academy will continue to do what they reasonably can to keep up to date with safeguarding developments, such as via Shropshire Safeguarding Community Partnerships, newsletters, such as the weekly NSPCC Caspar update, and professional advice groups.

When there is no DSL or DDSL on site, they can be contacted remotely by emailing sbellis@lakelandsacademy.org.uk , kmansfield@lakelandsacademy.org.uk or by phoning 07850 446430.

We will keep all school staff and volunteers informed via the staff rota as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL or deputy on site, the senior leader on rota that day will be responsible for contacting DSL or DDSL.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our local safeguarding partners
- The Local Authority about children with education, health and care (EHC) plans, the Local Authority Designated Officer and children's social care

Assessment of risk (LA guidance)

All vulnerable pupils should be identified by the academy safeguarding team based on potential risk using a RAG rating system:-

Red – most risk of harm or neglect and fewest protective factors (would include those with a child protection plan/LAC/identified as being at risk of Criminal Exploitation/identified as being at risk of exposure to Domestic Abuse within the household)

Amber – a moderate risk of harm, but with some protective factors (would include those identified as 'Child in Need'; and those with a social worker)

Green – some concerns escalating or unmet needs; or have been red or amber and require monitoring.

Pupils with SEND may be incorporated into these categories.

If a child has an allocated social worker, academy staff will liaise with them to ensure that regular updates are maintained.

Pupils may be moved between RAG categories, depending on the evolving intelligence and information available. If the academy needs to close, risk factors may be higher and may warrant a higher grade than usual.

Any information or intelligence to suggest that a child may be at potential risk should be reported to the designated social worker or FPOC (first point of contact - 0345 6789021.) If you feel the child is at risk of immediate harm report to the police by dialing 999. For non-urgent welfare concerns, with parental consent, you can email compass.referrals@shropshire.gov.uk

For detailed advice relating to reporting procedures, please refer to the academy Safeguarding Child Protection Policy.

Suggested contact for vulnerable pupils

RED

Should be offered access to classroom learning in the first instance

Regular Parentmails to all parents/carers to notify them of academy updates and provide parents with information to signpost to for support,

plus a twice weekly phone call with parents to ascertain if any further support is required and to ascertain that the pupil is safe. The calls will be made by the DDSLs and the Pastoral Lead, and a log kept of each call. Once a week, the weekly log will be sent to the EWO and LAC students' information sent to the Virtual School.

(Any information or intelligence to support that a child may be at potential risk, will be reported to the designated social worker)

AMBER

Should be offered access to classroom learning in the first instance

Regular Parentmails to all parents/ carers to notify them of school updates and provide parents with information to signpost to for support

plus a weekly phone call to parents to ascertain if any further support is required check that the pupil is safe. These calls will be made by the DDSLs and the Pastoral Lead, and a log kept.

GREEN

Regular Parentmails to all parents/ carers to notify them of school updates and provide parents with information to signpost for support. No further contact required.

Multi-agency safeguarding arrangements

- For the most vulnerable pupils, staff should attend CP and CIN meetings where possible. These are currently being held remotely. If staff are unable to attend, a report should be submitted.
- Strategy meetings will also continue to be held and DSLs should undertake their duties in the same way as before, though meetings will be held virtually.

6. Monitoring attendance

Where any child we expect to attend school during the closure doesn't attend, or stops attending, we will:

- Follow up on their absence with their parents or carers, by 'first day calling' as soon as possible after 9am. (To support this, schools and colleges should 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.)

- Notify their social worker, where they have one
- If children are being cared for and educated at home and routine contact is not maintained or a parent/carer does not engage, all reasonable steps will be taken to speak to the parent/carer. If this is not successful, School's assigned Education Welfare Officer will be contacted and will determine the appropriate intervention to be made in line with EAS procedures.

Education Welfare Officers will be in regular contact with schools to monitor engagement with distance learning arrangements and to review the attendance of vulnerable children.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible via Parentmail requests.

Lakelands Academy will resume taking their attendance register from 5th January 2021 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.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately.

Concerns should be passed to the relevant Heads of Year who will liaise with Pastoral Lead Andy Parkhurst to address them. Should safeguarding concerns arise, DDSL Kirstie Mansfield will follow academy safeguarding protocols.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately by reporting them to the headteacher / DSL. Where the concerns involve the headteacher, the Chair of the Governing Board should be contacted via governors' clerk Jacky Warren jwarren@lakelandsacademy.org.uk

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this. These children may have previously had a social worker, or may not have met the threshold for a referral though academy staff have raised concerns.]

If these children will not be attending school, a contact plan will be put in place, as explained in sections 5 and 10.1

10. Safeguarding for children not attending school

10.1 Contact plans (see Section 5)

We have 'vulnerable contact plans' for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online (see section 11 below).

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, our contingency plan is to access remote support from our T+W ICT manager or from T+W.

11.2 Conducting 'Virtual' contact with children and their families

All use of technology should continue to be in line with the academy's e-safety policy.

A written record of all contact with vulnerable pupils and their parents/carers should be made in the log in the academy T drive.

When contact is made, academy equipment should be used wherever possible, rather than personal devices. Where personal phones are used, numbers must be withheld before calls are made.

Where video calling has to be used (where possible, this should be avoided, and must always be from academy devices) a phone call should be made first, advising that children and parents/carers must be appropriately dressed and in a communal area of their home. No interaction will be permitted if the child is in a bedroom or bathroom.

Staff should be mindful of confidentiality and, under no circumstances, should they carry out any conversations in the presence of their own family members at home.

Staff should be appropriately dressed following the same dress code that is implemented in the academy.

Staff need to be aware of their surroundings and what can be viewed in their home environment. If possible, they should use the background 'dimming' facility on video links.

In the same way as home visits, if there are concerns around sole contact with a child or parent/carer, schools could consider having joint contact through call conferencing facilities.

Staff will continue to be alert to signs that a child may be at risk of harm online, and will act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

11.3 Online teaching

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 & Safeguarding 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 school's code of conduct.

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

There is no expectation that teachers should live stream or provide pre-recorded videos. Schools and colleges should consider the approaches that best suit the needs of their children and staff. Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- 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 bedrooms and if possible the background should be blurred
- Any live classes 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 approved by our IT network manager/provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.
- Staff will only use work email addresses to communicate with others for professional communications. They will use established portals for sharing work and communicating, ie, Show my Homework

11.4 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online (via Parentmail bulletins)

12. Supporting children’s mental health and well-being

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

DfE guidance on mental health and behaviour in schools will be used to help with identifying children who might need additional support, and to put this support in place. The guidance 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. Lakelands Academy will support children by encouraging them to access Pastoral Team guidance and may use Targeted Early Help services to further support some pupils.

Where possible, we will continue to offer our current support for pupil mental health for all pupils, via information advice and guidance sent out via Show My Homework. We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children’s and adults’ mental health.

13 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, Lakelands 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 (2020) (KCSIE).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS identification 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 all safer recruitment checks set out in Keeping Children Safe in Education 2020, including an enhanced DBS and children's barred list check

the individual has been subject to relevant child protection training

there are no known concerns about the individual's suitability to work with children

there is no ongoing disciplinary investigation relating to that individual.

There is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during partial school closures. If for any reason the school or college have concerns about the individual, they may obtain a new check in the usual way.

Where Lakelands Academy is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in KCSIE 2020. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Lakelands 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 in KCSIE 2020

Lakelands Academy will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as referred to in KCSIE 2020 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, Lakelands Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

13.1 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

13.2 Shropshire Council will be delivering DSL training remotely, therefore there are still opportunities for DSLs to access their training should their certification expire. If another member of staff needs to take on the role of DSL they can access 'Newly Appointed DSL training'.

13.3 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will use the academy log in system to keep a record of everyone working or volunteering in our school each day.

14. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated. At every review, it will be approved by at least 3 governors, and preferably the full governing board.

15. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff code of conduct
- IT acceptable use policy
- Anti – bullying policy
- LAC policy
- Student Positive Mental Health Policy
- E-safety policy
- Health and safety policy