

Safeguarding Including Child Protection Policy Addendum COVID-19





1. Introduction

This document outlines the changing safeguarding procedures and responsibilities to be put in place during the Coronavirus (COVID-19) Pandemic. This document outlines the safeguarding processes, procedures and responsibilities whilst all centres are shut and also outlines them should any centre re-open on a reduced capacity during this time.

Timeline

- 23/3/2020: Teaching Centres shut to most pupils, apart from those deemed to be most vulnerable or children of 'key worker's.
- 25/3/2020: Teaching Centres shut. All young people identified able to be kept safe at home. Teaching provisions as part of SPR also shut from Wednesday 25/3/2020.
- 5/2020: Centres within Ardenleigh, Willows and Newbridge re-open with a reduced number of staff.
- 8/6/2020: Teaching Centres re-opening, with reduced numbers of pupils attending.
- 8/6/2020: STP, BCH and some Teaching Centre staff delivering remote lessons.
- 7/9/2020: All centres open to all pupils.

2. Attendance

From Monday 23rd March, James Brindley Academy has followed DfE guidance regarding recording attendance as described on

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

In summary, the guidance directs the Academy to do the following:

- ❖ Stop taking normal attendance registers and instead input the # code for all pupils (indicating planned whole or partial closure).



- ❖ For those pupils in attendance, complete a new streamlined record of attendance for all children attending the educational setting using the spreadsheet available on the above link.

The spreadsheet collects the number of vulnerable pupils present as well as the number of pupils whose parents are key workers.

- ❖ The spreadsheet will calculate the exact information needed to complete a short online form notifying the Department for Education about JBA's status regarding COVID-19. The online form is available at: <http://www.education.gov.uk/educational-setting-status>

The online form will ask the settings to confirm if it is open and, if so, for information about numbers of pupils and staff attending that day, and provision of free school meals.

The form should be submitted by midday each weekday.

- ❖ If the Academy is closed, the web-form is to be completed on the first day of closure to say so, and will not need to be resumed until the Academy is reopened.

From 1st June 2020, James Brindley's teaching centres will be re-opening. From this date, the registers will be re-opened and codes for absence will be used according to the [DfE guidance](#). Daily attendance figures using the [educational setting status form](#) will be submitted by midday everyday.

From 7th September 2020, when all pupils return to James Brindley, we will be following the up to date guidance related to attendance <https://www.gov.uk/government/publications/school-attendance>. We will also continue to submit daily attendance figures using the [educational setting status form](#) which is submitted by midday.

3. Welfare Checks



When Centres within James Brindley Academy are shut, routine welfare checks will be carried out to ensure our young people continue to be safe. This is either due to planned closure or isolation related to Covid-19.

The following welfare checks will be expected to be carried out for the following pupils who are on roll at the Teaching Centres or with STP:

Child Protection - a home visit should be carried out once a week; if the risk assessment agreed with the social worker deems it to be necessary and appropriate. This should be shared with the social worker. They can be seen through the window or at the door step, staying a few metres away. They should also receive two telephone welfare calls a week, this should include a phone call with the young person themselves.

Child In Need - a home visit should also be carried out once a week; if the risk assessment agreed with the social worker deems it to be necessary and appropriate. Again, this should be shared with the social worker. They should also receive a telephone welfare call once a week, which should include a chat with the young person.

Those Families who have a FSW/LAC pupils or are considered vulnerable - They should receive a telephone call twice a week. This should include a chat with the young person.

All other pupils should receive a welfare call at least once a week. Where possible, the child or young person should be spoken to in order to assess whether there are any concerns. However, there should be an understanding that for some children or young people this may be difficult. If this is the case, an agreement should be made with the parent/carer to agree on an approach that works for that individual.

All home visits should be carried out by the attendance officers in the first instance. These home visits should only take place if the social worker has deemed them to be absolutely necessary. If it is not possible for the assigned attendance officer to visit, they should liaise with other attendance officers to arrange the visit, or with Centre Leaders where required to direct staff as necessary.

All welfare phone calls should be made by the key workers in the first instance. This will enable key workers to maintain their relationship with their key pupils. If there are any concerns, these should be passed onto the allocated DSL (identified in the spreadsheet), who should make a follow up phone call. If there are still concerns, these should be shared with the social worker, family support worker or CASS, as appropriate. Any concerns or incidents should continue to be recorded on CPOMS. Please ensure you continue to also inform Lisa Valentini (Assistant Principal, Senior DSL) of any concerns.



The frequency of the home visits and welfare phone calls described are the minimum required. It is at the discretion of the Centre Leader to decide if more visits or phone calls are required depending on the young person’s situation week to week.

All contact should be recorded on Arbor as well as “Pupil List CV’ spreadsheet on Sharepoint (23/3/20 - 17/7/20). The Centre Leaders of Parkway Louise Thomas, Northfield Sophie Bartlett and Dovedale Charmaine Parry, as well as the Pastoral Lead for STP Janine Zablonki, will oversee their respective spreadsheets to ensure that the appropriate checks are being carried out. The Senior DSL Lisa Valentini will in turn oversee all spreadsheets to regularly carry out quality assurance that the appropriate checks are being carried out.

Summary:

Vulnerable Pupil	Home Visit (as agreed with SW)	Welfare Phone Call
CP	Once a week	Twice a week
CIN	Once a week	Once a week
FSW/LAC	None	Twice a week
All other pupils	None	Once a week

Welfare checks are not necessary at the SPR sites as all of these pupils are inpatients and are therefore seeing health professionals on a daily basis.

When the Teaching Centres re-open on 8th June, the welfare checks described will need to continue for those pupils not attending. For those pupils who have a social worker, it is essential that they are informed in cases where they are not attending.

As of 7/9/2020 when all the Teaching Centres are open to all pupils, this protocol of welfare checks will be picked up again in the case of planned closure or isolation. Welfare checks of pupils off whilst centres are open will revert back to the normal attendance procedure as described in the Attendance Policy.

4. Easter and May Half-term provision 2020

During the Easter and May half-term break, James Brindley Academy will continue to be closed. However, we will continue to carry out welfare checks for the most vulnerable pupils. These will be carried out by the Centre Management teams, who will continue to communicate with Social Workers or Family Support Workers where appropriate.

Vulnerable Pupil	Home Visit	Welfare Phone call
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CP	Once a week	Twice a week
CIN	Once a week	Once a week
FSW/LAC	None	Twice a week

5. Safeguarding Concerns

DSLs for all sites are contactable on a daily basis. When Teaching Centres re-open on 8th June, a DSL will always be present on-site. This may be the Centre Leader or Pastoral Manager, Deputy DSL. Should there be any safeguarding concerns that are raised during a home visit or welfare phone call, the member of staff should contact the DSL immediately. The DSL should follow up with an additional welfare phone call or home visit as appropriate. If the young person has a social worker or family support worker, the concerns should be shared with them immediately. If there are concerns and the young person does not have a social worker or family support worker, then CASS should be contacted.

DSL Contact details:

DSL	Name	Contact Number
Senior DSL	Lisa Valentini	07548 713700
STP	Janine Zablocki	07885 235766
Dovedale	Charmaine Parry	07730 458522
Parkway	Louise Thomas	07704 539102
Northfield	Sophie Bartlett	07810 701442

Safeguarding concerns should continue to be recorded on CPOMS, as well as recording details of conversations on Arbor. DSLs are to continue to risk assess within the vulnerable cohort, who is engaging and who requires a more specialist approach.

DSLs who normally attend and contribute to children's plans will be invited to strategy, child protection case conferences and core groups remotely.

DSLs should continue to make reference to the threshold criteria Right Help Right Time and if they are concerned that a child is at risk, or that their needs appear to be significant and complex, then should refer children to Birmingham Children's Trust through a written referral. DSLs must tell parents that they are making the referral for support and seek consent to share information. If the DSL is concerned that there are child protection concerns, consent is overridden and they should not delay in contacting the Trust through CASS.



When Teaching Centres re-open on 8th June, it is important that staff are alert to recognise new safeguarding concerns when pupils return to school. Any new concerns should be acting on immediately and reported in the usual way. Particular attention should be given to assessing the mental health of the pupils; both for those who return to school and for those who remain at home. JBA will ensure that the appropriate support is in place for pupils on return which will include access to resocialisation and Thrive activities, interventions with MHP where necessary, and will sign post them and their families for support where required.

Also attention should be paid to the online safety of the pupils, both those in school and those who remain at home. If pupils are accessing school systems at home, then the appropriate filters and monitoring systems should continue to be in place to protect the pupils. Those staff who are engaging pupils in on-line lessons should be alert to the signs of a child at risk.

6. Safeguarding guidance in relation to home working & direct communication with pupils

To support staff and pupils and ensure safeguarding is the highest priority all staff must follow the information below:

- Chat room communications with pupils should only be conducted following agreement from SLT and through school programs such as Microsoft Teams. Chat room communications should be recorded and saved.
- Email communication with pupils must only be done through school email accounts. Pupils must be made aware that they should use a school email address. Personal accounts should not be used.
- Staff should not disclose personal information in emails to pupils.
- Emails should be professional, used to share work or feedback, not to engage in lengthy email 'discussions' with pupils. In order to support staff workload, students and staff should be encouraged to send these during the school day.
- Staff should not be contacting pupils by telephone, unless they are designated to do so for safeguarding purposes, as instructed by the Centre Leader/Lisa Valentini.
- Telephone numbers of staff should not be shared with pupils.



- If staff are not using a work phone, they should turn off “show my caller ID” in the phone setting of their smart phone so that the number is protected. Alternatively, the staff member can put 141 in front of the pupil number and this will withhold the home number if calling from a landline. The staff member should check that this is active before calling parents by checking on another familiar number.
- Staff phone calls should not be made to a pupil’s personal mobile phone.
- If you have a direct concern about a pupil following email communication, the normal safeguarding procedure should be followed.

Remote Lessons

From Monday 8th June 2020 staff from STP, BCH and a small number from teaching centres, will be delivering remote lessons to their pupils.

The following safeguarding procedures need to be followed:

- These are all to be delivered via Microsoft Teams. This may take place from a James Brindley workplace or from the staff member’s home.
- If the lesson is being delivered from the staff member’s home, the staff member needs to be in an appropriate room, with an appropriate background, avoiding the display of any sensitive information.
- If the pupil is receiving the lesson in their home, they should also be in an appropriate room, i.e. not a bedroom or bathroom. They should also be dressed appropriately, i.e. not night clothes.
- The parent/carer needs to give consent for their child to be part of the remote lesson.
- For lessons taking place in the pupil’s home, e.g. STP, the expectation is that the parent/carer is also present for the lesson.
- For lessons involving 2 or more pupils, a member of staff can deliver the lesson alone. However, the risk assessments of the pupils should be considered and if it is felt necessary for safeguarding purposes, another member of staff should be present.
- The staff member will use the video setting to enable staff and pupils to say ‘hello’ and ‘goodbye’ at the start and end of the lesson. It will then be switched to ‘screen share’ by the teacher so that the rest of the lesson only displays the lesson document, e.g. PowerPoint.



- It will be clearly stated that the member of staff delivering the lesson will not record the lesson. It is also made clear to the pupils that they are not to record the lesson, under any circumstances.
- If there are any behavioural or safeguarding issues during the lesson that cannot effectively be managed remotely, the teacher will end the lesson. This will be followed up by phone calls to the pupils and parent/carer(s) to explain why the lesson ended.
- Any safeguarding concerns picked up during the lesson should be reported in the usual way.

Updated 24th September 2020

In the case of the closure of a centre due to a positive case of C-19, we will be switching to an offer of online lessons. These should also be available to pupils who are self-isolating. The changes have been made to increase engagement with lessons and to ensure that lessons or interventions can go ahead, even when there is only one teacher and one pupil.

The updated safeguarding procedures should be followed:

- These are all to be delivered via Microsoft Teams. This may take place from a James Brindley workplace or from the staff member's home.
- If the lesson is being delivered from the staff member's home, the staff member needs to be in an appropriate room, with an appropriate background, avoiding the display of any sensitive information.
- If the pupil is receiving the lesson in their home, they should also be in an appropriate room, i.e. not a bedroom or bathroom. They should also be dressed appropriately, i.e. not night clothes.
- All lessons will be recorded by the member of staff delivering the lesson and kept for 20 days. This is to safeguard both staff and pupils. Videos will be quality assured by managers.
- A letter will be sent to all parent/carers to inform them of the delivery of remote lessons and the fact that they will all be recorded and kept for 20 days.
- Pupils will be encouraged to use their microphones but can opt whether to have their camera on or not.
- If there are any behavioural or safeguarding issues during the lesson that cannot effectively be managed remotely, the teacher will end the lesson. This will be followed up by phone calls to the pupils and parent/carer(s) to explain why the lesson ended.
- Any safeguarding concerns picked up during the lesson should be reported in the usual way.
- The content of interventions delivered in this way should be recorded and kept in Arbor.



Use of Zoom

Microsoft Teams is the identified platform for staff meetings. However, due to current circumstances, there is a need to consider other platforms for various uses. If all participants are able to access Microsoft Teams, this should be used as the priority. However, if some participants are unable to access Microsoft Teams, for example pupils or parents and carers, then Zoom can be used. Zoom is one of the World's leading video conferencing providers. It has a number of features, including video and audio communication, closed caption messaging and screen sharing. It has a high degree of functionality and is relatively easy to operate. It has also recently updated its features, providing security even with the most basic packages.

In some circumstances, SLT will give permission for Zoom to be used, e.g.:

- PMLD lesson where the pupil needs to see visual information
- Annual review where several members of staff need to take part

In these circumstances, the following procedures need to be followed:

Set up

- At least two members of staff should be arranged to be present on video calls when a pupil or parent is present. One of the members of staff should lead the call and the other is there to accompany.
- The call is set up by the member of staff (never the parent or pupil).
- The invitation to the video call is sent to the parent's email address or contact mobile number (never sent to a pupil's personal email address or contact number).
- The details of the call, the meeting I.D and password should never be displayed in a communal area or shared with anyone other than participants in the meeting.
- If a pupil is involved in the call, for example for a lesson or intervention; the parent/carer must have given their consent for the call to take place. Ideally this would be given via email.
- There is now a security button on the main host page to access all the security settings. This includes the Waiting Room feature and a meeting password automatically set up by default.

During the call

- If a pupil is involved in the call, they must be dressed appropriately, i.e. fully dressed and not in night clothes.
- If a pupil is involved in the call, it should take place in an appropriate place within their house where an adult is present, i.e. calls should not take place within a pupil's bedroom.



- Members of staff should also consider the room in which the video call takes place, taking care not to display personal information. There is the option of using a virtual background where necessary, which can be accessed via the second arrow from the left on the toolbar at the bottom of the screen.
- The Waiting Room function should be utilised during video calls. This enables members of staff to vet everyone who seeks to join a video call. If there is any doubt about their identity, they will not be allowed to enter the virtual meeting room.
- If the pupil displays behaviour which cannot be effectively managed during the video call, the member of staff will inform them and end the call. This behaviour will then be discussed with the parent/carer on the phone to determine if it is appropriate to continue with the video call arrangement.

After the call

- All calls should be recorded on Arbor. If the video call was an intervention, the details and contents of the intervention should be recorded in the normal way. If the video call was an Annual Review meeting, the content of that meeting should be recorded in the normal way.
- If any safeguarding concerns became apparent during or as a result of the video meeting, this should be recorded on CPOMS and shared with the appropriate DSL in the normal way.

Remote Meetings

To reduce the number of contacts between bubbles, cross centre meetings will be planned to be delivered via Teams. Meetings that occurs between agencies, e.g. Child in Need or Child Protection meetings are also likely to take place via Teams.

As for remote lessons, it is essential that staff follow safeguarding guidelines to ensure meetings are confidential and maintain professional standards.

These guidelines are as follows:

- The meeting should take place in a private space, either at the workplace or in the home.
- A member of staff should not join a Teams meeting whilst in their car.
- If the meeting is being accessed from the staff member's home, the staff member needs to be in an appropriate room, with an appropriate background, avoiding the display of any sensitive information.
- If the meeting is being accessed from the staff member's home, the staff member should identify a quiet and private space in which they will not be overheard or disturbed to maintain confidentiality where appropriate.