



Harton
Academy



Annex to Safeguarding Policy:
COVID-19 school closure arrangements for Safeguarding and Child
Protection at Harton Academy

Updated February 2021.

1 Context

During lockdown periods, parents are 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 and for a limited number of children who are vulnerable.

This addendum of the Harton Academy Safeguarding and Child Protection policy, contains details of our individual safeguarding arrangements during the current school closure.

Key contacts

Role	Name
Designated Safeguarding Lead (DSL)	Glen Varley
Deputy Designated Safeguarding Lead	Liam Smart
Executive Headteacher	Sir Ken Gibson
Head of School	David Amos
Chair of Trust	Scott Duffy
Chair of Governors	Mark Usher
Safeguarding Governor / Trustee	Linda Mason

2 Vulnerable children

Vulnerable children include those who have a social worker and those children who have an Educational and Health Care Plan (EHCP). Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Senior leaders, especially the DSL (and deputy) know who our vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Harton Academy will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be Glen Varley.

There is an expectation that vulnerable children will attend an education setting (Harton Academy), so long as they do not have underlying health conditions that put them at increased risk. Harton

Academy has procedures in place in order to ensure that it remains in contact with all of its vulnerable pupils; all communications and interactions are logged. The school remains ready to support such pupils, and their family, wherever necessary.

Where parents/carers are concerned about the risk of their child contracting COVID-19, Harton Academy and/or the external agencies will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

3 Attendance monitoring

The school will not complete its usual day-to-day attendance processes to follow up on non-attendance.

If Harton Academy has any children in attendance (e.g. because they are vulnerable or their parent(s)/carer(s) are critical workers), we will submit the daily attendance sheet to the DfE by 2pm: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings> If the school has closed, we will complete the return once we reopen, as requested by the DfE.

A weekly attendance sheet will be submitted to South Tyneside LA each Wednesday, by 12pm.

Harton Academy will, when communicating with parents/carers and external agencies, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

4 Designated Safeguarding Lead

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

The Designated Safeguarding Lead is Glen Varley.

The Deputy Designated Safeguarding Lead is Liam Smart (Head of Year 11).

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.

The DSL's and Head of School's mobile numbers, have been circulated to all staff, both teaching and associate, in anticipation of any safeguarding concerns, online or otherwise. The DSL and Head of school can be contacted at any time of day, on any day. This facility has been provided in the anticipation of 'out-of-hours', online concerns.

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 information and liaising with the offsite DSL (or deputy DSL or Head of School) and as required liaising with external agencies who may require access to children in need and/or to carry out statutory assessments at our school.

The DSL/Deputy DSL and other pastoral team members will continue to engage with external agencies, and attend all multi-agency meetings, which can be done remotely – agencies may also visit the school, where appropriate, following the COVID risk assessment, which is in place.

5 Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school's Safeguarding Policy.

Staff are reminded of the need to report any concern immediately, verbally and without delay. The DSL's and Head of School's mobile phone numbers have been provided to all teaching and non-teaching staff – they can be contacted at any time; this provision has been provided in the anticipation of 'out of hours', online concerns.

Where staff are concerned about an adult working with children in the school, they should verbally and immediately report the concern to the Executive Head Teacher/Head of School or DSL. If there is a requirement to make a notification to the Executive Head Teacher/Head of School whilst away from school, this should be done verbally and followed up with an email.

Concerns around the Head of School should be directed to the Executive Head Teacher. Concerns around the Executive Head Teacher should be directed to the Chair of Trust, Scott Duffy.

Concerns regarding the DSL, or Deputy DSL, should be directed to the Head of School or Executive Head Teacher.

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

6 Safeguarding Training and Induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID-19 virus, although online training has recently been completed by the DSL and all other appropriate staff. All members of staff took part in statutory safeguarding training in September 2020. This was provided online by the LA safeguarding lead.

All existing school staff have also read Part 1 of Keeping Children Safe in Education (KCSIE), 2020. Where new staff are recruited, or new volunteers enter Harton 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 Disclosure and Barring Service (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 LA, we will seek assurance from the home school Head Teacher that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of Harton Academy's child protection policy/safeguarding procedures.

7 Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the school or gain access to children. When recruiting new staff, Harton Academy will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in Part 3 of KCSIE (2020).

In response to COVID-19, the DBS has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Where Harton Academy may be utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 – 188 of KCSIE (2020). Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Harton 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 as prescribed in part 4 of KCSIE (2020).

Harton Academy will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as outlined in part 4 of KCSIE (2020) and the TRA's 'Teacher misconduct advice for making a referral'.

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that the school is aware, on any given day, which staff/volunteers will be in school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Harton Academy will continue to keep the Single Central Record (SCR) up-to-date, as outlined in part 3 of KCSIE (2020).

8 Online safety in schools and colleges

Harton 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.

9 Children and online safety away from school

It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns will be dealt with as per the Child Protection Policy and, where appropriate, referrals will 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.

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

The safeguarding advice, regarding online teaching that has been given to Harton Academy's staff is:

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- Avoid one-to-one online tuition.
 - Communicate within school hours as much as possible.
 - Do not share any personal information.
 - Advise all students, before the connection starts, that all cameras and microphones should be switched off, unless directed to unmute by the teacher running the session.
 - Record every lesson and inform the students of this at the beginning of each session.
 - Ensure that your camera is switched off.
 - Make sure that only your screen is on view to pupils and not your environment.
 - Avoid using personal devices.
 - Be clear about the expectations of student behaviour (e.g. a 'classroom standard' of behaviour is expected from all participants).
 - Always make a note of the conference timing and who participated, including those that arrived/departed early or late.
 - Be clear about whether it is acceptable for students to record events and expectations/restrictions about onward sharing.
 - Use school email accounts (not personal).
 - Any safeguarding concerns should be reported to the appropriate Head of Year, or Mr Varley, verbally and immediately.
 - Best practice will have two members of staff present for live streams.

Students may find this poster useful as a reminder of what a teacher will never do:

[Your teacher will never](#)

[Safeguarding when video streaming](#)

10 Supporting children not in school

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

Where the pastoral or SEN team has identified a child to be 'vulnerable', Harton Academy has ensured that a robust communication plan is in place for that child or young person. Details of this plan are recorded, and we have a 'live' record of all contact made.

Harton Academy and its pastoral/SEN team will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan will be reviewed regularly (at least once a week) and where concerns arise, the DSL, along with the pastoral and SEN team, where appropriate, will consider any necessary referrals to external agencies.

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

Harton 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 Harton Academy need to be aware of this in setting expectations of pupils' work when they are at home.

11 Supporting children in school

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

Harton Academy will continue to be a safe space for all children to attend and flourish. The Executive Head Teacher/Head of School will ensure that appropriate staff are on site and staff-to-pupil ratio numbers are appropriate, to maximise safety.

Harton Academy will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing, sanitising, the use of facemasks and other measures to limit the risk of spread of COVID-19.

Harton Academy will ensure that, where we care for children of key workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded.

Where Harton Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Trust.

12 Peer-on-Peer Abuse

Harton Academy recognises that, during the closure, a revised process may be required for managing any report of such abuse and supporting victims.

Where our school receives a report of peer-on-peer abuse, we will follow the principles as set out on pages 91 and 92 of KCSIE (2020) and of those outlined within the Child Protection Policy.

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

Concerns and actions will be recorded and appropriate referrals to any relevant agencies will be made.