



*Creative
Education
Trust*

Child Protection Policy

Covid-19 addendum

8 March 2021 until further notice

Following the Government's announcement, all schools fully re-opened to on-site provision for all pupils from 8 March 2021. Week commencing 8 March 2021 can be used as a transitional period to enable lateral flow testing of pupils and staff to be carried out.

This addendum of the Child Protection Policy must be followed alongside the Child Protection Policy September 2020 and any subsequent updates; it contains additional details of our individual safeguarding arrangements in the following areas:

1. Vulnerable children
2. Attendance monitoring
3. Designated Safeguarding Lead
4. Reporting a concern
5. On-line safety away from school
6. 1:1 contact with pupils
7. Supporting children not in school
8. Supporting children in school
9. Support from CET Head Office



Designated safeguarding lead: Angie Lumley 07810 483241

Local Authority Children's Services: 0344 800 8021

NSPCC: email help@nspcc.org.uk or telephone 0808 800 5000

Key Contacts

Deputy DSL		
Claire Neave	01493 720542	claire.neave@caisteracademy.org.uk
Principal/Headteacher		
Ben Driver	01493720542	ben.driver@caisteracademy.org.uk
Designated teacher for LAC		
Angie Lumley	01493 720542	angie.lumley@caisteracademy.org.uk
Chief Executive Officer		
Marc Jordan	020 3910 9201	marc.jordan@creativeeducationtrust.org.uk
Chair of Trustees		
David Anderson	020 3910 9204	ChairofTrustees@creativeeducationtrust.org.uk

**The local authority's safeguarding procedures are available at:
<https://www.norfolkscb.org/>**

Vulnerable Children

- 1) Vulnerable children include those who:
 - a) 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
 - b) have an education, health and care (EHC) plan
 - c) 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:
 - i) 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
 - ii) adopted children or children on a special guardianship order
 - iii) those at risk of becoming NEET ('not in employment, education or training')
 - iv) those living in temporary accommodation
 - v) those who are young carers
 - vi) those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - vii) care leavers
 - viii) 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) We 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.

Attendance Monitoring

- 3) The school will complete the normal attendance registers in line with the latest Government guidance, the CET attendance policy and any relevant addenda.
- 4) The school will complete any additional attendance returns requested by the DfE.
- 5) The school will follow up on all absences in line with the school's attendance policy and procedures. If the school has concerns about the safeguarding of a pupil as a result of non-attendance, it will share these concerns with the local authority and carry out home visits if necessary. Any home visits will be risk assessed and follow Government guidance on social distancing.
- 6) A small number of pupils will still be unable to attend in line with public health advice. These pupils will be recorded in attendance registers in line with DfE regulations.

Designated Safeguarding Lead

- 7) The DSL will continue to engage with social workers, and attend all multiagency meetings, which can be done remotely. Where this is not possible, a deputy DSL or member of the SLT will attend.

Reporting a concern

- 8) Where staff have a concern about a child, they should continue to follow the process outlined in the Child Protection Policy.
- 9) If a member of staff is unable to follow normal reporting procedures they must email their concern to the DSL, or deputy DSL if they are covering for the DSL, and contact the DSL or deputy DSL by phone to ensure that they have received the message. The DSL or deputy DSL must also reply to the email to confirm that they are acting on the concern.
- 10) If a member of staff has a concern about an adult, they should continue to follow the process outlined in the Child Protection Policy.
- 11) If a member of staff is unable to follow normal reporting procedures, they must email their concern to the Principal/Headteacher/Chair of Trustees as in the policy. They must follow this up with a phone call to ensure that the message has been received. The Principal/Headteacher/Chair of Trustees must also reply to the email to confirm that they are acting on the concern.

- 12) Staff are reminded of the need to report any concern immediately and without delay.



On-line safety away from school


- 13) While all pupils are expected to attend school, there may be a small number of pupils who are unable to attend as they must follow Public Health advice. These pupils will be educated remotely in line with Government guidelines.
- 14) 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 in line with the Child Protection Policy and, where appropriate, referrals should still be made to children's social care and, as required, the police.
- 15) Online teaching should follow the same principles as set out in the code of conduct and e-safety policy.
- 16) We will ensure any use of on-line learning tools and systems is in line with privacy and data protection/GDPR requirements.
- 17) When delivering on-line lessons, the following must be adhered to.
- a) Normally, no 1:1 activity with pupils, groups only. When 1:1 contact is required, paragraph 42 must be followed.
 - b) Staff must wear suitable clothing, as should anyone else in the household.
 - c) Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
 - d) Pupils must have video cameras switched off.
 - e) Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
 - f) Language must be professional and appropriate, including any family members in the background.
 - g) Staff must only use platforms provided by the school to communicate with pupils.
 - h) Staff should record, the length, time, date and attendance of any sessions held.
 - i) Staff must follow school guidance when setting up on-line lessons to ensure that appropriate safeguarding settings are in place to prevent unauthorised use and access to on-line lessons.

1:1 contact with pupils

- 18) When 1:1 contact with pupils is required, such as for well-being calls, careers interviews or post-16 tutorials, these calls may be made by phone, in line with the Code of Conduct, or using Teams. Any 1:1 Teams calls must be recorded using the record function with the recording being retained by the teacher. Pupils' cameras remain disabled.

Supporting pupils not in school

- 19) The school is committed to ensuring the safety and wellbeing of all its pupils.
- 20) Where a pupil identified as vulnerable is unable to attend school, the DSL must ensure that a robust communication plan is in place for that child.

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- 21) Details of this plan must be recorded on the child's safeguarding file, alongside a record of school-level contact.
 - 22) The communication plans can include: remote contact; phone contact; and doorstep visits. Other individualised contact methods should be considered and recorded. Government social distancing advice must be followed.
 - 23) The school and DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.
 - 24) This plan must be reviewed regularly (at least once a fortnight) and where concerns arise. The DSL will consider any referrals as appropriate.
 - 25) The school will share safeguarding messages on its website and social media pages.
 - 26) The school 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 need to be aware of this in setting expectations of pupils' work when they are at home.

Supporting pupils in school

- 27) We will ensure that appropriate support is available to all pupils in school.
- 28) We 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. A full risk assessment which has been carried out and agreed with the CET Head of Estates, will be implemented.
- 29) If the Principal/Headteacher has concerns about the impact of staff absence, particularly key members of staff such as the DSL or first aiders, we will discuss them immediately with CET Head Office.

Support from CET Head Office

- 30) The Head Office team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.