



Cloudside Academy

A L.E.A.D. Academy

COVID 19 Addendum to Safeguarding Policy

Date of Policy: 30th March 2020

Review frequency: Version 1

Approval: L.E.A.D. Academy Trust

This policy will be updated frequently in line with any changes to legislation and guidance.

Our vision

In these very difficult and unprecedented times, safeguarding is still at the heart of our policy and practice at Cloudside L.E.A.D Academy. Cloudside L.E.A.D Academy fully recognises the contribution it can make to protect children and support all pupils amid the Coronavirus epidemic. The aim of this addendum to our Safeguarding Policy is to safeguard and promote our pupils' welfare, safety and health while they are not in school and are learning remotely. The pupils' welfare is of paramount importance, particularly as academies within the Trust navigate the challenges of remote learning combined with the safeguarding of all pupils.

At Cloudside L.E.A.D Academy, despite the current challenges we face, it is still our policy to listen to our pupils, take our pupils' health and welfare seriously, and to act with urgency to prevent harm and to keep them safe. Our processes for contacting pupils are outlined in Appendix 5 below.

Safeguarding at Cloudside L.E.A.D Academy

*'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers have a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centered. **This means that they should consider at all times, what is in the best interests of the child.**'* KCSIE 2019

Keeping Children Safe in Education still forms the basis for our Safeguarding Policy. The statutory guidance still applies even though the vast majority of our pupils are not in the academy full time.

Key Persons Responsible for Safeguarding at Cloudside L.E.A.D Academy

Safeguarding Team / DSLs -

Nicola McIntyre	Executive Head/ DSL	info@cloudsideacademy.co.uk
Jodie Milson	Deputy Head/DSL	info@cloudsideacademy.co.uk
Kerry Wheatley	DDSL	info@cloudsideacademy.co.uk
Rachel Sutcliffe	DDSL	info@cloudsideacademy.co.uk or 07504262601

Rachel Sutcliffe will be the main point of contact for all safeguarding concerns during the pandemic, and will be on duty every day, even if this is offsite with the use of technology. She will liaise with other members of the safeguarding team to ensure that a consistent approach is taken.

It is important that all staff and volunteers (should they be needed), have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them. Best practice is to have a DSL on site. If this is not possible and in line with Government guidance, a DSL must always be contactable during the school day for either face-to-face discussions or a telephone call. In this current climate, the Government has relaxed the requirement for DSLs to have an up to date training certificate.

Some key contacts are:

LADO – Miles Dent - 01629 533190

NSPCC helpline number: 0808 800 5000

L.E.A.D. Academy Trust DSL – Neil Spencelayh (07710391272)

LEAD Academy Trust DSL – Jan Connor (07808528131)

LEAD Academy Trust Safeguarding Compliance officer – Becky Hyder (07935219250)

Local support contacts for parents:

**Early Help Adviser, Long Eaton Children’s Centre, Laura Kaminski-
laura.kaminski@derbyshire.gov.uk or 01629 532625**

Community response unit www.derbyshire.gov.uk/gethelp or ask them to call 01629 535091. This email address can be used by families who are struggling to get essential shopping or prescriptions. They will find volunteers within the local community who can support with this.

Erewash Voluntary Action has set up a new service in response to the COVID-19 Virus and people who are in self-isolation. This will be a time limited service to provide a one-off shop or prescription collection service in response to those most in need; to people who have no other support network at this difficult time to provide them with some much-needed shopping essentials.

Self-referrals for this service can now be made by either calling Erewash Voluntary Action on 0115 9466740 (9.00 – 3.30pm) or complete the attached CV-19 Referral Form with as much information as possible and return to cvresponse@erewashcvs.org.uk.

The Legal Framework

Academies within L.E.A.D. Academy Trust work within their relevant local authorities. Local Authorities have an overarching statutory responsibility for safeguarding and promoting the welfare of all children and young people in their area. At Cloudside L.E.A.D Academy, our

local authority is Derbyshire County Council. The local safeguarding partnership, known as Starting Point/ Call Derbyshire, is working with our academy to support us to safeguard our pupils during the pandemic. Their revised guidance can be found in appendix 1 of this addendum. Cloudside L.E.A.D are continuing to engage in dialogue with Derbyshire County Council with regards to any updates with their safeguarding team and reviewing the status of any professional involved in open cases involving children within the school. Regular updates are provided for staffing changes and appropriate contact information for the safeguarding team at Derbyshire County Council. These are regularly reviewed and updated within the main office.

In September 2019, the DfE published the latest 'Keeping Children Safe in Education' (KCSIE) – statutory guidance for schools and colleges. This guidance contains information on what schools, including academies, should do and sets out the legal duties which they must comply with. **During the current situation this remains the main statutory guidance for all in the academy community to have due regard to.**

Our Commitment During COVID 19

Cloudside L.E.A.D Academy and L.E.A.D. Academy Trust's commitment to safeguarding includes:

- ensuring all staff, visitors and volunteers in our academy understand their responsibility to safeguard pupils, particularly in this crisis where revised procedures may be in operation;
- having in place relevant safeguarding arrangements which are designed to take account of all possible safeguarding issues and any unusual or unforeseen concerns which could be raised during the COVID 19 situation;
- ensuring all safeguarding concerns are investigated and acted upon, and an immediate risk assessment is undertaken to keep pupils safe;
- continuing to adhere to safe recruitment practices;
- having appropriate arrangements in place to ensure we continue to work closely with other agencies and share information with other professionals in line with statutory requirements, whilst adhering to government guidance on social distancing and safe working;
- taking account of any revised Derbyshire LA procedures and practices established by the Safeguarding Partnership, complying with any requests from that body in a timely manner;
- having a culture in our academy of listening to children and taking account of their wishes and feelings by keeping regular, appropriate contact with pupils through our systems of communication;
- providing appropriate support for staff;
- maintaining clear policies for dealing with allegations against people who work with children;
- maintaining clear whistleblowing procedures;

- having a designated teacher to support children who are looked after, those who are post care and pupils who are adopted to ensure we to keep these pupils safe, liaising with the virtual school Headteacher as necessary;
- having in place appropriate safeguarding responses to children who fail to attend when expected, and those who go missing from education;
- fulfilling all statutory responsibilities in respect of safeguarding and promoting the welfare of children.

COVID 19 Specific Safeguarding Roles and Responsibilities of Staff

(please note that this guidance is to be viewed alongside the Academy Safeguarding Policy and procedures and will be reviewed on a regular basis for further updates and changes)

Role	Responsibility
Local Authority	<ul style="list-style-type: none"> • Ensure children of critical workers and vulnerable children can, where required, attend our academy. • Maintain effective safeguarding and child protection services in this challenging time to ensure schools and colleges can access the support they need.
Lead Academy Trust DSL and Safeguarding Compliance Officer	<ul style="list-style-type: none"> • Act as a point of contact for all academies within the Trust for any safeguarding related issues, circumstances or concerns. • Make sure that all academies are up to date with the latest guidance from the DfE / government.
Safeguarding Governor	<ul style="list-style-type: none"> • Has an overview of the revised addendum and procedures.
Headteacher	<ul style="list-style-type: none"> • Has overall responsibility for all pupils on roll at the school, ensuring that all staff are aware of their responsibilities. • Make sure that all staff and the safeguarding governor are aware of, have seen and understood the revised addendum. • Has made sure that all staff are aware of the revised arrangements. • Ensuring that all emergency contact numbers and details are kept up to date. • Ensuring safeguarding induction procedures are still in place for any new member of staff or staff relocating to the academy during this time. • Ensuring that the senior leadership team has a plan for how bereavements may be handled, including obtaining any support services (see charity websites, for example, Winston's Wish, Grief Encounter, Childhood Bereavement Network or Hope Encounter). • Being mindful of peer on peer abuse. Given the very different circumstances, a revised process will need to be in place for supporting pupils to report peer on peer abuse. Headteachers will need to ensure they manage any report of such abuse and supporting victims (see Appendix 5).

	<ul style="list-style-type: none"> • Ensure that welfare calls and checks are conducted as per Trust guidance (Appendix 2). • Mental health – ensure that staff are aware of the EAP (Education Assistance Programme) which continues to offer support for all staff.
DSL	<ul style="list-style-type: none"> • Fulfil their role as per their DSL job description. • Maintain up to date lists of vulnerable pupils. • Is on site or available by phone or via video link during school hours. • Knows how to contact ‘front door’ / social care services. • Knows how to contact individual social workers. • Knows who the LA Virtual School Headteacher is and how to contact them. • Maintains safeguarding induction procedures so that any new member of staff or staff relocating to the academy during this time are up to date with the school’s safeguarding procedures and practice. • Ensures each vulnerable pupil has an easily transferable record of why they are vulnerable, a copy of the EHCP and/or CIN or CP Plan, the name of their social worker and contact details. For Looked After Children, the name of the relevant Virtual School Head. Kept in a folder and locked away in a secure place. • Knows how to raise any safeguarding issues that may arise during any online learning (Contact headteacher and LEAD IT). • Ensure that SLT has a plan for how to manage bereavements and how they may be handled, including obtaining any support services (See charities websites, for example, Winston’s Wish, Grief Encounter, Childhood Bereavement Network or Hope Encounter). • Ensures peer on peer abuse is considered as a priority - given the very different circumstances, a revised process will need to be required for managing any report of such abuse and supporting victims. (See Appendix 5) • Ensure that links to mental health services for pupils are on the school website and links to support parents with explaining COVID-19 to their children. • Ensure all relevant risk assessments are in place for all non-attending vulnerable pupils and that these are reviewed each week.
All other teaching staff	<ul style="list-style-type: none"> • Have read and understood the updated addendum to the Safeguarding Policy.

	<ul style="list-style-type: none"> • Are aware that there may be an impact of the mental health of pupils, parents and staff or volunteers, and know what support may be available. • Know how to raise any safeguarding issues that may arise during any online learning (Contact DSL and LEAD IT). • Be vigilant to signs of peer on peer abuse and how it may manifest given the current circumstances and know how to report any concerns.
All other non - teaching staff	<ul style="list-style-type: none"> • Have read and understood the updated addendum. • Are aware that there may be an impact of the mental health of pupils, parents and staff or volunteers; and what support may be available. • Know how to raise any safeguarding issues that may arise during any online learning (Contact DSL and LEAD IT). • Be vigilant to signs of peer on peer abuse and how it may manifest given the current circumstances and know how to report any concerns.

Designated Safeguarding Lead (DSL)

The first option in Cloudside L.E.A.D Academy is always to have a trained DSL or deputy available on site. However, we acknowledge that this may not be possible. Where this is not possible, a DSL will be available and on duty for face to face or telephone discussions. If both those options are unavailable, we will contact Jan Connor or Becky Hyder from Lead Academy Trust for initial advice.

Where a trained DSL or deputy is not on site, a senior leader on site will take responsibility for coordinating safeguarding. This might include updating and managing access to child protection files, 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.

It is acknowledged that DSL training is very unlikely to take place during this period (although the option of online training can be explored). 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.

Vulnerable Pupils

The definition of vulnerable pupils as defined by Government guidance are: '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'

Protecting vulnerable pupils and those with an EHCP is a priority.

Please see '[guidance on vulnerable children and young people](#)' for further information.

Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and Virtual School Headteacher (VSHs) will continue to work with their vulnerable children in this difficult period and should support these children to work with the academy to access our academy if possible. There is an expectation that children with a social worker will attend provision, unless in consultation with the child's social worker and family, it is agreed this is not in the best interests of the child. This will be evidenced in a risk assessment completed for all vulnerable pupils and children with EHCPs (a copy to be held in the academy and one with the relevant agency i.e social care or SEND department.) **See Appendix 3 and 4**

Senior leaders, especially DSLs (and deputies) know who their most vulnerable children are and have the flexibility to offer a place to those on the edges of receiving children's social care support.

School staff should continue to work with, and support, children's social workers to help protect vulnerable children. This will be especially important during the COVID-19 period.

Attendance

At Cloudside L.E.A.D Academy we will work with all our vulnerable families to agree whether their child(ren) should be accessing school child care. We will follow up on any child that is considered vulnerable if they do not attend during this time. We will also follow up with any parent or carer who has arranged care for their children and who subsequently do not attend.

We will also take the opportunity when we communicate with parents and carers to confirm that the emergency contact numbers we hold are correct, and will ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not attend, or discontinues attending, we will notify their social worker.

Safe and Well stages:

1. Monitor attendance through normal attendance procedures
2. Phone calls to check children are safe and well at the already agreed time schedules for your school (use school phone):
 - contact CP families every 3 days;
 - contact CIN and vulnerable families once per week.
3. Home visits **(These should only be for CP/CIN and vulnerable children and any children where all other avenues of contact have been unsuccessful, including social care and where there is a real worry about the safety of a child or family)**

- They should only be conducted with two members of school staff and to a home where it is deemed safe to do so.
- Staff should travel separately (ensure that car insurance covers business use, with at least one charged school mobile phone, and personal items should be kept to a minimum)
- Direct contact with parents/carers should be avoided
- Contact should only be at least two metres distance or view through windows
- Only members of staff who are willing to go should conduct home visits. No member of staff can be made to go.

If school is delivering lunches and the pupils are seen this can be considered a 'safe and well' check as well.

If it is felt that there is an immediate danger to a child, then the police should be called using 999

The Department for Education has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places. Out academy will also provide attendance information to the Local Authority and to the Trust.

Children Moving Schools

If a pupil moves school during this time, it is important that the academy provides the receiving school with any relevant welfare and child protection information. This is especially important where children are vulnerable. For looked-after children, any change in school will be led and managed by the VSH with responsibility for the child. The receiving school should be aware of the reason the child is vulnerable and any arrangements in place to support them. This advice may change as the DfE and local authorities clarify the position on this.

As a minimum and as relevant to the child, we will ensure that the new school will have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH) is.

This will ideally happen before the child arrives and, where that is not possible, as soon as reasonably practicable. Any exchanges of information will be organised and co-ordinated by a DSL (or deputy), and will also include our special educational needs co-ordinator (SENCO) (Paula Taylor) for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case, the headteacher or the most senior member of staff will take responsibility.

Safer Recruitment / Training and Induction

At Cloudside L.E.A.D Academy, all staff will already have had safeguarding training and have read Part 1 of KCSIE 2019. We will make sure that all staff are aware of any new local arrangements so they know what to do if they are worried about a child. This is being addressed in this addendum.

Where we recruit new staff, or new volunteers in this COVID 19 period, the DSL will continue to provide a safeguarding induction. An up to date safeguarding policy will support this process as will Part 1 of KCSIE 2019.

At Cloudside L.E.A.D Academy, we understand that it is essential that people who are unsuitable are not allowed to work with children or gain access to them. Where we recruit new staff, we will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in Part 3 of 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.

Volunteer adults will not be used in our Academy at this time. However, should a time arise where we are being supported in the Academy by volunteers as a last resort, we will continue to follow the checking and risk assessment process as set out in our main Safeguarding Policy. Under no circumstances will we allow a volunteer who has not been checked to be left unsupervised or to work in regulated activity.

We will continue to follow our legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult and will 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 will be made by emailing Misconduct.Teacher@education.gov.uk.

Whilst acknowledging the challenge of the current environment we will continue to keep our single central record (SCR) up to date.

Online Safety

There is a high priority placed on this aspect while the vast majority of our pupils are at home. Some pupils will more than likely be accessing increased 'screen time'. At Cloudside L.E.A.D Academy we will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the Academy's IT systems, or on recommended resources. Cloudside L.E.A.D Academy will work closely with LEAD IT to maintain safe IT arrangements. We will ensure that all online and remote learning tools are GDPR and statutorily compliant.

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 concerns will be dealt with as in the safeguarding policy and, where appropriate, referrals will continue to be made to social care and as required the police.

We always consider the safety of the children when they are asked to work online. The starting point for online teaching follows the same principles as set out in our 'Code of Conduct' policy. This policy includes acceptable use of technologies, staff pupil/student relationships, and communication, including the use of social media. The policy applies equally to any existing or new online and distance learning arrangements which we are introducing.

An essential part of the online process we will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online.

We will ensure that pupils, parents and staff have access to support and advice in making sure that online and remote learning is done in a safe way which minimises the risks to all.

As we are in contact with parents and carers, we will use those communications to reinforce the importance of children being safe online. It is especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access, and be clear who from the school (if anyone) their child is going to be interacting with online. We have updated the school website with relevant online safety information, including information shared by the local authority and Trust.

At Cloudside L.E.A.D Academy we realise that some parents may choose to supplement our online offer with support from online companies and, in some cases, individual tutors. In our communications with parents and carers we will emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

This Policy should be read alongside the main safeguarding policy and in conjunction with other relate policies listed in the main policy.

Date of issue: 30th March 2020

Appendix 1 – Local Authority Safeguarding arrangements during COVID 19

Mitigation Planning – COVID-19. Derbyshire School Closures and Vulnerable Children. March 2020.

Collated information to assist schools/colleges:

The government/DfE have issued helpful guidance and FAQ's on who are vulnerable children and how to manage these children in schools, residential settings, special schools and alternative provision. Please follow the guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/coronavirus-information/out-of-school-tuition-oost-update.aspx>

In this unprecedented time, the government guidance on social distancing and self-isolation is impacting on how we deliver services to families across Derbyshire, we are taking action to maintain services and prioritise key areas during the coronavirus (COVID-19) pandemic.

Children's Services are currently having to prioritise the work and resources and respond to critical need, whilst respecting the Government advice on COVID-19. Children's Services will be working with children on child protection plans and providing support to the most vulnerable. If visits are necessary, visits will be made whilst taking appropriate infection control measures.

Advice for schools/colleges and settings

List all current vulnerable children in your school with their details and PR holders, rag rate (red, amber, and green) with the highest need and risk first and then in descending order. Include those who have free schools meals, and EHCP. It helps to also identify those you are working with under early help in the school. By identifying these children in this way, you can discuss with Designated Leads and key staff to help redirect work to the ones you have identified as having the highest needs.

Give access to key staff in school and keep securely. Use this to keep an oversight and to use to review your plans on these children.

We are asking partners to play their part in line with COVID-19 social distancing and harm reduction, but to continue to make contact with those you have identified. This may mean regular phone/household at the door checks.

Before considering any need to refer into Childrens Services. Consider the threshold document and follow your own processes of how you would reach this decision e.g.- consultation with the DSL or key staff. Look at what is already being provided by the school and assess whether you can sufficiently respond. Follow the government's guidance on vulnerable children and have sufficient and clear articulation of the risk you believe the child is now in:

- You can use the professionals advice line; tel: 01629 535353
- If the child is at risk of significant harm refer in by contacting Call Derbyshire; tel: 01629 533190.

Shared by other schools - Good Practice Examples

- Keep in regular communication with Children's Service workers allocated to children in your locality. Obtain a point of contact phone number.
- Having a mobile point of contact number (no internet access) on a rota in school to use in school and when you do go out in the community. This is to only be shared with staff and with those families who have their children in the school and parents/carers of children who have been identified as vulnerable.
- Families open to early help in the school - think about offering an information sheet and use the advice you would have provided to families around school holidays, this includes information around food banks, online support helplines and numbers.
- Link with your local early help Transition Team who have local knowledge, directories and sign posting services.
- School and free school meals. Arrangements need to be made with your catering team (in house), or school catering provider to see if they can prepare meals for this group. For those schools who have identified Derbyshire Catering Services (DCS) as their preferred catering provider, a hot meal service will continue to be offered to all children of key workers and vulnerable children.
- Derbyshire County Council continues to work with transport providers for home to school transport and we know that some transport may not be required. We would appreciate schools liaising directly with the council's transport teams to provide more information about whether the current school transport requirements (bus, mini bus and taxis) are still needed

- Vulnerable children as defined by the government include children who are Young Carers. Derbyshire Carers Association, commissioned via DCC, will be continuing to provide support for Young Carers and their families during the coronavirus pandemic. They are aware that they are not working with all the Young Carers who are known to the school. Please support them to remain in school, an extended period of time at home could increase the amount of caring the child is doing, impacting on them emotionally and physically. They will offer advice to any new referrals. If you would like any help or guidance regarding Young Carers, please get in touch on 01773 833833 or email: youngcarers@derbyshirecarers.co.uk
- For the foreseeable future, the Derbyshire Fire and Rescue Services will no longer be carrying out safe and well checks with in the home. These were often requested for families by Early Help and Safeguarding practitioners. During this time they will be offering support to our voluntary sector to continue to support vulnerable members of the community. They will still take referrals but these will be on hold. There is useful information on keeping safe provided by this service as we are spending more time at home and with children. <https://www.derbyshirefire.gov.uk/>
- Self-isolating and dealing with Conflict (The Children's Society). With the current coronavirus (COVID-19) outbreak and government recommendations to limit social contact, many people will be spending more time at home than they are used to. This may mean spending more time with family, carers or friends and this may create difficult situations, especially for those coping with pre-existing family problems. The Children's Society asked one of their well-being practitioners to share her top tips for dealing with conflict at home. <https://www.childrensociety.org.uk/news-and-blogs/our-blog/dealing-with-conflict-at-home>
- Heads Together, have published a free toolkit with resources and tips to help address anxiety arising from these challenging times. The toolkit includes a booklet to support schools, videos to provide practical guidance and tips to schools, parents and carers about coronavirus (COVID-19) and mental health, activities to ease anxiety that can be done at school or at home and other helpful advice, helplines and resources for adults and children:

<https://www.mentallyhealthyschools.org.uk/media/1960/coronavirus-mental-health-and-wellbeing-resources.pdf>
- If there are concerns about a child's mental health during this difficult time, you can contact the Young Minds Helplines.
Parents Helpline: If you are a parent who needs advice about your child's mental health you can contact the Parents Helpline directly on 0808 802 between 9:30am-4pm
YoungMinds Crisis Messenger: If you are a young person experiencing a mental

health crisis you can text YM to 85258 for free 24/7 support
The Young Minds website is here: <https://youngminds.org.uk/>

Use of live Webcams/Skype in schools/colleges- safeguarding issues to consider:

Consider: visual presentations, language, behaviour and conduct, rules around saving screen shots, saving, recording and storing.

- 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 where possible be against a neutral background
- the live class should be recorded and backed up elsewhere, so that if any issues were to arise, the video can be reviewed. However, this needs to comply with GDPR record retention
- live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- it is better where possible to teach in groups/siblings, and avoid one to one if you can, this keeps the staff member and children safer and reduces risk
- language must be professional and appropriate, including any family members in the background
- schools should risk assess the use of live learning using webcams
- ensure the camera and mic are turned off at the end of the session
- data controllers need to reassure themselves that any teaching/learning software and/or platforms are suitable and raise no privacy issues; or use cases against the providers terms and conditions (for example, no business use of consumer products)

Safe Remote Learning (SWGfL)

There are a number of online options that schools may consider, ranging from merely setting homework or providing access to online resources through video tutorials and interactive video conferencing. Staff capability and the age of the children is going to determine the best approach. If you do decide to use audio and video for real-time online teaching, SWGfL have created a list of some things to consider to help safeguard staff and children:

Download the flyer here: <https://swgfl.org.uk/assets/documents/safer-remote-learning-flyer.pdf>

Safeguarding and Planning for School Closure. SWGfL have also created an in-depth support page, with information about the following topics:

- policy (including downloadable templates)
- systems
- technology
- location/environment
- education
- behaviour
- recording
- personal data
- safeguarding
- further reading

Be familiar with some of Derbyshire's own policies:

- Visitors and External Contributors Policy, issued to all schools

<https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/safeguarding-policies-guidance-and-protocols/safeguarding-model-policies.aspx>

- Safer Recruitment Consortium, Guidance for Safer Working Practices May 2019, pages 8,9,12,21

<https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/safeguarding-policies-guidance-and-protocols/safer-working-practices.aspx>

Resources

- PHE has [resource materials](#) that contain public health advice about how you can help stop the spread of viruses, like those that cause coronavirus (COVID-19), by practicing good respiratory and hand hygiene. To access, download and share this information, you will need to register for an account which only takes a couple of minutes
- Use [e-Bug](#) resources to teach pupils about hygiene

Appendix 2 – Safe and Well Protocols

Welfare calling and checks on vulnerable pupils during school closure.

The Academy will:

- Notify all social workers of the parents/carers decision in whether to send their child into school (ideally via email or letter) and write to all parents concerned stating that you are happy to support and that their decision does not have to be final. You may change your approach as time goes on if there are warning flags from your contacts that any of the students is in difficulties and at risk. Keeping their social workers informed with your views when you have contacted the pupils is important.
- Complete a risk assessment and send a copy to the relevant worker, family and keep a copy on MyConcern for academy records.
- Set up a running record of concern on MyConcern for your CP and vulnerable pupils so a record of contact with families and relevant agencies can be kept. Upload any risk assessments completed for these pupils. (see attached risk assessment form)
- Contact **CP families every 3 days and CIN families once per week to check on welfare.** Any student who you think should be in but doesn't turn up should be contacted daily as per normal attendance procedures.
- Home Visits for CP and the most vulnerable – consider 2 members of staff, travel separately, avoid contact, view through windows.
- Those vulnerable students who do not 'meet' the published criteria of having a social worker, can be invited to attend school at the discretion of the safeguarding team. If it is felt that any of these pupils raises concerns further support of a school pace will be made.
- A list of vulnerable students will be made whom will be contacted on at least a two weekly basis.
- There is no need to call CIN/CP students daily when parents have said they won't be sending them in. Of course if there is need to ring it would be sensible to reinforce that provision is available in school for their child.

Appendix 3 – Vulnerable / CP / CIN pupil risk assessment form

Sample risk assessment: Vulnerable / EHCP Pupils – School or home

- This to be completed by the school to document the reasoning why the child is in school or at home and any risks associated with this.
- The completed risk assessments should remain on site.
- Reviews should be undertaken on a regular basis and if any circumstances change. The frequency of the review will depend on the remaining risks but could be weekly, fortnightly or monthly.

Safe and Well checks:

Identify the level of support or safe and well checks required based upon your risk assessment of students.

Record all contact on CPOMS/MyConcern/other safeguarding records.

Possible Safe and Well stages:

4. Monitor attendance through online learning platform
5. Phone calls to check children are safe and well – use of school phones
6. Home Visits for most vulnerable – consider 2 members of staff, travel separately, avoid contact, view through windows

Background:

13. Do vulnerable children have to continue to go to school?

There is an expectation that vulnerable children who have a social worker will attend school, as long as it is safe for them to do so. In circumstances where a parent does not want to bring their child to school, and their child is considered vulnerable, the social worker and school should explore the reasons for this, directly with the parent, and help to resolve any concerns or difficulties wherever possible.

Where parents are concerned about the risk of the child contracting the virus, the school or social worker should talk through these anxieties with the parent following the advice set out by Public Health England.

Providers may also want to consider how to encourage children and young people to attend provision. Social workers will remain in contact with vulnerable children and families, including remotely if needed.

20. Do all children and young people with an EHC plan need to continue at school?

Schools, colleges, other training providers and local authorities will need to consider the needs of all children and young people with an EHC plan, alongside the views of their parents, and make a **risk assessment for each child or young person**. They will need to consider a number of different risks to each individual, including:

- the potential health risks to the individual from COVID-19, bearing in mind any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required
- the risk to the individual if some or all elements of their EHC plan cannot be delivered at all, and the risk if they cannot be delivered in the normal manner or in the usual setting
- the ability of the individual's parents or home to ensure their health and care needs can be met safely

- the potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered

Source: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Pupil Name			
D.o.B.			
School			
Completed by			
Parent / Carer and young person's viewpoint of risks of being at home or school (use criteria on page 1)			
Home	School		
Social care viewpoint of risks of pupil being at home or school (use criteria on page 1)			
Home	School		
School viewpoint of risks of pupil being at home or school (use criteria on page 1)			
Home	School		
Final decision and reasoning			
In school <input type="checkbox"/>	At home <input type="checkbox"/>		
Actions already taken by the school to support the child at home (if applicable)			
Further and ongoing actions to be taken by the school			
Action	By Whom	Target Date	Completed
Reviews	Agreed Review frequency:		
Date:	Changes:		
	1 st version		

Appendix 4 – EHCP/SEND pupil risk assessment form

Those with an EHC plan should be **risk-assessed by their school or college** in consultation with the local authority (LA) 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, carer’s therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home’.

Fundamentally, schools, settings and parents must first consider: Does the child have one parent who isn’t a key worker and who can safely meet the child’s needs at home? These children should remain at home.

If considering sending the child to school, school staff should consider with the child’s parents about the following risks across home and school contexts:

- Risks to the child or young person (CYP), including their physical health and emotional wellbeing.
- Risks to the family, including their physical health and emotional wellbeing.
- Risks to the setting, including the safety of other CYP and adults.

Things to consider:

<p>Benefits of staying at home</p> <p>Minimizes risk to the CYP’s health, especially for those with underlying health conditions.</p> <p>CYP is with familiar people at an unsettling time.</p> <p>School staff and other health and care professionals involved with child will be able to provide support including resources and safe and well checks</p>	<p>Potential risks of staying at home</p> <p>Will the CYP’s care needs be met? What needs to change so that they can be?</p> <p>Strain to family of having to care for child around the clock.</p> <p>Potential risk to siblings and parents, if CYP has behaviours of concern.</p>
<p>Potential risks of being at school</p> <p>Risk of catching virus, given proximity to larger group of adults and other CYP, many of whom are children of frontline key workers.</p> <p>Staffing capacity may mean the setting cannot safely meet CYP’s needs.</p> <p>School routine is significantly different, which is likely to cause confusion/distress for CYP with SEND.</p> <p>Absence of adults who have a relationship with the CYP, potentially increasing distress and reducing effectiveness of care.</p> <p>Setting may have reduced capacity and/or knowledge to positively manage complex SEND</p>	<p>Potential benefits of being at school</p> <p>Continued routine may reduce confusion and distress to child.</p> <p>Staff have training on approaches and strategies that support emotional regulation.</p> <p>Protective for families at risk of family breakdown.</p> <p>Protects child, siblings or other family members from risk involved in staying at home.</p> <p>Social contact- though this may not be with familiar peers or adults, and could pose significant physical health risks.</p>

including behaviours of concern putting other CYP and adults at risk.			
Risk Assessment	Pupil with an EHCP or significant SEND which may make them Vulnerable		
Pupil Name			
D.o.B.			
School			
Completed by			
Risks to the child or young person, including their physical health and emotional wellbeing			
Benefits		Risk	
Risks to the family, including their physical health and emotional wellbeing			
Benefits		Risk	
Risks to the setting, including the safety of other CYP and adults.			
Benefits		Risk	
Final decision and reasoning			
In school <input type="checkbox"/>		At home <input type="checkbox"/>	
Actions already taken by the school to support the child at home (if applicable)			
Further and ongoing actions to be taken by the school			
Action	By Whom	Target Date	Completed
Reviews	Agreed Review frequency:		
Date:	Changes:		
	1 st version		

Appendix 5 – Interim Procedures for Pupils and Parents/Carers to Contact the Academy and Report Peer-on-Peer or Other Forms of Abuse

Cloudside L.E.A.D. Academy recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Academy's safeguarding policy. At Cloudside L.E.A.D. Academy we will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions will be recorded on myconcern and appropriate referrals will be made.

Parents and carers can share their concerns regarding the welfare of any pupil including peer on peer abuse to: Rachel Sutcliffe info@cloudsideacademy.co.uk or **07504262601**

During the period of school closure, we are in regular contact with all families through our Weduc communication system. Parents can respond to messages that are sent via this mode of communication, via the school email (info@cloudsideacademy.co.uk) or the regular school phone number, which will be answered either by someone on site or a member of the office team off site.

Children who are identified as being vulnerable are either on the school premises or they are being contacted by the school's safeguarding team. The number of calls made are determined by the needs of the family or the level of social care involvement.

Children who are currently on an ECHP are on the school premises for some of or the whole of the school week. The families of children on an ECHP are regularly communicated with at the start and end of each day that their child is on site.

Any concerns that are raised whether by families or social care are logged in accordance with normal school policy (MyConcern). Cloudside are following regular procedures for making referrals to social care and monitoring the current status of concerns through regular communication. The safeguarding team are continuing to have their weekly meetings to discuss ongoing concerns and vulnerable children. The safeguarding team are also in regular contact with regards to any new concerns that arise.

The following websites and agencies may be able to offer support to young people who are experiencing peer on peer abuse if they feel they are unable to contact the above named person:

Name	Contact number	Website
Safeguarding		
NSPCC	0808 800 5000	https://www.nspcc.org.uk
Childline	0800 1111	https://www.childline.org.uk/
UK Safer Internet		https://www.saferinternet.org.uk/
CEOP		https://www.ceop.police.uk/safety-centre/
Internet Matters		https://www.internetmatters.org/
Net Aware	0808 800 5002	https://www.net-aware.org.uk/
Mental Health		
ThinkUKnow		https://www.thinkuknow.co.uk/
YoungMinds		https://youngminds.org.uk/
NHS Every Mind Matters		https://www.nhs.uk/oneyou/every-mind-matters/
Coronavirus		
NHS 111	111	https://111.nhs.uk/covid-19
Public Health England		https://www.gov.uk/government/organisations/public-health-england
Bereavement		
Winstons Wish	08088 020 021	https://www.winstonswish.org/
Grief Encounter	0808 802 0111	https://www.griefencounter.org.uk/
Childhood Bereavement Network		http://www.childhoodbereavementnetwork.org.uk/