



Covid-19 Safeguarding Arrangements

As a trust we need to ensure we have robust and consistent procedures in place that will safeguard all of our pupils during this challenging time.

The trust wide arrangements are as follows:

1. All academies to **risk assess** all vulnerable pupils (including EHCP) into three bands (red, amber and blue). This is to be updated on a weekly basis by the academies. Some of these pupils may not meet the statutory criteria for vulnerability, however the academy may still feel there is a level of risk. The academy must have list of all contact numbers and point of contacts within the LEA, virtual school and additional needs.
2. Welfare checks (**Document - Covid-19 'Welfare Checks'**) to be recorded on a spreadsheet for each academy that also includes level of vulnerability and provision on/off site
The attendance for pupils on site will also be recorded on this spreadsheet and will automatically trigger a call home if they are not present on any day. The welfare checks must match the agreed criteria below and must be quality assured by head teachers and system leaders daily.

Welfare checks -

- All pupils every fortnight
- Red pupils – daily calls
- Amber – minimum twice per week
- Blue – minimum once per week

Welfare calls to be colour coded in the dated cell as follows:

- Welfare check highlighted as 'Red' if there were concerns as a result of the check and evidence on CPOMS of next steps.
 - Welfare check highlighted as 'Amber' if a discussion with the pupil was not completed as part of the check.
 - Welfare check highlighted as 'Purple' if symptoms of COVID-19 were identified. This can be backdated if ascertained during fortnightly check.
 - Welfare check highlighted as 'Green' to reflect 14 days after COVID-19 identified.
3. If the academies do not get a response to the welfare calls and there are concerns, social care/police must be alerted. If the academy have exhausted all reasonable checks and the referral does not meet the threshold for any involvement, the system leader for safeguarding must be alerted for additional advice and escalation. The trust is currently advising against all home visits.
 4. CME referrals should be submitted as per normal
 5. All academies to complete the '**Final list for vulnerable students'** template – this provides an overview of the pupils that meet the statutory criteria for vulnerability, are they attending? If not, why and any concerns? The key contacts and named social workers must be added to this document. This should be updated on a weekly basis
 6. All academies to complete the '**AP Offer (Covid-19)**' form – this provides an overview of the pupils attending AP and level of vulnerability. It is an expectation that if they are attending AP that they have twice daily welfare calls as per normal protocol but if they are not attending should be banded as 'red' receiving daily welfare calls. This document must include the address, key worker and contact details for each provision.
 7. It is an expectation that welfare checks are to be completed term time only for pupils that are not vulnerable. Pupils that have been risk assessed as 'red' must continue to receive welfare checks. The

academies are responsible to decide if they feel it is necessary to include additional pupils within the amber/blue category or if a family has not been contactable.

8. It is a statutory requirement that the academies and the local authorities consider the needs of all children and young people that are vulnerable and/or have an EHCP. The academies must ensure that the views of their parents/carers are captured and ensure there is an audit trail to evidence the consideration of risk 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

This must be evidenced on the document 'Final list – Vulnerable Pupils' and via CPOMS if required.

The academy must complete a separate bespoke risk assessment for each EHCP pupil that is reviewed at least every fortnight and this must be signed by the Headteacher. A copy of the document should be uploaded onto CPOMS.

If you have completed an LEA risk assessment for the EHCP children, a copy of this document should be saved in the academy Covid-19 Safeguarding folder.

9. There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at severe risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and education setting should explore the reasons for this, directly with the parent. The academies must ensure this is recorded on the 'Final list – Vulnerable Pupils' and via CPOMS if required.

Academies may feel it is appropriate to complete a separate risk assessment for pupils where they are still concerns following discussions with the parent and social worker.

10. Academies must ensure the websites contain supportive information for both parents/carers and pupils to raise awareness of e-safety and resources must be sent out to the pupils via the online platform.

Parents and carers may choose to supplement the school or college online offer with support from online companies and in some cases individual tutors. Academies must ensure (by communications with parents and carers) the emphasis on the importance of parents vetting any online support for their children i.e. confirming they are a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. The following link from the NSPCC provides additional advice with regards to this:

https://www.nspcc.org.uk/what-we-do/news-opinion/criminal-record-loophole-private-tutors-must-close/? t_id=fQNyEPQR-FDN-Q1Av7oz8Q%3d%3d& t_uuid=gG9hPbGyQfq-yL64k8j86g& t_q=tutor+vetting& t_tags=language%3aen%2csiteid%3a7f1b9313-bf5e-4415-abf6-aaf87298c667%2candquerymatch& t_hit.id=Nspcc Web Models Pages NewsPage/ 7239c83b-9f42-4f6e-b9e2-01fb2875ff9a en-GB& t_hit.pos=1

The following website links must be added to the academy websites to support parents and carers online:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online

- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

11. Academies must ensure that all staff are aware of the following expectations for the content of the welfare calls:

- Speak to parent/carer and speak to child
- Update on health (i.e. COVID-19)
- Pastoral progress (e.g. wellbeing/online safety)
- Reinforce the 'Pupil Concerns' reporting tool on the academy website and Childline contact
- Signposting to online safety resources (e.g. CEOP)
- Signposting to mental health resources (e.g. Mind/YoungMinds)
- Clarify emergency contact details (>2)
- Academic progress (i.e. virtual learning)
- Check on communication from external agencies if applicable (i.e. Social Care)
- Any additional questions/concerns

12. Academies to ensure there is a daily briefing for pupils and staff to remind them of reporting mechanisms for safeguarding incidents and introduce the DSL contact for the day. This is particularly important for academies working as an E-ACT cluster.

13. E-ACT Clusters - where our academies collaborate and children and/or staff from multiple settings are clustered in one place, the principles in [Keeping children safe in education \(KCSIE\)](#) still apply. In particular, the E-ACT academy that is acting as the hub in the cluster will continue to provide a safe environment, keep children safe and ensure staff and volunteers have been appropriately checked and risk assessments carried out as required. The academies must ensure that the following is in place:

- Sharing all relevant pupil information with the other academy. This information will be stored securely in the 'hub' academy Covid 19 Safeguarding folder, located on the OneDrive. Staff can access additional guidance and a check list of the information that may be required within the folders. The links will be sent out to all academies who are part of the cluster.

The check list includes:

- EHCP documentation
- Safeguarding information
- Mental health concerns
- Medical information
- Dietary/Allergies
- Behaviour concerns
- Key contacts
- Key documentation such as risk assessments/PSP/Pupil profiles/IHCP/Safety Plan/RAMP/PEP/MCP
- Being clear that it is an expectation that the SENCO and DSL are contacted directly for further information if the pupil is vulnerable or has a special educational need.
- DSLs working in collaboration to ensure all risk assessments for pupils are fit for purpose in line with their needs and the available provision at the academy.
- Making sure that this process is quality assured by Headteachers, System Leaders and Regional Education Directors.

14. Academies must continue to follow the relevant safer recruitment processes in line with E-ACT policy and KCSIE Sept 19. The addendum includes additional guidance regarding DBS ID checking; however, academies must ensure if virtual interviews are used during the partial school closures, the video interview must be recorded to verify the identity of the potential employee. The original ID documents must be seen on the first day of work in the academy setting and this should be cross referenced with the recorded interview.

All documents to be saved in the 'Covid-19 (North/South) Safeguarding and Welfare Checks' folder on the regional one drive folder. Each folder has individually folders for each academy – system leaders to share the link. Main folder to be shared with FC, MO and the REDs for each region. System leaders will provide any additional support and guidance where required.