

## Grace Academy Solihull Child Protection and Safeguarding during the COVID-19 measures. Addendum to the current Child Protection and Safeguarding Policy.

### **Key Contacts for Child Protection and Safeguarding:**

**Headteacher:** Darren Gelder

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Telephone: 0121 329 4600

**Designated Safeguarding Lead:** Dawn Russell

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Telephone: 07814 254380

**Deputy Designated Safeguarding Lead:** Marcus-Davies Friend

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Telephone: 0121 3294600 ext 4634

**Local Authority Safeguarding Lead:** Lorraine Lord

Contact email: [llord@solihull.gov.uk](mailto:llord@solihull.gov.uk)

[educationsafeguarding@solihull.gov.uk](mailto:educationsafeguarding@solihull.gov.uk)

Telephone: 0121 704 6616

**Local Authority Designated Officer (LADO):**

Contact email: [lado@solihull.gov.uk](mailto:lado@solihull.gov.uk)

Telephone: 0121 788 4310

**Local Authority Children's Services Solihull (MASH):**

Contact email: [mash@solihull.gov.uk](mailto:mash@solihull.gov.uk)

Telephone: 0121 788 4300

Emergency Duty team: 0121 605 6060

**Local Authority Children's Services Birmingham:**

Contact email via: [www.birmingham.gov.uk](http://www.birmingham.gov.uk)

Telephone: 0121 303 1888

Emergency Duty team: 0121 675 4806

**Helpline numbers:**

**NSPCC Adults Helpline:** 0800 800 5000 [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**Refuge 24-hour National Domestic Abuse Helpline:** 0808 2000 247

**NSPCC Childline:** 0800 1111 <https://www.childline.org.uk>

**Find your nearest foodbank:** <https://www.trusselltrust.org/get-help/find-a-foodbank>

## **Grace Academy Solihull Child Protection and Safeguarding during the COVID-19 measures. Addendum to the current Child Protection and Safeguarding Policy.**

### **Scope and definitions**

This addendum applies during the period of closure due to Covid-19, and reflects updated advice. It sets out changes to our normal child protection policy in light of the Department for Education's guidance.

Unless covered here, our normal child protection and safeguarding policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
  - With a child protection plan
  - Assessed as being in need
  - Looked after by the local authority
- Have an education, health and care (EHC) plan

### **Roles and responsibilities**

The roles and responsibilities for safeguarding in our school remain in line with our Child Protection Policy.

If possible, our DSL and at least one deputy DSL will be available on site during the school day.

Where this is not possible, we will:

- have a trained DSL or deputy DSL available by phone and/or online via email; or
- ensure we have access to a trained DSL or deputy DSL from another school or college by phone and/or online email.

Where our DSL or a deputy DSL cannot be on site, then in addition to one of the above options we will also ensure a senior leader from the school takes responsibility for co-ordinating safeguarding on site, liaising with our DSL or deputy DSL.

**The designated safeguarding lead (DSL) for child protection is Dawn Russell**

Contact details: email: [dawnrussell@graceacademy.org.uk](mailto:dawnrussell@graceacademy.org.uk)

Emergency Tel: 07814 254 380

**The deputy designated lead(s) is Marcus Davies-Friend**

Contact details: email: [marcusdavies-friend@graceacademy.org.uk](mailto:marcusdavies-friend@graceacademy.org.uk)

Tel: 0121 329 4600 ext 4624

## Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education or health 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. There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.

Those with an EHC plan will be risk-assessed in consultation with the local authority and parents to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

We will encourage our vulnerable children and young people to attend a school, including remotely if needed.

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

We will continue to work with children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

## Increased vulnerability or risk

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils' work where they are at home. Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff and volunteers will be aware of the mental health of children and their parents and carers and will contact the DSL or a deputy if they have any concerns.

## Attendance

Where a child is expected but does not arrive at school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSL, deputy DSL or allocated case worker will be informed. The DSL, deputy DSL or allocated case worker will attempt to contact the parents through various methods, such as telephone, email or by contacting a relative in the first instance. If contact cannot be made or if the DSL, Deputy DSL or case worker will ask an appropriate agency to undertake a home visit.

Where a vulnerable child does not take up their place, we will notify their social worker.

## Reporting concerns about children or staff

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our Child Protection policy and advise the DSL of any concerns they have about any child, including those who are not attending school. During COVID-19 procedures, this can be reported via a 'read receipt' email directly to the Safeguarding Team, subject title: **GREEN FORM** and marked as urgent and a support phone call the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or on duty Senior Leader.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our Allegations Against Staff Policy.

### Staff training and induction

For the duration of the COVID-19 measures, our DSL and deputy DSLs are unlikely to receive their refresher training. In line with government guidance, our trained DSLs and deputy DSLs will be classed as trained even if they cannot receive this training.

All current school staff have received safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education. When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Child Protection Policy.

If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- the individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any caused for concern
- there are no safeguarding investigations into the conduct of that individual
- the individual remains suitable to work with children.

### Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, we will continue to follow our Safer Recruitment policy.

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. For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity. It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.

### Peer on peer abuse

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our Child Protection Policy.

### Online safety

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguard and support children. Our staff will follow the process for online safety set out in our Child Protection Policy.

Staff who interact with children online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this addendum and report that concern to the DSL or to a deputy DSL.

Communication between pupils and adults, by whatever method, should take place within clear and

explicit professional boundaries. This includes the wider use of technology such as mobile phones, tablets, text messages, emails, instant messages, websites, social media such as Facebook, Twitter, Instagram, chat-rooms, forums, blogs, apps such as Whatsapp, gaming sites, digital cameras, videos, web-cams and other hand-held devices.

Adults should not share any personal information with pupils, and they should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. They should ensure that all communications are transparent and avoid any communication that could be interpreted as 'grooming behaviour'.

Adults must not give their personal contact details such as home/mobile phone number; home or personal e-mail address or social networking details to pupils unless the need to do so is agreed in writing with senior leadership. If, for example, a pupil attempts to locate an adult's personal contact details and attempts to contact or correspond with them, the adult should not respond and must report the matter to their manager.

### **Students and Parents reporting process**

Grace Academy Students are able to self-refer any reports of online abuse or safeguarding concerns via the Distance Learning Platform/Safeguarding link: [resolve@graceacademy.org.uk](mailto:resolve@graceacademy.org.uk) or by completing the online Concern Form. These concerns will be triaged by the Safeguarding Team in line with current Safeguarding Child Protection protocols (see attached information sheet)

Parents of students at Grace Academy will also be able to refer students if they are concerned about their safety. This can be done online at [www.solihull.graceacademy.org.uk](http://www.solihull.graceacademy.org.uk) (see attached information sheet)

### **Supporting children not in school and contact plan**

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

Where the DSL/Safeguarding Team has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a contact plan is in place to support that child. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures. We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/ carers to do this. (see attached threshold sheet)

It is advised that staff should use academy equipment wherever possible to contact parents and students. Where it is absolutely necessary to use a personal device such as a mobile phone to contact parents and students, staff need to use the prefix '141' before dialling in order to block their personal information.

### **Children attending other settings**

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information. Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, a senior leader will. We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

**Addendum to be read in conjunction with the following policies**

- Child protection Policy
- Safeguarding and promoting student welfare policy
- Allegations against staff policy
- Safer Recruitment policy
- Code of conduct for all adults policy

How to raise a safeguarding concern during the closure of Grace Academy due to Covid-19

As a staff member, volunteer or Governor how do I raise a safeguarding concern about a student at Grace Academy?

- Email the Safeguarding Team at the following address:  
[gas-safeguarding@graceacademy.org.uk](mailto:gas-safeguarding@graceacademy.org.uk)
- Write in the subject title: 'Green Form'
- Mark the email URGENT and add a 'read receipt'

- Follow up the email with a direct phone call to either:  
**Designated Safeguarding Lead:** Dawn Russell  
Contact email: [dawnrussell@graceacademy.org.uk](mailto:dawnrussell@graceacademy.org.uk)  
Telephone: 07814 254380  
**Deputy Designated Safeguarding Lead:** Marcus-Davies Friend  
Contact email: [marcusdavies-friend@graceacademy.org.uk](mailto:marcusdavies-friend@graceacademy.org.uk)  
Telephone: 0121 3294600 ext 4634

Safeguarding team will then decide on the following:

Emergency Action  
Required:  
Contact Emergency  
Services

Immediate Action  
Required:  
Contact Social  
Services

Support Required  
from other Agencies:  
Referral made

Support Required From  
within School:  
Pastoral/  
SEND/  
Family Worker

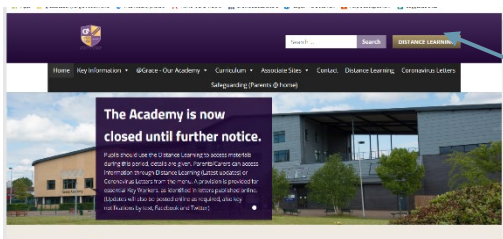
**Safeguarding File Created:**

- Demographic Details for the Child and chronology form
- Concern Email
- Body Map – if appropriate

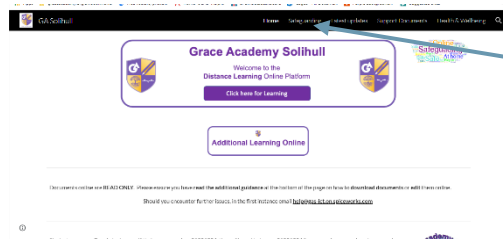
## How to raise a safeguarding concern during the closure of Grace Academy due to Covid-19

### As a student how do I raise a safeguarding concern about myself or another student at Grace Academy?

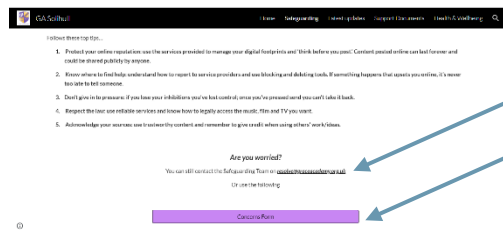
If you are concerned about your own safety or the safety of another student at Grace Academy you need to do the following:



Click on the 'Distance learning' button on the Academy website at: [www.solihull.graceacademy.org.uk](http://www.solihull.graceacademy.org.uk)

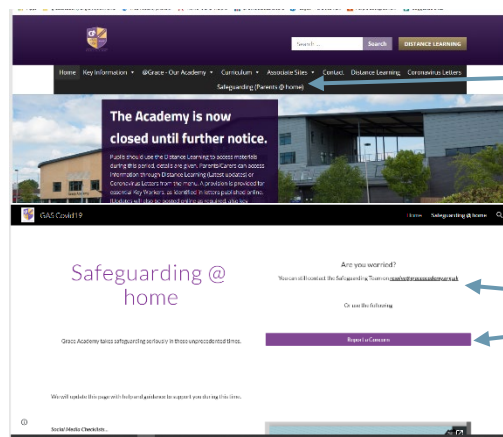


Click on the 'safeguarding' button



Either use the email provided or click the concern button to complete an online form

### As a parent how do I raise a safeguarding concern about a student at Grace Academy?



Click on the: "Safeguarding(parents@home) link at: [www.solihull.graceacademy.org.uk](http://www.solihull.graceacademy.org.uk)

Either use the email provided or click the concern button to complete an online form



### Threshold Sheet

<p><b>Universal Support</b> (All students NOT picked up by the SG/Pastoral/SEND teams)</p> <p>Generally: No outside involvement or EHCP</p>	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Ongoing weekly contact for the students <b>via all School/Home platforms.</b></li> <li><b>Where appropriate</b> – direct emails through the GAS address</li> <li>Calls to be logged on pro-forma issued by DRu.</li> </ul> <p><b>Any concerns? Escalate to DRu with via email subject comment: GREEN FORM, and as much detail as possible. Please mark HIGH PROFILE. CC MDa/KWi/LBr/MBR)</b></p> <p><b>NB: Please do not do video/face time calls unless explicitly authorised by ALT.</b></p>	<p><b>Who:</b> Classroom teachers supported by HoD.</p> <p>AHoY</p> <p>DSL/Safeguarding team</p>
<p><b>Targeted Support</b> Identified school support – students who fall into more than one category: SEMH/some PP/some FSM</p>	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Weekly check-ins (telephone calls appropriate)</li> <li>Mentoring of students if they are in school</li> <li>Support with FSM provision</li> </ul> <p><b>Any concerns? Escalate to DRu via email subject comment: GREEN FORM, and as much detail as possible. Please mark HIGH PROFILE. CC MDa/KWi/LBr/MBR)</b></p>	<p><b>Who:</b> Senior Leaders (FSM provision)</p> <p>Pastoral Team</p> <p>SEND Team</p> <p>Support Staff</p>
<p><b>Intensive Support</b> Groups indentified by a category: Level 4 CP/CN, LAC, EHCP, PA), Multi-agency involvement. For those students who are self-isolating or parents choosing not to access the provision (where eligible).</p>	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Monitor CPOMS</li> <li>Update LIVE SG Coronavirus document on google drive</li> <li>Weekly check-ins</li> <li>Liaise with Children’s Services</li> <li>Multi-agency co-ordination</li> <li>EHCP Panel and paperwork</li> <li>Seek conference call opportunities for meetings.</li> </ul> <p><b>Concerns to DSL: Escalation to MASH where appropriate.</b></p> <p><b>All children currently being supported by a Social Worker should attend GAS provision. If parents are adamant that they would prefer to isolate their children at home, the Social Worker must be notified immediately.</b></p>	<p><b>Who:</b> DSLs</p> <p>Safeguarding Team</p> <p>SEND Team</p> <p>Pastoral Team</p>