



Chiltern Way Academy Trust

Turning Futures Around

COVID-19 arrangements for safeguarding and child protection at Chiltern Way Academy

Policy owner: Director of Schools

Date: 04.02.2021

The safety and welfare of all children must always be Chiltern Way Academy's priority and the principles within the Keeping Children Safe in Education (KCSiE) 2020 and our Child Protection Policy still apply.

Designated Safeguarding Lead

Chief Executive Officer	Ian McCaul - 07717 787366
Director of Schools and Academy Designated Safeguarding Lead (DSL)	Gary Regan - 07887 246306
Buckinghamshire Academy Lead Safeguarding, Welfare & Attendance Manager Designated Safeguarding Lead (DSL)	Emma Bryan 07554415507
Safeguarding, Welfare & Attendance Manager Designated Safeguarding Lead (DSL) Wendover Campus	Thomas Stibbs – 07818 893755
Safeguarding Support and Intervention Co- ordinator Deputy Safeguarding Lead (DDSL)	Thomas Barrow 01296 622 157
Head Teacher Deputy Safeguarding Lead (DDSL) Wendover Campus	Paul Coffey – 07717 787371
Deputy Head Teacher Deputy Safeguarding Lead (DDSL) Wendover Campus	Sarah Andrews (Bierton) - 01494 863514
Prestwood Safeguarding, Welfare & Attendance Manager Designated Safeguarding Lead (DSL)	Emma Bryan 07554415507
Head Teacher Deputy Designated Safeguarding Lead (DDSL) Prestwood Campus	Nick Hall - 07921 872360
Behaviour Manager Deputy Safeguarding Lead (DDSL) Prestwood Campus	Kimberly Knight – 07939 365785
Safeguarding, Welfare & Attendance Manager, Designated Safeguarding Lead (DSL) Bierton Campus	Joanne Dolder 07508403833

Head Teacher Deputy Designated Safeguarding Lead (DDSL) Bierton Hill Campus	Callum Mansell - 01296 622157
Deputy Head Teacher Deputy Designated Lead (DDSL) Bierton Hill Campus	Alex Power – 01296 622157 ext 317
Safety and Engagement Officer Designated Safeguarding Lead (DSL) Wokingham	Rebecca Archer – 01189771293
Head Teacher Deputy Designated Safeguarding Lead (DDSL) Wokingham	Gary Regan 07887246306
Deputy Head Teacher Deputy Designated Safeguarding Lead (DDSL) Wokingham	Charlene Martin 01189771293
Assistant Head Teacher	Sarah Concannon 01189771293
Nominated Safeguarding Trustee	Marian Millward mmillward@chilternway.org
Chair of Trustees	David Mortimer dmortimer@chilternway.org

A member of the DSL team will always be available during school hours. Chiltern Way Academy will have a trained DSL (or deputy) available on site during school times. In the unlikely event this cannot happen a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a designated senior member of staff will assume responsibility for co-ordinating safeguarding on site.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

In all areas of this policy, when the Academy DSL, Mr Gary Regan, is not available, the Campus DSLs will deputise. If Campus DSLs are also not available, then Deputy Campus DSLs will deputise.

Responsibilities

We continue to take a whole school approach to safeguarding and it is the responsibility of all staff to report any concerns that they may have for the safety and/or welfare of any

children with whom they have contact. This contact may be via e-mail, virtual teaching, through a phone call or directly with the child.

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.

A written notification, Letter of Assurance, will be obtained from a setting or school if any of their staff members come to work at Chiltern Way Academy and a risk assessment will be put in place.

Any volunteers coming into Chiltern Way Academy, will be subject to relevant checks being completed as set out in paragraphs 183 to 188 of Keeping Children Safe In Education (2020). Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. A risk assessment will be put in place on an individual basis.

Any staff or volunteers, carrying out duties in this school, who are usually based in another setting, will read the school's Child Protection Policy and KCSIE 2020, Part 1 and annexe A. They will be informed of who the DSLs are and made aware of the school and local procedures for reporting concerns.

Induction to safeguarding training will be completed by the Designated Safeguarding Lead (DSL), at the relevant campus, for any staff and/or volunteers who are not familiar with our school.

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that Chiltern Way Academy is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Chiltern Way Academy will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Our Director of Schools, Mr Gary Regan, Academy Lead Safeguarding, Welfare & Attendance Manager, Emma Bryan and Safety and Engagement Officer, Rebecca Archer will ensure that they keep informed of any up to date information, both at a local or national level, as a result of COVID-19, that will impact the welfare of all students within Chiltern Way Academy and will ensure that relevant information is shared with all staff, including any staff who may be carrying out temporary duties.

The Academy Lead Safeguarding, Welfare & Attendance Manager, Emma Bryan and Safety and Engagement Officer, Rebecca Archer will ensure that the child protection files are kept up to date and any required information is shared with the relevant agencies.

All staff must continue to report any welfare concerns of any given students within Chiltern Way Academy, through the robust system laid out in our approved academy Child Protection Policy.

All staff continue to have a duty to report any concerns about the conduct or actions of any other member of staff. This report will be made to the Headteacher or Chair of Governors in accordance with the school's Whistleblowing Policy.

Vulnerable children

Vulnerable children include:

- Children who have a social worker
- Children with Child in Need (CIN) Plans
- Children on Child Protection (CP) Plans
- Looked after children
- Young carers
- Disabled children
- Students with Education, Health and Care (EHC) Plans (0-25)

Children who are known to our school and are deemed to be vulnerable will be offered a place in order to continue to attend, so long as they do not have underlying health conditions that put them at risk. If, however, we are unable to staff our school due to illness we would consider the best available options for our pupils and partially open the site for our most vulnerable or, in Buckinghamshire may involve seeking a place at one of our nearby campuses.

Chiltern Way Academy must offer support to those children and parents/carers, who have concerns about the child contracting Covid-19 through attendance at school. School will also refer the guidance published by Public Health England and follow their advice. In cases where the child has a social worker, school must make contact with them to discuss the concerns. Guidance will also be sought from the Virtual School Head for children who are looked after (CLA).

Chiltern Way Academy must identify those children who are a concern, but do not meet the criteria to be classed as a vulnerable child.

Chiltern Way will remain in contact with these children via weekly tutor phone calls and additional welfare calls from DSL and/or welfare leads.

If a welfare visit is required they be subject to a full risk assessment including advice on appropriate PPE and will only be carried out with the express approval of the Head Teacher of the relevant campus. The overall decision sign off on these visits will be from the Director of Schools.

Chiltern Way 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 for looked-after and previously looked after children. Chiltern Way Academy will regularly review Child Protection/Child In Need cases to determine vulnerability and prioritize resources accordingly. The lead persons for this will be the Director of Schools, Mr Gary Regan, the Academy Lead Safeguarding, Welfare and Attendance Manager, Mrs Emma Bryan and Safety and Engagement Officer, Rebecca Archer.

Chiltern Way Academy will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of students and their parents / carers. Teachers and staff at our school must be aware of this in setting expectations of students' work whilst they are at home. Chiltern Way Academy will refer to the separate guidance on providing education remotely.

Appropriate support is in place for children attending school. The government guidance mental health and behaviour in schools will be referred to in order to support mental health issues that can bring about changes in a child's behaviour or emotional state, which can be displayed in a range of different ways, and that can be an indication of an underlying problem.

Support for pupils and students in the current circumstances will include existing provision in the school (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services. Further advice on support can be found at:

https://www.gov.uk/guidance/pastoral-care-in-the-curriculum?utm_source=8c2a0a8b-1930-4280-9286-4dba8ac86fca&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Buckinghamshire: schools web at <https://schoolsweb.buckscc.gov.uk/covid-19-coronavirus-latest-advice/covid-19-well-being-support-for-pupils/>

Berkshire: <https://www.berkshirehealthcare.nhs.uk/covid-19-coronavirus/covid-19-and-your-wellbeing/>

Online Safety

All staff are aware of the Chiltern Way Academy E-Safety Policy, however during this period of the COVID-19 outbreak, there are other aspects of e-safety that need to be considered.

All staff at Chiltern Way Academy must be reminded to familiarise themselves with the following policies:

- Staff code of conduct
- Acceptable users' policy
- Social media guidance

Children and online safety away from school and college

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 as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

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

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- 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 the background should be blurred
- Staff must seek permission from Head of Campus (HoC) prior to conducting any live sessions with students. HoC will decide if permission is granted and what specific measures will need to be in place for each live session
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- Language must be professional and appropriate, including any family members in the background
- Staff must only use platforms provided by Chiltern Way Academy to communicate with students
- Staff should record, the length, time, date and attendance of any sessions held
- Parental consent will be obtained prior to any student taking part in a virtual lesson
- Ensure that ground rules are in place so that the students have a good understanding of how the sessions will be organised and run
- Consider the needs of vulnerable students, such as SEND

[Guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) is available which could help plan online lessons and/or activities and deliver them safely.

Chiltern Way Academy will ensure that children, who are being asked to work online, have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to school, children will be signposted to age-appropriate practical support from, for example:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content

- [CEOP](#) - for advice on making a report about online abuse

Parents and carers may choose to supplement the school online offer with support from online companies and in some cases individual tutors. In the communications with parents and carers, Chiltern Way Academy 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. Support for parents and carers to keep their children safe online includes:

- [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 carers 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.

For those students who are still accessing computers at school and therefore are online, school will still continue to ensure the appropriate filters and monitoring systems are in place.

Supporting children not in school

Chiltern Way Academy, its Director of Schools, the Lead Safeguarding, Welfare & Attendance Manager and Safety and Engagement Officer, Rebecca Archer, will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the Designated Safeguarding Lead at each site will consider any referrals as appropriate.

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

Supporting children in school

Chiltern Way Academy will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.

Chiltern Way 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 and other measures to limit the risk of spread of COVID19.

Peer on Peer Abuse

Chiltern Way Academy recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Students and parents / carers will be informed of the procedures to report any concerns, all contact numbers of DSLs are made available to parents and carers. Parents and carers have the ability to report concerns or contact staff directly via the academy's website.

Chiltern Way Academy recognises that during the period of school closure, children may have more frequent access to online devices, which has the potential to lead to online peer on peer abuse. These would include:

Sexting

Online abuse

Peer-on-peer grooming

Distribution of youth involved sexualised content

Harassment

Where a school receives a report of peer on peer abuse, it will be addressed promptly and appropriately, following the principles as set out in part 5 of KCSIE and of those outlined within the Child Protection Policy.

The school will listen and work with the child, parents/carers and multi-agency partners, including a report to the police, if required, to ensure the safety and security of that young person.

Concerns and actions must be recorded, and appropriate referrals made.

Attendance monitoring

Local authorities and education settings will continue to complete their usual day-to-day attendance processes to follow up on non-attendance.

For those children where it has been agreed between Chiltern Way Academy, social workers and parents/carers that children will be attending school, the school will follow up on any student who does not arrive at the agreed time.

Chiltern Way Academy will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, Chiltern Way Academy will, when communicating with parents/carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

Children moving schools and colleges

If any children are attending another setting, all relevant welfare and child protection information will be shared with that school. All relevant contacts, including social care contacts will also be shared with the school.

For looked-after children, any change in school must be led and managed by the Virtual School Head. The receiving school must be made aware of the reason the child is vulnerable and any arrangements in place to support them.

The receiving 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 is (and, for looked-after children, who the responsible Virtual School Head is). All medical information must be shared with the receiving school and suitable arrangements made for any children requiring medication to be administered. A risk assessment and protocol will be drawn up to cover individual cases. Contact telephone numbers will be shared with any receiving school. Wherever possible this will take place prior to the child arriving or as soon as possible following their arrival.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs coordinators with oversight of SEND provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders must take responsibility.

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR this legislation does not prevent the sharing of information for the purposes of keeping children safe. School must follow the advice about information sharing that can be found at paragraphs 76-83 of KCSIE.

All staff will be sent this additional policy to read and to sign to say they have read and understood the content.

If staff are working from home they will be asked to email confirming the above.