

Appendix to the Trust Safeguarding Policy – Contingency Plan in response to COVID-19

Updated 25th September 2020

1. Introduction

- 1.1 In line with Government guidelines and official advice received from Public Health England our Trust academies may need to close to some or all students in the event of a confirmed case of Covid-19 .
- 1.2 In light of this we have updated our safeguarding procedures to reflect our current working practices and provision. Keeping children safe is our absolute priority at this time, and KCSIE 2019 must be adhered to by all staff. Normal systems remain in place wherever possible.
- 1.3 Each Academy has their own individual actions and procedures for these unprecedented times.
- 1.4 Governance. MAT Central will ensure that Directors and RAB members are aware of these interim arrangements.

2. The role of the DSL

- 2.1 The role of the DSL remains as during normal school time, however the function is mainly done through remote access.
- 2.2 DSL's are expected to log into CPOMS at least daily and check updates or more frequently when receiving alerts.
- 2.3 DSL's and Pastoral staff remain in contact with social workers and other agencies as appropriate, and make any referrals remotely.
- 2.4 Staff have remote access to school systems to ensure secure reporting and recording of information.
- 2.5 School websites and answer phones have up to date contact information, and calls/contacted received by MAT Central will be shared to the appropriate DSL in a timely manner.

3. MAT provision for vulnerable pupils, those with an EHCP and children of keyworkers

- 3.1 Provision for these students will be based at the George Eliot School, Hartshill School, Heath Lane Academy, and the Nuneaton Academy, unless staffing capacity does not permit for all sites to be open. In these instances a joint provision as operated during the initial period of school closure may be used.
- 3.2 This will be staffed by teachers, leaders and support staff from across the school, who work together to provide a provision that delivers a broad and balanced curriculum offer, albeit in a different way to the normal style of lesson delivery and teaching we have.
- 3.3 The provision will operate during school hours. Pupils will have access to free school meals.
- 3.4 Normal school behaviour systems and safeguarding systems apply. There will be at least 1 DSL, Pastoral Lead and First Aider on site at all times. Normal reporting systems apply for reporting a concern about a child are in place i.e. CPOMS form completion, DSL follow up and access to a DSL for advice or to raise an immediate concern with.

If there is a concern about a member of staff, there is always a Principal or Senior Member of staff on site to report to. If the concern is about the Principal and/or senior member of staff then staff can instead contact

Executive Principal Simon Lomax: simon.lomax@midlandacademiestrust.co.uk or the LADO. If the concern is about the Executive Principal then staff should contact the CEO, Marion Plant or LADO.

3.5 Attendance systems will be in line with DfE guidance and spreadsheet. A register of all staff on site is to be maintained.

3.6 Calls are made to all pupils who are on our vulnerable list, EHCP List and keyworker children who are not in every day. Calls are made by attendance and then for vulnerable pupils pastoral/safeguarding staff make remote calls to check in with parents.

3.7 Catering: Breakfast and Lunch are provided for all staff and pupils in provision, free of charge.

3.8 Hygiene:

- I. Social distancing measures are in place. 2m between all staff/pupils.
- II. Cleaners on site full time cleaning all touch points and facilities.
- III. Hand sanitisers and tissues provided in all rooms.
- IV. Schools will take all reasonable measures to limit contact between cohorts (pupils and staff) to enable further social distancing.
- V. Any pupil or staff member displaying symptoms is immediately isolated and collected/asked to go home.
- VI. Any closed sites will be maintained and cleaned intermittently ready for re-opening fully as/when needed.

4. Safeguarding for vulnerable pupils at home

4.1 Daily calls are to be made to vulnerable pupils by safeguarding officers and pastoral staff.

4.2 Any concerns about a pupil are recorded using the normal systems and processes on CPOMS.

4.3 CPOMS allows DSL's to remotely access safeguarding files from any location.

4.4 Parent top tips and guidance are shared via bulletins and also through these calls to support parents. Access and contacts are provided to a range of support mechanisms.

4.5 Normal systems apply e.g. police welfare checks requested and home visits where contact cannot be made and/or concerns exist.

4.6 School counselling appointments are being maintained through telephone check-ins.

Remote Learning

- All Academies before closing are to provide pupils with up to date on-line safety guidance. This information and top tips for pupils are available on Academy websites.
 - Parents receive a weekly bulletin from the Academies about home learning, and wellbeing.
 - Staff are to set work via Microsoft Teams for Education. Staff must at no time use any other form of platform including social media to communicate with pupils. The staff code of conduct and acceptable user policy remains in place at all times.
 - Pupils will receive work and learning through Microsoft Teams, however paper copies are also available if required. Parents are encouraged to familiarise themselves with the relevant remote learning schedule for their child.
5. Non-engagement with remote learning or non-attendance at scheduled remote learning lessons will be viewed in the same way as in school-based lessons.

6. Additional Arrangements

6.1 Currently the Trust does not intend to use any volunteers to keep all academies open in the event of partial or full closure. Should this need to change then this document will be updated, and new systems implemented to protect young people.

6.2 Academy Single Central Records remain up to date.

6.3 In the event of any bereavement the Trust has both a chaplain and counselling service. These services will be used to support staff and pupils.

6.4 IT Support

Due to the Trust SLA with NWSLC there is access to IT technical support both on site and remotely during the closure period. A rota may need to be put into place to ensure that support is available whenever provision is open. Staff also have access remotely to IT support from home using the normal support helpdesk.