

Addendum to Manor Multi-Academy Trust Safeguarding Policy

To be used during Government instructed school closure period during the 2020 COVID-19 Global Pandemic

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All aspects of the Manor Multi-Academy Trust individual schools’ current Safeguarding Policies remain unaffected unless specifically overridden in this addendum. The obligation to adhere to the statutory guidance *Keeping Children Safe in Education* (KCSIE) is in no way affected by this addendum.

Context

From 20 March 2020 parents/carers were asked to keep their children at home wherever possible and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend. Schools were asked to provide care for children who are vulnerable and children whose parents/carers are critical to the COVID-19 response and cannot be safely cared for at home.

Multi-Academy Trust Key Contacts

Manor Multi-Academy Trust CEO	Anita Cliff	acliff@manorprimary.com
Manor Multi-Academy Trust Chair of Directors	David Coles	davidm.coles@blueyonder.co.uk

Designated Safeguarding Leads

Wherever possible, a trained Designated Safeguarding Lead (DSL) or trained Deputy Designated Safeguarding Lead (DDSL) will be onsite when there are children present. Where this is not possible, a DSL/DDSL will remain contactable via telephone and an onsite Senior Leader will assume responsibility for co-ordinating safeguarding onsite.

The *Staffing Rota* (displayed and communicated to all staff onsite each day) will document which DSL/DDSL will be the first point of contact each day. If, for any reason that person is not contactable, staff should attempt to contact any of the DSL/DDSLs listed below.

Run from Manor Primary School (Ettingshall Road, Coseley, West Midlands, WV14 9UQ)

Dial 99 first to get an external line at Manor Primary School.

Manor Primary (Wolverhampton)	Julie Mills (DSL)
Manor Primary (Wolverhampton)	Kully Kaur (DDSL)
Hill Avenue (Wolverhampton)	Elliott Hateley (DSL)
Hill Avenue (Wolverhampton)	Harj Kahlon (DDDSL)
East Park (Wolverhampton)	Hayley Guest (DSL)
East Park (Wolverhampton)	Janine Sargent (DDSL)
St Alban's CofE (Wolverhampton)	Darren Jones (DSL)
St Thomas' CofE (Wolverhampton)	Helen Morris (DSL)
Foxyards (Dudley)	Zoey Lowe (DSL)

Run from Foley Infant Academy (Fairfield Drive, Kinver, Staffordshire SY7 6EW)

Foley Infant Academy (Staffordshire)	Kelvin Daley (DSL)
Foley and Brindley (Staffordshire)	Hattie Grove (DDSL)
Foley Infant Academy (Staffordshire)	Gemma Smith (DDSL)
Brindley Heath Junior Academy (Staffordshire)	Jimmy Martin (DSL)
Brindley Heath Academy (Staffordshire)	Richard Manns (DDSL)

Vulnerable Children

Vulnerable children include those who have a Social Worker and those children with an Education, Health and Care (EHC) plan. 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*.

Social Workers

Manor Multi-Academy Trust will continue to work with and support children's Social Workers to help protect vulnerable children.

Headteachers will:

- support and maintain weekly contact with children's Social Workers - including ensuring Personal Education Plans (PEPs) are up to date with the current education offer they are accessing; and
- work with and support the Local Authority virtual school head (VSH) for looked-after and previously looked-after children.

There is an expectation that vulnerable children who have a Social Worker will attend school during this period, so long as they do not have underlying health conditions that put them at undue risk. In circumstances where a parent/carer does not want to bring their child to school, and their child is considered vulnerable, the Social Worker and the school will explore the reasons for this directly with the parent/carer.

Our schools will encourage our vulnerable children to attend school, including remotely if needed.

Previously Looked After Children

Manor Multi-Academy Trust recognises that previously looked after children are a potentially vulnerable group who may not have a Social Worker and will consider the support required and offer it to this cohort of children. Some previously looked after children may still have significant emotional wellbeing needs linked to their journey into care. Education settings have a key role in supporting the stability of those children with special guardianship orders or in adoptive homes.

Education, Health and Care Plans

Children with an Education, Health and Care (EHC) plan will be risk-assessed in consultation with the Local Authority and parents/carers, 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 carers, therapists or clinicians visiting the home to provide any essential services. Many children with EHC plans can safely remain at home.

Free School Meals

Eligibility for free school meals in and of itself will not be the determining factor in assessing vulnerability. Senior Leaders, especially the DSL/DDSL know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Other Vulnerable Children – Communication Plans

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in their school, they should ensure that a robust communication plan is in place for that child. Details of this plan must be recorded as should a record of the contact they have made.

The communication plans may include; remote contact, phone contact, door-step visits and must be reviewed at least fortnightly.

Attendance

The DfE introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school during this period. 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.

The school and Social Workers will agree with parents/carers whether children in need should be attending school. The school will then follow up on any pupil that they were expecting to attend, who does not. They will also follow up with any parent/carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

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

In all circumstances where a vulnerable child does not take up their place at school, does not attend each agreed day and/or discontinues, the school will notify the relevant Social Worker.

Safe and Secure Premises

Schools 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 COVID-19.

Where any school in Manor Multi-Academy Trust has concerns about the impact of staff absence – such as the DSL/DDSLs or First Aiders – they will discuss them immediately with the CEO.

To ensure continuity of site security and to minimise the spread of COVID-19, the following table indicates the practice and accountabilities during this period:

	Manor Primary School	East Park Academy	Foley Infant Academy
Site opened and locked by	Caretaker Premises Manager IT Director	Caretaker	Cleaner Caretaker
Site risk assessment before the children arrive	Senior Leader/Headteacher onsite that day	Senior Leader/Headteacher onsite that day	Senior Leader/Headteacher onsite that day
Parent carer drop off and collection	Extended Services Hall only	Xtra Parkers Thornton Avenue gate	Y2 Classroom
Areas accessible to children	Downstairs hall and adjoining outdoor playground and the upstairs dance hall	Xtra Parkers Adjoining toilets Gateside hall	School hall Y2 classrooms and toilets School field
Areas accessible to staff/students/volunteers /external providers e.g. Football coaches*	Headteacher/leadership office and Teaching School	Headteacher/leadership office and staff room – next to training room	School hall Y2 classrooms School office Headteacher office

Online Safety

Online safety onsite at school

Our schools will continue to provide a safe environment, including online. This includes the use of an online filtering system. In keeping with each school's Safeguarding Policy, where pupils are using computers in school, appropriate supervision will be in place.

Online safety away from school

The Trust is aware of the increased risk of online predators during this period and will support parents/carers in safeguarding their children online by communicating safe practice via their website and other social media e.g. Twitter. The Trust is aware that sites such as WhatsApp are not GDPR compliant and as such, will not use them.

The Trust does not foresee the need for staff to interact directly with children online or in person away from the school premises (except as agreed with Social Workers and/or the Local Authority). Should the need arise, staff must continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the school's Safeguarding Policy.

Should online teaching take place, it must follow the same principles as set out in the *Manor Multi-Academy Trust Code of Conduct* and the school will ensure that any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Staff, Students, Volunteers and External Providers

Our Directors, Governors, CEO and Headteachers will ensure that appropriate staff are onsite and staff to pupil ratio numbers are appropriate to maximise safety. Senior Leaders will ensure that children's needs (e.g. SEND) are properly communicated to the relevant staff each day the children are in attendance.

Each school providing care for children during this period must record which staff, students, volunteers and external providers will be in the school each day, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. In line with our Safeguarding obligations, we will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Students, volunteers and external providers must always be accompanied by a member of staff where there are children present.

Staff

All Manor Multi-Academy Trust Staff have had safeguarding training and have read part 1 of *Keeping Children Safe in Education (2019)*. When recruiting new staff, Manor Multi-Academy Trust schools will continue to follow the relevant safer recruitment processes outlined in their respective Safeguarding Policies.

Volunteers

Manor Multi-Academy Trust will not accept the help of any volunteers to work with the children in our care during this period, except those already volunteering within the Trust prior to March 2020, who have already undergone the required Enhanced DBS and other checks to confirm their suitability.

Wellbeing

Manor Multi-Academy Trust is committed to ensuring the safety and wellbeing of all their staff and children. We understand that the current circumstances can affect people's mental health, particularly those suffering a bereavement. Schools will endeavour to support the mental health of their staff and children – including sharing the contact information for appropriate external support services e.g. Childline and Winston's Wish.

All school staff are aware of this in setting expectations of pupils' work where they are at home.

Reporting Concerns

All staff, students and volunteers must be able to identify the potential indicators of abuse as detailed in *Keeping Children Safe in Education*.

In an emergency staff/students/volunteers should call 999. Dial 99 first to get an external line at Manor Primary School.

Making a Referral

If any staff, students or volunteers have a concern that a child is suffering or likely to suffer significant harm, whether or not they are attending the school during this period, they must report that concern to one of the aforementioned DSL/DDSLs immediately and without delay.

This includes, but is not limited to, peer on peer abuse and online abuse.

The DSL/DDSL will respond accordingly and, where appropriate, contact the relevant safeguarding board. The Safeguarding Board contact details are below.

Allegations against Staff, Students, Volunteers or External Providers

If any adults working with children have a concern that another adult working with children poses a risk of harm to children, they must report that concern to the Headteacher immediately and without delay. The Headteacher for each school in the Trust is the DSL.

A concern/allegation about a Headteacher should be made to David Coles, Chair of Directors for Manor Multi-Academy Trust by email (email address provided on p2 above). The Chair consistently monitors his emails throughout the day and will respond without undue delay. The Chair of Directors will respond accordingly to the referral and, where appropriate, contact the Local Authority Designated Officer (LADO). The LADO contact details are below.

DBS and TRA Referrals

Manor Multi-Academy Trust will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. It will also continue to 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 this period all referrals to the TRA should be made by emailing: Misconduct.Teacher@education.gov.uk

Whistleblowing

If any staff, students or volunteers feel that the DSL/DDSL, and therefore Manor Multi-Academy Trust, is not properly fulfilling their obligation to Safeguard the children in their care, they should contact the relevant authority listed below.

Local Safeguarding Children's Boards

Dial 99 first to get an external line at Manor Primary School.

Multi-Academy Safeguarding Hub (MASH)	Contact Telephone Numbers
Wolverhampton	01902 555392 (01902 552999 out of hours)
Wolverhampton LADO – Paul Cooper	01902 550661 Paul.Cooper@wolverhampton.gcsx.gov.uk
Dudley	0300 555 0050 (0300 555 8574 out of hours)
Dudley LADO - Yvonne Nelson	01384 813061
Staffordshire	0800 1313 126 (0345 604 2886 out of hours)
Staffordshire Duty LADO	0800 1313 126 (0345 6042 886 out of hours)