

Annex 1



**COVID-19 school closure arrangements for
Safeguarding and Child Protection at
the Archer Academy**

School Name: The Archer Academy

Policy owner: Senior Assistant Head Teacher – Mrs Joanna Mahoney

Date: Summer Term 2020

Date shared with staff: April 2020

Context	3
Key contacts	3
Vulnerable children	3
Attendance monitoring	4
Designated Safeguarding Lead.....	5
Reporting a concern.....	5
Safeguarding Training and induction.....	6
Online safety in schools and colleges.....	7
Children and online safety away from school and college.....	7
Supporting children not in school	8
Supporting children in school.....	8
Peer on Peer Abuse.....	10
Mental health.....	10
Support from the Governing Body.....	10
Related policies	11
Virtual Learning information for parents and carers- April 2020	Error! Bookmark not defined.
Parents and Carers form.....	Error! Bookmark not defined.
Child or young person form	Error! Bookmark not defined.

Context

From 20th March 2020 parents 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 and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Archer Academy Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements.

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Joanna Mahoney	0208 356 4100	MsJMahoney@thearcheracademy.org.uk
Headteacher	Lucy Harrison	0208 356 4100	MissLharrison@thearcheracademy.org.uk
Chair of Governors	David Adams	02083564100	davida@thearcheracademy.org.uk
Safeguarding Governor	Jo Moses	02083564100	Jom@thearcheracademy.org.uk

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, health and care 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.

Those with an EHCP will be risk-assessed in consultation with parents, to decide whether they need to continue to be offered a school or college 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 EHCPs can safely remain at home.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead and Senior Assistant Head teacher 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.

The Archer 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 (VSH) for looked-after and previously looked-after children. The lead person for this will be: Mrs Joanna Mahoney.

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 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 Archer Academy will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, the Archer Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

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

Attendance monitoring

Local authorities and education settings do not need to complete their usual day-today attendance processes to follow up on non-attendance.

The Archer Academy and social workers will agree with parents/carers whether children in need should be attending and will follow up on any student that they were expecting to attend , who does not. The Archer 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 attendance, the Archer Academy 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 or discontinues, we will notify their social worker and any other agencies linked with the child. In some cases, referrals to social care may be made.

Designated Safeguarding Lead

The Archer Academy has a Designated Safeguarding Lead (DSL).

The Designated Safeguarding Lead is: Senior Assistant Headteacher Mrs Joanna Mahoney

Other trained Safeguarding deputies include:

Head of Lower School: Miss Amber Martin

Head of Upper School: Mr Richard Gillo

Wherever possible the Archer Academy will have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

If a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

All staff at the Archer Academy are trained in safeguarding and know how to report safeguarding concerns online through CPOMS. CPOMS is monitored frequently each day by the DSL, Senior Assistant Head, Heads of School and members of the safeguarding team.

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

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead and Senior Assistant Head teacher. This will ensure that the concern is received. If an emergency they should not hesitate to contact the DSL, SAHT or Headteacher by telephone also.

Staff are reminded of the need to report any concern immediately and without delay.

If staff are concerned that another member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person they should report their concerns to the Headteacher. Where those concerns relate to the Headteacher, however, this should be reported to the Chair of Governors, David Adams who will liaise with the Local Authority Designated Officer (LADO).

Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter the Archer Academy, they will continue to be provided with a safeguarding induction remotely.

If a child makes an allegation or disclosure of abuse against an adult or other child or young person remotely, it is important that staff:

- Do report the contact to the DSL through CPOMS as soon as possible.
- Do reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Do let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position as soon as possible, and quote word for word where possible.
- Do not include your opinion without stating it is your opinion.

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, the Archer Academy will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

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.

The Archer Academy 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. Full details can be found at paragraph 163 of KCSIE.

The Archer Academy will 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 the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school 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, the Archer Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

The Archer Academy will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

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.

Online teaching should follow the principles as set out in the 'Remote Learning: Teacher Guidance' booklet and the 'Remote Learning: Student Guidance' booklet. For any student involved in virtual lessons; a signed a code of conduct must have been returned to the school in advance of the lessons, signatures from both the student and parent.

The Archer Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

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

- No 1:1s, Virtual lessons with one students and one member of staff are not permitted.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- The student must take lessons in a room with an open door
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.

- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time (maximum of 1 hour), 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 the school to communicate with students.
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

The Archer Academy is committed to ensuring the safety and wellbeing of all its students.

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 school, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded, as should a record of contact staff have made.

The communication plans can include remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

The Archer Academy and its DSL 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 DSL will consider any referrals as appropriate.

The school will share safeguarding messages to families in the weekly newsletter and reminders to staff in weekly staff notices.

The Archer Academy recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of students and their parents/carers. Teachers at the Archer Academy will be aware of this in setting expectations of students' work where they are at home.

The Archer 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. This will be bespoke to each child.

Supporting children in school

The Archer Academy is committed to ensuring the safety and wellbeing of all its students.

The Archer 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.

The Archer 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.

The Archer 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. This will be bespoke to each child.

Where the Archer Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Chair of Governors.

Contact with families:

If it is appropriate to communicate with a child on an individual basis – for example, to give feedback on a piece of work – use student school email addresses and or parents' or carers' email addresses or phone numbers, when it is safe to do so.

Staff will only communicate with students through their external staff email accounts to student school email accounts. If staff receive emails from personal accounts they will send the following:

Dear Student

Thank you for your email.

Students should not be contacting staff using personal email accounts. Please contact me using your school email account.

*Kind regards
Mrs/Ms/Miss*

It is not appropriate for staff to communicate to students or families through text messages or social media such as Whatsapp.

Staff at the Archer Academy will only email students who have contacted them about school work. Staff will not engage in conversations or 'chat' with students online.

Staff will only contact students at home between the hours of 9am and 6pm on weekdays.

Where possible telephone calls will be made from school. However, if staff need to call from mobile devices they will use blocked numbers so teachers' personal contact details are not visible.

Staff at the Archer Academy will use professional language in their emails at all times.

If a student shares any concerning information about their wellbeing regarding themselves, their family or a friend this will be shared to the DSL using CPOMs the schools online Safeguarding system.

If a student sends an email that is inappropriate this will be logged to the DSL on CPOMs as per our safeguarding policy.

Pastoral staff will complete regular wellbeing checks by email only. This will be in the form of a regular email. Parents, Guardians and carers will be expected to respond to confirm all is

well. If the school has concerns about a lack of communication further emails and telephone calls will be made. If the school does not receive a timely response and is worried about the safety of a child the school will refer this to external services.

Peer on Peer Abuse

The Archer Academy recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

Mental health

Where possible, we will continue to offer our current support for mental health for all students.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time through weekly updates in student notices and the school newsletter

When setting expectations for students learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Support from the Governing Body

The Pastoral and Well Being Governing Committee will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This may include, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The P&W Committee will also provide regular group and individual supervision sessions. This may take the form of an online meeting.

The governor lead for safeguarding sits on the governing board and supports appointment of the Designated Safeguarding Lead, who is a member of the senior leadership team.

Review and dissemination of this policy is the responsibility of the Designated Safeguarding Lead. The policy is reviewed annually by the Pastoral and Well Being Committee and approved by the full Governing Board to:

- Ensure arrangements are in place that set out clearly the process and principles for sharing information within the school and with the three safeguarding partners or other agencies as required
- Be prepared to supply information as requested by the three safeguarding partners
- Understand the local criteria for action and protocol for assessment, and ensure these are reflected in the school's own policies and procedures

Governors and staff are aware of their obligations under the GDPR and the Data Protection Act (DPA) 2018. The governors ensure that relevant staff:

- Have due regard to the data protection principles, which allow them to share personal information.
- Are confident of the processing conditions which allow them to store and share information for safeguarding purposes.
- Are aware that, if they need to share 'special category personal data', the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information.

Governors and staff ensure that students are taught about online safety as part of teaching on safeguarding.

Related policies

Safeguarding is not the preserve of this policy alone. While this policy provides the broad principles and procedures to ensure safeguarding and child protection, there are a series of other policies directly related to these issues. In particular this policy should be read in conjunction with the **Safeguarding and Child protection Policy, Recruitment Policy, Anti-bullying Policy, E-safety Policy, Staff Behaviour Policy, Sex and Relationship Policy, Equal Opportunities and Diversity Policy, Whistleblowing Policy, Prevent Policy, Attendance Policy and Exams Policy**

Archer Academy Consent Form for Virtual Learning

April 2020: Information for parents and carers

The Archer Academy aims to provide a safe and enjoyable virtual learning experience for every child. Students will need access to their computers at certain times of the day as agreed by their teachers and these need to be in a suitable location in the home. Students should, where possible, not be in their bedrooms and the room door must always be open. To help us do this, please note the following important information.

- All questions on the consent form must be completed and signed by the parent or carer before any child takes part.
- Parents and carers must ensure they notify us of any changes to the information given on the form.
- Parents and carers must make sure their child is dressed appropriately for online learning, for example, as they would for a non uniform day at school. Students should be sensibly dressed. If a teacher has concerns about a student being inappropriately dressed during a virtual lesson they will follow safeguarding procedures and report this to the Designated Safeguarding lead.
- Parents and carers should support their child in having access their computers at the time of the lesson, in a suitable location. It is advisable to check the WIFI and computer settings in advance of the lesson

Student/Parent Expectations

- Only students who have received parental approval may participate in online video conferences.
- You will receive an email from the corresponding teacher who will inform you of the time and date of the lesson (at least 24 hours in advance).
- Be on time for your video conference.
- Use the bathroom and eat before (not during) your session.
- Normal school rules and behaviour expectations apply throughout the online lesson.
- Students should be ready with their class resources, pen/paper (or a musical instrument etc) and be suitably dressed prior to the beginning of each scheduled video conference.

Online Lesson Guidelines

- Where possible, any computers or devices should be used in appropriate areas for example, a living room (not in a bedroom) with the door open
- Keep your device on a secure surface, such as a table
- Make sure your device is charged and plugged in
- If possible, students should wear a headset, if available (ideally with a microphone)
- Check your camera and microphone are working, prior to the start of the meeting.
- Students will continue to abide by the schools Acceptable Usage Policy during sessions.
- Students will use chat functions responsibly and as directed by the teacher.
- Chat functions can be used to ask questions and to answer teacher questions.
- Raise your hand, if you have a question and use hand gestures to show understanding such as thumbs up, or touching your ear, for audio issues.

- Students should listen, focus on the lesson and learn (Avoid distractions, eg such as mobile phone usage etc)
- Please note that lessons will be recorded and may be shared with other students who are not able to access the lesson.
- Students do not have permission to screen shot, photograph, record or share to social media any part of online virtual lessons.
- Do your best

Parents and Carers

I agree to (please tick):

- my child taking part in remote learning including live streamed virtual lessons
- supporting my child in completing their remote learning to the best of their ability
- ensuring my child and others in the home are appropriately dressed if to be seen in the background, onscreen during virtual lessons
- ensuring my child and others in the home behave appropriately and use appropriate language if in the room during virtual lessons
- the Archer Academy keeping a record of this form for health and safety reasons
- my child being filmed or photographed during the lessons for internal purposes.
- I understand that my child needs to follow the behaviour code so that the Archer Academy can keep them and other children safe.
- I understand my child does not have permission to screen shot, record, save or share to social media any part of their virtual learning

Print name

Signature Date.....

Student

I agree to (please tick):

- work hard and be nice
- submit all work on time and to the best of my ability
- only contact school staff using my school email address
- always use appropriate language and behaviour during virtual learning
- attend virtual lessons in appropriate dress and from a suitable location in the home, with the door open (not from bedrooms)
- contact the member of staff if I am not comfortable at any time during remote learning so they can help me or arrange for me to do something else
- the Archer Academy keeping a record of this form, so they have the information they need to keep me safe during my virtual learning
- being filmed or photographed during the remote lessons for internal purposes.
- I understand that enjoying my remote learning and being safe means, I need to follow the school behaviour code and safety rules.
- not take screen shots, record, or save any part of a virtual lesson, nor share this to any form of social media.
- report any concerns to a responsible adult if I have concerns about virtual learning or any inappropriate online communication from others

Print name

Signature Date.....