



Safeguarding and child protection COVID-19 Policy Addendum

NINESTILES SCHOOL, AN ACADEMY
March 2020

Ninestiles, An Academy

The key features of safeguarding remain the same:

- the best interests of children must always come first
- if anyone in the academy has a safeguarding concern about any child they should act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should be protected when they are online

DESIGNATED SAFEGUARDING LEADS

Name	Leadership level	Contact number and email
Fiona Dennis Stephens	Trustee	
Usha Devi/Christa Vines	Education Director /Inclusion Director	Usha.devi@summitlearningtrust.org.uk Christa.vines@summitlearningtrust.org.uk
Donna Farrugia	HRD	Donna.farrugia@summitlearningtrust.org.uk
	LGB contact	Len Harvey – Safeguarding Governor len.harvey@ninestiles.org.uk
	DSL on Academy SLT	<i>Ben Lewis 07538827180</i> ben.lewis@ninestiles.org.uk <i>Alex Hughes 07507442241</i> alex.hughes@ninestiles.org.uk <i>Marie O'Toole</i> marie.otoole@ninestiles.org.uk
	DDSL responsible for regular contact with pupils who are CiC, pupils on a CP or CIN plan	<i>Janaki Shah 07904676951</i> janaki.shah@ninestiles.org.uk <i>Jemma Halligan 07496878918</i> jemma.halligan@ninestiles.org.uk
	DDSL	
	Members of the Pastoral team / Inclusion responsible for regular contact with students considered to be highly vulnerable (<i>This is in addition to the regular contact with class teachers</i>) Reminder: Remember to withhold your telephone number when you call parents/carers	SENDCo: Aimee Clay aimee.clay@ninestiles.org.uk Learning Mentor: Liam Heekin liam.heekin@ninestiles.org.uk DoY Year 7: Sian Simpson sian.simpson@ninestiles.org.uk Year 7: Jabran Khan jabran.khan@ninestiles.org.uk DoY Year 8: Andrea Ferguson andrea.ferguson@ninestiles.org.uk Year 8: Len Harvey len.harvey@ninestiles.org.uk DoY Year 9: Tim Payne tim.payne@ninestiles.org.uk Year 9: Denise Bessell denise.bessell@ninestiles.org.uk DoY Year 10: Nicola Wright nicola.wright@ninestiles.org.uk Year 10: Stuart McFarlane stuart.mcfarlane@ninestiles.org.uk DoY Year 11: Sheran Kaur

		sheran.kaur@ninstiles.org.uk Year 11: Karl Foster karl.foster@ninstiles.org.uk
	Members of the SLT responsible for safeguarding on site when the DSL is on call off site (These are staff who will be included in the rota)	<i>Ben Lewis</i> <i>Alex Hughes</i> <i>Marie O'Toole</i> <i>Jeanetta Liburd</i> <i>Andrea Stephens</i>
	Emergency DSL contact Ben and Jim are available to offer any DSLs / staff across the academies with advice in relation to safeguarding	Ben Lewis (Ninestiles) 07538827180 Jim Stevens (Cockshut Hill) 07551202205
	Designated teacher for LAC	Ben Lewis ben.lewis@ninstiles.org.uk
	Colleague coordinating First Aid	<i>Samantha Finch</i> 07903006598 samantha.finch@ninstiles.org.uk

ADDITIONAL SAFEGUARDING POLICY

Updated advice received from the 3 local safeguarding partners, to include:

The Local authority:

- Additional guidance received from Birmingham City Council received 25 March 2020 and shared with Principals the same week
- The link to the video guidance from Birmingham Education Early Help Safeguarding Team

<https://youtu.be/EBZLXe5Gyms>

Clinical commissioning groups:

- Information sought from www.nhs.uk on best practice to avoid spreading the virus further
- Birmingham Children's Trust – guidance sought from Social Workers about 'working together' on joint cases involving vulnerable young people, including working remotely.
- Education Legal Intervention Team – guidance shared on safe home visits and safe and well checks.
- Advice also sought from Safeguarding Consultant Andrew Hall as part of his weekly briefings.

The police:

Guidance sent about working with the Police and their provision over partnership working in particular "West Midlands Police is stepping up to refocus the force and best protect our communities whilst also managing the demands of Covid-19 in line with our mission and values."

- <https://www.west-midlands.police.uk/news/covid-19-refocussing-force-demands>

Summit Learning Trust

- See safeguarding checklist and guidance dated 27 March 2020
- In addition, the academy is following government COVID-19 guidance on school closures, maintaining education provision with local authorities and for education settings, all of which are frequently updated. **The link to this guidance is below**

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

Updated advice received from the local authority regarding children with education, health and care (EHC) plans

As a large mainstream school that also has a Cognition and Learning Resource Base, we cater for large numbers of students that have, or are acquiring an EHC plan, currently 54. All parents/carers are contacted weekly by familiar Inclusion staff to ensure they are safe and well and to offer any support and guidance that is required. Additionally, the staff also speak to the students to maintain positive relationships and a sense of routine. Furthermore, we are continually working via email and telephone with our outside agencies and SENAR to ensure that students and their families are supported as best as we are able through these difficult times.

In addition, the academy is following government COVID-19 guidance on vulnerable children and young people, which is frequently updated.

Updated advice received from the local authority regarding the local authority designated officer

This is the first of planned weekly videoed safeguarding updates that Education Safeguarding will be producing.

<https://youtu.be/EBZLXe5Gyms>

As a service we are now working remotely but are available daily on educationsafeguarding@birmingham.gov.uk <<mailto:educationsafeguarding@birmingham.gov.uk>>.

If you would like to speak with a member of the team, please email and request a telephone consultation and we will confirm a time slot for you. Over the next few days we will be gathering any concerns raised to us, answering directly and globally in the next safeguarding update.

With thanks for all you continue to do,
Julia, Emma, Sam, Jane, Liz and Jason.

The academy will continue to follow its legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child. Any referrals about teacher misconduct during the COVID-19 period will be emailed to the Teaching Regulation Agency.

Updated advice received from the local authority regarding and children's social care, reporting mechanisms, referral thresholds and children in need

Academies will continue to phone CASS as normal
0121 303 1888

In addition, the academy is following government COVID-19 guidance on safeguarding children and young people, which is frequently updated.

SAFEGUARDING PRACTICE AND PROCEDURES

What staff and volunteers should do if they have any concerns about a child

- Staff to contact their academy DSL(s) in the first instance and record details on CPOMs
- In an emergency contact CASS *and/or* police

Arrangements to support vulnerable children

There is an expectation that children with a social worker will attend the academy, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child. This also includes families and young people that are self-isolating or social distancing. All students with Social

Workers were contacted (and continue to be) offering educational provision during this pandemic. This is an ongoing offer although now being based at Yarnfield Primary School staffed by Ninestiles teachers, due to the main Ninestiles site being closed. Work is being provided daily online and the school is also using multiple interactive platforms to set work. Contact with vulnerable students is being made, at least weekly too.

Arrangements to support children the academy is concerned about who do not meet the 'vulnerable' definition

Senior leaders, especially the DSLs (and deputies) know who their most vulnerable children are and have the flexibility to offer a place to those on the edges of receiving children's social care support. All students regardless if they are identified as vulnerable are being/will be contacted on a weekly basis by their Form Tutor. Pastoral Managers, Directors of Year and the Attendance Team are contacting groups of 'targeted' young people, at least weekly. These students have been identified by the school as potentially needing additional support. Work is being provided daily online and the school is also using multiple interactive platforms to set work.

What arrangements are in place to keep children not physically attending the academy safe, and how concerns about these children should be progressed

- Academies to follow local authority advice.
- BCC has advised that professionals:
 - twice weekly telephone contact for vulnerable pupils (LAC, CP, CIN) and one 'home' visit
 - weekly telephone contact for vulnerable pupils (identified as vulnerable by academy leaders)
 - fortnightly contact with other pupils and their siblings
- All CiC, CP and CiN children are being contacted by our Safeguarding and Child Protection Officers. We will make at least one call every week to these children. We will then contact their Social Worker to confirm that we have done this and log it on CPOMS. We will liaise with Social Workers to agree any home visits and additional follow-ups as part of our on-going multi-agency working.

What staff and volunteers should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children

- Staff will report any concerns relating to other colleagues, as per the Ninestiles School Safeguarding and Child Protection policy to the Principal, Alex Hughes. In his absence his deputies, Andrea Stephens and Jeanetta Liburd, will be available.

Summit Learning Trust Safeguarding Policy

All staff working within our organisation must report any potential safeguarding concerns about an individual's behaviour towards children and young people immediately.

Allegations or concerns about staff, colleagues and visitors must be reported directly to the Principal who will liaise with the Birmingham Children's Trust Designated Officer (LADO) Team who will decide on any action required.

If the concern relates to the Principal, it must be reported immediately to the Summit Learning Trust DSL (*Usha, Christa, Jayne*) who will immediately inform the Chair of the Local Governing Body. The Trust DSL will liaise with the Designated Officer in Birmingham Children's Trust (LADO) and they will decide on any action required.

If the safeguarding concern relates to the proprietor (Trustee Members, CEO, Trust DSLs, Trust Executive Team) of the setting then the concern must be made directly to the Birmingham Children's Trust Designated Officer (LADO) Team who will decide on any action required. Tel: 0121 303 1888

DSL (and deputy) arrangements

A trained DSL or deputy should be available on site. If this is not possible, one of the following alternatives will be implemented:

- A DSL or deputy from Ninestiles School is available to be contacted via phone or online video every day. EVERY member of staff can contact a named DSL daily whether they are onsite or not.
- The DSL based at Yarnfield Primary School could be consulted as we are sharing school sites
- A named trained DSLs or deputy from another SUMMIT LEARNING TRUST academy should be available to be contacted via phone or online video and where feasible to attend the academy within 30 minutes if required.
- Where a trained DSL or deputy is not on site, the principal or the next most senior leader takes responsibility for co-ordinating safeguarding on site (whilst being hosted at Yarnfield Primary School there is a named member of Ninestiles SLT present each day). This might include updating and managing access to child protection files, 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 academy.

How will staff and volunteers be made aware of this addendum and kept up to date as it is revised.

- Staff will be sent this via email and it will be housed on our shared area for all staff to access accordingly.

PARTNERSHIP WORKING

Arrangements for working with and supporting children's social workers

Every Social Worker has been sent an email updating them about our steps for supporting the young people who they work with. We notify the Social Worker when we have contacted one of their children and share any updates. We are still attending, albeit remotely, meetings and completing the various updates (mostly via email) needed in advance for these meetings. All Social Workers know who to contact relating to their cases and how to do this.

Arrangements for working with and supporting the local authority virtual school head (VSH) for looked-after and previously looked-after children

The Designated Teacher will continue to liaise with the Virtual School link and PEPs will be and have been managed accordingly. If students are not accessing our provision at Yarnfield Primary School then work is being set for them remotely long with other students. Where possible any tuition provided by outside agencies has continued although this is largely being completed remotely. Every Social Worker of a CiC has been sent an email updating them about our steps for supporting the young people who they work with. We notify the Social Worker when we have contacted one of their children and share any updates on a weekly basis.

ON LINE SAFETY

What arrangements are in place to keep children safe online and how concerns should be progressed

The academy works with the core IT team to protect pupils when they are using the academy's IT systems or recommended resources. Staff are trained to look out for signs that individual children are at risk and academy leaders routinely review all pupils' access to online platforms for signs that children

may be at risk. Any concerns will be passed immediately to the designated safeguarding lead (or deputy) who will liaise with children's social care and as required, the police.

Children have been provided with a confidential email address raisingaconcern@ninstiles.org.uk through which they are encouraged to share any concerns. Trained staff will respond to these emails and to be alert to any private messages or those in online learning platforms. Staff must not ask pupils to provide evidence of sexting.

Key expectations for safe interaction between teachers and pupils on line:

- Ground rules agreed with the students: all communication should be conducted through official work channels allowing appropriate monitoring and safeguarding measures to be implemented. Phone calls will be made to parents of students and not the students themselves other than to ascertain safety.
- Acceptable use of technology: most on line learning should be passive i.e. with the teacher posting activities which the pupils complete and submit independently. This would include Podcasts and voice tutorials. Teachers should be cautious about using interactive or live sessions. One to one online tuition should be avoided.
- Staff and student relationships: the same expectations for respectful student and staff behaviour and communication apply on line as in the classroom. It is not appropriate for children to call teachers by the first names.
- Communication between staff and students should only be via telephone (with the number withheld if not phoning from the School site) and on school email. There may be occasions when home visits are needed to be completed by key staff. On these occasions the latest advice will be followed to ensure everyone's safety.
- The use of social media: Teachers should not be communicating with children via social media. The Ninestiles twitter account will be used to share key updates.

The academy ensures that any use of on line learning tools and systems comply with privacy and data protection/GDPR requirements. The SUMMIT LEARNING TRUST Acceptable use of ICT policy still applies.

- Information is available on the school website for both Parents/Carers and students. It includes the signposting of organisations that will be able to help with a range of issues from online safety to well-being. There is also a PowerPoint which safety plans and signposts the main networks where young people can access support including ChildLine. All staff have been provided with a script which clearly lists agencies who may be able to support during this time to share with both Parents/Carers and young people as part of their weekly phone calls.

Peer on peer abuse: arrangements for managing any report of such abuse and supporting victims

Any decisions made in responding to reports of peer on peer abuse will be made by the academy on a case-by-case basis. The designated safeguarding lead (or a deputy) will take a leading role, using their professional judgement, and supported by other agencies, such as children's social care and the police as required.

Any disclosures should be passed to the designated safeguarding lead (or a deputy) immediately who will risk assess the situation. There is always a DSL on duty and ALL staff have been sent their telephone numbers to be able to access during this period. The risk assessment should be recorded on CPOMS and kept constantly under review in consideration of the measures required to keep all students safe.

The designated safeguarding lead (or a deputy) will liaise with the parents of the children involved, and engage with children's social care and the police where a crime has been committed. Immediate support

will be given to the victim. Peer on peer abuse is not tolerated at the academy and the principal, with the designated safeguarding lead will determine an appropriate response which may include support or sanction for the alleged perpetrator.

In addition, the academy will continue to respond in accordance with Part 5 of Keeping Children Safe in Education 2019.

ATTENDANCE

Attendance policy

The academy will agree with families whether children in need should be attending school. Academy leaders will then follow up on any child that they were expecting to attend, who does not. Academy leaders will also follow up with any parent or carer, such as key workers, who has arranged care for their children and the children subsequently do not attend.

Arrangements for daily attendance checks

Academy leaders will complete the online daily attendance form issued by the DfE and submit to the core team who will collate for the DfE return. Ninestiles School staff will liaise with Yarnfield Primary School staff to ensure the Ninestiles students are included on their LA/DfE return. The Ninestiles SLT link on the day will liaise with the attendance team. If students are expected to be in but have not arrived at school the SLT link will co-ordinate with staff to ensure that home is contacted. Where possible, those students due to attend will be agreed the day before with the family.

CHILDREN MOVING BETWEEN SCHOOLS

Arrangements for the safe movement of children between schools if this happens.

Academy leaders will provide the receiving institution with any relevant welfare and child protection information. For looked-after children, any change in school will be led and managed by the VSH with responsibility for the child. The academy will provide the receiving institution with, as appropriate, a copy of the child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and details of the child's social worker (and, for looked-after children, the responsible VSH). This will ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable thereafter. Any exchanges of information will be managed by the DSL (or deputy), and likewise between the SENCO for children with EHC plans. Where this is not possible, senior leaders will take responsibility. All documents will be transferred securely and a receipt obtained.

The academy continues to have appropriate regard to data protection and GDPR and this does not prevent the sharing of information for the purposes of keeping children safe.

ADDITIONAL GUIDANCE ABOUT STAFFING

Staff on site

The Principal together with the Business manager will ensure that the Single Central Register of Appointments is up to date showing that all necessary checks have been completed for the staff in the academy on any given day.

The Trust HR link will liaise with the business manager to ensure all checks are completed. (Each half term)

If staff from different academies work on the same site, the business manager of the host academy will ensure that the relevant information has been obtained and recorded on the host academies SCR.

Staff training and induction

Any new colleagues or volunteers already due to join the academy will be provided with safeguarding induction training. This will cover the SUMMIT LEARNING TRUST Safeguarding and Child Protection policy and appendix, Part 1 of KCSIE (2019) as well as this addendum.

Staff and volunteers moving between schools

The existing academy workforce may move between SUMMIT LEARNING TRUST schools on a temporary basis in response to COVID-19. The receiving academy principal and DSL will judge, on a case-by-case basis, the level of safeguarding induction required.

MENTAL HEALTH

Supporting children in the academy

Academy staff on site will support the children of key workers and the vulnerable children in their care.

All students will be contacted on a weekly basis by their Form Tutor. Our Safeguarding and Child Protection Officers, Directors of Year, Pastoral Managers, and the Attendance Team are contacting groups of 'targeted' young people to offer additional support. Our Assistant Principal for Behaviour is liaising with Alternative Providers over their contact with our students offsite and, where necessary, is also in contact with the families and young people. All staff have been provided with a script which clearly lists and signposts agencies who may be able to support during this time to share with both Parents/Carers and young people. Work is being provided daily online and the school is also using multiple interactive platforms to set tasks and activities.

Our School Counsellor has/will also make contact with students that she was 'working' with during this period as part of a support package to either signpost other agencies (specifically around Mental Health and Well-being) or as a more general check-in. This provision is only available for a short period of time.

In addition, the academy is following DfE guidance on mental health and behaviour in schools.

Supporting families at home

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of students and their parents. Teachers at the academy are aware of this in setting expectations of students' work where they are at home.

All students will be contacted on a weekly basis by their Form Tutor. Our Safeguarding and Child Protection Officers, Directors of Year, Pastoral Managers, and the Attendance Team are contacting groups of 'targeted' young people and their families to offer additional support. Our Assistant Principal for Behaviour is liaising with Alternative Providers over their contact with our students offsite and, where necessary, is also in contact with the families and young people. All staff have been provided with a script which clearly lists and signposts agencies who may be able to support during this time to share with both Parents/Carers and young people. The school has already offered food parcels, free lunches to those accessing onsite provision and distributed to our FSM families food vouchers.

In addition, the academy is following COVID-19 guidance about providing education remotely.