Child Protection, Adult Protection and Safeguarding Policy: Covid-19 annex

Background

OHC&AT and Nightingale Community Academy remain committed to safeguarding our students and staff during the coronavirus pandemic. This annex is intended to reflect ongoing safeguarding and child/vulnerable adult protection arrangements as well as any adjustments made to reflect the changing situation. At all times Nightingale Community Academy will abide by Keeping Children Safe in Education 2019 and other government guidance and legislation, as well as all OHC&AT and Nightingale Community Academy policies and procedures, including Health & Safety, Critical Incident Business Continuity Planning, Infection Control, Staff/Student Mental Wealth, Health & Wellbeing and the Staff Code of Conduct, in order to ensure that the health and wellbeing of students and staff are protected as robustly as possible under these challenging circumstances.

This annex has been written with reference to Coronavirus (COVID-19): safeguarding in schools, colleges and other providers (DfE, March 2020) and Coronavirus (COVID-19): guidance on vulnerable children and young people (DfE, March 2020) and Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable from COVID-19 (PHE, March 2020) as well as Keeping Children Safe in Education (DfE, October 2019) and all related guidance and legislation as listed in the Child Protection Adult Protection & Safeguarding Policy.

This annex will be kept under review by the OHC&AT Executive Senior Leadership Team (ESLT) and updated as and when guidance and/or circumstances dictate. All updates will be shared immediately via internal and external communication channels including staff intranet, school/College websites, email systems and SLT/DSL briefings.

Safeguarding during the coronavirus crisis

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. However, the overarching principles of safeguarding remain the same, in particular:
- the best interests of pupils and students continue to come first;
- if anyone in Nightingale Community Academy has a safeguarding concern about any student they will act immediately in line with procedures set out in the main policy as well as this annex;
- the Designated Safeguarding Lead (DSL) or Deputy DSL (DDSL) is available, either on site or via phone, along with at least one named member of the Senior Leadership Team (SLT);
- unsuitable people are not allowed to enter the workforce and/or gain access to children or vulnerable adults – OHC&AT and Nightingale Community Academy continue to follow all safer recruitment practices as detailed in the main policy as well as OHC&AT's Recruitment & Selection Policy;

- students continue to be protected whether they are online, in school or at home.

Now, as at all other times, it is important to reiterate that **safeguarding is everyone's responsibility**. All adults working with, or on behalf of, OHC&AT pupils and students must always follow procedures as laid out in the Child Protection, Adult Protection and Safeguarding Policy. Any and all safeguarding concerns must be referred and progressed in line with existing procedures. This includes any concerns about a staff member or volunteer who may pose a safeguarding risk to children or vulnerable adults. The information below is designed to clarify where additional or unusual measures have been put in place in order to safeguard pupils and students during the current situation, and to demonstrate how OHC&AT and Nightingale Community Academy will respond robustly to changing circumstances as they occur.

Designated Safeguarding Leads (DSL)

The Safeguarding team in Nightingale Community Academy is as follows:

Designated Safeguarding Lead	**Paula Thomas** **pthomas@nightingaleca.org** **020 8874 9096**
Deputy Designated Safeguarding Lead	**Jimmy Brownell** **jbrownell@nightingaleca.org** **020 8874 9096**
Deputy Designated Safeguarding Lead	**Richard Pemberton** **rpemberton@nightingaleca.org** **020 8874 9096**
Principal	**Andre Bailey** **abailey@nightingaleca.org** **020 8874 9096**
Local Governor with responsibility for Health & Safety, Child Protection & Safeguarding	**Anne Murphy** **amurphy@nightingaleca.org** **or contact school office**
Chair of Governors	**Barbara MacIntosh** **bmcintosh@nightingaleca.org** **or contact school office**
OHC&AT Director of Safeguarding, Wellbeing & Learning Support	**Jackie Van-West** **jvan-west@orchardhill.ac.uk**
Borough LADO	**Chantel Langenhoven** **CLangenhoven@wandsworth.gov.uk** **020 8871 7440**

The optimal scenario is for the DSL (or deputy) to be available on site. Where this is not the case the DSL (or deputy) will be available to be contacted via phone or online video, for example when working from home. This enables any and all safeguarding concerns to be referred and progressed appropriately, in line with established procedures as laid out in the Child Protection Adult Protection & Safeguarding Policy.

Where the DSL (or deputy) is not on site, in addition to the above, a member of the Senior Leadership Team (SLT) will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to Nightingale Community Academy's child protection online management system, NetSupport DNA, SIMS, and a secure Safeguarding drive on the network, liaising with the offsite DSL (or deputy) and as required liaising with social workers where they require access to children in need and/or to carry out statutory assessments at the school.

It is important that all Nightingale Community Academy staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL will continue to engage with social workers, and attend all necessary multi-agency meetings, which may need to be held remotely. The DSL or suitable designate will also provide additional essential contact to all identified vulnerable children/adults and their families as required.

In the event that a referring staff member is unable to contact any member of the Safeguarding team or SLT, concerns may be referred directly to the OHC&AT Director of Safeguarding, Wellbeing & Learning Support, as detailed above.

Staff must also remain aware that **if there is a risk of immediate serious harm to a student, a referral can and should be made to social care immediately** and that **anybody can make a referral.**

In response to the pandemic and social restrictions, OHC&AT DSLs currently hold a weekly whole group meeting (online) with the OHC&AT Director of Safeguarding, Wellbeing & Learning Support. This provides added support for safeguarding teams and ensures a continued whole organisation approach to safeguarding children and vulnerable adults during the developing situation.

Reporting a concern

Where staff have a concern about a student, they should continue to follow the process outlined in the Child Protection Adult Protection & Safeguarding Policy. This includes making a report via our school website using NetSupport DNA. This button on our homepage allows safeguarding concerns to be raised by staff, carers, learners and members of the community and can be registered remotely.

In the unlikely event that a member of staff cannot access our school website from home, they should email or phone the Designated Safeguarding Lead and the Nightingale Community Academy Safeguarding Team. If out of hours, the automated phone system has a designated Safeguarding report line to leave a message. This will ensure that the concern is received by all members of the team.

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

Where staff are concerned about an adult working with children or vulnerable adults in the school, they should report the concern directly to the Principal, or his delegate if not available. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal.

Concerns about the Principal (or the Principal's delegated deputy or DSL in the event that the Principal is unavailable) should be directed to the Chair of Governors: Barbara McIntosh. All such concerns should also be copied to the OHC&AT Executive Principal/Deputy CEO, Laurie Cornwell.

Partnership working

OHC&AT and Nightingale Community Academy continue to work closely with all our Local Authority (LA) partners, social care teams and Local Safeguarding Children's Partnerships (LSCPs) as well as other local, regional and national agencies, in order to effectively support every student, family and member of staff. Information on specific risks arising from the current crisis, e.g. the temporary suspension of Operation Encompass, is shared with all DSLs and SLTs via the OHC&AT Director of Safeguarding, Wellbeing & Learning Support Services, and additional safeguarding advice provided accordingly. EHCP reviews, strategy meetings and case conferences continue to be conducted remotely where possible. Additional e-safety information produced by Sutton LSCP for parents and carers has been shared with all families of OHC&AT pupils/students and published on the staff intranet. We will continue to act on advice and guidance from LSCPs as it becomes available.

Attendance

As a special school, every student at Nightingale Community Academy has an EHCP. OHC&AT and Nightingale Community Academy abide by the directive in 'Coronavirus (COVID-19): guidance on vulnerable children and young people' (DfE, 2020) that where students with EHCPs can safely remain at home, they should. As such, the DSL and SLT continue to work with Local Authorities and families to individually risk assess every student on roll in order to determine who needs to be in school and who is safest at home, as well as ensuring that children of key workers can access school wherever possible.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) know who our most vulnerable students are. They have the flexibility to offer a place to those on the edge of receiving social care support. Nightingale Community Academy

continues to work with and support social workers to help protect vulnerable children and adults. This includes working with and supporting social workers and the various local authority virtual schools' heads' (VSH) for looked-after and previously looked-after children. The lead staff for this will be: Paula Thomas

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 increased risk. In circumstances where a parent/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Nightingale Community Academy will explore the reasons for this directly with the parent/carer.

Where parents/carers are concerned about the risk of the child contracting COVID-19, Nightingale Community Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The majority of our students remain safest at home. Where students are not attending school, Nightingale Community Academy staff are in daily or weekly telephone contact with families, according to the identified level of need for each student, to ensure that students remain safe and well and are able to access suitable home learning provided by the school. In the event that telephone contact is unable to be made, staff continue to make follow up contact e.g. home visits while observing safe social distancing rules.

Nightingale Community Academy also continues to provide support for students and families through e.g. facilitating access to Free School Meals for those entitled, as well as maintaining regular contact to support with accessing home learning, therapeutic support and signposting to further resources including mental health and wellbeing support.

Attendance monitoring

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

If Nightingale Community Academy has any students in attendance (e.g. because they are vulnerable or their parent(s)/carers are essential workers) we will submit the daily attendance sheet to the DfE by 12 noon - https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

If the school has closed, we will complete the return once as requested by the DfE.

Nightingale Community Academy and social workers will agree with parents/carers, and in consultation with the LA where appropriate, whether children in need should be attending school – the school will then follow up on any student that they were expecting to attend, who does not. Nightingale Community 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, Nightingale Community 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.

In all circumstances where a vulnerable student who has an allocated social worker does not take up their place at school, or discontinues, Nightingale Community Academy will notify that social worker.

Clustering

OHC&AT is not currently operating any 'clustering' arrangements, meaning that pupils/students and staff who are in school or College will be attending their usual school/College site. However, OHC&AT recognises that clustering may become necessary dependent on how the coronavirus situation develops. Therefore this annex will be updated to reflect any change in such arrangements as the need arises.

Safeguarding training and induction

Additional DSL training is unlikely to take place whilst there remains a threat from 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 received up to date safeguarding training this academic year and have read and signed part 1 of Keeping Children Safe in Education (2019). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child or vulnerable adult.

Where new staff are recruited, or new volunteers enter Nightingale Community Academy, they will continue to be provided with a complete safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children and vulnerable adults during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:

- the individual has been subject to an enhanced DBS and children's/adult's barred list check
- there are no known concerns about the individual's suitability to work with children or vulnerable adults
- there is no ongoing disciplinary investigation relating to that individual

For movement within OHC&AT, provisions should seek assurance from the OHC&AT HR team that the member of staff has received appropriate safeguarding training.

Upon arrival, incoming staff will be given a copy of the receiving setting's Child Protection Adult Protection & Safeguarding Policy, confirmation of local processes and confirmation of DSL arrangements.

Safer recruitment

OHC&AT and Nightingale Community Academy continue to follow safer recruitment practices. Where recruitment was already in progress at the point of restrictive measures being introduced, this is being continued in accordance with all safer recruitment practices, including full pre-employment checks.

Where there is a need to recruit staff, a panel interview will take place, although it is recognised that this interview may be virtual. On appointment of the successful candidate, all safer recruitment checks will take place in line with KCSIE 2019 and OHC&AT's Recruitment and Selection Policy.

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.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children/vulnerable adults during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:
- the individual has been subject to an enhanced DBS and children's/adult's barred list check
- there are no known concerns about the individual's suitability to work with children or vulnerable adults
- there is no ongoing disciplinary investigation relating to that individual

Where Nightingale Community Academy is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Nightingale Community 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 2019.

Nightingale Community Academy will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 2019 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Nightingale Community Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE 2019.

Supporting students not in school

Nightingale Community Academy is committed to ensuring the safety and wellbeing of all our students.

Where the DSL has identified a child or vulnerable adult 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 communication plan must be recorded on our secure Safeguarding Drive, as should a record of all contact made with parent carers and professionals. Records are stored using the SIMS Communication Log. Additional documentation, risk assessments or communications may also upload directly to SIMS utilising the 'confidential' function to ensure data protection.

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

Nightingale Community Academy 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 on its website where necessary.

Where students identified as being extremely vulnerable to COVID-19 are following shielding measures and thus not attending school, Nightingale Community Academy will provide additional support and contact for families to ensure that necessary multi-agency arrangements are in place and providing adequate support.

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

Supporting students in school

Nightingale Community Academy is committed to ensuring the safety and wellbeing of all its students.

Nightingale Community Academy will continue to be a safe space for all students to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.

In the event of new students coming into the school, robust admissions procedures will be followed including pre-admission review of EHCPs and any accompanying paperwork along with discussion at SLT level, an initial assessment within school and ongoing daily/weekly monitoring of any subsequent placement to ensure that it is right for the student and the school. Robust risk assessment and protective procedures will be followed throughout.

Nightingale Community 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 COVID-19.

Nightingale Community 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 and captured in SIMS as well as supporting documentation in their individual files.

Where Nightingale Community Academy has concerns about the impact of staff absence – such as the Designated Safeguarding Lead or first aiders – they will be discussed immediately with OHC&AT ESLT and the Director of Safeguarding, Wellbeing & Learning Support.

Peer on peer abuse

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

Where the school receives a report of peer on peer abuse, staff will follow the principles as set out in part 5 of KCSIE 2019 and of those outlined within the Child Protection Adult Protection & Safeguarding Policy.

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

Concerns and actions must be recorded on Nightingale Community Academy and appropriate referrals made.

Mental health and wellbeing

The current crisis is inevitably going to impact on the wellbeing of students, staff and families in unique ways. OHC&AT and Nightingale Community Academy are committed to supporting every member of our community through this unusual event.

For students and families, staff are maintaining contact with those not in school as detailed above, and we continue to work with families to support them both practically and emotionally. There are many sources of mental health and wellbeing support available to young people and families, and these are detailed on the relevant pages of our website. The DSL remains the school lead for mental health and any concerns about a student's mental health should be referred in the usual way.

We are also aware that interruptions to continuity of staffing and provision, including therapeutic provision, can be an additional source of stress for our students. Staffing rotas are being constructed, as far as possible, so that the need for continuity is balanced against the safety and wellbeing of our staff. Where staff will be working with a student who is less familiar to them, a full handover of information will be made, including communication preferences, any individual risk assessments or education plans, and any other relevant information that needs to be shared, so that the incoming staff member is best placed to effectively support them.

For staff, regular updates on available sources of mental health and wellbeing support, including access to the Employee Assistance Programme, are circulated via the OHCAT intranet, direct emails from SLT, OHC&AT Occupational Health, HR and the Director of Safeguarding, Wellbeing & Learning Support.

E-safety

For students in school, existing e-safety arrangements continue to apply. Appropriate filters and firewalls are maintained by OHC&AT IT and staff working with students continue to screen online activity closely, including where students use internet-enabled devices to aid communication. Personal devices such as mobile phones will be managed as set out in the Child Protection Adult Protection & Safeguarding Policy.

We are aware that, with the majority of students not currently attending school, the risks associated with online activity are potentially heightened. When sending home work, Nightingale Community Academy has included information on staying safe online and sources of support, including reporting pathways, where students have concerns about online activity. This includes details of the Safeguarding team, as well external agencies including:
- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

The school website has also been updated with relevant links and other e-safety information for both students and families.

When setting home learning, Nightingale Community Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Staff are reminded that they must adhere to the OHC&AT Staff Code of Conduct at all times, including when delivering remote learning. Below are some things to consider if delivering virtual lessons, especially where webcams are involved. Nightingale Community Academy uses Microsoft Teams to deliver online lessons, supported by weekly emails and telephone calls from the Teacher or Learning Support Professional:

- Ideally virtual sessions are designed to be delivered to groups. Where remote access is used to deliver 1:1 sessions, for example counselling or therapy sessions, these must be recorded and the recordings safely stored in accordance with OHC&AT policies on IT acceptable use and records retention. Students and parents/carers must be made aware that sessions are being recorded.
- Live group classes should also be recorded so that if any issues were to arise, the video can be reviewed.
- When planning delivery of live sessions, staff should consider the needs and profiles of each student intended to receive the session and risk assess accordingly.
- Staff and children/young people 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.
- 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 specified by senior managers and approved by the IT network manager/provider to communicate with students.
- Staff should record the length, time, date and attendance of any sessions held.
- It is recommended that staff make clear the critical role played by parent/ carers when monitoring the use of online platforms.

The regular contact maintained with students not currently attending provides a further opportunity for staff to discuss online safety with them, their parents and carers. We are aware that families may wish to access provision from other organisations or people to support home learning, for example tutors or other specialists, and staff have emphasised the importance of securing online support from reputable organisations/individuals who can provide evidence that they are safe and can be trusted to have access to children or vulnerable adults.

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 careers 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

Staff will be alert to any signs that students not in school may be at risk online. Any and all such concerns will be referred to the DSL and progressed in accordance with existing safeguarding procedures.

Last reviewed: 3rd April 2020