

Annex 1

ATAM Academy



COVID-19 Safeguarding & Child Protection Policy January 2021

Policy Owner: Jaime Ali

Date: 6th January 2021

Date shared with staff: January 2021

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1. Context

From 5th January 2021 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 applies during the period of school closure presently believed to be 5th January 2021 – 12th February 2021 due to COVID-19, and reflects updated advice from The Wolverhampton Children's Safeguarding Board.

The changes to our standard child protection policy have been made in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless detailed within, ATAM's Safeguarding & Child Protection Policy continues to apply.

This addendum of The ATAM Academy Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

2. Key Contacts

Role / Agency	Name and role	Contact Details
School Designated Safeguarding Lead (DSL) / Child Protection Coordinator	Jaime Ali Assistant Head	j.ali@ATAM.academy.com
Deputy Designated Safeguarding Lead (DDSL)	Sheila Wrack Assistant Head Bharat Singh Head of Years 7 & 8	s.wrack@ATAM.academy.com b.singh@ATAM.academy.com
School Prevent Lead	Jaime Ali Assistant Head	j.ali@ATAM.academy.com
Trustee with responsibility for Safeguarding and Child Protection	Susan Jackson	s.jackson@khalsasecondaryacademy.com
Trust Leader	Nick Kandola	n.kandola@khalsaacademiestrust.com
SENDCo	Selina Alexander	s.alexander@ATAM.academy.com
PSHE / RSE Coordinator		
Education Safeguarding Advisory Service		Cpat.referrals@redbridge.gov.uk
Local Authority Designated Officer		helen.curtis@redbridge.gov.uk
NSPCC Whistleblowing Helpline		0800 028 0285
PREVENT Team		prevent@redbridge.gov.uk 0800 789 321
Education Safeguarding Advisory Service (ESAS)		08000 562 561
First Response		020 87085897

3. 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 (EHC) 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 EHC plan will be risk-assessed in consultation with the Local Authority and 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 EHC plans 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 DDSL's) 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.

ATAM 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: Jaime Ali.

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 ATAM will explore the reasons for this directly with the parent.

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

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

4. 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.

ATAM and social workers will agree with parents/carers whether children in need should be attending school – ATAM will then follow up on any pupil that they were expecting to attend, who does not. ATAM 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.

HOW WILL THIS LOOK IN ATAM?

To support the above, ATAM 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, ATAM will notify their social worker.

5. Designated Safeguarding Lead

ATAM has a Designated Safeguarding Lead (DSL) and two DDSL's.

The Designated Safeguarding Lead is: Jaime Ali

The DDSL Designated Safeguarding Leads are: Sheila Wrack and Bharat Singh

The optimal scenario is to have a trained DSL (or DDSL) available on site. Where this is not the case a trained DSL (or DDSL) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or DDSL) is not on site, in addition to the above, a Safeguarding level 3 trained senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, Safeguard My School and liaising with the offsite DSL (or DDSL) 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.

It is important that all ATAM staff and volunteers have access to a trained DSL (or DDSL). On each day 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 multi-agency meetings, which can be done remotely.

6. Reporting a Concern

Where staff have a concern about a child, they should continue to follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#) (Sep 2020) and the processes outlined in the school Safeguarding Policy, this includes making a referral via SGMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their SGMS from home, they should email the Designated Safeguarding Lead, Headteacher and the Trust Safeguarding Manager. This will ensure that the concern is received.

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

Where staff are concerned about an adult working with children in the school, they should use a yellow form to report the concern to the Principal. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the Principal.

Concerns around the Headteacher should be directed to the Trust Leader:

Mr N Kandola

n.kandola@khalsaacademiestrust.com

The Khalsa Academies Trust (KAT) will continue to offer support in the process of managing allegations.

The LADO will be consulted and a referral made as required.

Helen Curtis

helencurtis@redbridge.gov.uk

The School's whistleblowing policy remains in place and can be followed by any staff member or volunteer if required. Please see the KAT website, under policies for further information.

7. 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 DDSL) who has been trained will continue to be classed as a trained DSL (or DDSL) 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 (2020). 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 ATAM, they will continue to be provided with a 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 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 barred list check
- there are no known concerns about the individual’s suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

For movement within the Trust, schools should seek assurance from the KAT HR Manager that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting’s child protection policy, confirmation of local processes and confirmation of DSL arrangements.

8. 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, ATAM 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 (2020) (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.

Where ATAM are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in KCSIE 2020. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

ATAM 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 in KCSIE 2020.

ATAM will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per KCSIE 2020 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, ATAM will continue to keep the single central record (SCR) up to date as outlined in KCSIE 2020.

9. Online Safety in Schools

ATAM 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

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.

Where staff are interacting with children online, they will continue to follow our existing Behaviour Policy/Code of Conduct/IT Acceptable Use Policy.

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

Below are the requirements needed when delivering **online lessons**:

Staff

- Live lessons to be conducted via Google Meet
- One member of staff **MUST** be present in ALL lessons, whether live or pre-recorded. (Classes may need to be grouped together to accommodate as necessary).
- No 1:1s, groups only.
- **ALL** Lessons **MUST** be recorded as soon as the staff member enters the lesson.
- **ALL** lessons must be recorded in their entirety.
- Choose a suitable venue for conducting the lesson.
- Choose a neutral background where possible.
- No personal objects, photographs to be visible.
- Make sure that it is a quiet space, with no ambient noise, and family, pets and friends are never visible during a lesson.
- Lessons to be conducted away from windows if possible.
- Ensure your standard of dress is appropriate.
- Make sure your equipment and materials are organized in advance of your lesson. Be well prepared.
- All lesson resources to be prepared and uploaded via Google Classrooms in advance of the lesson.
- Resources should be kept to a reasonable size, or the downloading may prevent the family 'getting on' with their day.
- Be strict about class times and stick to them.

- Staff should only be on screen for the minimum time required.
- Members of staff must join the lesson prior to any students.
- Members of staff must only leave the lesson after **ALL** students have exited.
- Staff must record the names of students who are present using Class Charts Attendance. (This may be asked for by a member of the Pastoral or Safeguarding teams if necessary).
- Staff to remove any student(s) not in their class and to refer their name(s) to the relevant Senior Leader.
- All students must **Mute** their mic and **Turn Off** their camera throughout the lesson.
- Staff to ensure students comply, and to record and refer any breach to the relevant HOS as required.
- Give clear instructions.
- Maintain your presence as you would in class.
- Set appropriate boundaries and maintain the same professional standards as you would at school. Online lessons should not lead to a relaxation in staff student protocols.
- Never make inappropriate jokes or comments.
- Staff to use the live stream for written communication with students during online lessons.
- Any digital communication between staff and students should be professional in tone and content.
- Do not interrupt lessons to search for refreshments. Do not eat snacks or meals during lessons if that is going to affect the lesson quality.
- Staff must endeavour where possible to follow the school behaviour policy for any students who fail to submit work/display unacceptable online behaviour and contact the relevant Head of School.
- Senior Leadership will call parents as soon as is possible to inform them of any breach to the school behaviour policy and any sanctions that may be imposed upon the return to normal classroom lessons.

Students

- Students should choose a suitable venue to attend the lesson.
- Students should make sure that it is a quiet space, with no ambient noise, and family, pets and friends are not around to distract them.
- Students should make sure their equipment and materials are organized in advance of the lesson. Be well prepared.
- Students should ensure all lesson resources are downloaded via Google Classrooms in advance of the lesson.
- Students should not interrupt lessons to search for refreshments. Do not eat snacks or meals during lessons.
- Students **must Mute** their mic and **Turn Off** their camera prior to joining the lesson.
- Mics **must** remain muted and cameras turned off throughout the lesson.
- Students should **only** enter the lesson they are invited to.
- Students **must not** under any circumstances provide their login details to anyone else.
- Students **must not** invite any guests from outside ATAM to join the lesson.
- Students **must not** forward lesson invites to other students.
- Students **must not** attempt to use a lesson invite provided by another student.

- Students should report to parents, guardians or teachers any online activity that makes them uncomfortable or is inappropriate. (The safeguarding and/or pastoral team will deal with any online issues to ensure everyone is safe and comfortable online).
- Students should treat others with respect at all times; as if they were talking to them face to face in a classroom.
- Students should use the comments box to ask questions as appropriate during the lesson.
- Students **must not** share their or others' personal information during an online lesson.
- At **no** point should students take photos, recordings or videos of teachers or other students.
- Students are aware that any breach of the above will be contradict the school behaviour policy and will be dealt with accordingly.
- Parents will be called as soon as is possible to inform them of any breach to the school behaviour policy and any sanctions that may be imposed upon the return to normal classroom lessons.

Academic Mentoring/Welfare Meetings

- Live meetings to be conducted via telephone calls or Google Meet
 - Phone calls via parents' phones and in all cases make sure parents are aware and agree
 - All communication is logged on SGMS.
 - Academic mentoring/welfare meetings must be 1:1 via Google Meet only, no groups.
 - Only SLT, Pastoral or Safeguarding staff to conduct meetings.
 - Choose a suitable venue for conducting the meeting.
 - Choose a neutral background where possible.
 - No personal objects, photographs to be visible.
 - Make sure that it is a quiet space, with no ambient noise, and family, pets and friends are never visible during a meeting.
 - Meetings to be conducted away from windows if possible.
 - Ensure your standard of dress is appropriate.
 - The meeting should be for the minimum time required.
 - Staff must join the meeting prior to any student.
 - Staff must only leave the meeting after the student has exited.
 - **ALL** meetings must be recorded in their entirety.
 - Ask clear questions and listen intently.
 - Set appropriate boundaries and maintain the same professional standards as you would at school. Online meetings should not lead to a relaxation in staff student protocols.
 - Never make inappropriate jokes or comments.
- Any digital communication between staff and students should be professional in tone and content.
- Staff must endeavour where possible to follow the school behaviour policy for any student who displays unacceptable online behaviour and contact the relevant Leadership Team member.
 - Senior Leadership will call parents as soon as is possible to inform them of any breach to the school behaviour policy and any sanctions that may be imposed upon the return to school.

10. Supporting Children not in School

ATAM is committed to ensuring the safety and wellbeing of all its Children and Young people.

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 on SGMS, as should a record of all contact.

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

ATAM 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 on its website and social media pages.

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

ATAM 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 recorded on SGMS.

11. Supporting Children in School

ATAM is committed to ensuring the safety and wellbeing of all its students.

ATAM will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

ATAM 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.

ATAM 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 recorded on SGMS.

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

12. Working with External Agencies

We will continue to work with children's social care, and virtual school heads for Looked-After and Previously Looked-After Children.

We will continue to update this Addendum where necessary, to reflect any updated guidance from:

1. Our local safeguarding partners
2. The local authority regarding children with Education, Health and Care (EHC) plans, the local authority designated officer (LADO) and Children's Social Care.

Child Protection, Children in Need, Early Help & Vulnerable Students

- Vulnerable students will be contacted weekly by the assigned member of the safeguarding team.
- All contact and communication is to be updated immediately onto SGMS.

When calling students/parents/carers, the below guidance will be used;

- Calls to be made through parents' phones and in all cases make sure parents are aware and agree
- Carry out calls during school hours where possible
- Ensure a colleague is aware and they keep a record of the date and time
- Ensure a parent is present with the child, and have the phone on speaker phone

The following guidance is currently in place:

- All planned meetings are still to take place where possible.
- This will be prearranged and agreed prior to the scheduled meeting/conference.
- The DSL is to take a proactive approach by contacting the lead social worker attached to the case.
- All communication is to be logged onto SGMS.

13. Peer on Peer Abuse

ATAM 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 the Child Protection 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 SGMS and appropriate referrals made.

14. Support from The KAT

The KAT Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

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

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

15. Links with other Policies

This policy links to the following policies and procedures:

Safeguarding & Child Protection Policy

Behaviour Policy

Staff Code of Conduct

IT Acceptable Use Policy

Health and Safety Policy

E-Safety Policy

16. Useful Contacts & Support

Safeguarding Team

In the event of any safeguarding issues or concerns please contact:

Jaime Ali	Assistant Head teacher – & DSL	j.ali@ATAM academy.com
Bharat Singh	Head of KS3 and DDSL	b.singh@ATAM academy.com
Sheila Wrack	Assistant head teacher and Primary DDSL	s.wrack@ATAM academy.com

For any further information please contact the relevant local authority for advice on:

CAF

020 8708 2611

CAF Duty@redbridge.gov.uk

CAF Admin@redbridge.gov.uk

Child Protection & Assessment Team

020 8708 3885

CPAT.Referrals@redbridge.gov.uk

Children Missing from Education

020 8708 6047 / 86029

cme@redbridge.gov.uk

Children with Disabilities Team

020 8708 6092

Admin.CWDT@redbridge.gov.uk

Children's Services Complaints

0208 8708 5174

ChildrensComplaints@redbridge.gov.uk

Families Together Hub

020 8708 2611

Early.Intervention@redbridge.gov.uk

Emergency Duty Team EDT (Out of hours: after 5pm & weekends)

020 8708 5897

Local Authority Designated Officer

020 8708 5350

Local Safeguarding Children Board

020 8708 5282

LSCB@redbridge.gov.uk

Weblinks:

Ofsted <https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015/inspecting-safeguarding-in-early-years-education-and-skills-settings>

Redbridge LSCB

Worried about a Child? <https://www.redbridgescp.org.uk/wp-content/uploads/2015/09/Redbridge-SCP-Multi-Agency-Thresholds-Document-September-2018-Final.pdf>

Escalation and Resolution Policy <http://www.redbridgelscb.org.uk/wp-content/uploads/2015/09/Redbridge-LSCB-Escalation-and-Resolution-Policy-3rd-Edition-May-2017.pdf>

Department for Education

[What to do if you're worried a child is being abused – Advice for practitioners \(March 2015\)](#)

Mental Health and Wellbeing

www.kooth.com

Kooth is a web based confidential support service available to young people. Kooth provides a safe and secure means of accessing mental health and wellbeing support designed specifically for young people at this difficult time, in the privacy of their own homes.

Tootoot

Tootoot is a safe, secure and diverse web-based safeguarding tool, which allows students to report incidents of; bullying, problems they could be having in or out of class and/or any issues that may be concerning them in an anonymous, confidential and discrete manner. These individual cases are monitored, managed and resolved by staff/mentors within the school.

Other useful contacts

UK Safer Internet Centre - www.saferinternet.org.uk

NSPCC - www.nspcc.org.uk

Childnet - www.childnet.com

CEOP - www.ceop.police.uk

The Department for Education COVID-19 helpline:

DfE.coronavirushelpline@education.gov.uk

0800 046 8687

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

E-safety Tips and advice for parents

- Check what your child is doing on their device and regularly talk to them about their safety
- Investigate how to and then set parental controls on their devices
- Be alert and question them about any suspicious behaviour
- Take devices off your child at the end of each day
- Teach your children to choose safe passwords and keep them private
- Deactivate location settings on smartphones and tablets
- Discuss privacy settings with children and review them on a regular basis

If you need further advice, please contact any member of the school's safeguarding or pastoral team.