



HOPE WOOD ACADEMY

Addendum to Child Protection Policy due to the circumstances of COVID-19

Due to the current unprecedented circumstances of the COVID-19 virus it is necessary that all schools are prepared and have appropriate arrangements in place in relation to the management of any safeguarding or child protection concerns both on and off site during this time. Therefore, we have produced this cover note/addendum to our existing Academy's Child Protection Policy Template to ensure all staff, Trustees and Parents understand our protocols for managing child protection concerns during this time.

While our school site is closed during these unprecedented circumstances, the Designated Safeguarding Leads/Deputies are [Faye Spanton, Safeguarding Lead, Mike Finlay Deputy DSL, Sally Cave, Deputy DSL and Anne Marshall, Deputy DSL](#) and continue to be our Designated Safeguarding Leads/Deputies due to their level of training and skill. While we are closed our Designated Safeguarding Leads/Deputies will continue to remain in contact with those children who we deem are vulnerable or have a multi-agency statutory plan in place to safeguard them.

Arrangements for Contact with Vulnerable Children

Designated Safeguarding Leads/Deputies will continue to contact vulnerable children and their families in the following timescales if the school is closed or these children are not on site: children the subject of a Child Protection Plan (daily), children who have a Child in Need Plan (twice weekly dependent on the child's individual needs), Looked After Children (twice weekly dependent on the child's individual placement needs) or children with an Early Help Plan (weekly). If there are any issues raised during this time regarding their care, safety or ability to be contacted then the Designated Safeguarding Lead/Deputy will follow their local safeguarding procedures and contact their local front door services immediately (as per our Child Protection Policy). ([First Contact 03000 267 979 or directly with the social worker/lead professional](#)).

Availability and contact arrangements for families and professionals who wish to make contact with the Designated Safeguarding Leads/Deputies

During these unprecedented circumstances the Designated Safeguarding Leads/Deputies will be available to be contacted by children, families and other services and agencies to ensure the safety and well-being of all our vulnerable children. They can be contacted via the Safeguarding Leads mobile telephone number 07769205410 or email address fspanton@ascenttrust.org whether they are on or off site they will gain contact with any family or professional as soon as possible.

Contact with the Designated Safeguarding Leads/Deputies should be within the hours of the school day 9am-3.30pm during term time only. However, given the current circumstances the safeguarding team will endeavour to return calls/texts/emails outside these hours if possible. Nevertheless, the safeguarding team cannot be responsible for not receiving calls and messages outside of these times. Designated Safeguarding Leads/Deputies cannot be responsible for not receiving calls and messages outside of these times. In the event that children or families need support immediately please contact our front door services immediately (as per the information within the Child Protection Policy) or contact the Police. [First Contact 03000 267 979](tel:03000267979).

Response to safeguarding or child protection concerns

As always our academy's duty of care is to keep children safe and while the arrangements of the physical care of children and physical presence of our Designated Safeguarding Leads/Deputies may be different during this time the academy's response remains the same and follows the guidelines as set out in our academy's Child Protection Policy.

Safeguarding pupils and teachers online

Keeping pupils and teachers safe during remote education is essential. Teachers and any other school staff delivering remote education online are aware that the same principles set out in the school's staff code of conduct policy apply when teaching remotely.

Hope Wood Academy will use these resources to understand more about how to ensure online education is safe:

- remote education advice from The Key for School Leaders
- advice from NSPCC on undertaking remote education safely
- guidance from the UK Safer Internet Centre on remote education

The Department for Education has provided guidance on teaching online safety in schools and Hope Wood Academy will follow this guidance to help our pupils understand how to stay safe and behave online.

School contact with parents and carers during this time may be used to reinforce the importance of children staying safe online.

It is especially important for parents and carers to be aware of what their children are being asked to do, including:

- sites they will be asked to use
- school staff their child will interact with

Our school recognises the importance of a safe online environment and we encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

Communicating with parents, carers and pupils

Where education is having to take place remotely due to coronavirus (COVID-19), it's important for school staff, teachers and pupils to maintain professional practice as much as possible. When communicating online with parents and pupils, our school staff will:

- communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
- communicate through the school channels approved by the senior leadership team
- use school email accounts (not personal ones)
- use school devices over personal devices wherever possible
- advise teachers not to share personal information

Virtual lessons and live streaming

All staff will adhere to our Remote Learning Policy. The aims of this policy are:

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils/students who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child/young person receives the best education the school can provide them
- Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown or the need for groups/bubble isolation.
- Ensure that there is continuation of each student's progress towards their EHCP outcomes.

In order to maintain a robust safeguarding environment, the following remote learning rules will be adhered to at all times:

- School staff will never record any sessions containing students and their families using the record function.
- School staff will not allow a student or their family to record a session. This has been made very clear to families.
- School staff will adhere to the code of conduct at all times, including being dressed appropriately. School staff's online conduct and persona will be no different to the professional persona they adopt in a physical workplace.
- School staff will ensure that their background does not contain anything likely to offend, or conversely, contain anything that they believe they would like to keep private i.e. photographs of family members.
- School staff will not undertake a Teams session without the presence of a parent/carer and/or another member of staff. This is to safeguard staff and students.
- School staff will ensure that when setting up a meeting, only the relevant parties are invited and that 'hide attendees' is selected.
- School staff will ensure that they have set meeting up so that it cannot be forwarded to other participants.
- School staff will ensure that the meeting options do not allow students to enter the meeting before they arrive.
- When admitting people from the lobby, the member of school staff will not admit a person that they do not recognise.
- School staff will mute/turn off the video for anyone acting inappropriately and ask them to leave the meeting if required.

Guidance from the National Cyber Security Centre (NCSC) on which video conference service is right for your school and using video conferencing services securely can also help our school set up video conferencing safely.

In addition, guidance from the UK Safer Internet Centre on safe remote learning includes detailed advice on live, online teaching, and the safeguarding guidance from London grid for learning (LGfL) includes platform-specific advice.

Teaching from home is different from teaching in the classroom. Teachers should try to find a quiet or private room or area to talk to pupils, parents or carers. When broadcasting a lesson or making a recording, consider what will be in the background.

In some areas, schools may also be able to seek support from their local authority when planning online lessons and activities, and considering online safety. Hope Wood Academy would seek this support if necessary.

Providing pastoral care remotely

Where pupils are required to remain at home, helping parents, carers and pupils to make a weekly plan or structure is important. These plans should include time for education, playing and relaxing to reduce stress and anxiety.

As set out in Public Health England's guidance for parents and carers, routine can give children and young people an increased feeling of safety in the context of uncertainty.

When there is a need identified, one-to-one sessions can be provided in some circumstances. For example, to provide pastoral care or provide support for pupils with special educational needs and disabilities (SEND). This will be discussed and approved by the senior leadership team to assess any risks.

Issued 27th March 2020

Review Date	Changes Made
7 th January 2021	Faye Spanton added as designated safeguarding lead. Mike Finlay added as deputy designated safeguarding lead
5 th February 2021	Remote/Virtual learning, Pastoral Care, Safeguarding Pupils and Staff online, Communicating with Parents

DFE issued interim coronavirus (covid -19): safeguarding in schools colleges and other providers <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>