

Protocol CV-19 Closure – Safeguarding Policy Addendum (March 2020)

Safeguarding Protocol for Staff		
<p>For Staff: All contact must be logged and any concerns are raised immediately using CPOMs and (where appropriate) emailing or phoning Hilary Petrik-Davies (DSL). Email: hp@uak.ac.uk Phone: 01535 21033 / 07841 020733 (School number for DSL – this number can be shared with parents)</p>		
Key Messages to Parents/ Carers (Staff will NOT give medical advice!)		
<ul style="list-style-type: none"> ✓ Follow government guidelines on staying safe during the outbreak, and take <u>all</u> precautions to protect yourself & your family. During this uncertain time key messages from UAK will be communicated via: text messages, academy website and Twitter – families need to keep an eye on this. ✓ We want students to be back into full time education as soon as possible, however the health of our students and staff and wellbeing of our community takes precedence and where students can be safely educated at home, the school has made provision for studies to continue. ✓ We want to ensure that all students continue to make educational progress and we are setting and feeding back on work, and monitoring the completion of work. ✓ All work is being set via Google Classrooms. Parents are asked to ensure that students are completing it, and returning completed work to their teachers. Any concerns regarding this can be sent via studentprogress@uak.ac.uk or communicating directly with teachers through the Google Classrooms platform. <p style="text-align: center;">If staff or parents have any Safeguarding or Wellbeing concerns about students or safeguarding concerns relating to the behaviour of school staff, they should report this <u>immediately</u>:</p> <p>School Safeguarding: hp@uak.ac.uk or phone: 01535 21033 / 07841 020733 Emergency: Emergency Services (999) or Bradford Social Care (01274 435600) during office hours 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday. <u>At all other times</u> call the Social Services Emergency Duty Team on 01274 431010. If you have an emergency, or if you have reason to believe that a child is at immediate risk of harm, then please contact emergency services on 999. Medical: If non-emergency use 111 (online or phone) or contact your GP; in emergency 999 General wellbeing: alt@uak.ac.uk (Mrs Leggett)</p>		
Focus Area	Action	Responsibility
Identification of Vulnerable Students	<p>The school has a colour coded list of vulnerable students according to the following criteria:</p> <ul style="list-style-type: none"> • RED – CP/CLA, EHCP • AMBER - CIN/EH, • BLUE – students who receive internal support (counselling, AP (Bradford College, DPRU, Tracks), SEMH, managed move 	DSL/Pastoral Team
Educational Provision for Vulnerable Students	<ul style="list-style-type: none"> • All students who have been identified on the vulnerable list (Red, Amber, Blue) will be risk assessed in terms of their educational provision and this will be communicated with parents/carers whilst following the Government’s principles to limit the spread of the virus by minimising contact with children and other adults outside the family group. This information will be communicated to Social Worker if they have one • All students who are entitled to Free School Meals will be invited into school to pick up a takeaway lunch or eat within school (social distancing and hygiene rules applied). The school will implement the Government’s food voucher system for long term arrangements 	DSL/HT
Communicating with parents/carers	<ul style="list-style-type: none"> • Information is shared with all families/carers/students in the vulnerable groups to explain that there will be welfare phone calls every other day during term time. During academy holidays these will take place weekly. If any 	DSL/safeguarding team

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	<p>student is not able to be contacted this will be followed up with a welfare visit within 24 hours. Welfare visits will follow social distancing guidance and if the student/ family is self-isolating the child must be seen through a window and spoken to by phone.</p> <ul style="list-style-type: none"> • Safeguarding phone calls are made every other day by the allocated member of the pastoral/ safeguarding team. • If the member of the pastoral team is unable to make telephone contact with the child, then they will continue to try all numbers available until contact is made. If still unable to make telephone contact with the child this must be escalated to the DSL by the end of the day and a welfare visit will be made within 24 hours. • Regular updates will be provided via the school website, texts and twitter feeds • Children Social Care will be informed via the social worker of any concerns/contacts 	
Welfare Checks	<ul style="list-style-type: none"> • In the case of not being able to contact the child by phone welfare checks will be made by the Safeguarding Team and SLT. • Children must be physically seen and where practical, spoken to. • These visits will be logged on CPOMs and the DSL tagged into this alert for monitoring purposes • Any student who is not seen will be escalated to the child's social worker or appropriate person within the local authority. 	DSL/SLT
Safeguarding Staffing	The DSL/DDSL/AHT Pastoral/LHOY will remain be contactable by telephone and email at all times during the school day and will be present in school according to the staff rota. CPOMs will be monitored at all times by the DSL.	DSL
Working with outside agencies	<ul style="list-style-type: none"> • The DSL/DDSL/Safeguarding Officer will keep open lines of communication with Children's Social Care and attend conferences and reviews remotely as requested. • The DSL/DDSL will communicate with AP providers including Bradford College, District PRU and Tracks home tuition to ensure these students are safeguarded. • The SENDCo will keep open lines of communication with the LA SEND team and other practioners relating the students with SEND and continue to undertake all duties associated with the needs of these students, including scheduled reviews and assessments. • The SENDCo will keep open lines of communication with the CLA team (Virtual School) and undertake all duties associated with CLA including PEP reviews. • The LHOY will ensure all students who are at UAK on MM (in) or those who are on MM at other schools (out) are communicated with weekly and seen where appropriate (if they are also on the RED, AMBER and BLUE list). Their dual registered school will be updated weekly. 	DSL/DDSL/ Safeguarding Officer /LHOY/SENDCo

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Remote Learning	<p>All staff have been instructed to abide by the following protocols</p> <ul style="list-style-type: none"> • Work can only be set for students via Google Classrooms (all students have been trained on how to access and send back completed work, and request further support/explanation from their teachers if necessary). • Staff must never communicate with students using personal email accounts (neither staff or student accounts) and must only use the school email account. • Teaching staff must never communicate with students or their parents using their home phone, even if the number is blocked or personal mobile. • Any concerns which are communicated to staff via Google Classrooms, or anything which staff feel is a cause for concern, must be passed on immediately to the DSL. • Staff must ensure that any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. If in doubt they should check this with the school’s ICT support team/GDPR lead. • Staff must not use unsecured video conferencing formats for example WhatsApp, FaceTime, Zoom or Skype to present information to students/communicate with them. 	DHTs / DSL
Mental Health and well being	<p>The school acknowledges that these are extraordinarily stressful times for all concerned and this could impact on the mental well-being of staff, students and their families/carers.</p> <ul style="list-style-type: none"> • Students, staff and parents/carers should follow the advice provided on the school’s website relating to healthy study patterns during the school closure period. • Students/families /carers should get in touch via the contact numbers/email address if they have concerns about the mental health and well-being of their children and we will endeavour to support them. • Parents/carers should be aware that students will possibly be spending an increased amount of time on-line at home and adequate supervision should be in place to enable them to keep their children safe from on-line abuse. Any concerns about this should be reported to the school who will provide further support and advice. • Student Chromebook usage remains monitored by Smoothwall and the DSL/ DDSL will act appropriately in response to any alerts. 	DSL/AP (Learning)
Behaviour Management	<ul style="list-style-type: none"> • Staff are to avoid any unnecessary physical contact with students. • Increased supervision will help identify potential problems to facilitate early intervention from the pastoral team. • Unless there is significant risk to a student or member of staff of physical harm, social distancing guidelines should be adhered to. 	

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Note that the school's safeguarding policy and the statutory guidance laid out in Keeping Children Safe in Education 2019 still applies and this addendum serves as an additional framework which is necessary to ensure that young people are safeguarded during the period of school closure.