

## ANNEX 1

### PONTRFRACT ACADEMIES TRUST SCHOOL CLOSURE SAFEGUARDING PROCEDURE

#### Context

The way schools are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. Most children are no longer in a school setting and staff numbers have been affected by the outbreak. Schools have been asked to provide care for children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This annex to our Safeguarding and Child Protection Policy sets out details of our safeguarding arrangements.

#### Safeguarding Procedure for Vulnerable/Potentially Vulnerable Pupils/Groups when not in attendance at school:

- Regular contact is made with pupils identified as vulnerable in line with Local Authority and DfE guidance: Children in Care, children on a Child Protection Plan, Children in Need, children with an allocated Social Worker, Young Carers, pupils with an EHCP and those with Social, Emotional and Mental Health difficulties.
- Pupils/families with social workers will be contacted daily and it will be reiterated, where appropriate, that they can/should attend school.
- A minimum of two weekly contacts will be made for all other vulnerable pupils, where appropriate. If any concerns come from this contact, video calls can be conducted and reporting procedure followed.
- Where appropriate, when telephone calls take place, they should involve a conversation with the pupil and parent/carer.
- It should be reiterated to vulnerable pupils (who are at an appropriate age), how they can contact staff in school if they need to.
- Contact is made via the Designated Safeguarding Lead (DSL), Designated Safeguarding Team, Senior Leadership Team (SLT), Key Stage Leader (KSL) or Student Liaison Officer (SLO) at regular intervals as stated above and recorded on the weekly tracker.
- Where appropriate, details of contact should be evidenced on CPOMS and this is checked daily by the DSL.
- Vulnerable Group Tracker is used to record all contact through telephone conversations and subsequent visits, should a concern arise. DSL and Head should assume responsibility for the accuracy of the tracker before (if applicable) it is submitted to the Local Authority/Other Agency.
- Weekly liaison with social workers to take place to ensure that contact is evenly spread throughout the week and action plans/risk assessments are continuously monitored and reviewed.
- Phone calls are made for Children in Care (CiC) outside the Local Authority on a regular basis.
- Standardised questions will be asked during any contact, home visit or phone call using the Welfare Screening Tool (see attached).
- All home visits and video calls must be undertaken by two members of staff.
- **Home visits should only take place as a last resort, should be authorised by a Head of School or Executive Leader and when they are completed social distance rules should always be followed.**
- Pupils must be spoken to by a member of staff as stated above if contact is via phone call and recorded using the tracker and CPOMS (if applicable).



**Safeguarding Reporting Procedures for Staff during School Closures:**

- If a child is not present in school who is expected and daily phone contact has not been made a home visit may take place as a last resort after exhausting all other options.
- The DSL will regularly contact staff reiterating procedures and highlighting any local or national concerns around safeguarding.
- Following a home visit, if the child has not been seen a police welfare check is to take place and same day contact made with the designated social worker/duty manager (if applicable).
- If a parent/child communicates something that is a cause for concern (but not high level risk) via any channel (Show My Home Work, email, Google Classroom, Class Dojo, email, phone call) then a Safeguarding Form is completed electronically and emailed to the DSL/Child Protection Officer (CPO) and uploaded to CPOMS.
- Or, if a child/parent/other adult communicates an urgent cause for concern (i.e. is at risk of serious harm) immediate phone contact is made to the DSL, CPO or Head of School. Following which, the Safeguarding Form is completed electronically and emailed to the DSL. Phone contact must be made ASAP to the DSL team.
- Forms are then to be uploaded onto CPOMS using the same 'orange form' or appropriate lozenge for which the issue relates.

**Contact with Safeguarding Team; DSL, CPO and Head of School – Secondary**

**The King's School – 01977 601701**  
[admin@kings.patrust.org.uk](mailto:admin@kings.patrust.org.uk)

<b>Head of School</b>	<i>Dominic Pinto</i>	<a href="mailto:dpinto@kings.patrust.org.uk">dpinto@kings.patrust.org.uk</a> 07891309416
<b>DSL</b>	<i>Alex Lunn</i>	<a href="mailto:alunn@kings.patrust.org.uk">alunn@kings.patrust.org.uk</a> 07891309072
<b>Child Protection Officer</b>	<i>Jane Raddings</i>	<a href="mailto:jraddings@kings.patrust.org.uk">jraddings@kings.patrust.org.uk</a> 07891298519

**Carleton High School – 01977 781555**  
[admin@carletonhigh.patrust.org.uk](mailto:admin@carletonhigh.patrust.org.uk)

<b>Head of School</b>	<i>Jo Cross</i>	<a href="mailto:jcross@carletonhigh.patrust.org.uk">jcross@carletonhigh.patrust.org.uk</a> 07889262457
<b>DSL</b>	<i>Andrew Dean</i>	<a href="mailto:adean@carletonhigh.patrust.org.uk">adean@carletonhigh.patrust.org.uk</a> 07824905193
<b>Child Protection Officer</b>	<i>Jane Thomson</i>	<a href="mailto:jthomson@carletonhigh.patrust.org.uk">jthomson@carletonhigh.patrust.org.uk</a> 07766136759

**Contact with Safeguarding Team; DSL, CPO and Head of School – Primary**

**De Lacy Primary School – 01977 722620**  
[admin@delacy.patrust.org.uk](mailto:admin@delacy.patrust.org.uk)

<b>Executive Director of Primary and Interim Headteacher</b>	<i>Tom Fay</i>	<a href="mailto:tfay@patrust.org.uk">tfay@patrust.org.uk</a>
<b>DSL</b>	<i>Claire Hughes</i>	<a href="mailto:chughes@delacy.patrust.org.uk">chughes@delacy.patrust.org.uk</a> 07557066523
<b>Deputy DSL</b>	<i>Michelle Winter</i>	<a href="mailto:mwinter@delacy.patrust.org.uk">mwinter@delacy.patrust.org.uk</a> 07557066501



**Orchard Head Junior and Infant School - 01977 723495**

[admin@orchardhead.patrust.org.uk](mailto:admin@orchardhead.patrust.org.uk)

<b>Head of School</b>	Joe Mitchell	<a href="mailto:jmitchell@orchardhead.patrust.org.uk">jmitchell@orchardhead.patrust.org.uk</a>
<b>DSL</b>	Joanna Carr	<a href="mailto:jcarr@orchardhead.patrust.org.uk">jcarr@orchardhead.patrust.org.uk</a>

**The Rookeries Carleton Junior and Infant School - 01977 600368**

[admin@rookeries.patrust.org.uk](mailto:admin@rookeries.patrust.org.uk)

<b>Head of School</b>	Nicki Ellwand	<a href="mailto:nellwand@rookeries.patrust.org.uk">nellwand@rookeries.patrust.org.uk</a>
<b>DSL</b>	Dianne Marsh	<a href="mailto:dmarsh@rookeries.patrust.org.uk">dmarsh@rookeries.patrust.org.uk</a>

**Larks Hill Primary School – 01977 722845**

[admin@larkshill.patrust.org.uk](mailto:admin@larkshill.patrust.org.uk)

<b>Head of School</b>	Ian Shuttleworth	<a href="mailto:ishuttleworth@larkshill.patrust.org.uk">ishuttleworth@larkshill.patrust.org.uk</a>
<b>DSL</b>	Sarah Annable	<a href="mailto:sannable@larkshill.patrust.org.uk">sannable@larkshill.patrust.org.uk</a>

**Carleton Park Junior and Infant School – 01977 722615**

[admin@carletonpark.patrust.org.uk](mailto:admin@carletonpark.patrust.org.uk)

<b>Head of School</b>	Joe Ayre	<a href="mailto:jayre@carletonpark.patrust.org.uk">jayre@carletonpark.patrust.org.uk</a>
<b>DSL</b>	Sarah Humphreys	<a href="mailto:shumphreys@carletonpark.patrust.org.uk">shumphreys@carletonpark.patrust.org.uk</a>

**Halfpenny Lane Junior and Infant School – 01977 703270**

[admin@halfpenny.patrust.org.uk](mailto:admin@halfpenny.patrust.org.uk)

<b>Head of School</b>	James Parkinson	<a href="mailto:jparkinson@halfpenny.patrust.org.uk">jparkinson@halfpenny.patrust.org.uk</a>
<b>DSL</b>	Kate Gawthorp	<a href="mailto:kgawthorp@halfpenny.patrust.org.uk">kgawthorp@halfpenny.patrust.org.uk</a>

**Safeguarding Reporting Procedure for Parents/Pupils wanting to make a Disclosure:**

- Parents and pupils receive key information including how to contact school through SMHW, letters, Dojo, email, phone call and various social media platforms.
- All pupils and parents to be contacted through phones calls and SMHW and made aware how they can contact staff in school for support.
- Key external agencies are signposted to pupils and parents:

- **ChildLine** Tel:0800 1111
- **Samaritans** Tel: 116 123
- **Beat** Tel: 0808 8010711

Web: [www.childline.org.uk](http://www.childline.org.uk)

Web: [www.samaritans.org](http://www.samaritans.org)

Web: [www.beateatingdisorders.org.uk](http://www.beateatingdisorders.org.uk)



- **Runaway Helpline** Tel: 116 000      Web: [www.runawayhelpline.org.uk](http://www.runawayhelpline.org.uk)
- **Kooth** Tel: Online chat only      Web: [www.kooth.com](http://www.kooth.com)
- **Papyrus**: Tel: 0800 0684141      Web: [www.papyrus-uk.org](http://www.papyrus-uk.org)

- Parents informed by the school that they need to email or phone the admin as identified above according to school.

**Other Support for Vulnerable Pupils during School Closure:**

- Food vouchers are available for parents at FSM or universal FSM.
- Contact with services via SEND services.
- Pupils and parents are able to communicate with staff through methods of communications as identified above.

**Online safety:**

- It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguard and support children.
- Our staff will follow the process for online safety set out in our Safeguarding and Child Protection Policy.
- Staff who interact with children online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the DSL or to a deputy DSL.

**Increased vulnerability or risk:**

- Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils’ work where they are at home. Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.
- Our staff and volunteers will be aware of the mental health of children and their parents and carers, and will contact the DSL or a deputy if they have any concerns.

**Safer Recruitment:**

All staff, volunteers and members of the governance structure are subject to enhanced DBS checks in line with Keeping Children Safe in Education. During the period of lockdown and social distancing measures instructed by the Government of all the population whilst recruitment will continue the following amendments will be made to the Safer Recruitment process:

<b>Activity</b>	<b>Amendment</b>
Verifying identity	<ul style="list-style-type: none"> <li>• ID documents to be viewed by video link</li> <li>• Scanned copy to be signed by the employee who verified the documents by video link</li> <li>• Original documentation must be presented prior to the employee taking up post</li> </ul>
Enhanced DBS (disclosure and barring service) with barred list check for those in regulated activity	<ul style="list-style-type: none"> <li>• DBS evidence to be viewed by video link</li> <li>• A scanned copy to be received prior to the DBS link being submitted</li> <li>• Scanned copy to be signed by the employee who verified the documents by video link</li> </ul>

	<ul style="list-style-type: none"> <li>Original documentation must be presented prior to the employee taking up post</li> </ul>
Prohibition from teaching check – teacher services system – for all teaching posts	No change
EEA restrictions	No change
Verification on mental and physical fitness	No change
Right to work in UK	No change
Professional qualifications	<ul style="list-style-type: none"> <li>Certificates to be viewed by video link. Scanned copy to be signed by the employee who verified the documents by video link</li> <li>Original documentation must be presented prior to the employee taking up post</li> </ul>
References will be sought wherever possible before interview so any concerns can be explored	No change
At least one member of each recruitment panel will have attended safer recruitment training	No change
The Single Central Record is maintained in accordance with ‘Keeping Children Safe in Education (2019)’	No change

### **Teachers/support staff based in a trust school employed by a local authority or other academy trust**

Trust schools may, when requested, provide school places for children who are on the roll of a school outside of the Pontefract Academies Trust. All contact details, medical, allergy and safeguarding records of each child will be made available to the hub school. School meals will not be provided until dietary requirements have been notified to the caterers.

Where staff from a school outside of the Trust are based temporarily within a hub school, their employer will provide the enhanced DBS number and confirmation that full clearance has been given prior to the member of staff entering the school. This will be recorded on the single central record of the hub school as a contractor record.

### **Trust staff based in a hub school which is not their normal place of work**

Staff employed by Pontefract Academies Trust who are working temporarily in a hub school will not be required to transfer their Single Central Record to the hub school. A record of attendance will be kept by the hub school and single central records will be maintained in their normal place of work.