



“RESPECT YOUR ACHIEVEMENTS NOW”

**Addendum to Child Protection Policy
COVID-19 school wider reopening
arrangements for Safeguarding and Child
Protection at
R.Y.A.N Education Academy**

Context

From 20th March 2020 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 and for vulnerable pupils who cannot be safely cared for at home. This advice has now been revised and plans for the wider reopening of schools from the 1st June should now be considered for all eligible children outlined in the Department for Education guidance

[DfE Guidance: Actions for education and childcare settings to prepare for wider opening from 1 June 2020 Updated 1 June 2020](#)

[DFE Guidance Coronavirus \(COVID-19\): Safeguarding in schools, colleges and other providers Update 20th May 2020](#)

DfE safeguarding principles:

'As more children return, a number of important safeguarding principles remain the same:

- the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online'

This addendum of the R.Y.A.N Education Academy Child Protection policy contains details of our individual safeguarding arrangements in the following areas listed below:

The addendum will be reviewed by our designated safeguarding lead (DSL) or a deputy DSL as circumstances continue to evolve or following updated Department for Education advice or guidance. It has been approved by our governing board and is available on the school website at www.ryaneducationacademy.co.uk and is made available to staff in the Policy and Procedures file in the administration office.

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Abdul Monaim	0121 675 8885 / 07415 454683	abdul.monaim@ryaneducationacademy.co.uk
Deputy Designated Safeguarding Lead/s	Denise Wint	0121 675 8885 / 07415 454683	d.wint@ryaneducationaadeemy.co.uk
Headteacher	Catherine Elizabeth Ryan-Harris	07415 454 683	catherine.e.ryan@ryaneducationacademy.co.uk
Chair of Governors	Lilian Kennedy	07933 295561	Lilian.kennedy@birmingham.gov.uk
Safeguarding Governor	Pam Smith	07973 346 319	footprints989@hotmail.com
Welfare and Contact Coordinator *	Denise Wint	07415 454 683	d.wint@ryaneducationaadeemy.co.uk
School Nurse *	Joanne Bonner	07702 898 130	j.bonner@nhs.net

* R.Y.A.N Education Academy has a designated staff member to coordinate welfare and contact and have the oversight of all the vulnerable pupils during this period.

This role co-insides with the role of the DSL and the R.Y.A.N Education Academy ensures the role demonstrates effective and efficient liaison.

Key telephone numbers of all available DSL's/deputies will be provided to staff covering the setting where appropriate.

Staff will be reminded that they can make a referral in exceptional circumstances to the Children's Advice and Support Service (CASS) number 0121 464 1888 and/or the LADO contact number – 0121 675 1669.

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 parent(s), guardian(s), carer(s) to decide whether they need to continue to be offered a school 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 deputy) 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.

R.Y.A.N Education Academy 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: **Mrs Catherine Elizabeth Ryan-Harris and Mr Abdul Monaim**

Attendance from vulnerable children is expected, where it is appropriate for them *(that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan, and they do not show or display signs of having contracted COVID 19)*, so that they can gain the educational and wellbeing benefits of attending. Vulnerable children, regardless of year group, that have not been attending in the recent period are expected to return to school provision where this would now be appropriate for them to do so.

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 R.Y.A.N Education Academy will explore the reasons for this directly with the parent(s), guardian(s), carer(s).

Where parent(s), guardian(s), carer(s) are concerned about the risk of the child contracting COVID19, R.Y.A.N Education Academy or the social worker will talk

through these anxieties with the parent(s), guardian(s), carer(s) following the advice set out by Public Health England.

R.Y.A.N Education Academy will encourage our vulnerable young people to attend school, including remotely if needed.

For vulnerable pupils with a social worker where it is determined that a child should remain at home, contact by the school should continue and this decision should be reviewed on a four-weekly minimum basis. Contact with vulnerable pupils must be on a weekly basis as an absolute minimum, and this will be recorded within a School Attendance Plan

Attendance monitoring

The R.Y.A.N Education Academy will resume taking the attendance register from 1 June and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending aligned to

[DFE Guidance: Recording attendance during the coronavirus \(COVID-19\) outbreak Updated 28th May 2020](#)

R.Y.A.N Education Academy will submit daily attendance figures to the DfE by 12 noon each day, using the educational settings form.

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

R.Y.A.N Education Academy and social workers will agree with parent(s), guardian(s), carer(s) whether Children in Need should be attending school – R.Y.A.N Education Academy will immediately follow up on any pupil that they were expecting to attend, who does not. R.Y.A.N Education Academy will also follow up with any parent(s), guardian(s), carer(s) who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, R.Y.A.N Education Academy will, when communicating with parent(s), guardian(s), carer(s), confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable young person does not take up their place at school, or discontinues, R.Y.A.N Education Academy will notify their social worker and the local authority.

R.Y.A.N Education Academy attendance monitoring is informed by the principles which apply to this phase of wider opening included in the 'Approach: first phase of wider opening of educational and child care settings'

[DfE Guidance: Actions for education and childcare settings to prepare for wider opening from 1 June 2020 Updated 1 June 2020](#)

- Young people in eligible year groups are strongly encouraged to attend (*where there are no shielding concerns for the child or their household*), so that they can gain the educational and wellbeing benefits of attending.
- Vulnerable young people of all year groups will be expected and encouraged to attend the R.Y.A.N Education Academy where it is appropriate for them to do so (*for young people with education health and care (EHC) plans this will be informed by a risk assessment approach*).
- Young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions will be advised to shield. We do not expect people in this category to be attending the R.Y.A.N Education Academy, and we will continue to support them to learn or work at home as much as possible.
- A young person or a member of staff who lives with someone who is clinically vulnerable (*but not clinically extremely vulnerable*), including those who are pregnant, can attend the R.Y.A.N Education Academy.
- If a young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding, it is advised they only attend the R.Y.A.N Education Academy setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions. This may not be possible for incredibly young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home
- Staff and young people should not attend the R.Y.A.N Education Academy if they have symptoms or are self-isolating due to symptoms in their household.

For those pupils eligible to attend, the R.Y.A.N Education Academy will address absence by sensitively exploring Parent(s), Guardian(s) and Carer(s) and pupils' concerns and what is preventing attendance and work with them to re-engage pupils where appropriate. Parent(s), Guardian(s) and Carer(s) must notify the R.Y.A.N Education Academy as normal if their child is unable to attend school. The R.Y.A.N Education Academy will also continue to follow up with any Parent(s), Guardian(s) and Carer(s) whose child has been expected to attend and does not.

Designated Safeguarding Lead

The R.Y.A.N Education Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The key contacts are detailed at the start of this document.

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

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

This might include updating and managing access to child protection files and liaising with the offsite DSL (or deputy) 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 R.Y.A.N Education 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 multi-agency meetings, which can be done remotely.

Where resources allow R.Y.A.N Education Academy DSL (and deputies) will have more time to support staff and young people regarding new concerns (and referrals as appropriate) as more young people return.

Where young people have attended other settings since March 20th or where the school has had children from other settings attending, the DSL will liaise with the DSL from those schools to ensure any relevant information is passed to the home school.

Reporting a concern

Staff must be mindful that new concerns may be identified as young people start to return to school following the closure. Where staff have a concern about a young person, they should continue to follow the process outlined in the R.Y.A.N Education Academy, Child Protection Policy, this includes making a report to the DSL.

Staff are reminded of the need to report any concern immediately and without delay. All relevant safeguarding and welfare information held on all young people (including returning young people) will remain accurate as possible. The R.Y.A.N Education Academy (led by the DSL or deputy) will be doing all they reasonably can to ask Parent(s), Guardian(s) and Carer(s) to advise them of any changes regarding welfare, health and well-being that we should be aware of before the young person returns.

Where staff are concerned about a staff member and or adult working with young people in the school, they should report the concern to the Headteacher. 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 Headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors.

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 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 had safeguarding training and have read 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 young person.

Where new staff are recruited, or new volunteers undertake work at R.Y.AN Education Academy, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education authority or children's workforce setting to the R.Y.A.N Education Academy, 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

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.

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, R.Y.A.N Education Academy 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 (2019) (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 R.Y.A.N Education Academy are using volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

R.Y.A.N Education 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.

R.Y.A.N Education Academy will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 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 the R.Y.A.N Education Academy 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, R.Y.A.N Education Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Ensure there is a record of which staff are onsite daily either on the SCR or separately.

Mental Health

R.Y.A.N Education Academy recognises that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of our young people and their parents. With young people of critical workers and vulnerable young people on site, and/or young people returning to school from 8th September 2020 onwards, R.Y.A.N Education Academy will ensure appropriate support is in place for them.

R.Y.A.N Education Academy understands that mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess.

Support for pupils' in the current circumstances will include existing provision in the school, although this may be delivered in different ways, (for example over the phone for those children still not attending provision) or from specialist staff or support services i.e. Communication Autism Team (CAT), School Nurse, Education Psychologist, and Counsellor.

R.Y.A.N Education Academy will ensure that teachers are aware of the impact the current circumstances can have on the mental health of pupils and their Parent(s), Guardian(s) and Carer(s) who are continuing to work from home, including when setting expectations of children's' work.

Online safety in schools and colleges

R.Y.A.N Education Academy 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 and college

It is important that all staff who interact with young people, including online, continue to look out for signs a young person 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.

Online teaching should follow the same principles as set out in the R.Y.A.N Education Academy's code of conduct.

R.Y.A.N Education Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things we will consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and young person 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.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- 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 our IT network manager / provider to communicate with pupils

- Staff should record, the length, time, date, and attendance of any sessions held.

Supporting children not in school

R.Y.A.N Education Academy is committed to ensuring the safety and wellbeing of all its Children and Young people.

R.Y.A.N Education Academy will do what we reasonably can to keep all our young people safe. Whilst our young people return to R.Y.A.N Education Academy some will have to stay at home due to vulnerability and or risk however, we will continue to engage them with R.Y.A.N Education Academy online work programme.

R.Y.A.N Education Academy staff who interact with young people, including online, will continue to look out for signs a young person may be at risk. Any such concerns will be dealt with as per this '*Child Protection Policy*' and where appropriate referrals will continue to be made to children's social care and as required to the police

Where the DSL has identified a young person to be on the edge of social care support, or who would normally receive pastoral-type support in school, we will ensure that a robust communication plan is in place for that young person(s).

Details of this plan will be recorded, as will a record of contact.

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

R.Y.A.N Education Academy and its DSL's will work closely with all stakeholders and external agencies 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.

Supporting children in school

R.Y.A.N Education Academy is committed to ensuring the safety and wellbeing of all its young people.

R.Y.A.N Education Academy will continue to be a safe space for all young people to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

R.Y.A.N Education 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 COVID19. Appropriate posters and signage will be in place.

R.Y.A.N Education Academy will ensure that where we care for young people of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be personalised to each young person and recorded.

If pupils are attending other schools, it is important to ensure that all appropriate information, including child protection and medical information, is shared with the '*Senior Designated Leader*' to ensure their safety and wellbeing. We will ensure that this information is held securely by the other school and or establishment.

Peer on Peer Abuse

R.Y.A.N Education Academy recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where R.Y.A.N Education Academy 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 of the Child Protection Policy.

The R.Y.A.N Education Academy will listen and work with the young person, Parent(s), Guardian(s) and Carer(s) and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions will be recorded, and appropriate referrals made.

R.Y.A.N Education Academy will be mindful that some peer relationships may have deteriorated over the closure period and if indeed any online peer on peer abuse has taken place that comes to light on the wider reopening of the school actions will be taken and support provided as outlined in the school's Child Protection Policy.