



## Protocol CV-19 Closure – Safeguarding Policy Addendum (January 2021)

This addendum sets out changes to our normal Safeguarding policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply. This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under review.

**For Staff:** All contact must be logged and any concerns are raised immediately using CPOMs and (where appropriate) emailing or phoning Tanya Byrne (Director of Safeguarding)

**Email:** [t.byrne@carltonbolling.co.uk](mailto:t.byrne@carltonbolling.co.uk)

**Phone:** 01274 648629 / 07715681723 (School number for DSL – this number can be shared with parents)

### Key Messages to Parents/ Carers (Staff will NOT give medical advice!)

- ✓ Follow government guidelines on staying safe during the outbreak, and take all precautions to protect yourself & your family. During this uncertain time key messages from Carlton Bolling 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@carltonbolling.co.uk](mailto:studentprogress@carltonbolling.co.uk) or communicating directly with teachers through the Google Classrooms platform

**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 immediately:**

**School Safeguarding:** [t.byrne@carltonbolling.co.uk](mailto:t.byrne@carltonbolling.co.uk) or 01274 648629 or 07715681723

**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. At all other times 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:** [t.byrne@carltonbolling.co.uk](mailto:t.byrne@carltonbolling.co.uk) (Mrs Byrne) or [p.taylor@carltonbolling.co.uk](mailto:p.taylor@carltonbolling.co.uk) (Ms Taylor)

Focus Area	Action	Responsibility
Identification of Priority Students	<p>Carlton Bolling has a colour coded list of priority students according to the following criteria:</p> <ul style="list-style-type: none"> <li>• <b>RED</b> – CP, CLA, EHCP, CIN</li> <li>• <b>AMBER</b> – EH, CAMHS, considered vulnerable by the school and/or LA</li> <li>• <b>BLUE</b> – students who receive internal support (counselling, AP (Bradford College, DPRU, Tracks), SEMH, Managed Move</li> </ul> <p>All the above categories have been identified to access face to face learning in school.</p> <p>Attendance is tracked daily, coded in accordance with DfE guidance and any concerns are relayed to DSL via CPOMs by Pastoral Team.</p>	DSL / AHT Pastoral / Lead HOY
Educational Provision for Vulnerable Students	<ul style="list-style-type: none"> <li>• All students who have been identified on the priority 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</li> </ul>	DSL/HT



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	<p>children and other adults outside the family group. This information will be communicated to the Social Worker if they have one.</p> <ul style="list-style-type: none"> <li>• If priority students have declined a school place the DSL will work together with the SW / LA to explore the reason and encourage attendance.</li> <li>• Arrangements have been made for all students entitled to FSM including those not attending face to face in school learning.</li> </ul>	
Communicating with parents/carers	<ul style="list-style-type: none"> <li>• Information is shared with all families/carers/students in the vulnerable groups to explain that there will be tri-weekly welfare calls (Monday, Wednesday and Friday) and home visits (Monday). Students in the Red and Amber groups must be seen (whilst following social distancing guidance) and if self isolating must be seen through a window and spoken to by phone</li> <li>• Safeguarding and wellbeing phone calls for priority students are made by the Safeguarding and Pastoral Teams.</li> <li>• If staff are 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, the school will make a home visit and inform the social worker if they have one.</li> <li>• Regular updates will be provided via the school website, texts and twitter feeds</li> <li>• Children Social Care will be informed via the social worker of any concerns/contacts</li> </ul>	DSL
Welfare Checks	<ul style="list-style-type: none"> <li>• Weekly home visit welfare checks will be made by the Safeguarding and Pastoral Teams each Monday to priority students who have declined a school place.</li> <li>• Children must be physically seen and where practical, spoken to.</li> <li>• These visits will be logged on CPOMs and the Safeguarding team tagged into this alert for monitoring / intervention purposes.</li> <li>• Any student who is not seen will be followed up by phone call the following day and a further home visit carried out if necessary.</li> <li>• Social workers will be updated weekly</li> </ul>	DSL/SLT
Safeguarding Staffing	The Safeguarding Team will remain 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 and Director of Safeguarding	Safeguarding Team / DoS
Working with outside agencies	<ul style="list-style-type: none"> <li>• The Safeguarding Team will continue to keep open lines of communication with Children’s Social Care and attend conferences and reviews remotely as required.</li> <li>• In cases where the school has concerns around hardship, families will be referred / signposted to local organisations including food banks.</li> </ul>	DSL/DDSL/LHOY/SENDCo



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	<ul style="list-style-type: none"> <li>• The Safeguarding Team will communicate with AP providers including District PRU and Tracks home tuition to ensure these students are safeguarded</li> <li>• The SENDCo will keep open lines of communication with the LA SEND team and other practitioners relating to the students with SEND and continue to undertake all duties associated with the needs of these students, including scheduled reviews and assessments.</li> <li>• The SENDCo will keep open lines of communication with the CLA team (Virtual School) and undertake all duties associated with CLA including PEP reviews</li> <li>• The SENDCo will make weekly telephone calls to students with EHCPs and CLA if they have declined a school place.</li> <li>• The LHOY will ensure all students who are at CB 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 by the Lead HoY</li> </ul>	
Remote Learning	<p>All staff have been instructed to abide by the following protocols</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Staff must never communicate with students using personal email accounts (neither staff or student accounts) and must only use the school email account</li> <li>• Staff must never communicate with students or their parents using their home phone, even if the number is blocked, or personal mobile</li> <li>• Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures.</li> <li>• 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 Safeguarding Team</li> <li>• 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</li> <li>• Staff must not use unsecured video conferencing formats for example WhatsApp, facetime, zoom or skype to present information to students/communicate with them.</li> <li>• Any student who is not engaging with remote learning will be contacted by the Pastoral Team and arrangements will be made to secure access to learning (loan of laptop or accessing in school provision)</li> <li>• Staff will remain vigilant to any instances of poor behaviour which could result in bullying or peer on peer</li> </ul>	DHTs / DSL



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	<p>abuse. All incidents must be reported and followed up by the Pastoral team.</p>	
<p>Mental Health and well being</p>	<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"> <li>• 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</li> <li>• 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.</li> <li>• 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</li> <li>• Identified students to access school counselling via conference call whilst attending in school provision.</li> <li>• Identified students to access support from school MHFA via conference call or whilst attending school provision</li> <li>• Further information can be found on the website including where additional help can be found at <a href="http://www.carltonbolling.co.uk/students/safeguarding/">http://www.carltonbolling.co.uk/students/safeguarding/</a></li> </ul>	<p>DSL/DHT (Learning)</p>