

Greenshaw Learning Trust

Addendum to GLT Safeguarding Policy September 2020

Revised: 8 March 2021

Addendum to the GLT Safeguarding Policy 17 July 2020 approved by the Board of Trustees on 17 July 2020 to take effect from 1 September 2020.

This Addendum to the GLT Safeguarding Policy adds to and qualifies the requirements of the GLT Safeguarding Policy that was approved by the Board of Trustees on 17 July 2020.

This Safeguarding Addendum follows the Schools coronavirus (COVID-19) operational guidance (February 2021).

It applies to the Greenshaw Learning Trust as a whole and to all the schools and service units in the Trust, and to all paid and unpaid staff, volunteers, governors and Trustees of the Trust and its schools, and to all contractors and others using or visiting any of the premises of the Trust or its schools.

Each school within the Trust and the Trust shared services will maintain and abide by their own Safeguarding Policies and procedures that must be consistent with the GLT Safeguarding Policy and this Addendum.

Where there is any conflict this Addendum overrides other policy and procedure, and if there is any doubt the Trust Designated Safeguarding Lead (GLT DSL) should be consulted.

The Board of Trustees has approved a 'Model Addendum to the Safeguarding Policy' that each GLT school will adopt as an addendum to their School Safeguarding Policy and adapt for their own setting.

Approval and review:

This Addendum to the GLT Safeguarding Policy was agreed by the Board of Trustees on 15 January 2021. It was reviewed by the GLT Designated Safeguarding lead on 8 March 2021 to update it in accordance with the School's COVID-19 operational guidance (February 2021) and to include the appointment of Anne Spackman, as the Chair of the Board of Trustees. The Board of Trustees on 26 March 2021 approved the Addendum to the Trust Safeguarding Policy and all school Addendums will remain in effect until 31 August 2021.

The responsible officer(s):

The GLT Designated Safeguarding Lead, the GLT Chief Executive Officer.

For other responsible officers, including the Deputy Designated Safeguarding Lead and Lead Trustee for Child Protection, see section 1 below.

Addendum to GLT Safeguarding Policy, 3 April 2020

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1. Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	William Smith	wsmith@greenshawlearningtrust.co.uk telephone: 07841 696922
Deputy DSL	Sarah Vardy	svardy@greenshawlearningtrust.co.uk telephone 020 8715 1078.
Other contactable DSL(s) and/or deputy DSL(s): * eg DSL at [school name]		
Designated member of senior leadership team if DSL (and deputy) can't be on site *		
Chief Executive Officer	William Smith	wsmith@greenshawlearningtrust.co.uk telephone: 07841 696922
Local authority designated officer (LADO)		
Safeguarding & Child Protection Trustee	Anne Spackman	aspackman@greenshawlearningtrust.co.uk telephone: 07790 127238
Chair of the Board of Trustees	Anne Spackman	aspackman@greenshawlearningtrust.co.uk telephone: 07790 127238

* or deputy DSLs with another school when your own aren't available and for additional / temporary contacts [delete / insert / adapt as applicable and in accordance with section 5 below, eg if you are sharing DSLs of local partners etc.]

2. Introduction

This Addendum to the GLT Safeguarding Policy applies during the period of dynamic blend of home and school learning due to COVID-19. It sets out changes to our normal child protection policy in light of the Department for Education's guidance and should be read in conjunction with that policy - see the GLT Safeguarding Policy that can be found on the GLT website.

The safeguarding policies and procedures of the Greenshaw Learning Trust, its schools and shared services continue to apply unless, added to, qualified by, and where appropriate overridden by, the terms of this Addendum.

The Trust's schools and shared services must adopt a similar addendum to their Safeguarding Policies; the Board of Trustees has approved a 'Model Addendum to the Safeguarding Policy' that each GLT school should adopt as an addendum to their School Safeguarding Policy and adapt for their own setting.

The addendums to the Trust's schools' and shared service's Safeguarding Policies should reflect any updated advice received from the DfE and from the relevant local authority and their 3 local safeguarding partners.

This Addendum and the addendums to schools' and shared service's policies will be kept under review and updated where necessary to reflect guidance from the DfE and from the relevant local authority and the 3 local safeguarding partners.

3. Principles - "The welfare of the Child is paramount"

The Greenshaw Learning Trust places the highest importance on its duty to safeguard and promote the welfare and safety of all children in its care and will continue to have regard to the statutory safeguarding guidance, Keeping Children Safe in Education (2019) (KCSIE).

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children, and has a role to play in identifying concerns, sharing information and taking prompt action.

All Trust staff and volunteers have a responsibility to provide a safe environment for children and should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child.

From 8 March, all pupils should attend school. The school will ensure that where we care for children on site, we have appropriate support in place for them.

The school will take advice from and work with the local safeguarding partners.

The school 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 coronavirus.

4. Vulnerable children and young people

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance; this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the school and local authority's discretion, including pupils and students who need to attend to receive support or manage risks to their mental health

All GLT schools 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 Designated Safeguarding Lead will be responsible for this.

All GLT schools will encourage all pupils to attend a school.

5. Attendance Monitoring

The Greenshaw Learning Trust expects all pupils to attend school.

From 8th March 2021, all schools will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils.

In compliance with the [Remote Education, Temporary Continuity Direction](#), all GLT schools will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).

All GLT schools will refer to the Government guidance for education and childcare settings on [elective home education](#) (page 63).

6. Reporting a concern

All Greenshaw Learning Trust staff, volunteers, Trustees and governors must continue to follow the principles set out in Keeping Children Safe in Education and act immediately on any concerns they have.

Anyone who has a safeguarding concern relating to a child at or on the school roll of a GLT school, a member of staff, paid or unpaid of the school, a volunteer or contractor at the school, or anyone visiting or using school premises, or relating to an incident that took place at the school, should report the matter to the School DSL and it will be dealt with in accordance with the School Safeguarding Policy.

Anyone who has a safeguarding concern relating to a child in, member of staff, paid or unpaid, volunteer or contractor in, or visitor to the GLT Shared Service should report the matter to the GLT DSL and it will be dealt with under the Trust Shared Service Safeguarding Policy.

Where a member of staff has concerns about the possible impact on safeguarding of staff absence – such as absence of the DSL or first aiders – they should raise them immediately with the DSL, deputy DSL or Headteacher; who should themselves raise any concerns with the GLT DSL or GLT Deputy DSL.

7. Safer recruitment, movement of staff, and volunteers

To ensure that people who are unsuitable are not allowed to enter the children's workforce or gain access to children, when recruiting new staff, all GLT schools will continue to follow the relevant safer recruitment processes, including part 3 of Keeping Children Safe in Education (2020) (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.

If staff are deployed from another education or children's workforce setting to a GLT school, the school 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; and
- there is no ongoing disciplinary investigation relating to that individual.

Where a Greenshaw Learning Trust school is utilising volunteers, it 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.**

All GLT schools 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.

All GLT schools 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

Each GLT Headteacher must ensure that they know, 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. All schools will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8. Children and online safety away from school

Attendance will be mandatory for all pupils of compulsory school age from 8 March. Where a class, group or small number of pupils need to self-isolate or where clinically extremely vulnerable children are to shield, all GLT schools will ensure they have access to remote education as soon as reasonably practicable.

All Greenshaw Learning Trust schools will continue to provide a safe online environment and maintain appropriate filtering and monitoring systems. Where students are using computers in school, Headteachers must ensure that appropriate supervision is in place.

Where GLT staff are interacting online with children outside school, including through online teaching, they will follow the appropriate GLT and school safeguarding policies and procedures and the GLT Staff Code of Conduct.

School staff will make sure that parents/carers are aware of the potential risks and the importance of staying safe online; know what the school is asking children to do online and who they will be interacting with from the school; and know where else they can go for support in keeping their child safe online.

The Headteacher of each GLT school will ensure that use of online learning tools and systems is in line with privacy and data protection and GDPR requirements.

9. Supporting children not in school as they are following clinical or public health advice related to coronavirus (COVID-19)

The Greenshaw Learning Trust is committed to ensuring the safety and wellbeing of all children and young people in its care.

For every child of a GLT school who has a social worker or who the DSL believes to be vulnerable, in accordance with section 4 above, and it has been agreed that they won't be attending school or they are having to self-isolate, the DSL will ensure that a robust contact plan is in place for that child or young person.

The DSL (or deputy or other responsible person as set out in section 1 above) will work closely with all their stakeholders to maximise the effectiveness of the contact plan, and will review the contact plan at least once a fortnight, and where concerns arise will make any referrals as appropriate.

The school will issue appropriate safeguarding messages on its website and social media pages.

When setting expectations of pupils' work when they are at home, teachers should take account of the effect that the current circumstances can have on the mental health of pupils and their parents/carers.

All staff who interact with children outside school, including online, must continue to look out for signs that a child may be at risk. Any such concerns should be dealt with in accordance with the GLT Safeguarding Policy and this Addendum and, where appropriate, referrals should still be made to children's social care and the police.

10. Supporting children in school

The Greenshaw Learning Trust is committed to ensuring that all GLT schools will continue to be a safe space for all children to attend and flourish.

The Headteacher of each GLT school 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 COVID-19.

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