



**NEWCASTLE**  
**ACADEMY**

## **Newcastle Academy**

### **Addendum to Safeguarding Policy** **Guidance for Full Opening: Schools** **(to be read in conjunction with our Safeguarding Policy)**

Updated 1<sup>st</sup> September 2020, in line with [DfE Guidance for full opening: schools](#)

**School Name:** Newcastle Academy

**Policy Owner:** Emma Thomas

**Date of Update:** 1<sup>st</sup> September 2020

**Date shared with Staff:** 2<sup>nd</sup> September 2020

#### **Context**

From the beginning of the Autumn Term 2020, the plan is for all students in all year groups to return to the academy. This revised guidance is intended to support schools and academies to prepare for re-opening and covers expectations for students with Special Educational Needs and Disability (SEND); including those with Educational Health and Care Plans (EHCP), in mainstream school.

Whilst the aim is to have all students back at the academy, each academy will need a plan for the possibility of Local Lockdown and how they will ensure the Safety and Welfare of students, along with the continuity of Education.

**This is an addendum to Newcastle Academy Safeguarding Policy.**

## **Newcastle Academy -Key contacts**

**Designated Safeguarding Lead:** Emma Thomas 01782 667650

[emma.thomas@snfederation.co.uk](mailto:emma.thomas@snfederation.co.uk)

**Deputy Designated Safeguarding Lead:** Helen Price 01782 667650

[helen.price@snfederation.co.uk](mailto:helen.price@snfederation.co.uk)

**Associate Principal:** Lois Newton - [lois.newton@snfederation.co.uk](mailto:lois.newton@snfederation.co.uk)

**Executive Principal:** Jamie Henshaw – [jamie.henshaw@snfederation.co.uk](mailto:jamie.henshaw@snfederation.co.uk)

**Chair of Governors:** Tim Edwards – tim.edwards@uettrust.org

**Safeguarding Governor:** Vicky Recine – vicky.recine@snfederation.co.uk

## **Public Health Advice to Minimise Coronavirus (Covid19) Risks**

All risks within our Academy have been assessed and proportionate control measures are in place. All Risk Assessments and Risk Mitigation Risk Assessments have been reviewed and updated for our return on 1<sup>st</sup> September 2020. They will be monitored and reviewed regularly, in line with DfE and Government Guidance, to ensure the arrangements are effective; working as planned; and updated in line with any changes in Public Health Advice.

Essential measures to ensure the Safety and Welfare of our Students and Staff and create an Inherently Safer Environment include:

### **Prevention**

- Minimise contact with individuals who are unwell. Anyone who has coronavirus (Covid19) symptoms, or who have someone in their household who does, should NOT attend the academy.
- The use of face coverings, in the areas recommended in the academy are adhered to.
- Robust and regular hand washing routine.
- Use the 'Catch it' 'Bin it' 'Kill it' approach to ensure good respiratory hygiene.
- Enhanced cleaning arrangements in place.
- Procedures in place to minimise the risk of infection, as far as this is practicable.
- Personal Protective Equipment (PPE) available for use if required.

**Please note that some students will be exempt from wearing a mask, due to physical or mental health, impairment or disability. We will provide all of these students with a pink laminated card, so they can make themselves known to staff on duty, if they wish to. There will also be a list circulated to staff on a daily basis. Please be mindful of any student's who normally rely on lip reading and facial expression for communication**

**No student will be excluded from Education on the ground that they are not wearing a face covering.**

### **Response to any Infection**

- Engage with NHS Track and Trace process.
- Manage confirmed cases of coronavirus (Covid19) amongst the academy community.
- Contain any outbreaks by following Local Health Team Advice.
- If someone tests **negative**, they feel well and no longer have symptoms related to coronavirus (Covid19), they can stop self-isolating and so can the members of their household.
- If someone tests **positive**, they must continue to self-isolate for 10 days and must only return to the academy once the symptoms have subsided. Other members of their households will need to self-isolate for 14 days.

### **Vulnerable children**

The vulnerable children category includes those who:

- Have a Social Worker
- Are looked after by the Local Authority (LAC)
- Have an Education, Health and Care Plan (EHCP)
- Have a Special Educational Need (SEN)
- Have issues with Physical/Mental Health, are impaired or have a disability
- Are from Black, Asian or Minority Ethnic Background (BAME)
- Are Young Carers

At Newcastle Academy, we recognise that previously looked after children (Ever LAC) are a potentially vulnerable group who may not have a social worker and will consider the support and offer to this cohort of children. In particular families and friends or carers may need additional support. Some LAC students may still have significant emotional wellbeing needs linked to their journey into care. Education settings have a key role in supporting the stability of those students with special guardianship orders or in adoptive homes.

Eligibility for free school meals is not a determining factor in assessing vulnerability.

All of our Vulnerable Children and their families have been consulted and Risk Mitigation Risk Assessments are in place for them. These will be reviewed and updated bi-weekly to ensure we support them all effectively

The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) 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.

At Newcastle Academy we will continue to work with and support social workers to help protect our vulnerable pupils. This includes working with and supporting social workers and the Local Authority Virtual School Head (VSH) for LAC and Ever LAC pupils. We will work with social workers to ensure that Personal Education Plans (PEPs) for LAC pupils are up to date with the current education offer that they are accessing. These meetings will still take place, which can be done remotely.

### **Reporting a concern**

Where staff have a concern about a student, they should continue to follow the process outlined in the Newcastle Academy Safeguarding Policy, as usual.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children at Newcastle Academy, they should report their concern to the Associate Principal and/or Executive Principal.

Concerns around the Associate Principal or Executive Principal should be directed to the Chief Executive Officer of the Trust or the Chair of Governors. Newcastle Academy will continue to offer support in the process of managing allegations.

### **Safeguarding Training and induction**

All existing Newcastle Academy staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020).

The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a student.

Where new staff are recruited they will continue to be provided with a Safeguarding Induction.

If staff are deployed from another education or children's workforce setting outside Newcastle 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 original school 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

For movement amongst schools, then Newcastle Academy will seek assurance from the donor school that the member of staff has received appropriate Safeguarding Training. 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, we will continue to follow the Safer Recruitment Policy

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.

At Newcastle Academy, we 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.

## **Online safety at Newcastle Academy**

Our academy will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where students are using computers on site, appropriate supervision will be in place.

## **Online safety for students**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per our Safeguarding Policy and where appropriate referrals should still be made to Social Care and when required, to the Police. Online teaching should follow the same principles as set out in our Code of Conduct.

At Newcastle Academy we will ensure that any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

## **On line safety for Students Off-Site (In the event of Local Lockdown or need to Self-Isolate)**

At Newcastle Academy we are committed to ensuring the safety and wellbeing of all our young people.

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

The DSL and DDSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan will be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL and DDSL will consider any referrals as appropriate. We will share safeguarding messages on its website and social media pages.

We recognise that we are a protective factor for our young people, and that the current circumstances, can affect the mental health of pupils and their parents/carers. All Newcastle

Academy staff are aware of this in setting expectations of pupils' work where they are at home.

At Newcastle Academy we will ensure that where they care for children of critical workers and vulnerable children on site, they ensure appropriate support is in place for them.

### **Supporting children on site**

At Newcastle Academy we are committed to ensuring the safety and wellbeing of all our students. We will continue to have a safe space for all of our students to attend and flourish.

Where Newcastle Academy has concerns about the impact of staff absence – such as the Designated Safeguarding Lead or First Aiders – they will discuss them immediately with the Chair of Governors.

### **Mental Health**

At Newcastle Academy we are aware of the impact of the negative experiences and distressing life events on the mental health of children, parents and staff. We will, as we always have, ensure there is appropriate support and signposting to relevant support agencies in place, and also supporting those children who continue to work from home

### **School Uniform**

The current advice from the DfE and the Government is that as school uniform plays a vital role to the ethos of the academy and setting the appropriate tone, students should be wearing uniform on their return to the academy in the Autumn Term. Uniforms do not need to be cleaned any more than normal, nor do they need to be cleaned using methods which are different from normal.

### **Useful Contact Numbers**

**FIRST RESPONSE PHONE NUMBER :- 08001313126**

**DUTY LADO :- Contact First Response, 0800 1313126**

**NSPCC :- 0808 800 5000**

[virtual.school@staffordhsire.gov.uk](mailto:virtual.school@staffordhsire.gov.uk)

**ESAS:- 01785 895836**

## Useful Links

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>

<https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>