

STEP Academy Trust COVID-19 school closure arrangements for Safeguarding and Child Protection

- Addendum to STEP Safeguarding and Child Protection Policy – March 2020

This Addendum serves to offer clarity in the following areas of our Safeguarding duty during the global pandemic, COVID-19:

1. STEP Academy Trust Contacts
2. Vulnerable pupils
3. Our Commitment
4. Online learning and Communication
5. Support for families
6. Maintaining Vigilance for all
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8. Local Authority Information, Contacts and Resources

STEP Academy Trust Contacts

Role	Name	Email
STEP Academy Trust Safeguarding Lead	Jennese Alozie	info@stepacademytrust.org
STEP Academy Trust Safeguarding Trustee	Rory Nath	info@stepacademytrust.org
STEP Academy Trust CEO	Mark Ducker	info@stepacademytrust.org

Vulnerable pupils and those with Education, Health and Care Plans (EHCP)

Across STEP Academy Trust we are operating in line with all Government guidelines in relation to the specific care and provision for 'vulnerable' pupils: Children Looked After (CLA) and Section 47 children and those who are known and have been recently assessed throughout Local Authority (LA) and County Social Services (SS) teams (assessed as being in need or otherwise meet the definition in Section 17 of the Children Act 1989). In addition, through the information gained and shared amongst STEP Academy Trust Leaders, including Designated Safeguarding Leads, SENDCos and staff, we are ensuring that other children we think are vulnerable, are having their needs met through the care and support offered during the partial closure of our STEP Academies.

It has been highlighted that children on an Education, Health and Care Plan (EHCP) should be looked after at home. However, each STEP Academy will remain in regular contact with some EHCP families to offer any other reasonable support. If, through a LA risk assessment, it is deemed that said children should be provided with any in-school provision, then steps will be taken to address identified needs in the most appropriate way during the period of the continued closure of schools. However, it is clear that the needs of the vast majority of children with an EHCP can and should be addressed within the home. The LA will continue to update us and our families about what external services might be able to be provided within the home.

It is important to note that any children with [serious health/medical conditions](#) should be kept at home to reduce their exposure to the Coronavirus. STEP Designated Safeguarding Leads hold information on children with known medical needs and expect to be updated by parents/carers of any new conditions a child may have. This information is recorded in the usual way.

Our Commitment

We continue to support the children of Key Workers, as part of our civic duty, safeguarding responsibility and commitment to ensuring our Key Worker families are well supported to provide essential services, whether they work locally or further afield.

As an Multi Academy Trust, we will continue to find creative ways to meet the needs of our families during this time. We are committed to:

- Working closely with and under the guidance of LA Social Workers and Virtual School Heads;
- Ensuring each STEP Academy's Designated Safeguarding Lead/SENDCo leads on liaisons with social services and specific families. At David Livingstone Academy that person is: Helen Millington.
- Upholding our duty to provide care for the children of Key Workers and identified vulnerable children within a STEP Academy;
- Maintaining vigilance through Senior Leaders and Designated Safeguarding Leads (DSL) being available for each STEP Academy for those in school and to respond to families who are self-isolating;
- Ensuring that any staff dealing with children now being cared for at a sister STEP Academy share all necessary information to maintain established duties of care and support to meet said child's needs;
- Respecting a parent's concerns about sending their child into school but exploring a range of options with the child's social worker, our Academy Leader and the parent;
- Practising recommended [social distancing](#) within each STEP Academy;
- Increasing cleaning within our STEP Academies to maintain high level of health and safety responsibilities;
- Providing COVID-19 Public Health England updates to all our families through our STEP Academy websites and other media. This includes information about mental health and well-being;
- Encouraging all our families and children to engage in the vast range of educational material available online and by individual STEP Academies.

Online learning and communication

During this time of increased use and reliance on social media platforms and online learning, it is important for STEP Academy Trust staff and parents to be reminded of the following STEP Academy Trust policies:

- [STEP Safeguarding and Child Protection Policy](#);

- [STEP Social Media and Online Safety Policy](#) – Additional guidance will be sent to all staff about how to keep fulfilling their Safeguarding responsibilities whilst online. For example, STEP staff must wear suitable clothing and use appropriate and professional language, cameras should be placed in suitable and neutral areas.
- Additional [guidance from the UK Safer Internet Centre on safe remote learning](#) and [London Grid for Learning on the use of videos and livestreaming](#)

Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online;
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online;
- [Net-aware](#) - for support for parents and carers from the NSPCC;
- [Parent info](#) - for support for parents and carers to keep their children safe online;
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online;
- [UK Safer Internet Centre](#) - advice for parents and carers.

Support for all families

STEP Academy Trust will also seek to support all families through online learning and work sent home before school closure on Friday 20th March 2020. However, we remain committed to supporting our families in ways that might meet additional social and emotional needs. For those children, STEP Academy Trust Leaders have used what they already know about their families to agree what level of support during this unusual time is possible. To date, this has taken the form of responding, via phone calls, to the queries and concerns families have about themselves or their child. Some of this has meant signposting [mental health](#) and [well-being support](#) available within their community or making initial contact with LA Social Services.

Maintaining vigilance for all

To ensure that we remain vigilant, STEP Academy Trust will maintain use of our effective Safeguarding recording and reporting procedures so that action can be taken swiftly to meet the needs of our families. This means that Academy Leadership teams, the DSLs and other staff and Academy Committee members, will be able to maintain our high expectations for the culture of Safeguarding STEP Academy Trust staff and families need and expect.

This includes monitoring the attendance of pupils expected to be in school during this time and using new [online short attendance form](#), as well as keeping in touch with identified families. This will include those families who may have recently left the school to join another.

If any of our families have concerns they wish to bring to our attention, contact should be made with the Designated Safeguarding Lead Helen Millington in the first instance.

STEP Academy Trust maintains its support for all staff during this time and has sought out ways to remain a supportive network for all our employees.

David Livingstone Academy Contacts

Role	Name	Email
STEP Academy Committee Safeguarding Governor	Jenny Moore	jenny.moore@stepacademytrust.org
STEP Academy Executive Lead/Headteacher	Tim Mills	tim.mills@stepacademytrust.org
STEP Headteacher/Head of School	Claire Mitchell	claire.mitchell@stepacademytrust.org
STEP Academy Designated Safeguarding Lead /SENDCo	Helen Millington	helen.millington@stepacademytrust.org
Deputy Designated Safeguarding Lead	Claire Mitchell Verity Griffin	claire.mitchell@stepacademytrust.org verity.griffin@stepacademytrust.org
Level 3 Trained Safeguarding Officers	Tom Cornell Mike McNally Vicky West	thomas.cornell@stepacademytrust.org michael.mcnally@stepacademytrust.org victoria.west@stepacademytrust.org
LA/County Safeguarding Lead	LA/County Safeguarding Lead	Mike McKeaveney

Local Authority Contacts

Role	Name	Email	Phone
Interim Director of Education	Shelley Davies	shelley.davies@croydon.gov.uk	
Interim Head of Standards, Safeguarding and Inclusion	Mike McKeaveney	michael.mckeaveney@croydon.gov.uk	
Urgent – working hours - MASH Out of hours Urgent concerns – child referral Professionals’ consultation advice	MASH Single Point of Contact for safeguarding and Early Help	MASH@croydon.gov.uk childreferrals@croydon.gov.uk SPOC consultation line	0208 239 4307 0208 726 6400 0208 255 2888 0208 726 6464
LADO Asst LADO	Steve Hall Jane Parr	steve.hall@croydon.gov.uk jane.parr@croydon.gov.uk	0208 255 2889 0208 726 6000 (Ext 84343)
Children Missing Education Officer	Moniqua Maroun	childrenmissingfromeducation@croydon.gov.uk moniqua.maroun@croydon.gov.uk	0208 726 6000 (ext. 63017) 07850534706

Head of Learning Access	Chris Roberts	chris.roberts@croydon.gov.uk	0208 604 7268 07436 039508
Fair Access Manager	Val Burrell-Walker	val.burrell-walker@croydon.gov.uk fairaccess@croydon.gov.uk	020 87266162
Virtual School Head teacher	Sarah Bailey	sarah.bailey@croydon.gov.uk	0208 726 6000 (ext 88758) 07845 499570
Youth Engagement Manager	Emily Collinsbeare	emily.collinsbeare@croydon.gov.uk www.youngcroydon.org.uk	07789395684
Early Help	Debby MacCormack Jannet Hall	debby.maccormack@croydon.gov.uk jannet.hall@croydon.gov.uk	

Child Protection & Child in Need Referrals: SPOC

<https://my.croydon.gov.uk/MashReferrals?qWname=New&qServiceRef=ChildReferral>

If you believe a child is at immediate risk of harm, call 999

For Urgent Action call the Single Point of Contact 0208 255 2888 – (same day intervention by a social worker)

For Urgent Action out of Hours call 0208 726 6400 – this is the for the emergency social work service for urgent child protection matters that cannot wait until the next working day

Emotional wellbeing and mental health (EWMH) services –online referral www.croydon.gov.uk/ewmh

Early Help Manager North Locality: Lorraine Redmond

North Tel: 020 8760 5701

Referral: <https://my.croydon.gov.uk/MashReferrals?qWname=New&qServiceRef=ChildReferral>