

Cygnets – safeguarding in schools: COVID-19 addendum

1. Additional contacts

| Role | Name | Contact details |
|--|-------------|--|
| Acting Head Teacher/DSL Deputy DSL(s): | Edward Hall | edwardhall@cygnethealth.co.uk |
| | Maisie Boyd | MaisieBoyd@cygnethealth.co.uk |
| Hospital safeguarding lead/lead forensic social worker | Jodie Mann | JodieMann@cygnethealth.co.uk |
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Note – Details of designated member of senior leadership team if DSL (and deputy) can't be on site, will be communicated as described below.

2. Scope and definitions

This addendum applies during the period of COVID-19 outbreak in the UK, reflecting any updated advice from our local authority (LA), Coventry.

Due to the vulnerability of our cohort and the inpatient, residential nature of our service, Cygnets schools have no plans to close during this period.

It sets out any required changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

The Department for Education's definition of 'vulnerable children' includes those who: Are assessed as being in need, including children:

- With a child protection plan
- With a child in need plan
- Looked after by the local authority

Have an education, health and care (EHC) plan

Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:

- On the edge of receiving support from children's social care services
- Adopted
- At risk of becoming NEET ('not in employment, education or training')
- Living in temporary accommodation
- Young carers
- Considered vulnerable at the provider and LA's discretion

3. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum and contained in the table below:

| Safeguarding Role | Name(s) | Job Title | Email address |
|--|--------------|-----------------------------|--|
| Designated Safeguarding Lead | Edward Hall | Acting Head Teacher | edwardhall@cygnethealth.co.uk |
| Designated Safeguarding Deputy | Maisie Boyd | Education Officer | MaisieBoyd@cygnethealth.co.uk |
| Online Safety Coordinator | Jodie Mann | Lead forensic social worker | JodieMann@cygnethealth.co.uk |
| Child Exploitation Lead | Jodie Mann | Lead forensic social worker | JodieMann@cygnethealth.co.uk |
| Looked After Child Designated Teacher/Lead | Vicki Tomlin | English teacher | victoriatomlin@cygnethealth.co.uk |
| SENDCo | Rachel Rix | SENDCo | RachelRix@cygnethealth.co.uk |
| Chair of Governors (or equivalent) | Edward Hall | Head of Education | EdwardHall@cygnethealth.co.uk |
| Safeguarding Governor (or equivalent) | Jodie Mann | Lead forensic social worker | JodieMann@cygnethealth.co.uk |

If our DSL (or deputy) can't be in school, they can be contacted remotely by email.

If our DSL (or deputy) is unavailable, the lead forensic social worker should be contacted. If unavailable, the Clinical Manager Kerry George can be [contacted kerrygeorge@cygnethealth.co.uk](mailto:kerrygeorge@cygnethealth.co.uk)

On occasions where there is no DSL or deputy on site, school staff will be made aware by email, and a senior member of staff named as responsible for co-ordinating safeguarding (their contact details will be shared also). This member of staff must liaise with the off-site DSL (or deputy). In all cases, the school links with the overarching hospital safeguarding lead, as per normal policy.

4. Minimising the risk of infection spread

Our schools will work with their co-located hospital teams to put in place social distancing, personal hygiene, and environment cleaning plans issue by Cygnet healthcare (in line with their COVID-19 policy). Schools will have in place a local risk assessment to personalise these plans to their premises, and will also factor in specific school guidance from the Dfe and local authority. A copy of this risk assessment is available from the headteacher and/or DSL.

1. Monitoring attendance

Summit School opened to pupils in January 2021. We will continue to register pupils from 20th January 2021. We will also continue to submit the Department for Education's daily online attendance form, until no longer asked to do so.

We will ensure all local authorities are aware that our schools remain open, via letter. We will continue to notify local authorities of admissions and discharges of young people resident in their areas. In the case of new admissions, we will also include any specific details classifying a young person 'vulnerable' (as defined above).

We will ensure that when a young person is taken off roll we will notify any relevant person who can support the young person with continuing their education including: social worker if young person has one, Local

Authority SEND co-ordinator, home school/college and/or virtual school, Local Authority Education Welfare/NEET teams.

6. Contact plans

We have contact plans for children who are on extended home leave (e.g. due to control of COVID-19 spread). This will be led by the head teacher and DSL, in liaison with the overarching hospital safeguarding lead.

Each child has an individual plan, which sets out:

- ✓ How often the school will make contact – this will be at least once a week
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both
- Whether the young person falls in the Dfe category as vulnerable, and/or have any safeguarding concerns.

Assigned staff will make these calls using school devices only and within school hours as much as possible. Staff will be reminded not to share personal information. We will discuss progress with any home learning that has been set, and be vigilant of any indications of safeguarding concerns. Example of these may be:

- Not completing assigned work
- No contact from children or families
- Seeming more withdrawn during any check-ins

Video calls will not be used to contact young people at their homes.

7. Online safety

School contact with parents and carers will also be used to reinforce the importance of children staying safe online.

This includes ensuring that parents and carers are aware of what their children are being asked to do, including:

- sites they will be asked to use
- school staff their child will interact with

During contact we will emphasise the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

8. Behaviour in school

We will continue to follow the principles set out in our behaviour policy, to include any non-compliance with COVID-19 risk assessment procedures. Persistent and/or frequent non-compliance would likely result in level 3 actions taken by the school, including an individual behaviour plan (e.g. educated in a ward area, away from other students in the school).

1. Staff recruitment

Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

10. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff induction

New staff and volunteers will continue to receive:

- > A safeguarding induction
- > A copy of our children protection policy (and this addendum)
- > Keeping Children Safe in Education part 1

DSL training

- > The DSL (and deputy) will take part in online training during this period, provided by Coventry Virtual School.
- > The DSL (and deputy) will do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

1. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education as updated, and as a minimum every 4 weeks by Ed Hall, Head of education. At every review, it will be approved by the national education board.