



## **HARMONY TRUST SAFEGUARDING POLICY APPENDIX**

### **FOR COVID-19 TEMPORARY ARRANGEMENTS**

#### **Version 3 – updated 21/4/2020 (agreed by strategic group)**

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## Purpose of this document

This document is intended to be a temporary appendix to our substantive safeguarding policy. Whilst the majority of our safeguarding policy remains relevant during the temporary school arrangement, the procedures we need to follow and the organisation of safeguarding arrangements will differ.

### **Safeguarding and promoting the welfare of children remains everyone's responsibility.**

Everyone who comes into contact with children and their families, either in person or via remote communication, has an important role to play in safeguarding children. During this period, our staff will continue to work effectively with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

At all times, we will ensure our approach is child-centred and considers what is in the **best interests** of the child and act accordingly. We recognise the extra-ordinary barriers which exist in the current situation and have put in place procedures to monitor our vulnerable pupils (and the wider school community). We also have procedures in place to raise concerns with children's social care or the police should we feel a child is at risk of significant harm.

During this time, we also prioritise the health, safety and welfare of our staff and **therefore our staff will not be undertaking home visits during this time, unless in extreme circumstances relating to safeguarding. In the rare case where a home visit is required, specific strict protocols must be followed (see home visits section below).** For those members of staff working on site, social distancing rules will be applied as far as is practicable (accepting the challenges this poses for some of our younger children and some with EHCPs).

## Scope of this document

Ordinarily, there is a separate safeguarding policy per academy within our Trust. However, during this time we are following our emergency protocols and are working from a central strategic group with Oldham and Derby hub representatives. We have adopted an approach where our academies have clustered together according to need and therefore, this appendix is relevant to all academies. Contact details for Oldham and Derby will be detailed separately.

## Working with other agencies

This is critical at all times but in this period, it is crucial that we work closely with our safeguarding partners. We are in close contact with Children's Social Care and the Local authority (including the Virtual Head for Looked after children) at this time and will continue



to communicate with them. We will inform CSC of any concerns we have regarding children they are working with and will raise any concerns with the relevant agency should the need arise. Please see page 15 (Oldham) and page 18 (Derby) for contact details during this time.

Our process will be as following:

- Schools make contact with vulnerable families on a regular basis (based on a risk assessment of individual need)
- The Trust vulnerable pupil log provides an overview of the status of vulnerable pupils and adjusted accordingly.
- Alert Children's Social care if any issues or concerns arise
- If not content with CSC response, escalate to CSC line manager
- Any concerns or key pupils, refer to the Covid-19 strategic group

A number of briefings are being received from our Local authority and safeguarding partners. These are being considered in the strategic meetings and shared with Leadership as relevant.

## Responsibilities

The responsibilities detailed in the safeguarding policy remain the same. In addition, there are some further arrangements in place:

### Covid-19 Strategic Group

This is the **decision-making structure set out in our emergency plans**. This group is able to take decisions in response to this very dynamic environment and providing academies with the guidance, infrastructure and communications support they will need. It will support Principals with guidance and infrastructure capacity.

This Group will **task and support our tactical and operational groups for COVID-19, which will be LMSG Derby and Oldham for these purposes**. LMSGs will receive direction and support from the Strategic Group and are absolutely crucial to getting the decisions and implementation right.

The Covid-19 strategic group consists of:

Antony Hughes – Chief Executive Officer

Maggie Williams – Director of Infrastructure

Jessica Hainsworth – Executive Principal representing Oldham academies

Jane Green – Director of Strategic Programmes representing Derby Academies

Tracey Mellor – Head of HR and ICT

Wendy May – Head of Safeguarding and data



### **Responsibilities:**

- To lead on all decisions relating to our academies during this period
- To maintain a strategic overview of the current situation regarding on site demands, staffing and provision for pupils working at home
- To liaise with relevant staff seeking ideas and suggestions within their settings
- To ensure latest guidance is digested and shared appropriately with relevant staff
- To monitor strategies put in place to ensure
  - their effectiveness in providing care for vulnerable pupils and key workers on-site (where this is in the best interests of the child and family)
  - pupils at home are monitored appropriately and diligently, with (where relevant) agreement from Children's Social care, the LA SEND team and the LA Virtual Head for Looked After pupils.

All other responsibilities remain as per the safeguarding policy although these will be discharged remotely where possible.

## **Designated Safeguarding Lead Arrangements**

Due to our cluster arrangements (and the number of staff self-isolating / social distancing), we will try to provide the following:

- A DSL on each open site during opening times
- An "on call" DSL for each academy available remotely to provide support for the on-site DSL and to ensure checks for those vulnerable pupils staying at home are in place.

Should staffing of this become too challenging, a DSL may not be on site. However, access to DSLs for each site will be available and on a rota basis. **The Principal of each site hosting the provision will ensure DSLs are part of the rota and their details shared as appropriate.**

## **Arrangements for vulnerable pupils**

The Government definition of Vulnerable pupils is found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

In our academies, there are other pupils who we have identified as needing closer monitoring. This could be for a range of reasons and is at the discretion of the Senior leadership team (including the DSL).



The Covid-19 strategic group has oversight of vulnerable children. **Any concerns must be reported to the LMSG reps (Jessica Hainsworth / Jane Green asap)**

### **Pupils with a Social Worker**

For pupils with a Social worker (including those with Child Protection Plans, Child In Need Plans and Looked after children), **we should be encouraging them to come into school unless it is safer for them to remain at home.**

**The decision about whether pupils with a social worker come into school or stay at home must be agreed with the social worker and a plan for contact with the family made.**

- THE CHECKLIST ON PAGE 13 SHOULD BE COMPLETED FOR EACH PUPIL (it does not have to follow this format as long as all aspects of the checklist have been addressed).

### **For Looked after Children, ePEPs must be updated to reflect the latest arrangements.**

Although visitors are not encouraged on site at this time, Social Workers or other workers who are critical to pupil wellbeing will be welcomed wherever possible if they need a space to meet a child who is already in our care. This will always be with the express agreement of the senior leader in charge. In order to facilitate this safely, our colleagues will be expected to follow visitor protocols:

- Give advance notice of a visit
- Confirm they do not have any symptoms of Covid-19 and do not have family members with symptoms
- Have photo ID checked (if not already known to the site)
- Have a DBS number and confirmation from their employer that they are suitable to be in regulated activity on our sites (or be supervised by a member of staff – observing social distancing)
- Confirm they will follow social distancing protocols as much as possible
- Confirm they will adhere to enhanced hygiene.

### **Pupils with Education, Health and Care plans**

Many children and young people with EHC plans can safely remain at home. We will consider the needs of pupils with an EHC plan, alongside the views of their parents and the Local Authority and make a risk assessment for each child or young person. The duty to ensure provision remains with the local authority.

They will need to consider a number of different risks to each individual, including:





- the potential health risks to the individual from COVID-19, bearing in mind any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required
- the risk to the individual if some or all elements of their EHC plan cannot be delivered at all, and the risk if they cannot be delivered in the normal manner or in the usual setting
- the ability of the individual's parents or home to ensure their health and care needs can be met safely
- the potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered

We expect most children with EHC plans will fall into the following categories:

- children who would be at significant risk if their education, health and care provision and placement did not continue, namely those who could not safely be supported at home. This may include those with profound and multiple learning difficulties, and those receiving significant levels of personal care support. We will work with the LA to try to provide this care.
- children and young people whose needs can be met at home, namely those who are not receiving personal care from their educational setting, or whose limited need for personal care can be met in their family home.
- THE RISK ASSESSMENT ON PAGE 14 SHOULD BE COMPLETED FOR EACH PUPIL WITH AN EHCP (it does not have to follow this format as long as all aspects of the RISK ASSESSMENT have been addressed).

## **Children not formally defined as “vulnerable” but who are being closely monitored by school**

In our academies there are pupils who do not fall under the Government's formal definition of vulnerable but for whom we feel closer monitoring is necessary. This could be for a range of reasons and is at the discretion of the Senior leadership team (including the DSL). These may include:

- Pupil accessing Early Help
- Children currently under referral
- Medical needs
- Newly arrived pupils with limited support network

An assessment of how often monitoring is needed – and what this looks like – will be undertaken by the Senior Leadership team of the academy.



## **All pupils**

We have a safeguarding responsibility to all our pupils. We will check the welfare of our pupils through:

- Regular contact with all pupils. The systems for managing this are currently in development and the guidance will be updated in due course.
- Monitoring contact through online learning

**If there are any concerns, this should be reported to the DSL immediately.**

The Covid-19 strategic group will be monitoring a central register of vulnerable pupils. **Any concerns regarding vulnerable pupils must be flagged with the relevant agency and the LMSG representative for the strategic group.**

## **Frequency of Contact for Pupils not on site**

This is to be determined on the basis of individual risk to the child (in line with the checklists page 13 and 14). It is determined with social care and the LA (where relevant). DSLs and leadership teams must ensure they have risk assessed each vulnerable child and have mechanisms in place to contact children as often as is required.

All contact must be documented on CPOMS / My Concern

## **Concerns about a child**

Our safeguarding policy remains accurate and should be followed if we have concerns about a child.

**IF THERE IS A CONCERN ABOUT A CHILD, EITHER ON SITE OR WORKING FROM HOME, STAFF MUST CONTACT THE DSL IMMEDIATELY.**

Usual procedures for completing CPOMS / My Concern will then follow as per our policy.

### **Reporting Concerns to Child Social Care:**

#### **Oldham Children's Social Care**

**OLDHAM- MASH 0161 770 7777**

#### **Derby Children's Social Care**

Urgent concerns – **Police 101 or 999 or Derby City Council First Contact team 01332 641172**





MASH -01332 642855 **Contact** details to make a referral to **Derby**City Council, Multi-Agency Safeguarding Hub (**MASH**): **Telephone**: 01332 642855. Minicom: 01332 640666. Fax: 01332 643299.

**In the present time, any referrals being made would be via the telephone. Verbal consent would be acceptable at this time and would be documented on the form. If email confirmation can be gained that is helpful but isn't necessary.**

### **Expanded NSPCC helpline:**

Adults can contact the helpline by phone or online to get advice or share their concerns about a child, anonymously if they wish.

### **Information on academy websites:**

Each academy website has a link to a page called "Keeping safe at home". This gives information and links to support for adults and children.

## **Home Visits**

For the safety of our staff, home visits are usually not allowed during this time. However, where there is a concern that a child is at significant risk of harm and contact with statutory agencies has not facilitated a response which is acceptable to the leadership of the academy then senior leaders have the authority to make a home visit to check on the welfare of the pupils. This must be under strict protocols:

- No home visits unless they are critical for safeguarding vulnerable pupils and response from statutory agency does not reduce the risks – explicitly agreed by senior leader
- Home visits must have 2 members of staff (applying social distancing) – both must agree the situation is safe for it to continue
- No entering houses – observe the 2m rule. If concerns about the wellbeing of a child, contact the child's social worker, MASH, the police as appropriate
- Disposable gloves and hand gel available
- Close liaison with children's social care to avoid unnecessary doubling up of visits
- See home visit flow chart for further details of general protections around home visits (not specifically Covid-19 related)
- All home visits reported directly to the Covid-19 strategic group.



## Specific Concerns – Online Safety

It is more important than ever that we provide a safe environment, including online.

### Online safety On site

We continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online. Our IT team continue to work remotely to support our open sites.

### Online safety at home

Most children are being educated at home and remote education is increasingly important. We must do what we reasonably can to keep all our children safe, including those not on site. When interacting with pupils at home, we will continue to look out for signs a child may be at risk. Any such concerns should be reported to the DSL and dealt with as per the safeguarding policy.

Updated guidance from the Department for Education was introduced on 19<sup>th</sup> April 2020.

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

#### Safeguarding pupils and teachers online

- All our staff are considering the safety of their children when they are asked to work online.
- The starting point for any online teaching should be that the same principles as set out in our code of conduct
  - acceptable use of technologies
  - staff pupil/student relationships
  - communication including the use of social media.
- Online safety should apply equally to any existing or new online and distance learning arrangements which are introduced. The online safety policy will be considered in light of this.

Staff shouldn't communicate with parents or pupils outside school channels – all forms of communication should be agreed with senior leaders.



## Reporting concerns

It is essential to have and communicate clear reporting routes so that children, teachers, parents and carers can raise any safeguarding concerns.

We will signpost to practical support that's available for reporting harmful or upsetting content as well as bullying and online abuse.

Children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. These are also available for parents with concerns.

- reporting routes back to the school or college
- Childline - for support

Also:

## Harmful or upsetting content

Get support by:

- reporting harmful online content to the [UK Safer Internet Centre](#)
- getting government advice and trusted resources from [Educate Against Hate](#) on safeguarding from radicalisation, building resilience to extremism, and promoting shared values

## Bullying or abuse online

- get advice on reporting online abuse from the National Crime Agency's [Child Exploitation and Online Protection command](#) (CEOP)
- get advice and support from [Anti-Bullying Alliance](#) for children who are being bullied

Schools can access the free [Professionals Online Safety Helpline](#) which supports the online safeguarding of both children and professionals. Call 0344 381 4772 or email [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk). The helpline is open from Monday to Friday from 10am to 4pm.

## Communicating with parents, carers and pupils

Although education is now having to take place remotely, it's important for schools, teachers and pupils to maintain professional practice as much as possible. When communicating online with parents and pupils, schools should:



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- communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
  - communicate through the school channels approved by the senior leadership team
  - use school email accounts (not personal ones)
  - use school devices over personal devices wherever possible
  - advise teachers not to share personal information
- 
- Communications with parents should be used to reinforce the importance of children being safe online.
    - It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school or college (if anyone) their child is going to be interacting with online.
    - Parents and carers must ensure they only access reputable websites if they are looking for support from online companies and tutors. 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

For those parents not online, communications will be developed so they have access to this information.



### **Virtual lessons and live streaming**

There is no expectation that teachers should live stream or provide pre-recorded videos.

### **Providing pastoral care remotely**

Helping parents, carers and pupils to make a weekly plan or structure that includes time for education, playing and relaxing is important to reduce stress and anxiety for families. Staff are encouraged to provide a weekly plan understanding the conflicting demands being placed on families at this time.

### **Personal data and GDPR**

Our GDPR policy remains valid at this time. Any use of online learning tools and systems must be in line with privacy and data protection/GDPR requirements.

When managing personal data we need to consider:

- taking care not to share contact details when emailing multiple people
- being careful when sharing usernames and other personal data for access to online resources
- providing access to school data systems safely

Guidance is available from the DPO (see GDPR leaflet for more information).

### **Peer on Peer abuse**

All safeguarding risks remain in the current situation, including the risk of peer on peer abuse. As per our safeguarding policy, peer on peer abuse is taken seriously and will be dealt with as with any other safeguarding concern.

### **Mental Health**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. We must be aware of this in setting expectations of pupils' work where they are on site or at home.



There may be changes in a pupil's behaviour as a result of the situation and we should be mindful of this in our approach to supporting them. An individual approach to supporting pupils must be adopted as there will be no "one size fits all".

## **Safer Recruitment**

At the time of writing we have sufficient staff available to cover our open sites both during term time and over the Easter period. Only Trust staff, or existing partners are on site, working with our pupils. Therefore, current safer recruitment processes remain in place.

**Leaders in every academy must make sure they have access to the Single Central Record for their academy.**

No volunteers will be on site during this time.

## **Staffing ratios**

Ratios reflect the need to have key staff on site:

- DSL (in extreme cases this will be remotely)
- First aider
- Site staff

They also allow for sufficient members of staff to be available to support the specific needs of pupils and practice social distancing, whilst at the same time keeping the number of staff on site to a minimum.

## **Staff training**

All school staff have had safeguarding training and have read part 1 of KCSIE. All staff will be made aware of this updated annex to the safeguarding policy. For staff not on their usual site, any arrangements local to the academy will be shared with staff.

All our DSLs have received training within the past two years. Dependent on how long the temporary arrangements are in place, the Government have confirmed that this will remain valid throughout the period.

## **Allegations against staff**

Our substantive policy regarding allegations against staff remains in place.

If we have any concerns, we follow our usual policy. The senior leader on site will take the lead for any investigation occurring on site and the senior leader for the home academy will lead if the allegation is as a result of remote contact.





**The LADO contact during this period is:**

**Oldham** – Colette Morris Mob: 07583 101 863 Colette.Morris@oldham.gov.uk

**Derby** - Local Authority Designated Officer (**LADO**) on 01332 642376 or **Mobile**  
No: 07748654016 Mandy Macdonald is the named link.

Email: [mandy.macdonald@derby.gov.uk](mailto:mandy.macdonald@derby.gov.uk)

## **Movement of pupils across academies**

In the current situation, some pupils are attending sites which are not usually their own site. This has been in agreement with parents and reflects the approach needed to maintain provision across this period.

Where possible, parents are bringing their children to the new site directly. Where this is not possible, we are arranging transport (where it is practical to do so).

We are making sure, as far as is possible, that there is a member of staff from each home academy on each open site when children from that academy are attending. Where this is not possible, every effort will be made to make sure children know who to go to if they have any concerns. Staff should always introduce themselves to children they do not know and make sure the wellbeing of the children is their primary concern.

### **Attendance**

Our usual attendance registers are not in place at this time.

We are adhering to Government and Local Authority requests for attendance data, in line with GDPR.

### **Transport Provision**

Where transport provision is necessary we will seek to provide this for our vulnerable pupils who need to be on site. We will consider:

- Social distancing
- For our minibus (Derby), we will continue to follow the Use of own cars and minibus policy

### **Health and Safety different sites**

Health and Safety has been considered and appropriate risk assessments are in place regarding site safety and infection control.



## **Fire Safety**

- Fire plans have been adapted to reflect the new arrangements on site.
- Personal emergency evacuation plans (PEEPS) are in place where required.
- Staffing ratios reflect the numbers on site and all staff know what to do in case of evacuation.

All Health and Safety procedures are in line with our current Health and Safety policy.

## **Data Protection**

Our data protection processes remain in place during this time. We are mindful of the need to share information appropriately. Safeguarding and personal information remains with the home academy unless there is a specific safeguarding need on site.

The Data Protection officer, Colin Bellis remains in post throughout this period.

### **Sharing contact details**

We have had some requests from safeguarding partners (health and CSC) for family contact numbers. The DPO has risk assessed this and as long as we are confident the request is from a legitimate source, linked to a statutory partner then this falls under our current privacy statement and the information can be shared.

All statements regarding information sharing and data protection in our safeguarding policy remain valid.



## Checklist for academies

### Pupils with a Social Worker:

For each child in this category, make sure the following has been agreed with Social care and recorded onto CPOMS / My Concern:

CHILD'S NAME \_\_\_\_\_ ACADEMY \_\_\_\_\_

1. Is the family accessing the on-site provision? YES NO

If YES

a. Have you informed the child's social worker of this? YES NO

**IF YOU ARE EXPECTED A CHILD ON-SITE AND THEY DO NOT COME IN, CONTACT HOME AND ENSURE YOU LET CSC KNOW OF NON-ATTENDANCE**

If NO

b. What is the reason for the pupil not coming in?

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c. Has agreement been reached with Social Care on a plan to monitor and support the family? YES NO

d. What is the plan for this family? (If self-isolating, could pupils come into provision after the self-isolation period ends?)

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## Risk assessment for academies - EHCP

The Harmony Trust

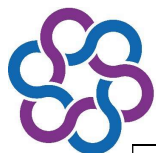
### RISK ASSESSMENT FOR VULNERABLE CHILDREN & YOUNG PEOPLE



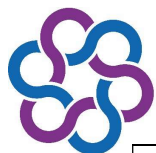
<b>Name of child:</b>		<b>Academy:</b>	
<b>DOB:</b>		<b>Year Group:</b>	
<b>CIN / CP / CLA / EHCP</b>	EHCP	<b>Risk Assessment date:</b>	

<b>Names of all involved in risk assessment process:</b>	<b>Headteacher authentication / Responsible school lead:</b>

Area of risk	Specific risk identified for the pupil (linked to EHCP and other knowledge) – if any	What is being put in place to manage risk	How often is this being reviewed (or N/A)?	Outcome of action (i.e. assured that actions support risk)	Date completed
<b>Health</b> the potential health risks to the individual from					



COVID-19, bearing in mind any underlying health conditions;					
<b>EHC Needs</b> the risk to the individual if some or all elements of their EHC plan cannot be delivered for the time being and the risk if they cannot be delivered in the normal manner or in the usual setting and the opportunities to meet needs in a different way temporarily e.g. in the home or online;	(Either complete here on in the table below)				
<b>Home circumstances</b> the ability of the individual's parents or carers or home to ensure their health and care needs can be met safely week-round or for multiple weeks, bearing in mind the family's access to respite;					
<b>Changes to routine</b> the potential impact to the individual's wellbeing of changes to routine or the					

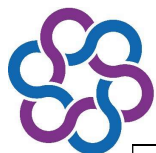


way in which provision is delivered;					
<b>Out of school risk</b> Any out-of-school risk or vulnerability. For example, a child or young person becoming involved in dangerous behaviour or situations or requiring support from a social worker. This applies to those whose needs are best met in educational settings, particularly in order to stop a care placement breakdown.					

### EHC needs

<b>Outcomes from EHCP</b> <small>(Outcomes may have been amended during annual reviews and not on most recent EHCP due to LA updates of EHCPs)</small>	<b>Short term target (Reviewed annually)</b> <b>What can be completed at home to support the pupils EHC outcomes?</b>	Intervention	Recommendations to support parents/carers to meet the outcomes/short term targets.	Implications/Barriers	Actions for returning to school
Communication and Interaction		1.	1.	See Risk assessment above	•
Cognition and Learning		2.	2.		





Social, Emotional and Mental Health		3.	3.		
Sensory and /or Physical	1.	4.	4.		

On the basis of the risks identified above, can the child's needs be safely met at home (are they, on balance safer at home than at school?)

**YES**

**YES WITH FURTHER INPUT \***

**NO \*\***

\* if yes with further input, need to identify what the further input required is and how this can be addressed.

\*\* if no, need to discuss with parents and the LA how to facilitate the child's return to school (part time / for specific activities etc).



### **Examples where a child might be safer in school:**

- a child or young person is receiving personal care or healthcare at their school or college which cannot be replicated at home (for example, many pupils and students in residential settings); or
- it is not sustainable for parents or carers to meet their child's needs full-time for an extended period (for example, those attending day settings whose parents meet their personal care, mobility or other needs in evenings and weekends, but where this would not be sustainable full-time); or
- the child or young person would face other risks out of school or college (for example, if it is more feasible for them to follow social distancing and good hygiene practices within the routine and familiarity of their school or college day, or where their behaviour would put them at other risks out of school or college); or
- children and young people whose condition prevents or inhibits self-regulation and whose behaviours cannot be supported or managed by parents or carers at home; or where this would place a risk to other siblings or family members

### **Examples where a child is safer at home:**

Many children and young people with EHC plans can safely be supported at home. This could be for various reasons, including because:

- they do not need irreplaceable care or health provision
- the services they most need can be moved from their educational setting into their home
- their parents can meet their needs full-time
- they are able to follow hygiene and social distancing practices at home
- due to their health vulnerabilities, they are safer in the more stringent social distancing environment of their home



## CONTACT DETAILS FOR CSC, LA – OLDHAM

### Children's Social Care

**MASH 0161 770 7777**

**Early Help – 0161 770 7777**

**EDT** Continued function for crisis response required out of hours, same number remains:  
0161 770 6936

**CAT** initial response duty rota - To continue on a weekly basis – with rota of staff from the assessment team responding to new referrals to CSC. Duty number for this team is: 0161 770 5216

**For all children who have an allocated social worker**, but where the school have increasing concerns regarding risk that requires a same day response, duty numbers for this team are:  
0161 770 2428 / 1192 / 2430 / 5216

All other social workers will be completing key contact, statutory visits, chairing virtual meetings and all other case management function. They are contactable via email or work mobile phone regarding ongoing support to children allocated to them. Where they are off sick, their team manager will ensure appropriate response.

Strategy meetings, CiN meetings, Core Groups and Care Planning meetings will take place virtually or via round robin.

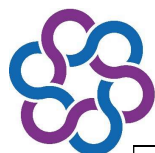
### LADO

Colette Morris Mob: 07583 101 863 [Colette.Morris@oldham.gov.uk](mailto:Colette.Morris@oldham.gov.uk)

### LAC pupils

#### Virtual School Contact Information

Name / role	Contact e-mail / number
Jennie Davies Headteacher for the Virtual School	<a href="mailto:jennie.davies@oldham.gov.uk">jennie.davies@oldham.gov.uk</a>  0161 770 5098 07753 716 649
Sarah Reddy Virtual School Team Manager	<a href="mailto:sarah.reddy@oldham.gov.uk">sarah.reddy@oldham.gov.uk</a>  0161 770 6590
Jane Butterworth Education Support Officer	<a href="mailto:jane.butterworth@oldham.gov.uk">jane.butterworth@oldham.gov.uk</a>



	0161 770 6673 07894 839 160
Debbie Edwards Education Support Officer	<a href="mailto:debbie.edwards@oldham.gov.uk">debbie.edwards@oldham.gov.uk</a>  0161 770 8099 07813 524 114
Rachel Kenealy Education Support Officer	<a href="mailto:rachel.kenealy@oldham.gov.uk">rachel.kenealy@oldham.gov.uk</a>  0161 770 1115 07583 114 408
Kay Blair PEP Coordinator	<a href="mailto:michaela.blair@oldham.gov.uk">michaela.blair@oldham.gov.uk</a>  0161 770 1861
Karen Black Business Support	<a href="mailto:karen.black@oldham.gov.uk">karen.black@oldham.gov.uk</a>  0161 770 1851

### Local Authority Contacts

- Adrian Calvert/Helen Hampson/Julie Stevens: links with schools and specifically chairs of head teachers' groups on general support and communication, including seeking general data returns such as attendance figures
- Clare Cheetham: link with schools on identifying and facilitating links between education and social care to work together to identify and support vulnerable children and young people as needed
- Paula Green/Helen Wyton: leads on SEND
- Tony Shepherd: lead on Directorate business continuity
- Andy Collinge: link on school meals/HR issues/school admissions and links with the professional associations
- Donna Lewis: link with Fair Access and post-16 support for vulnerable young people
- Paula Healey: link on all matters relating to Early Years

### Supporting vulnerable children in school.

Helen Wyton (Principal Educational Psychologist) and Claire Taylor (SEMHS Team Manager)

[claire.taylor@oldham.gov.uk](mailto:claire.taylor@oldham.gov.uk).

educational psychologist [ACNS@oldham.gov.uk](mailto:ACNS@oldham.gov.uk) (or your regular contact)



**Useful contacts relating to pupils with EHCPs (Oldham)**

Oldham Local Authority EHCP team Contact:

**T:** 0161 770 4269

**E:** [ehcinfo@oldham.gov.uk](mailto:ehcinfo@oldham.gov.uk)

[paula.green@oldham.gov.uk](mailto:paula.green@oldham.gov.uk)

**Other**

- Police 101 or 999
- Children's Centre – Coldhurst children centre 0161 470 4220
- GP
- Bridgewater Community Public Health Nurse 0161 470 4230
- NHS 111
- Ancora – foodbank Oldham – 0161 622 1061
- UKEFF (Oldham based charity – offer a food aid hub on a Monday, they offer benefit advice and signposting) – 0161 660 6818 – 72 Yorkshire Street, OL1 1SR
- Red Cross – Address: Oldham Baptist Church, Chaucer Street, Oldham, Lancs.  
Telephone: 0161 888 8932



## CONTACT DETAILS FOR CSC, LA – DERBY

### Children's Social Care

Urgent concerns – **Police 101 or 999** or **Derby City Council First Contact team 01332 641172**

**MASH** -01332 642855 Contact details to make a referral to DerbyCity Council, Multi-Agency Safeguarding Hub (MASH): Telephone: 01332 642855. Minicom: 01332 640666. Fax: 01332 643299. Council House, Corporation St, Derby DE1 2FS

Early Help Advisor- Locality 2- **Phone: 01332 641324**

**Single Point of Access-**

**[www.derby.gov.uk/health-and-social-care/safeguarding-children/early-help/](http://www.derby.gov.uk/health-and-social-care/safeguarding-children/early-help/)**

### LADO

Please **contact** the Local Authority Designated Officer (**LADO**) on 01332 642376 or **Mobile No: 07748654016**

Email: [mandy.macdonald@derby.gov.uk](mailto:mandy.macdonald@derby.gov.uk)

### LAC pupils

The Head Teacher for Derby Virtual School is **Graeme Ferguson 01332 640362**

Specialist Education Officer for Children in Care	Kate Harm	01332 641439
Specialist Education Officer for Children in Care	Catherine Ward	01332 640346
Specialist Education Officer for Children in Care	Sarah Parkman	01332 640347





## Useful contacts relating to pupils with EHCPs (Derby)

### For staff only

EHC team-

Contact details

Email: local.offer@**derby**.gov.uk

Post **address**: Corporation  
Street, **Derby** DE1 2FS

Phone: 01332 640758

Council for Disabled Children offer lots of advice and support 02078436000  
cdc@ncb.org.uk

Virtual Schools for Derby Virtualschool@derby.gov.uk  
01332 640342 and they support Special Educational Needs including EHC

stepsadmin@derby.gov.uk 01332 641400  
Specialist Team Service, for sensory, physical, social communication and autism including  
Early years impairment, providing advice for parents.

Umbrella 01332 785658 -support young people aged 5-30 with special needs including  
Sensory, Learning and Behavioural disabilities and additional needs.  
umbrella.uk.net  
familysupport@umbrella.uk.net is the email address.

SENDIASS - information for parents and support with EHC draft plans.  
01332 641414  
sendiass@derby.gov.uk

### Other

- Osmaston & Allenton Children's Centre- 60 Cockayne Street North, Allenton DE24 8XB Phone: 01332 715620
- Food Banks information: Phone: 01332 642351 [ddscp@derby.gov.uk](mailto:ddscp@derby.gov.uk)
- Jubilee Project: (free open access for debt, welfare & benefits advice):  
Phone-01332 360790 [www.stpetersderby.org.uk/project/thejubilee-project/](http://www.stpetersderby.org.uk/project/thejubilee-project/)
- Kooth: (Free, safe and anonymous online mental health support for young people).  
[www.kooth.com](http://www.kooth.com)
- Quell (Free online mental health and well-being support for parents) [www.quell.io](http://www.quell.io)
- School Tool Kit (School Toolkit is a really useful website/app to use with lots of information about schooling in the city). <https://schooltoolkit.org/>



## **Welfare calls home (all pupils and those in the vulnerable group)**

Where possible, any contact will be by a member of the pupils' own academy (known to the family). Where this is not possible, please decide who a suitable person is, taking into account the vulnerabilities of the families.

In all cases, please ensure staff know when they start the call to:

- Introduce themselves (Name and from Harmony Trust)
- Government have asked us to phone and see how your family are doing during the school closure – general question “how are you?”

Then you can move onto...

### **What would we need to be asking during a call?**

- Asking about their general welfare (adults and children) – are families aware of who to contact regarding health concerns both physical and mental wellbeing. GP, 111
- Do they have enough food/finances to obtain food will be the most critical should we go into full lockdown.
- Do they have any worries or concerns (managing children's behaviour/creating activities in the home will be something which will be difficult for parents should everywhere go into lock down)
- How is the learning going? Do they need any other resources for learning?

### **What would we do if we can't get in contact with a family?**

- Your most vulnerable groups should be monitored via social care – designated members of staff to continue to liaise with social care with regards to any safeguarding concerns.
- Those families who we have concerns about with no external support – **depends on the level of concern. If concerned that the child might be at risk, MASH referral.**
- Concerns to be discussed with DSL

### **Concerns about children not on site?**

- **If through our daily calls we have concerns about pupils with social workers, we will raise these concerns with the social work team. This should be reported to the Covid-19 strategic group for support and follow up.**
- **If we have concerns about a child with no social worker, we should refer to MASH.**
- **Home visits are not to take place.**