Child Protection Policy; Keeping Children Safe in Education (2020) Standards, Guidance and Procedures

[Covid-19 Addendum]

Approved by:	NSAC Trust Board of Governors.	**Date:** reviewed: 01 September 2020
Last reviewed on:	September 2020	
Next review due by:	January 2021	

Northgate School Arts College

Child Protection Policy; Keeping Children Safe in Education (Covid-19 Addendum)

Contents

1. Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Sheralee Webb (Executive Headteacher)	head@northgate.northants-ecl.gov.uk
Senior Deputy Designated Safeguarding Leads. (SDDSL)	Francesca Shears (NSAC) Sarah Hutt (TBH)	f.shears@northgateacademy.org.uk s.hutt@northgateacademy.org.uk

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Officers (DSO) (Safeguarding Team)	Susan Nembhard Lynnette Michaelides Joanne Fitzpatrick Tracey Whitehead David Skuce Kamini Patel Sarah Moore Joanna Fuoco	s.nembhard@northgateacademy.org.uk l.michaelides@northgateacademy.org.uk t.whitehead@northgateacademy.org.uk d.skuce@northgateacademy.org,uk k.patel@northgateacademy.org.uk s.moore@northgateacademy.org.uk j.fuoco@northgateacademy.org.uk
Designated member of senior leadership team if DSL (and senior deputies) can't be on site	Sarah Moore Jo Fuoco	s.moore@northgateacademy.org.uk j.fuoco@northgateacademy.org.uk
Heads of School	Francesca Shears Sarah Hutt	f.shears@northgateacademy.org.uk s.hutt@northgateacademy.org.uk
Local authority designated officer (LADO)	MASH Team	Email referral MASH: MASH@northamptonshire.gcsx.gov.uk DO Referral email: LADOReferral@northamptonshire.gov.uk DO Team:01604 364 031 01604 626 938 (Out of Hours)

ROLE	NAME	CONTACT DETAILS
Chair of governors	Mike Kendall	Mk_governor@northgateacademy.org.uk
Safeguarding governors	Julia Cartwright	jc_governor@northgateacademy.org.uk
	Julie Woods	jw_governor@northgateacademy.org.uk

2. Context

Northgate School Arts College and The Bee Hive are committed to ensuring the safety and wellbeing of all its pupils, and these principles apply equally to virtual learning. Increased online activity increases risks to pupils and also to staff, and these additions to the Safeguarding (Child Protection) Policy have been introduced to provide greater clarity and security for staff, and to ensure the safety of pupils.

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 according to the Safeguarding (Child Protection) Policy, and where appropriate, referrals will still be made to children's social care and, as required, the police.

Northgate School Arts College and The Bee Hive recognise that school is a protective factor for children and young people, and that the current circumstances can affect the mental health of pupils and their parents/carers. Staff need to be aware of this in setting expectations of pupils' work whilst they are at home.

As a special school, we are acutely aware of the complexities involved with maintaining the educational, care and health needs of our pupils, and see to make 'reasonable endeavours' to ensure that all pupils receive the most appropriate support during this crisis.

Covid-19 arrangements

Staff can contact the Designated Safeguarding Lead, Senior Deputy Designated or Designated Officers directly via their school email addresses or via the telephone numbers listed above. The safeguarding Team also continue to access My Concern, and continue to check the platform on a daily basis. Emails, phone contact and My Concern are continuously monitored and all members are alerted when a new message arrives. All office landlines are manned by designated member of the Office team and are being monitored for safeguarding calls.

Updated Safeguarding Advice

At Northgate School Arts College and The Bee, leaders will continue to follow statutory guidance, including that outlined by our local safeguarding partners and the DfE, and this guidance will form the rudimentary part of planning, implementation and impact measurement. Referenced guidance outlined below:

> ❯ https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers

- Revised Safeguarding Guidance from Northampton County Council: http://www.northamptonshirescb.org.uk/

- Case Conflict Resolution Protocol: The Partnerships Case and Conflict Resolution Procedure has been updated and re-launched. All professionals should read this updated procedure. Updated: 4th June 2020: http://www.northamptonshirescb.org.uk/about-northamptonshire-safeguarding-children-partnership/policies/case-conflict-resolution-protocol/

- Details of Northamptonshire's current safeguarding arrangements (Covid-19 Safeguarding Arrangements), updated: 30th March 2020: http://www.northamptonshirescb.org.uk/about-northamptonshire-safeguarding-children-partnership/news/covid-19-safeguarding-arrangements/

- Volunteers working in the Community: Advice for members of the public working in the community during COVID-19. Guidance Updated: 14th April 2020: http://www.northamptonshirescb.org.uk/about-northamptonshire-safeguarding-children-partnership/news/covid-19-volunteers-working-community/

- Guidance regarding Child Protection Conferences: Child Protection Conference details and arrangements for Parents during COVID-19. Updated: 20th March 2020: www.northamptonshirescb.org.uk/about-northamptonshire-safeguarding-children-partnership/news/covid-19-child-protection-conferences-information-/

- COVID-19 - Managing Feelings of Uncertainty & Mental Health_Wellbeing Advice: www.northamptonshirescb.org.uk/about-northamptonshire-safeguarding-children-partnership/news/covid-19-managing-feelings-uncertainty-coronavirus/

- Covid-19 Online Safety Advice to Parents, Advice and guidelines for parents around online safety. Updated: 15th April 2020

- http://www.northamptonshirescb.org.uk/about-northamptonshire-safeguarding-children-partnership/news/covid-19-online-safety-advice-parents/

- Updated information regarding the Covid-19 Amendments to CAFA 2014, and 'reasonable endeavours' to provide services for children with EHCPs : https://www.gov.uk/government/publications/changes-to-the-law-on-education-health-and-care-needs-assessments-and-plans-due-to-coronavirus/education-health-and-care-needs-assessments-and-plans-guidance-on-temporary-legislative-changes-relating-to-coronavirus-covid-19

With reference to The Northampton Safeguarding Children's Partnership website, other existing guidance remains in place and not updated.

3. Scope and definitions

This addendum applies during the period of phased return following school closure due to COVID-19. It reflects updated advice from our 3 local safeguarding partners and Northamptonshire local authority.

It sets out 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.

Unless covered here, our normal child protection policy continues to apply.

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

4. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, Keeping Children Safe in Education.

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

The best interests of children must come first

If anyone has a safeguarding concern about any child, they should continue to act on it immediately

The designated safeguarding lead (DSL), senior deputy designated safeguarding leads (SDDSLs) and Designated Safeguarding Officers (DSOs) should be available at all times (see section 4 for details of our arrangements)

It's essential that unsuitable people don't enter the school workforce or gain access to children

Children should continue to be protected when they are online, and online policies should be in place and accessible to all staff, parents and carers.

Parents and carers have a duty of care to read all online policies and adhere to Codes of Conduct.

5. Reporting concerns

All staff must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children continuing to attend or returning to school and those at home.

As in normal practice, all concerns should be verbalized directly to a DSL or Senior Deputy DSL via telephone contact, and then details recorded on My Concern. Due to school partial closure, staff reporting a concern must ensure that concerns are recorded on the day the concern is raised

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

6. DSL (and senior deputy/DSO) arrangements

We aim to have a trained DSL, senior deputy DSL or DSO on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

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

We will keep all school staff informed by email as to who will be the DSL (or senior deputy) on any given day, and how to contact them. However, DSL and senior Deputy DSL duties will remain unchanged, and all DSOs will continue to be vigilant, and will be available to receive safeguarding concerns and act in accordance with the academy's Child Protection Policy as per normal practice.

We will ensure that DSLs (and senior deputies), wherever their location, know who the most vulnerable children in our school are.

On occasions where the DSL or senior deputies are not on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Sheralee Webb, Executive Headteacher, with support and guidance from Francesca Shears, Head of School at Northgate, and Sarah Hutt, Head of the Bee Hive, whose contacts are listed in the 'Important contacts' section at the start of this addendum. For the sake of this document, these senior leaders henceforth, will be referred to as the Academy Leadership Team (ALT).

The 'ALT' will be responsible for liaising with the on-site DSOs to make sure they (the DSO/ senior leader) can:

- ➢ Identify the most vulnerable children in school

- ➢ Update and manage access to child protection files, where necessary

- ➢ Attend all necessary statutory meetings and apply updated local authority guidance in each case.

- ➢ Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

- ➢ Carry out risk assessments and other notable directives as guided by the NSCP and partners.

- ➢ Oversee the day-to-day running of the in-school provision critical workers, key workers and vulnerable children.

- ➢ Oversee and guide the day-to-day management of Deputy DSLs and staff in the completion of daily and weekly calls, outreach support via Sarah Moore and Joanna Fuoco (Parent Support Advisers)

- ➢ Oversee and guide the day-to-day management of the EHCP process in light of the COVID-19 amendments to ensure that all stakeholders are making 'reasonable endeavours' to meet the needs of vulnerable pupils.

- ➢ Identify and manage vulnerable children, staff and stakeholders in accordance with the most up-to-date Guidance on shielding and protecting People who are clinically extremely vulnerable from COVID-19

7. Working with other agencies

We will continue to work with children's social care and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

Our 3 local safeguarding partners

The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

The EHCP team and stakeholders

The following guidance is currently in place:

- • Details of Northamptonshire's current safeguarding arrangements (Covid-19 Safeguarding Arrangements), updated: 30th March 2020: http://www.northamptonshirescb.org.uk/about-

northamptonshire-safeguarding-children-partnership/news/covid-19-safeguarding-arrangements/

- Guidance regarding Child Protection Conferences: Child Protection Conference details and arrangements for Parents during COVID-19. Updated: 20th March 2020: www.northamptonshirescb.org.uk/about-northamptonshire-safeguarding-children-partnership/news/covid-19-child-protection-conferences-information-/

We will continue to work with the Local Authority, children's social care, and the police as normal. However, staff should be aware that it may not always be possible to contact the LADO, MASH team, Children's Services or an individual social worker in the same way throughout the period of closure. The Designated Safeguarding Lead and senior Deputy DSLs will maintain an up-to-date list of how best to contact the key external agencies during this period and share this with all staff where relevant.

9. Monitoring attendance

We will resume taking our attendance register. We will also continue to submit the Department for Education's daily online attendance form, until no longer asked to do so.

Where any child we expect to attend school doesn't attend, or stops attending, we will:

Follow up on their absence with their parents or carers, by phone (first day calling protocol)

Notify their social worker, where they have one

Make a home visit (in line with government COVID- 19 guidance

We have up-to-date emergency contact details, and additional contact details where possible for all parents and careers of children on the Key Workers' Childcare Programme. Parents are aware that they must notify us immediately if these details change. The Department for Education's online attendance form is being used daily to keep an accurate record of children physically attending school (i.e. children on the Key Workers' Childcare Programme) in order that the DfE can build a national picture of the educational provision during the pandemic.

9. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home. Whilst more pupils are learning and socialising online during the pandemic, the risk of online bullying or sexual abuse between peers becomes greater. Peer abuse in any form will not be tolerated; abuse is abuse and must not be passed off as 'banter' or as a normal emotional consequence of being under lockdown. Victims of peer-on-peer abuse should be supported as they would be if they were the victim of any other form of abuse, in accordance with the College's Safeguarding (Child Protection) Policy.

Staff should continue to act on any concerns they have immediately, by notifying a DSL (or senior Deputy DSLs or DSOs) if they believe the pupil is suffering or at risk of suffering from serious harm.

The school will listen and work with the young people, parents/carers and any multi-agency partners required to ensure the safety and security of all the young people involved and we will continue to follow the principles set out in part 5 of Keeping Children Safe in Education (2020) when managing reports and supporting victims of peer-on-peer abuse.

10. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff working on site or remotely.

In the event of any form of misconduct, the DSLs, Senior Deputy DSLs or DSOs should be informed immediately. Just as before the school closure, you must not investigate the matter yourself.

It is vitally important that any low level concerns about colleagues are raised as this may be indicative that the staff member requires additional support or training relating to the delivery of online learning sessions. We are all in this together and no staff member should feel alone or unsupported at this time.

The investigation process will remain in place, as outlined in Appendix 2, page 26 of the current Child Protection Policy.

We will continue to refer staff who have harmed or pose a risk of harm to a child to the Disclosure and Barring Service (DBS) including adults from other schools supervising the Key Workers' Childcare Programme.

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency (including for potential misconduct of staff 'on loan'). We will do this using the email address: Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

11. Contact plans

We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where:

They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or

They would usually attend but have to self-isolate

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 form staff who know the family well, and both Parent Support Advisers

How staff will make contact – this will be over the phone, doorstep visits, or a combination of both

Liaison with other professionals and stakeholders through the annual review process and other statutory meetings

We have agreed these plans with children's social care where relevant, and will review them on a weekly basis at ALT and other relevant meetings.

If we can't make contact (all measures exhausted), we will enact measures to contacting children's social care (social workers or MASH) or inform the police].

12. Safeguarding all children

Staff and are aware that this difficult time potentially puts all children at greater risk.

Staff will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above.

12.1 Children returning to school

The DSLs (and senior deputy DSLs) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before the child returns.

The DSL (and senior deputy DSLs) will be given more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return to school.

Staff will be alert to any new safeguarding concerns as they see pupils in person.

12.2 Children at home

The school will maintain contact with children who are not yet returning to school. Staff will speak directly to children at home to help identify any concerns via Microsoft TEAMS or telephone. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff will look out for signs like:

➢ Not completing assigned work or logging on to school systems

➢ No contact from children or families

➢ Seeming more withdrawn during any class check-ins or video calls

➢ Parents refusing to allow a child to speak to a teacher when requested.

➢ Inappropriate conduct witnessed during online learning

➢ Refusal to adhere to online learning and the Code of Conduct.

13. Online safety

13.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school. The academy receives external support independent consultants, who support the in-house IT department.

13.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy, code of conduct and IT acceptable use policy.

Staff will receive training on the use of Microsoft TEAMS. All parents and carers will adhere to expectations around safe and appropriate use, and will be required to complete a Permissions/Code of Conduct document before their child is permitted to access online lessons or tutor meetings on TEAMS.

Key practice in the Online Code of Practice stipulates that:

> No one-to-one teaching is permitted on TEAMS: all staff must be accompanied by an LSA or other school professional when online.

> All sessions are recorded.

> Staff are to record daily attendance and highlight any concerns via normal procedures

> Staff are required to attend a review meeting to discuss any issues or concerns, each Friday.

- Staff must ensure that contact is made with any absentees, and that this data is passed on to a DSL or Senior Deputy DSLs, the Designated member of the admin team and the Parent Support Advisers (who are DSOs) after each session (or as soon after).

- Staff need to ensure that all the pupils they are teaching know how to access the remote learning content.

- To prevent disruption to lessons due to incursions by unknown persons, staff must only allow access to the session to authorised account holders (i.e. those with a Northgate School Arts College-verified Office365 account and email address).

- Staff must ensure any teaching or tutorials they deliver are from a neutral location – no bedrooms or bathrooms.

- Staff may wish to use the blurred background facility available on several online teaching platforms.

- Clothing, language and behaviour should be appropriate to a teaching and learning context.

- Online platforms must be licensed for corporate rather than personal use and authorised by the school.

- Pupils should be informed that the School Rules still apply in an online context.

- Online classes should not exceed the stated length of the class.

- Online sessions should be set only according to the published schedule, and staff should be careful not to replace teaching with excessive tasks that risk overloading pupils.

- All teaching involves risks, but live streaming video and audio raises certain risks which can be more challenging than the inherent risks of teaching 'live' in a schoolroom. So staff must ensure that they take simple precautions to protect themselves and their pupils.

- Without exception, all whole-group and one-to-one sessions must be recorded and backed up to OneDrive.

- Staff must ensure that they have the most secure settings in place. Specifically, 'Waiting in Lobby' must be enabled to avoid unnecessary one-to-one contact with pupils.

- To record sessions, local recording should be manually triggered before the lesson commences

- Staff should be aware of material that may be visible in the background and should avoid revealing personal information or other sensitive data inadvertently. This is also the case when sharing their screen.

- Staff should remind pupils of the expectations should they decide to turn on their webcam feeds:

- Pupils must ensure that they are appropriately dressed and there is nothing sensitive or offensive in nature that might be visible in the background.

- Any chat feature involved in interactive teaching must be controlled by the staff.

- Staff must keep a log of anything that goes wrong. If they have any concerns, they should self-disclose these to the Safeguarding Team,

- Staff must contact the DSL or a senior Deputy DSLs if any safeguarding concerns arise through remote learning.

- Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

> We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

13.3 Working with parents and carers

We will make sure parents and carers:

➢ Are aware of the potential risks to children online and the importance of staying safe online

➢ Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school

➢ Sign the pertinent permissions and documents, which require parental adherence, online vigilance and wider legal accountability

➢ Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides

➢ Know where else they can go for support to keep their children safe online

14. Mental health

14.1 Children returning to school

Staff will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

The academy provides additional peripatetic therapeutic support in the form of:

> Counselling with Alternative Directions

> Counselling from Action for Asperger's

> Wellbeing support through Mental Health First Aid

> Planned facilitation of ongoing mental health and wellbeing interventions outlined in EHCP, CiN or CP plans.

14.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. This will be done by:

> Counselling with Alternative Directions

> Counselling from Action for Asperger's

> Wellbeing support through Mental Health First Aid

> Planned facilitation of ongoing mental health and wellbeing interventions outlined in EHCP, CiN or CP plans.

> Tutor and staff phone calls

> Liaison with professionals in order to keep lines of communication and referrals open

> Weekly email contact with parents and carers containing DfE Wellbeing and safeguarding-related online links, and reminders of who to contact at school for advice, guidance and support

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

15. Staff recruitment

15.1 Recruiting new staff

We continue to recognise the importance of robust safer recruitment procedures, so that adults who work in our school are safe to work with children. We will not be admitting or loaning staff from other schools during this time.

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

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS. New staff must still present the original documents when they first attend work at our school.

Similarly, temporary measures allow right to work checks to be carried out by verifying scanned documents on a video call. If we need to take this approach, we will follow Home Office and Immigration Enforcement guidance.

We will continue to do our usual checks on new staff, and do risk assessments to decide whether staff and current volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

15.2 Staff 'on loan' from other schools

We will not be admitting or loaning staff from other schools during this time.

16. Safeguarding induction and training

We will ensure staff (including supply staff, agency workers, self-employed contractors and current volunteers) are aware of any changes to our procedures or local arrangements via email.

New staff will continue to receive:

 > A safeguarding induction, and a copy of our Safeguarding (Child Protection) Policy (and this addendum).
 > A copy of Keeping Children Safe in Education (2020) Part 1 and Annex A
 > A copy of our Staff Code of Conduct (employees only)
 > A copy of our Acceptable Use Policy.

For Staff delivering the Keyworkers' Childcare Programme and Face-to Face sessions will follow safeguarding procedures, reporting any disclosures to the DSL or senior deputy DSLs. However, all adults participating in the programme have been made aware of the academy's DSL, senior Deputy DSLs and DSOs, and how to contact them in case of emergency or to alert them to any issues relating to the College and its staff.

16.1 DSL training

The DSL (senior deputy DSLs and DSOs) may not be able to take part in training during this period. If this is the case, the DSL (senior deputy DSLs and DSOs) will continue to be classed as a trained DSL (senior deputy DSL or DSO) even if they miss their refresher training.

The DSL (senior deputies and DSOs) will do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

17. Keeping records of who's on site

We will keep a record of which staff are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

We will use the single central record to log:

> Everyone working in our school each day

> Details of any risk assessments carried out on staff, and outcomes

18. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, the DSLs (senior deputy DSLs and DSOs) will share, as applicable:

> The reason(s) why the child is considered vulnerable and any arrangements in place to support them

> The child's EHC plan, child in need plan, child protection plan or personal education plan

> Details of the child's social worker

> Details of the virtual school head

Where the DSL, senior deputy DSLs and DSOs can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

19. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum of every 2 weeks by Sheralee Webb, Executive Headteacher, in partnership with the other members of the ALT. At every review, it will be approved by the full governing board.

20. Links with other policies

This policy links to the following policies and procedures:

> Child protection and Safeguarding policy
> Staff Code of Conduct
> IT acceptable use policy
> Health and safety policy
> Online safety policy
> Safeguarding "Staff Code of Conduct"
> Behaviour Management Policy
> Anti-Bullying Policy
> E-Safety Policy
> Single Equality Policy & Scheme
> Safer Recruitment Policy 2018