



RICHMOND PRIMARY ACADEMY SAFEGUARDING POLICY APPENDIX

FOR COVID-19 LOCKDOWN ARRANGEMENTS IF REQUIRED

This appendix will be used in case of any Covid-19 lockdown or where an academy has pupils having to work from home as a result of Covid-19.

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Purpose of this document

This document is intended to be a temporary appendix to our substantive safeguarding policy and will become relevant if there is a partial or full lockdown due to Covid-19.

Whilst the majority of our safeguarding policy remains relevant during any temporary school closure, the procedures we need to follow and the organisation of safeguarding arrangements will differ.

During any Covid-19 related absence or school closure, 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 any period of closure, 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 have put in place procedures to monitor our vulnerable pupils (and the wider school community) if the school is unable to open to all pupils. 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.

Scope of this document

This document is an appendix to our main Child Protection and Safeguarding Policy. However, during any time we are following our emergency protocols due to enforced closure, we will work from a central strategic group with Oldham and Derby hub representatives (or one if just one hub is affected). We have adopted an approach where our academies are working together to take important decisions, whilst understanding the individual nature of our academy and its community.

Working with other agencies

This is critical at all times and it remains crucial that we work closely with our safeguarding partners. We will remain in close contact with Children's Social Care and the Local authority (including the Virtual Head for Looked after children) 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 pages 20-22 for contact details during this time.

Our process will be as following:

- We (Designated staff in the academy) will make contact with vulnerable families on a regular basis (based on a risk assessment of individual need)
- The Trust vulnerable pupil log will be implemented for any academy with widespread closure. This provides an overview of the status of vulnerable pupils and is adjusted accordingly. We (Designated staff in the academy) will send information regarding any concerns to the strategic group.
- Alert Children's Social care if any issues or concerns arise and the Trust Safeguarding Lead.
- If not content with CSC response, escalate to CSC line manager
- Any concerns or key pupils, refer to the Covid-19 strategic group

Responsibilities

The responsibilities detailed in the safeguarding policy remain the same. In addition, there are some further arrangements in place in the event of significant closure due to Covid-19:



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 provide 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) at short notice
 - 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 relevant.

Designated Safeguarding Lead Arrangements

We will have a DSL on site where possible. If in an unusual circumstance this is not possible for all academies, the senior leader in charge will have telephone access to a DSL at all times. This will be overseen by the strategic group.



Arrangements for vulnerable pupils when not able to come into school due to Covid-19

- **IF PUPILS ARE IN SCHOOL, REGULAR SAFEGUARDING PROCEDURES WILL BE IN PLACE** (main Safeguarding Policy)

IF PUPILS ARE ABSENT FOR A COVID-RELATED REASON, THE FOLLOWING WILL OCCUR:

- Contact with the family to confirm reason for absence and to ensure the child is safe and receiving appropriate medical support (if needed)
 - Confirm who is looking after the child
 - Confirm the dates of self isolation
 - Confirm the family has support, food etc. and signpost if needed
 - Confirm processes for remote learning and expectations
 - Ensure the family have contact details should there be any concerns
- Contact with Social Worker (where relevant) to inform them of the absence.
- Draw up a contact schedule with Social Care or Senior leaders to ensure the family are contacted regularly and are well supported. This may include:
 - Door stop home visits (Social Care / Trust staff as appropriate)
 - Regular telephone calls (the regularity to be determined according to the level of risk and need)
 - Contact through online platforms ongoing
- Any significant concerns will be escalated immediately and the Strategic Group will be informed

IN THE EVENT OF ANOTHER FULL LOCKDOWN:

As in the main lockdown period (March 2020), we will follow DFE guidance and will remain open to all our children deemed “vulnerable” in all year groups unless the child, or a member of their family is clinically extremely vulnerable / is self-isolating. We will liaise with families, Children’s Social Care and the LAC team (where appropriate) to ensure all our children in this category are aware of the option to attend and to encourage them to do so.

Unless guidance changes, the following will be expected:

- For vulnerable children who have a social worker, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public



Health England on households with possible coronavirus infection and shielding and protecting people defined on medical grounds as clinically extremely vulnerable –

THE CHECKLIST ON PAGE 14 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). This should be determined in advance so any short notice closure can be facilitated as smoothly as possible and will be kept under review.

- For vulnerable children who have an education health and care (EHC) plan, attendance is expected where it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment. This will be determined in advance so any short notice closure can be facilitated as smoothly as possible and will be kept under review.
- For vulnerable children who are deemed otherwise vulnerable, at the school, college or local authority discretion, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on households with possible coronavirus infection and shielding and protecting people defined on medical grounds as clinically extremely vulnerable

However, the ultimate decision will rest with the person who has parental responsibility for the child.

- 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 Senior Leadership team in our academy, led by our DSL has oversight of vulnerable children. In addition to referrals to Social Care or Early Help as appropriate, **if there are any concerns, these must be reported to the LMSG reps (Jessica Hainsworth / Jane Green asap) as they will be shared with the Strategic group.**

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. Any child who falls into this category will be offered a place in school but it remains the decision of the person with parental responsibility whether to accept.

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.

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.

Visitors

Although visitors will not be 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

There is a place available in school for any pupil with an Education, Health and Care plan. We encourage our pupils with EHCPs to return unless they are clinically extremely



vulnerable. For clinically vulnerable pupils, an individual risk assessment will be needed as we cannot guarantee strict social distancing.

We will continue to 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.

We will 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 they returned to school due to medical needs. These pupils will need to remain at home and we will work with the family and Local Authority to support these children in their home.
- Other children with EHCPs who are able to come back into the setting.

The decision whether the pupil returns remains with the parents / those with parental responsibility in these circumstances and we will respect the decision made by them.

Where parents do not require a full time place, the academy may be able to facilitate 1 or 2 days per week for family respite. There is also flexibility for shortened days and the number of hours in provision. Parents and the school can arrange to suit individual needs through their discussions.

- **THE RISK ASSESSMENT ON PAGE 15 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). This will be determined in advance so any short notice closure can be facilitated as smoothly as possible and will be kept under review.**

Access to electronic devices

During the Autumn term, we will determine which pupils do not have access to an electronic device (in the main lockdown there were a number of devices loaned out and this may be possible but due to configuration requirements could not happen immediately. Pupils in one



of the above categories who did not receive a laptop through the Government scheme and does not have access at home will be prioritised.

Home Visits

For the safety of our staff, home visits are usually not allowed during a period of lockdown. 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.

Online Safety

Please see the main Safeguarding and Online Safety policy for more information.

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.



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 lockdown, 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".

Please see the full policy and behaviour and anti-bullying policy for further information about our procedures.

DFE guidance on [mental health and behaviour in schools](#) is available and gives support to identify children who might need additional support, and to put this support in place.

Safer Recruitment

In order to control the risk of infection only Trust staff, or existing partners are on site, working with our pupils. Therefore, current safer recruitment processes remain in place.

In the event of fuller lockdown, recruitment of new staff will be taking place (in most cases virtually) and safer recruitment processes remain in place. Where we cannot see originals of documents a scanned version will be accepted. On the first day of employment, the new recruit is expected to bring originals so these can be confirmed against the scanned versions. Otherwise, procedures remain as per our policy.

There is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during partial school closures. If for any reason there are any concerns, a new check will be obtained in the usual way.

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 a time of lockdown.



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. EYFS ratios must be maintained.

Staff training

All school staff have had safeguarding training and have read part 1 of KCSIE 2020. All staff will be made aware of this updated annex to the safeguarding policy.

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.

Staff understand this has been a challenging time for some of our pupils and families and are vigilant to possible signs that further support might be required.

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

Teacher Regulation Agency (TRA)

In very rare circumstances where required we continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's advice for making a referral. During the coronavirus period all referrals should be made by emailing misconduct.teacher@education.gov.uk. All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so consideration will be given as to



whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

Transport

We will encourage parents and staff to avoid using public transport where possible. Where this is not, we will encourage parents to follow the guidance about using public transport as safely as possible and will make arrangements for attendance which suit their circumstances. Everyone will have access to hand gels at the school entrance and parents using public transport may also use this if they wish to (assuming they are following social distancing to do so).

Attendance

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

Please see our attendance policy appendix for further information.

New admissions

Admissions to school will still take place at this time. If the child is deemed vulnerable, they will be added to our vulnerable pupil list and will be offered a place in provision if it is appropriate medically. Otherwise, they will be following the phased re-opening and will be offered remote learning opportunities. Usual admissions procedures will follow and an identity check will be required in addition to the family providing all necessary documentation prior to starting. This can be sent electronically and an original of the ID will then be requested for the first day on site.

Children moving to new schools

We will continue to do whatever we reasonably can to provide the receiving institution with any relevant welfare and child protection information. For looked-after children, any change in school will be led and managed by the virtual school head with responsibility for the child. This follows our usual procedures.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of special educational needs (SEN) provision for children with EHC plans.



Health and Safety

Health and Safety has been considered and appropriate risk assessments are in place regarding site safety and infection control. There is further information in our Health and Safety Covid-19 appendix.

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?

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?)

Risk assessment for academies - EHCP

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RISK ASSESSMENT FOR VULNERABLE CHILDREN & YOUNG PEOPLE

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

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

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
Health the potential health risks to the individual from COVID-19, bearing in mind any underlying health conditions;					



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<p>EHC Needs 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;</p>	<p>(Either complete here on in the table below)</p>				
<p>Home circumstances 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;</p>					
<p>Changes to routine the potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered;</p>					



<p>Out of school risk 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.</p>					
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EHC needs

Outcomes from EHC <small>(Outcomes may have been amended during annual reviews and not on most recent EHC due to LA updates of EHCs)</small>	Short term target (Reviewed annually) What can be completed at home to support the pupils EHC outcomes?	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 is safer at home:

If they (or a family member) are clinically extremely vulnerable and are being shielded.

If they are clinically vulnerable and a risk assessment (school, parent and LA input) identifies home as a safer place

Pupils with EHCP needs may have a more phased approach into the setting. Additional training might be required for staff if they are working with pupils they do not usually work with and this will be arranged in a timely fashion.



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

LAC pupils

Virtual School Contact Information

Name / role	Contact e-mail / number
Jennie Davies Headteacher for the Virtual School	jennie.davies@oldham.gov.uk 0161 770 5098 07753 716 649
Sarah Reddy Virtual School Team Manager	sarah.reddy@oldham.gov.uk 0161 770 6590
Jane Butterworth Education Support Officer	jane.butterworth@oldham.gov.uk 0161 770 6673 07894 839 160



Debbie Edwards Education Support Officer	debbie.edwards@oldham.gov.uk 0161 770 8099 07813 524 114
Rachel Kenealy Education Support Officer	rachel.kenealy@oldham.gov.uk 0161 770 1115 07583 114 408
Kay Blair PEP Coordinator	michaela.blair@oldham.gov.uk 0161 770 1861
Karen Black Business Support	karen.black@oldham.gov.uk 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.

educational psychologist ACNS@oldham.gov.uk (or your regular contact)

Useful contacts relating to pupils with EHCPs (Oldham)



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Oldham Local Authority EHCP team Contact:

T: 0161 770 4269

E: ehcinfo@oldham.gov.uk

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



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

Our welfare calls will be from a member of staff in our academy. In all cases, please ensure staff know when they start the call to:

- Introduce themselves (Name and from Harmony Trust)
- 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 lockdown)
- 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.**