

Alongside our Child Protection and Safeguarding Policy, the following definitions and arrangements apply until further notice:

Vulnerable children include children who have a social worker and young people up to the age of 25 with education, health and care (EHCP) plans.

We will liaise with the Local Authority and with parents to decide whether a child with an EHCP needs to continue to be offered a place at The Wellington Academy to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. We understand that many children and young people with EHC plans can safely remain at home. Eligibility for free school meals is not a key determining factor in assessing vulnerability.

Our senior leaders and DSLs (*Designated Safeguarding Leads*) have the flexibility to offer a place to children who do not have a social worker but for whom some safeguarding needs have already been identified.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. We will follow the process set out in Wiltshire Councils flowchart and The Wellington Academy attendance and children with a CiN or CP plan, until further notice.

To support the above, we will, when communicating with parents/carers of vulnerable children, confirm that emergency contact numbers kept on the children's files are correct and ask for any additional emergency contact numbers where they are available.

Designated Safeguarding Leads

To ensure school/setting staff have access to specialist advice and support about safeguarding, the following details apply. Where a trained DSL (or deputy) is not on site, we have made arrangements for a trained DSL from a nominated school/setting to provide advice remotely.

Name	Job title	Responsibilities	Main registered base	Phone number	Email address
Jonathan Willcocks	Deputy Head DSL	Deputy Head & DSL	The Wellington Academy	01264 405060 Ext 3180	JonathanWillcocks@thewellingtonacademy.org.uk
Beverley Eccles	Senior Welfare/Attendance Officer & DDSL	Senior Welfare/Attendance Officer & DDSL	The Wellington Academy	01264 405060	BeverleyEccles@thewellingtonacademy.org.uk
Shelly Willis	DDSL	Boarding Staff & DDSL	The Wellington Academy	01264 405060	ShellyWillis@thewellingtonacademy.org.uk

Reporting a concern

Where staff have a concern about a child, they will continue to follow the process outlined in the Child Protection and Safeguarding Policy. If a member of staff cannot access our electronic data management system for safeguarding from home, they will contact the Designated Safeguarding Lead, who is available from the list above. Any email containing confidential information will be sent using official Wellington Academy email addresses. Where staff are concerned about an adult working with children in The Wellington Academy, they will continue to follow the Wiltshire process set out in the allegations flowchart published on www.wiltshirescb.org.uk. In the absence of the headteacher and/or Chair of governors, staff will follow the alternative leadership contact arrangements.

Safeguarding Training and induction

As DSL training is unlikely to be available during the current outbreak of Covid-19, D/DSL training will continue to meet statutory requirements, even if the refresher training and annual updates are not available within the required timescales. Our D/DSLs will keep up to date by reading government guidance and other relevant newsletters eg NSPCC as they are published.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL will communicate with staff any new local arrangements, as appropriate.

Where new staff are recruited, or new volunteers enter The Wellington Academy, they will continue to be provided with a safeguarding induction. If staff are deployed from another education or children's workforce setting to our The Wellington Academy, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic. We will follow Wiltshire Council advice about safeguarding in relation to visiting staff/volunteers as it is published and updated on Right Choice until further notice.

For movement within The Wellington Academy Trust, the Multi- Academy Trust (MAT) safeguarding lead/HR Manager will confirm that all staff have received appropriate safeguarding training.

Upon arrival, at The Wellington Academy visiting staff/volunteers working here on a temporary basis, are given a copy of our safeguarding/child protection policy, including confirmation of D/DSL arrangements.

Safer recruitment/volunteers and movement of staff

When recruiting new staff, we will continue to follow the relevant safer recruitment processes for The Wellington Academy, including relevant sections in part 3 of Keeping Children Safe in Education (2019).

In response to Covid-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact. We will follow this guidance [DBS checks during Covid-19 outbreak](#)

We will continue to keep the single central record (SCR) up to date as outlined in in KCSIE and will follow Wiltshire Council advice about safeguarding in relation to the SCR and visiting staff/volunteers as it is published and updated on Right Choice until further notice.

Online safety in schools and colleges

We will continue to provide a safe online environment for staff and children. This includes the use of an online filtering system. Where children are using computers in The Wellington Academy, appropriate supervision will continue to be in place.

All staff who interact with children, including online, will continue to look out for signs a child may be at risk. Any such concerns will be dealt with as per our Child Protection and Safeguarding Policy and where appropriate referrals will still be made to children's social care and as required, the police. Online teaching will follow the same principles as set out in our Staff Behaviour Policy. We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Supporting children not in The Wellington Academy

We recognise that The Wellington Academy is a protective factor for children and young people, and the current circumstances can affect the mental health of pupils and their parents/carers.

We will devise plans to support any child who is vulnerable and not able to attend The Wellington Academy for any reason. Plans will be shared with parents and (social workers where involved) and will be reviewed fortnightly.

Supporting children in The Wellington Academy

The Headteacher/manager will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate. We will refer to the Government guidance for education and childcare settings on how to

implement social distancing and continue to follow the advice from Public Health England to limit the risk of spread of Covid -19.

Support from the Multi-Academy Trust

The Multi-Academy Trust (MAT) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction. The MAT will also provide regular group and individual supervision sessions. This may take the form of an online meeting.