

Appendix: to Chetham's School of Music, Safeguarding and Child Protection Policy during Covid-19

This appendix provides an overview of the many and various procedures and plans which have been in place during periods when the school was in full lockdown or operating a Hub School on site between 13th March 2020 and 7th March 2021

Ongoing Provision

For the duration of the Covid-19 our current Safeguarding and Child Protection policy and procedure remains relevant with the additions/amendments/reminders included below:

Reporting routes

Online routes

Our current Designated Safeguarding Lead (DSL): Barbara Owen
barbaraowen@chethams.com

Deputy DSLs:

Nicola Smith nicolasmith@chethams.com

and ianmayer@chethams.com

All three are available by email.

We continue to use the normal reporting routes. For **staff** this is by Concern Form (Appendix 3 to the existing policy) or for a smaller number of staff by using CPOMS (these staff already know they have access for reporting routes i.e. if staff are not aware of this route they have not been given access).

Another possibility is via the 'Be Safe' button on the **Staff or Student** log in page. All students and staff can use this route or could simply email direct to one of the DSLs.

The Designated Officer (formerly Local Authority Designated Officer, LADO) can be contacted as described in the policy using the form in Appendix 6. The specific role of the LADO is to address concerns raised about professionals working with young people.

Offline routes: Call Security on the school landline number 0161-834-9644 and ask for a message to be sent to one of the DSLs, leave a telephone number and one of them will return your call. The Security guards are in place 24 hours per day and 7 days per week. The Leadership Group is also contactable via Security.

Anyone wishing to report a safeguarding concern but is unable or uncomfortable about using normal school routes, can call the 'Front Door' of Manchester Safeguarding Partnership on 0161-234-5001.

Our **Looked After Children** are being cared for in the same way they would be if they were on holiday from school but they are receiving additional support from House Staff.

External Updates

The school is receiving regular updates from the following:

The Boarding Schools Association

Public Health England

Independent Schools Council

Manchester City Council – education and safeguarding.

Meetings and management

Various regular meetings of key staff continue e.g. Leadership Group, COVID Strategy Meeting, Pastoral Team, Heads of Department, Music Management etc. These happen mostly via TEAMS.

TEAMS is an online platform which is accessible only to those with a Chetham's email address. It is the prescribed platform for remote learning. Activity is logged and therefore there is a level of accountability.

IT management

Provision for IT and checking that the system remains operational continues to be in place. The Network Manager's role can be supported by two other members of staff. These staff are geographically separate which should mean that we have ongoing cover in the event of one of them being unable to work. Most key staff have mobile numbers for colleagues so in the event of the network going down key staff would still be able to communicate with one another.

School Updates

Nicola Smith, Vice Principal is circulating regular editions of Chets Chat. This includes ongoing guidance e.g. safety online, behaviour online, well-being, organisational ideas, relaxation and staying physically fit.

Our online School

The Boarding Staff are ensuring that all students (including 'day' students) are accounted for with a virtual register on a weekly basis. Our electronic timetable StREAM continues to run and is scheduling academic lessons including group TEAMS sessions, 1:1 TEAMS tuition, related emails with work allocation, and instrumental sessions including: 1:1

tuition, ensembles, streamed concerts etc. Academic and instrumental staff are checking attendance or interaction (e.g. completing work and returning by email/TEAMS) of their students. See the three guidance sheets: each amended to address a particular group - staff, parents and students. In addition, the Dep DSL (Music) has shared information with each instrumental tutor relating more specifically to instrumental tuition and how this can be delivered safely online.

Support

As ever, various helplines are highlighted to students in their handbooks e.g. Childline, Papyrus, Samaritans etc.

Staff have been alerted to designated staff support helplines.

We have a system in place for reporting illness and particularly Covid-19 symptoms (see form).

Recruitment and staffing

We will continue to ensure all checks are completed before anyone can start working at Chetham's in line with the requirements for safer recruitment. Some admin staff are intermittently on site to open mail. All new starters are being sent recruitment packs in the usual way. DBS forms are being completed and sent off for checking. References are always undertaken and any interviews which have taken place during this period have been done by online video and included the Safer Recruitment aspects. We have deferred any recruitment which has not been deemed necessary until we are back in the school buildings.

Preparation for coping with bereavement

Members of the Pastoral Team along with school counsellors can be available to support students and staff in the event of bereavements. House staff are most likely to find out any concerns relating to students and their families. Members of the Leadership Group are most likely to be aware of bereavements amongst staff.

Barbara Owen & Nicola Smith

(To be authorised by the school governing body)