

# Child protection and safeguarding: COVID-19 addendum

Hurstpierpoint College



<b>Approved by:</b>	Safeguarding Committee	<b>Date:</b> 10/06/20
<b>Last reviewed on:</b>	1/09/2020	
<b>Next review due by:</b>	October 2020	

This policy is now paused whilst all children have returned to school. However, we are aware that some children may have to resort to online learning if they are isolating because someone in their family is being tested or tests positive for COVID. If this happens, and the child is at home, these safeguarding rules will apply for that child or children.

For all children who are back in school, full-time, the normal Safeguarding Policy rules apply.

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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Debbie Stoneley	07590 042857
Deputy DSL	Caty Jacques	01273836887 07545 981355
Other contactable DSL(s) and/or deputy DSL(s):	Nick Oakden	07889 170690
Designated member of senior leadership team if DSL (and deputy) can't be on site	Caty Jacques is on site	See above
Headteacher (onsite)	Tim Manly	07809 091649
West Sussex LADO	Miriam Williams Donna Tomlinson	0330 222 3339
Local authority Assistant Designated Officers (LADO)	Sally Arbuckle	0330 222 3339
Chair of Governors	Tony Jarvis	tj.gov@hppc.co.uk

ROLE	NAME	CONTACT DETAILS
MASH		01403 229900

## 1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19 and when the school is open the addendum applies to any pupil isolating at home. It reflects updated advice from our 3 local safeguarding partners, Sussex Police, Public Health England and West Sussex Safeguarding Children Partnership.”

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 (DfE’s) definition of ‘vulnerable children’ includes those who:

- Have a social worker, including children:
  - With a child protection plan
  - Assessed as being in need
  - Looked after by the local authority
- Have an education, health and care (EHC) plan

The advice from West Sussex Safeguarding in Education is as follows;

- All schools in West Sussex remain open to accommodate vulnerable children and children of key workers. There are daily briefings between the Director of Education and the schools. Schools are addressing how they can maximise resources efficiently to support vulnerable children including working with other local schools. All schools have received a safeguarding briefing which outlines:
- All schools must always have access to a designated safeguarding lead , in addition:
  - • All pupils have been reviewed in order to identify the most vulnerable pupils
  - • Schools should be available to dial into child protection strategy meetings when required
  - • Schools will be available to attend virtual Child Protection Conferences • Schools will be supporting keyworkers in monitoring the most vulnerable children who are not attending school and will be holding frequent discussion with partner agencies to review risk
- **The Safeguarding in Education Team are running a dedicated help line, 0330 2222 4030 for urgent matters and an email address [safeguarding.education@westsussex.gov.uk](mailto:safeguarding.education@westsussex.gov.uk) for non-urgent matters, to assist schools on a daily basis.**

## 2. 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

- A Designated Safeguarding Lead (DSL) or Deputy should be available at all times (see section 4 for details of our arrangements)
- It is 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

### 3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

Our reporting procedures remain the same- if anyone has a concern about a child, please report that to Debbie and/or Caty as soon as possible –via Teams, phone or email.

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.

As more children attend school in the coming weeks, the safeguarding procedures are exactly the same. Refer to your safeguarding card for a quick reminder of details. Always ask yourself if the child is 100% safe.

### 4. DSL (and deputy) arrangements

We have a trained DSL or deputy DSL on site. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

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

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Caty, or if unavailable, the Headmaster.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

### 5. 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

### 6. Monitoring attendance

If some children are not attending school during this period of school closure, we will be completing our usual attendance registers remotely and following our usual procedures to follow up on non-attendance.

If 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 each morning.

- › Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school and have a specific code (X) in the register for Covid cases.

## 7. 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.

## 8. 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.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

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

## 9. Support for children who aren't 'vulnerable' but where we have concerns

At Hurst, we identified our 'vulnerable' children before the Easter break.

All relevant staff have made regular contact with the vulnerable children in their charge over the Easter period and to date. All are now back in school. All details of contact and recorded 1 to 1 conversations have been uploaded to CPOMS or saved in Streams with a tag.

Children who need the school counsellor or PIP are successfully continuing to access this service remotely.

The DSLs are reviewing the vulnerable children list weekly and continue to monitor it closely, liaising with HOMS, HOYS, Tutors and Class teachers.

All children who are not in school, but who are deemed to be requiring support have been very regularly followed up, involving parents where necessary.

If children do not 'attend' lessons, they are flagged in exactly the same way as they would be if they were here, and the HOM/HOY contacts the child and the parents to find out where they were.

## 10. Safeguarding for children not attending school

### 10.1 Contact plans

We have contact plans for children with a social worker and 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

These plans set out:

- › How often the school will make contact
- › Which staff member(s) will make contact

➤ How they will make contact

## 10.2 Safeguarding all children

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

Staff and volunteers 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 particular, children are likely to be spending more time online (see section 11 below).

## 11. Online safety

This is the current government guidance;

### Safeguarding and Remote Education during Coronavirus (COVID-19)

**Updated 19/04/20**

#### Safeguarding pupils and teachers online

1. Think of this situation as an extension of school, so the same principles apply. Clarity of expectations to parents and pupils is key and staff must continue to follow the Staff Code of Conduct.

#### Reporting Concerns

1. The school should clearly communicate routes for reporting any concerns to the school.
2. Schools should provide clear signposting to practical support from service providers.

#### Communicating with parents, carers and pupils

1. Schools, teachers and pupils should maintain professional practice, as far as possible.
2. Clear boundaries are needed regarding communication.
3. Communicate within school hours, as much as possible, or hours agreed with the school to suit the needs of staff.
4. Make sure communication is through channels approved by the SLT
5. Use school email accounts (not personal ones) and school devices over personal devices wherever possible.
6. Teachers are advised not to share personal information- maintain professional boundaries.

#### Virtual lessons and Live-streaming

1. There are no expectations that teachers should live-stream lessons (although at Hurst we have chosen to) or provide pre-recorded lessons via video.
2. Teachers should find a quiet room or area to talk to pupils, parents or carers.
3. Consider what is in your background and blur it.

#### Providing Pastoral Care Remotely

1. Help parents, carers and pupils to make a weekly plan or structure that includes time for education but also for playing and relaxing as this is important to reduce stress and anxiety for families.
2. Reduce stress for families by helping them to create a structure.

#### Personal data and GDPR

1. Take care not to share contact details when emailing multiple people.

2. Be careful when sharing usernames and other personal data for access to online resources.
3. Provide access to school data safely.

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## **11.1 In school**

We will continue to have appropriate filtering and monitoring systems in place in school.

## **11.2 Outside school**

Where staff are interacting with children online, they will continue to follow our existing Staff Code of Conduct and also the safeguarding advice put forward by the DSL and Head of School.

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.

The DSL has prepared an online safety reminder and mental health and well-being reminder, emailed out week beginning 20<sup>th</sup> April.

## **11.3 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
- 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
- This will be done by email and the school website.

## **12. Mental health**

Where possible, we will continue to offer our current support for pupil mental health for all pupils. HOMS, Prep Tutors and Pre Prep Teachers to continue to liaise with their children regularly and 'check in' with them. Use CPOMS immediately to highlight any concerns to the DSLs.

The school counsellors continue to be available weekly, online, to Senior School children and also Simon Hilliard is available in the Prep and Pre prep

We will continue to signpost all pupils, parents 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.

(See Para 9)

## **13. Staff recruitment, training and induction**

### **13.1 Recruiting new staff and volunteers**

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

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.

We will continue to do our usual checks on new volunteers and do risk assessments to decide whether 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.

It is not necessary to DBS again any staff who are out of school for 3 months or longer due to being furloughed, shielded or isolating as long as their employment has continued.

### **13.3 Safeguarding induction and training**

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction- online if they cannot attend in person
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education (2020) part 1 and Annex A
- Staff Code of Conduct
- Behaviour and Discipline policy
- Children Missing Education Policy

### **13.4 Keeping records of who's on site**

We will keep a record of which staff and volunteers 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.

Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

## **14. 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, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) 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, deputy or SENCO 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.

## **15. Monitoring arrangements**

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum, every 3-4 weeks, by The Designated Safeguarding Leads. At every review, it will be approved by the Safeguarding Committee.

## 16. **Health and Safety**

When children return to school, Health and Safety, and Safeguarding Risk Assessments will dovetail.

## 17. **Links with other policies**

This policy links to the following policies and procedures:

- Child Protection policy
- Staff Code of Conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy

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