

Child protection and safeguarding: COVID-19 addendum

Hazelwick School



Approved by: D Leadbitter

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1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners and local authority (LA).

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

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 is 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

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.

All staff have been given the mobile phone number of the DSL, Dave Leadbitter, and the Deputy DSL Matt Chalmers, and should contact them immediately if they have any concerns about the safety of a child.

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.

4. DSL (and deputy) arrangements

We aim to have a trained DSL on site wherever possible when we have students in school. If you have concerns whilst in school, you should contact the member of the SLT. Other details of all important contacts are listed in the Key Contact section on page 5 of the main Child Protection policy.

If a member of staff has a concern whilst not in school, they can contact the DSL via phone. His number has been given to all staff.

Staff working in school each day will be informed who the trained DSL on site is each day and how they can contact them. We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

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

The guidance currently in place is to continue with the normal safeguarding procedures in relation to referrals to external agencies. There has been an additional number given by West Sussex for contact for urgent school safeguarding issues - 0330 222 4030. This is not in place of MASH but is for other urgent school safeguarding issues. For any other enquiries that are not urgent, please email safeguarding.education@westsussex.gov.uk and one of the team will respond as soon as possible.

6. Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by Heads of Year
- 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.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details for students that are attending school, and additional contact details where possible.

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. Investigations will be carried out remotely where needed. Any concerns should be emailed to the Headteacher 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 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

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this. Pastoral teams have created a list of students that would benefit from this support in liaison with the Deputy Headteachers.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

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
- How that contact is recorded.

We have agreed these plans with children's social care where relevant, and will review them on a rolling basis throughout the school closure.

If we can't make contact, we will contact other agencies as appropriate, in accordance with our Child Protection Policy.

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 students' 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). All students have been contacted by email with a reminder about how to safeguard themselves and others. They have been given key agencies that they can contact to seek support as well as being reminded of the school safeguarding email address (safe@hazelwick.org.uk). The email also informed them of the school safeguarding phone number for during the school closure – 07852 030453.

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school. A member of the IT team is in school each day that students are present.

11.2 Outside school

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

Lessons are set online using Show My Homework and students and staff are communicating through this platform as well as email and GoogleClassroom. Zoom lessons can be delivered by staff to students in Years 7-10. All staff must have read the Zoom Protocol for Staff and have attended training with the DSL before starting any lessons. Video lessons in the Sixth Form can use Zoom, Google Meets or Microsoft Teams. All staff wishing to deliver live video lessons to the Sixth Form must have read the Sixth Form Video Lesson guidance.

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.

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

Regular communication is taking place between the school and parents/carers via email and phone. All parents/carers have been sent a safeguarding update, with details of the school safeguarding email address (safe@hazelwick.org.uk) and the school safeguarding phone number during closure – 07852 030453. These have also been shared with all students.

Parents/carers have also been given a list of external agencies where they can access support if required.

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all students. There is regular email and phone contact with students.

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

When setting expectations for students 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.

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.

No staff or volunteers will be appointed to start work during the school closure.

New staff must still present the original documents when they first attend work at Hazelwick.

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.

13.2 Safeguarding induction and training

Initial safeguarding training will take place on the New Staff Induction Day in July for new staff starting in September. This will also include any staff starting during the summer term. 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
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1 and part 5

13.3 Keeping records of who is 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.

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 and disabilities co-ordinator (SENDCO) 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 8 weeks by Dave Leadbitter, Deputy Headteacher and DSL and Dr Katherine Milcoy, Chair of Governors.

16. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff Code of Conduct
- IT acceptable use policy
- Social Media Policy
- Health and safety policy
- Online safety policy