



## **The Federation of Hackbridge Primary School and Spencer Nursery School COVID-19 Addendum to Child Protection & Safeguarding Policy**

### **Introduction and Context**

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

Then from the 1<sup>st</sup> June 2020, schools and all childcare providers were asked to partially reopen to educate selected year groups (Year N, Year R, Year 1 and Year 6) as well as continue to provide care for vulnerable children and children of keyworkers.

This addendum to our Child Protection & Safeguarding policy contains details of our individual safeguarding arrangements in the following areas:

### **Vulnerable Children**

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with Education, Health and Care (EHC) Plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989 (Children in Need).

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order 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. Many children and young people with EHC plans can safely remain at home. Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

We will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority Virtual School Head (VSH) for looked-after and previously looked-after children.

The lead person for this will be: Natasha Edmonds-Chappell (HPS) and Sandra Tanner (SNS).

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.

In circumstances where a parent does not want to bring their child to an education setting and their child is considered vulnerable, the social worker and DSL will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19 the school or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

We will encourage our vulnerable children and young people to attend school. Individual risk assessments have been completed by social workers to assess the risk to any pupil remaining at home; these have been shared with the schools.

### **Attendance Monitoring**

From 1<sup>st</sup> June Local authorities and education settings need to complete their usual day-to-day attendance processes to follow up on non-attendance. For the returning year groups, we have asked all parents/carers to communicate with us each week if their child/children will not be returning to school and for the reason for this e.g shielding, self-isolating, personal reasons etc.

The school have been given guidance on recording attendance on SIMS:

- Children not eligible to attend school (e.g not in eligible year groups or timetabled to attend every day) will use Code X
- where a pupil is shielding, self-isolating, or the pupil has an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school, they should be recorded as **Code Y**
- Where a pupil cannot attend school due to illness, as would normally be the case, the pupil should be recorded as **Code I** (illness).
- Where a pupil does not attend school – despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be met at school, the pupil should be recorded as **Code C** (leave of absence authorised by the school) where no other authorised absence code is appropriate.

Vulnerable pupils who have all been offered a place at school and should therefore be attending school but whose parents/ carers choose not to send them to school, must have discussed this with the DSL and their social worker. The school will then follow up on any pupil that they were expecting to attend, but for some reason did not.

Where possible, the school will also follow up with any parent or carer who has arranged for the school to care for their child and the child subsequently does not attend.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, we will notify their social worker.

### **Designated Safeguarding Lead**

Hackbridge Primary School & Spencer Nursery School have a Designated Safeguarding Lead (DSL) and Deputy DSLs as follows:-

The Designated Safeguarding Lead: Natasha Edmonds-Chappell (HPS) & Sandra Tanner (SNS).  
Deputy Designated Safeguarding Leads: Emma Walford (HPS & SNS), Natalie Robins (HPS & SNS), Sharon O'Connor (SNS), Lauren Jackson (SNS), Andrew Jasper (HSP) and Kerry O'Doherty (HPS).

The DSLs (or deputies) will be available in person, each day both at Hackbridge Primary School and Spencer Nursery School. The DSL (or deputies) will be available to be contacted via phone or online video when working from home or on a different school site each day.

Onsite availability of DSLs and Deputy DSLs as below:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
<b>School site</b>					
<b>Hackbridge Corner</b>	Natalie Robins Andrew Jasper	Emma Walford Kerry O'Doherty	Natalie Robins Emma Walford	Emma Walford Kerry O'Doherty Andrew Jasper	Natalie Robins Kerry O'Doherty Andrew Jasper
<b>Hackbridge London Road</b>	Natasha Edmonds-Chappell	Natasha Edmonds-Chappell	Closed site	Natasha Edmonds-Chappell	
<b>Spencer Nursery School</b>	Sandra Tanner 8am – 1pm Sharon O'Connor 7:45am – 1pm				

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site when necessary.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

### Reporting a Safeguarding Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school's Child Protection & Safeguarding Policy, this includes making a report at the earliest point via MyConcern, which can be done remotely or onsite.

In the unlikely event that a member of staff cannot access MyConcern from home, they should telephone the Designated Safeguarding Lead. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the Headteacher.

Any concerns in relation to the Headteacher should be directed to the Chair of Governors, and in his or her absence the Vice-Chair.

## **Safeguarding Training and Induction**

DSL training is very unlikely to take place in person whilst there remains a threat of the COVID-19 virus, however there may be circumstances where online refresher training for some staff is necessary and reasonable efforts should be made to access this provision.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or Deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

The schools have no plans to recruit new staff or volunteers however if that was to change during this time we would continue to be provided a safeguarding induction which will take into consideration this policy update and the latest DfE Guidance.

If staff are deployed from another education establishment or children's workforce setting to our school, we will take into account the latest DfE guidance on safeguarding and will accept portability providing the current employer confirms in writing that:-

- The individual has been subject to an enhanced DBS and children's barred list check.
- There are no known concerns about the individual's suitability to work with children.
- There is no ongoing disciplinary investigation relating to that individual.
- Seek assurance that the member of staff has received the appropriate safeguarding training and that it is up to date.

Upon arrival, they will be given a copy of the receiving setting's Child Protection Policy and any other related safeguarding policies and informed of confirmation of local processes/systems and confirmation of DSL arrangements.

## **Safer Recruitment/Volunteers and Movement of Staff**

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, the school will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, 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. Details of the guidance can be found here:- <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

Where the school is utilising volunteers (which currently neither school has no plans on doing), we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE

2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

We will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE 2019.

We will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 2019 and the TRA's 'Teacher misconduct advice for making a referral. During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).

Whilst acknowledging the challenge of the current National Emergency, it is essential from a safeguarding perspective that the school is aware, on any given day, which staff/volunteers will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity.

As such, we will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **Online Safety in School**

We will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place. We will continue to deliver online safety sessions regularly.

### **Children and Online Safety away from School**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police. Online teaching should follow the same principles as set out in the school's code of conduct. An additional appendix to our current Online Safety Policy has been produced, 'Safe Remote Learning and Working – Appendix F'.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

### **Supporting Children in School**

With the partial reopening of our schools we will continue to be a safe space for all children to attend and flourish. The Headteacher and SLT will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

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 on handwashing and other measures to limit the risk of spread of COVID-19 such as children and staff remaining in 'Bubbles' of no more than 15 pupils. An extensive Safeguarding and Health & Safety risk assessment has been produced to ensure the school has adhered to the [Government's Coronavirus \(COVID-19\) Guidance: implementing protective measures in education and childcare settings'](#)

We will continue to ensure that where we care for children of critical workers and vulnerable children onsite, we ensure appropriate support is in place for them.

With pupil in school we will adhere to the schools' Children Protection and Safeguarding policy for report any safeguarding concern in a timely manner to a DSL or Deputy DSL and report the concern on My Concerns.

### **Supporting Children not in School**

We are committed to ensuring the safety and wellbeing of all of our children throughout this period of school closure. We will continue to provide online safety, wellbeing and PHSE sessions for pupils in school and those at home through our learning platform.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child. Details of this plan have been recorded on the RAG Rating Risk Assessment and all communication must be recorded on MyConcern.

The communication plans and guidance for different categories of concerns:

#### **Current child protection concerns:**

- Telephone contact once a week from the DSL
- If eligible, access to food through the Government Free School Meals scheme and if needed, food bank voucher and information to be provided.
- DSL to liaise with all necessary professionals each week and attend review meetings and conferences virtually.
- Use of My Concerns to record and report.
- Reviewing regularly the offered of a school place for all pupils who are subject to a Child Protection Plan or Child In Need Plan.

#### **Vulnerable families on the edge of social care:**

- Telephone contact once a week from the DSL
- If eligible, access to food through the Government Free School Meals scheme and if needed, food bank voucher and information to be provided.
- Referring to services once they are available for these families and pupils.
- Use of My Concerns to record and report.

#### **Teachers (HPS):**

- Teachers will endeavor when in school to be in contact with their pupils using contact details provided on SIMS on a regular bases (once every three weeks).
- No personal information of pupils, including contact details to be taken off school sites.
- Any cause for concerns to be recorded and reported through My Concerns unless there is an immediate danger or safety risk and in this circumstance the DSL should be telephone.
- Class teacher to give a written update on any contact with a vulnerable pupil and their family via email and will then be logged on My Concerns by the DSL.

If the school have concerns that a child might be at risk of significant harm and is not currently under a social worker then a referral to the police and/or children's services should be considered.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share relevant safeguarding messages on its website and social media pages to provide reassurance and support to parents and pupils when required.

We recognise that the school is a protective factor for children and the current circumstances may have an impact on the mental health and well-being of pupils and their parents/carers. Members of staff need to be aware of this in setting expectations of pupils' work when they are at home.

We will ensure that where we care for children of critical workers and vulnerable children onsite, we ensure appropriate support is in place for them.

### **Mental Health**

We are aware that this period of school closure and the partial reopening may have impacted on our pupils' mental health. For this reason, a period of a 'Recovery Curriculum' will be in place which places PHSE at the heart of it. Teachers have devised a carefully throughout sequence of lessons/sessions for this transitional period and will deliver this to the pupils in school and also place on our learning platform for those remaining at home. During this time we will also continue with our planned summer PSHE, Online Safety and Wellbeing teaching as well undergoing our Year 6 transition to secondary school project.

Regular telephone calls home and communication on Google Classroom (For Year 4-6) will aim to bridge the gap between home and school and ensure pupils continue to have a voice during this time.

The school will continue to communicate with families via Parentmail and pupils via our Google Learning Platform.

### **Peer on Peer Abuse**

We recognise that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE 2019 and of those outlined within the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded on MyConcern and appropriate referrals made.