

SAFEGUARDING PROCEDURE ADDENDUM – COVID-19

SOUTH HUNSLEY SCHOOL & SIXTH FORM COLLEGE

WITH EFFECT FROM 02 APRIL 2020

FOR THE IMMEDIATE ATTENTION OF ALL STAFF AND GOVERNORS.

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.

This addendum of the South Hunsley School Child Protection Procedure contains details of our individual safeguarding arrangements in the following areas:

Context.....	1
Purpose	2
Cluster Working	2
Keeping Children Safe in Education	2
Designated Safeguarding Lead.....	2
Vulnerable Children	3
Attendance.....	4
Safeguarding Training & Safer Recruitment	4
Online Safety.....	4
Reporting Mechanisms	5
Peer on Peer Abuse.....	5
Site Safety & Children accessing School.....	5
Advice to Parents	5
Review of Policy Addendum	5

PURPOSE

The purpose of this document is to outline key adaptations to the school's Safeguarding procedures in light of the changed working environment during the Coronavirus outbreak.

Whilst the Child Protection & Safeguarding arrangements and responsibilities outlined in the school's safeguarding procedure remain in place, in the current context, specific and vital additional strategies are required to be implemented to ensure that continuity of support for vulnerable children and others attending school at this time.

We will endeavour to do all that we can to continue to provide a safe and caring environment for all children and staff attending school and support children not attending as much as practicably possible.

We recognise that some of the children attending school are our most vulnerable who may be at even greater risk or stress at this time due to family problems, mental health concerns or other issues.

Staff are aware of the possibility of the effect of the current situation on the mental health of children and young people and to ensure that such concerns about children attending school and any indications gathered remotely online or by other disclosures about other children or families are recorded and brought to the attention of the DSL / Deputy DSL so that early help may be sought.

The leadership team and Governors also are aware and sensitive to the pressures that staff, including themselves, are under at this time and recognise that they require support in order to be able to support the children they care for at school.

CLUSTER WORKING

South Hunsley School currently has no plans to implement clustering of students from multiple educational settings to ensure provision for vulnerable children and those of a key worker. Should this change, the addendum will be rewritten and superseded.

KEEPING CHILDREN SAFE IN EDUCATION

Whilst this document supports the school's Safeguarding Procedure, it does so whilst ensuring continued compliance with the statutory guidance outlined in KCSIE. The key principles of which remain the same, as follows:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

DESIGNATED SAFEGUARDING LEAD

During the Coronavirus outbreak, the school's DSL – as part of the Senior Leadership Team – will be on the school site once per week (unless health reasons impact this, in which case a suitable deputy will be installed). Whilst not on site, the DSL is available via email during school hours for any student, employee, professional or parent to contact (contact information easily accessible on the school's website). For urgent in-school safeguarding matters, the DSL will be contactable by telephone during school hours. This should be accessed by first speaking to the member of SLT in school on that day who will contact the DSL.

Staff in school are reminded that in cases where a child has suffered or may be at risk of immediate harm that contact is made immediately to the DSL or Deputy DSL in line with existing procedures. Staffing levels will be sufficient to enable this to be done and not risk compromising current social distancing arrangements and safe supervision of pupils.

Please see below key contact information during this period:

Role	Name	Email	Telephone
Designated Safeguarding Lead	Tom Sergeant	thomas.sergeant@southhunsley.org.uk	
Deputy Designated Safeguarding Lead	Liz Monkman	Liz.Monkman@southhunsley.org.uk	
Headteacher	Richard Williman	Richard.Williman@southhunsley.org.uk	
Chair of Governors	David Barrett	barrett1972@hotmail.co.uk	
Safeguarding Governor	Ann Newlove	Ann.newlove@paradigmshiftmanagement.co.uk	
Early Help and Safeguarding Hub (EHaSH)			01482 395500

VULNERABLE CHILDREN

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with 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.

As a school, we will continue to follow government guidance regarding provision for children with an EHCP. Those where parents are able to meet the needs of the child at home should do so, where they are unable to do this, provision will be available in school.

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.

South Hunsley School 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: Tom Sergeant.

For those children with social workers, they are each allocated to designated pastoral colleagues who are contacting them at least once per week to ensure that they are able to access online resources and to check their welfare. Where any concerns arise these are to be reported to the DSL immediately. The DSL will then work in partnership with external agencies as appropriate to support these vulnerable students. All contact is recorded on a single, central system, including reasons, where appropriate, why these students are not attending school.

South Hunsley School is committed to ensuring the safety and wellbeing of all its children and young people. As such, this contact system is implemented for those for whom the school has identified as being at risk in addition to those defined as vulnerable. Details of these students are stored on the W:\ Drive and allocated to specific colleagues who have appropriate relationships with these students. This document is monitored regularly by the DSL and other members of the Senior Leadership Team.

The school will share safeguarding messages on its website and social media pages.

OPERATION ENCOMPASS

We are aware that in this period that vulnerable families may be under increased risk of domestic abuse or stress. Operation Encompass notifications will continue to be sent to designated members of staff within school.

Arrangements are in place to ensure that staff members in school are made aware of any such notifications relating to children attending school. So that the child can be supported in the normal way following such notifications.

Notifications involving children not attending school will be received and the Deputy DSL will ensure that these are recorded on the pupils' files on CPOMS.

Staff are reminded of the need to be alert at this time to indicators or disclosures of domestic abuse which may not be notified to the police.

If there are concerns that domestic abuse or related matters may develop in particular families of children attending school this must be recorded and brought to the attention of the DSL or Deputy DSL who may seek Early Help or intervention.

ATTENDANCE

Usual day-to-day attendance processes and follow up on non-attendance are suspended during the time of the Coronavirus outbreak.

For vulnerable children not attending school, reasons for this will be recorded and agreed with their social worker. Where concerns persist about the safety of these vulnerable students, the DSL will work in partnership with external agencies as appropriate to support these vulnerable students (external agencies identified in the full child protection procedure).

The school will be prepared in advance for which students we are expecting the following week and the member of the SLT in school each day will follow up on any students expected to attend but that have not done each day. The member of SLT will also take responsibility for completion and submission of the daily online attendance form.

To support the above, South Hunsley School will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

SAFEGUARDING TRAINING & SAFER RECRUITMENT

As with cluster working, South Hunsley School has no plans to use colleagues that were not deployed (including permanent, fixed-term and supply colleagues) at South Hunsley School prior to the Coronavirus outbreak. As such all colleagues will be appropriately trained (including having read Part 1 of KCSIE) and recruited (in line with Part 3 of KCSIE) to work with young people.

Where concerns are raised, these will follow the channels as set out in the approved Child Protection Procedure.

For movement of staff within the Trust, South Hunsley School shall seek assurance from The Education Alliance HR Director that the member of staff has received appropriate safeguarding training.

ONLINE SAFETY

To ensure online safety whilst on the school network, for those children still accessing the school site, the school's monitoring and filtering systems will remain in place as normal, with the school's IT manager contactable during the school day should any concerns arise.

The increase in the use of remote learning, combined with students not being in school will lead to an increase in internet use outside of school. Whilst as a school we are unable to apply the same filtering and monitoring practices that we implement on the school site, we will support parents in making them aware of how they can check the online activity of their children as well as appropriate reporting routes back to school and signposts to practical support. This will be done in writing to ensure that all parents are aware.

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 code of conduct.

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

There is no expectation that colleagues should deliver virtual lessons whereby students and teachers can directly communicate via video or audio. Where a member of teaching staff wishes to consider this, this must be given express permission by the Headteacher and this addendum updated accordingly prior to commencement.

REPORTING MECHANISMS

Whilst the school is not attended by all students, reporting mechanisms for safeguarding concerns will be via email to Heads of House (this will be communicated to parents by letter and all staff / volunteers by email). These will then be logged onto our online Child Protection Management System (CPOMS) and reviewed by the DSL and Deputy DSL before action is taken in line with our current child protection procedure, where practically possible.

Where an immediate concern is raised by a member of staff in school, this should be reported to the DSL by telephone, via the member of SLT in charge. Further actions will then be taken, in line with the existing child protection procedure.

Where staff or volunteers have a concern about a staff member or volunteer, this should be reported directly to the Headteacher or other member of senior leadership in school. If the concern is about the Headteacher, the Chair of Governors or another SLT member, the LADO should be contacted by telephone, following our existing child protection procedure.

PEER ON PEER ABUSE

If there are incidents or allegations of peer on peer bullying, harassment or abuse (including online) we will follow the school procedures in investigating and dealing with them. If appropriate this may involve referrals to other agencies. Parents / Carers will be notified by phone or email or other virtual methods if possible. We would consider appropriate sanctions in the light of the current situation.

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

The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person, including MIND and SMASH support as appropriate.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

SITE SAFETY & CHILDREN ACCESSING SCHOOL

South Hunsley School is committed to ensuring the safety and wellbeing of all its students. We will continue to be a safe space for all children to attend and flourish. The Headteacher 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 COVID19.

Where any member of staff has concerns regarding site safety, including an unauthorised individual on site, this should be reported immediately to the member of SLT in charge for the day, who will work with the DSL (via telephone) to follow current child protection procedures to ensure the safety of students on the school site.

ADVICE TO PARENTS

We will maintain communication with parents and ensure that they are signposted via the school website to the following sources of advice particularly in respect of online safety at this time of increased use to support learning and social interaction.

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

REVIEW OF POLICY ADDENDUM

We will constantly review the operation of this addendum and make adjustments if identified and on receipt of further Government, DfE, ERSCP, ER LA or other advice and updates etc.