



COVID-19 school closure arrangements for Safeguarding and Child Protection at Hiltingbury Junior School

Committee Responsible	Full Governing Body
Member of School Staff Responsible	Cathy Moden (handing to Zoe Loosemoore)
Review Frequency	As required
This Version Dated	3 rd April 2020
Next Review Due	20 th April 2020

1. 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 Hiltingbury Junior School Safeguarding, and Child Protection policy follows Department for Education guidelines, published as “Coronavirus (COVID-19): safeguarding in schools, colleges and other providers” (27 March 2020), which can be found here:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

The guidance is clear that some safeguarding principles remain the same:

- **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**

The following information and guidance will ensure we offer the best safeguarding protection we can to our children in the circumstances. Unless covered here, our normal child protection policy continues to apply.

This addendum covers details of Hiltingbury Junior School's individual safeguarding arrangements in the following areas:

1. Context
2. Contacts
3. Vulnerable children
4. Attendance monitoring
5. Designated Safeguarding Lead
6. Reporting a concern
7. Safeguarding Training and induction
8. Safer recruitment/volunteers and movement of staff
9. Online safety in schools
10. Children and online safety away from school
11. Supporting children not in school
12. Supporting children in school
13. Peer on Peer Abuse
14. Mental Health

2. Key contacts

Role	Name	Contact number	Email
DSL	Cathy Moden	02380 261808 07423751871	c.moden@hiltingbury- infantschool.hants.s ch.uk
Deputy DSL	Vikki Batten Juliet Preston Zara Chambers	02380 261808 07852920263	vikki.batten@hilting buryjuniorschool.co. uk
Interim Headteachers	Cathy Moden Tina Thomas	admin@hiltingbury juniorschool.co.uk	
Chair of governors	Judith Rutherford	02380 261808	chairofgovernors@ hiltingburyjuniorsch ool.co.uk

3. 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.

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 deputies) know who our most vulnerable children are. They have the flexibility to offer a place to 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. If these children will not be attending school, we will put a contact plan in place.

Hiltingbury Junior 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: Helen Holt and Cathy Moden.

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 Hiltingbury Junior School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Hiltingbury Junior School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Hiltingbury Junior School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

4. Attendance monitoring

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 sending a parentmail and phone calls to follow up on non-attendance

➤ 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.

To support the above, Hiltingbury Junior 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.

5. Designated Safeguarding Lead

Hiltingbury Junior School has a Designated Safeguarding Lead (DSL) and a 3 Deputies.

The Designated Safeguarding Lead is: Cathy Moden

The Deputy Designated Safeguarding Leaders are: Vikki Batten, Juliet Preston, Zara Chambers

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

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.

This might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

It is important that all Hiltingbury Junior School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

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

6. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy and raise concerns appropriately which could be the DSL, the police or social services directly. Staff should also continue to make a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email 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 follow the whistleblowing policy and 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. Concerns around the Headteacher should be directed to the Chair of Governors: Judith Rutherford.

7. Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

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.

Where new staff are recruited, or new volunteers Hiltingbury Junior School, will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as 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

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

8. 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, Hiltingbury Junior 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) (KCSIE).

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.

Where Hiltingbury Junior School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Hiltingbury Junior School 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.

Hiltingbury Junior School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 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

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Hiltingbury Junior School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. Online safety in schools

Hiltingbury Junior School 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 continue to be in place.

10. 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.

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

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.

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 through communications and resources on the website
- 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
- Know where else they can go for support to keep their children safe online

11. Supporting children not in school

Hiltingbury Junior School is committed to ensuring the safety and wellbeing of all its Children and Young people.

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 or young person.

Hiltingbury Junior School have contact plans for children with a social worker, children who we have safeguarding concerns or children who would normally receive pastoral-type support in school, 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

All communications are to be recorded on CPOMS and if staff cannot make contact, they will contact the DSL.

Hiltingbury Junior School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

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

The school will also share safeguarding messages on its website.

Hiltingbury Junior School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Hiltingbury Junior School need to be aware of this in setting expectations of pupils' work where they are at home.

12. Supporting children in school

Hiltingbury Junior School is committed to ensuring the safety and wellbeing of all its students. The school will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

Hiltingbury Junior School 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.

Hiltingbury Junior School 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 Hiltingbury Junior School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they will be discussed immediately with the Headteacher and chair of governors.

13. Peer on Peer Abuse

Hiltingbury Junior School recognises 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 and of those outlined within of 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 CPOMS and appropriate referrals made.

14. Mental Health

Where possible, we will continue to offer support for pupil mental health for all pupils via our website and Google Classroom.

We will also 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.

This policy links to the following policies and procedures:

- Child protection policy
- Staff Behaviour policy
- IT, Internet and E-safety policy
- Health and safety policy
- Online safety policy
- Whistleblowing policy