

Child protection and safeguarding: COVID-19 addendum

Haggerston School

Approved by: **Chair of governors** Date: **[10th June 2020]**

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Donna Moran	0207 7397324 Donna.moran@haggerston.hackney.sch.uk safeguarding@haggerston.hackney.sch.uk
Deputy DSL	Thomas Paddy	0207 7397324 safeguarding@haggerston.hackney.sch.uk thomas.paddy@haggerston.hackney.sch.uk
Other contactable DSL(s) and/or deputy DSL(s):	Sheila Tagoe Leanda Newlyn Mark Barnett Fay McCormick Rochelle Roberts Lee Huzzey Michelle Williams	0207 7397324 safeguarding@haggerston.hackney.sch.uk sheila.tagoe@haggerston.hackney.sch.uk leanda.newlyn@haggerston.hackney.sch.uk mark.barnett@haggerston.hackney.sch.uk fay.mccormick@haggerston.hackney.sch.uk rochelle.roberts@haggerston.hackney.sch.uk lee.huzzey@haggerston.hackney.sch.uk michelle.williams@haggerston.hackney.sch.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	All of SLT	0207 7397324 safeguarding@haggerston.hackney.sch.uk
Headteacher	Ciara Emmerson	0207 7397324 Ciara.emmerson@haggerston.hackney.sch.uk
Local authority designated officer (LADO)		Liezel.leroux@hackney.gov.uk
Chair of governors	Wendy Mason	mason.w@haggerston.hackney.sch.uk

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:

Hackney Council

The City of London Corporation

The City & Hackney Clinical Commissioning Group (CCG)

The Metropolitan Police Service (MPS)

The City of London Police

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 definition of 'vulnerable children' includes those who:
 - Are assessed as being in need, including children:
 - With a child protection plan
 - With a child in need plan
 - Looked after by the local authority
 - Have an education, health and care (EHC) plan

Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:

- On the edge of receiving support from children's social care services
- Adopted
- At risk of becoming NEET ('not in employment, education or training')
- Living in temporary accommodation
- Young carers
- Considered vulnerable at the provider and LA's discretion

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education 2019](#).

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'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.

Concerns should be reported in the normal way in the first instance through Classcharts. If the concern is urgent or further advice is required please contact the SLT lead if onsite. If a staff member is offsite please contact the safeguarding team at safeguarding@haggerston.hackney.sch.uk or via the emergency telephone number:07833233611.

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 or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be in school, they can be contacted remotely by: emailing safeguarding@haggerston.hackney.sch.uk or via the emergency telephone number:07833233611.

If our DSL (or deputy) is unavailable please contact another member of the safeguarding team on the above contacts.

We will keep all school staff and volunteers informed if there is a change to the DSL or deputy via email.

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 coordinating safeguarding. This will be the designated senior leader onsite for that day. You can contact them via Reception.

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

The following guidance is currently in place:

1. Safeguarding

If the DSL or Deputy DSL is not able to be on the school site, it is recommended that another member of staff who has safeguarding training is the first point of contact and liaises with the DSL directly. There is online

safeguarding training available to train new staff if the need arises. This can be found at the Safeguarding in Education page of the Hackney website, along with a range of resources:

<https://www.hackneyservicesforschools.co.uk/extranet/safeguarding-education>

For any concerns about safeguarding please contact:

James Sykes: james.sykes@learningtrust.co.uk
0208 820 7285 07717 581720

Billy Baker: billy.baker@learningtrust.co.uk
020 8820 7406

Kate Cracknell: katherine.cracknell@learningtrust.co.uk
020 8820 7773 07747631098

2. Vulnerable Pupils

2.1 Pupils attending emergency provision in schools

Please see the reminder below regarding the processes for pupils who will be attending emergency provision in school:

Child Protection (CP) and Child in Need (CIN) Plans
For those children and young people on Child Protection (CP) and Child in Need (CIN) plans it is essential that DSLs inform Children and Families Services (CFS) and the named social worker about the school's arrangements.
If there are planned core group meetings schools should take advice from CFS as to whether these meetings will continue and attend if appropriate and in accordance with advice from the government.
It is strongly recommended that schools update social workers every day as to whether pupils in receipt of a plan have attended school or not.
Please ensure you have contact numbers for the child's social worker, the social work manager and unit coordinator. Please copy all three contacts into any email communication.
Other plans including EHCP
Children and young people with Education Health and Care Plans may experience additional vulnerability if they cannot attend school.
Schools should liaise with appropriate professionals to ensure consistency of support, and ensure that all aspects of provision are in place.
Please contact the relevant personnel in the SEND team for advice and support if you have concerns that cannot be met through school based planning. For any concerns about this process please contact:
Francesca Cannarella: francesca.cannerella@learningtrust.co.uk Tel: 020 8820 7323
Children with a CP file in school but no social worker
If you are concerned about a young person who has a CP file in school but a referral hasn't been previously made, or a referral has been made that did not meet threshold, and you

now have increased concerns due to the child not being able to attend school please contact FAST to discuss.

Email: fast@hackney.gov.uk

Tel: 020 8356 5500 Out of Hours: 020 8356 2710

Looked After Children

It is not an expectation that all Looked After Children should attend school. Decisions should be made with Foster Carers, Social Workers and the Virtual School according to individual need.

For any concerns or queries please contact:

Nick Corker: nick.corker@hackney.gov.uk

Tel: 07949212209

2.2 Pupils not attending emergency provision in school

Most vulnerable pupils will be attending emergency childcare provision in school, however some vulnerable pupils will not fall into the identified government categories. Schools will know the pupils that they are concerned about and will be keeping in touch with these families. We strongly recommend that this contact is at least twice a week, however we are aware that many schools are doing this more frequently. Where possible this contact should be made directly with the pupil. We recommend that a record is kept of this contact.

We are aware that some pupils will become vulnerable during the period of time that schools are closed. We recommend that contact is made with all pupils at least once a week, however we are aware that many schools are doing this more frequently. Where possible this contact should be made directly with the pupil. We recommend that a record is kept of this contact.

3. First Access Screening Team (FAST)

If you have concerns about the safety of a child please contact FAST. Your referral will be processed in the usual way.

The referral may involve some input from HLT if required, in order to ensure we provided a tailored rapid response.

Tel: 020 8356 5500

Out of Hours: 020 8356 2710

Email: fast@hackney.gov.uk

The referral form and more information can be found at:

<https://hackney.gov.uk/child-protection>

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 phone

- 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 have already made arrangements with parents and carers to make sure we have up-to-date emergency contact details, 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 2019 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 2019.

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 for the duration of the COVID-19 period, in line with government guidance.

9. 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

We have agreed these plans with children's social care where relevant, and will review them every two weeks.

If we can't make contact, we will be contacting children's social care or the police.

10. 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 line with the procedures set out in section 3 above.

10.1 Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before the child returns.

The DSL (and deputy) will be given more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

10.2 Children at home

The school will maintain contact with children who are not yet returning to school. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

Not completing assigned work or logging on to school systems

No contact from children or families

Seeming more withdrawn during any class check-ins or video calls

11. Online safety

11.1 In school

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

In line with the guidance from the government, the RM IT engineer is working from home and they will only visit a site if there is essential work which cannot be done remotely. RM engineers and other support staff are available by phone to offer any help we may need. If there are essential tasks which we believe require them to visit the school site, we will advise them of that. In case of a sickness or self-isolation, RM will provide a cover IT engineer.

We also buy into the services of eSafe. eSafe is a digital safeguarding monitoring service which features TripleLock protection. This promotes safety, welfare and wellbeing by combining advanced intelligent detection software, specialist human behaviour analysis and dynamic threat libraries to identify threats that others can't.

11.2 Outside school

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

Guidance has been issued to staff by the Business Manager.

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

We will do this via our weekly parent bulletin and the school website.

12. Mental health

12.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Support will be provided through mentoring sessions with trained members of staff or via our external agency support from A-space or Young Hackney.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. This will be through weekly contact with the pupil from a trusted member of staff. It will also be via our counselling service A-space.

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.

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

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.

Similarly, temporary measures allow right to work checks to be carried out by verifying scanned documents on a video call. If we need to take this approach, we will follow [Home Office and Immigration Enforcement guidance](#).

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.

14. Safeguarding induction and training

14.1 New and 'on loan' staff induction

- 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
- We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:
- A copy of our child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

14.2 DSL training

- The DSL (and deputy) may not be able to take part in training during this period. If this is the case, the DSL (and deputy) will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.
- The DSL (and deputy) will do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

15. 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.

- Everyone working or volunteering in our school each day

16. Children attending other settings

Haggerston is not likely to be sending pupils to another setting unless absolutely necessary.

However, 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 Donna Moran DSL. At every review, it will be approved by the Headteacher if only small amendments are made and by the Full Governing Body annually or when significant changes are made..

16. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child protection policy
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Whistle-blowing policy
- Equal opportunities and Anti-bullying policy