

Child protection and safeguarding: COVID-19 addendum

Haggerston School

Approved by:

[Wendy Mason (Chair of
Governors)]

Date: 19th January 2021

Last reviewed on:

[June 2020]

Next review due by:

[March 2021]

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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		
Other contactable DSL(s) and/or deputy DSL(s):	Sheila Tagoe Cetisha Forbes Mark Barnett Fay McCormick Rochelle Roberts Lee Huzzey Michelle Williams	0207 7397324 safeguarding@haggerston.hackney.sch.uk sheila.tagoe@haggerston.hackney.sch.uk cetisha.forbes@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 haggerstonsafeguarding@haggerston.hackney.sch.uk
Headteacher	Ciara Emmerson	0207 7397324 Ciara.emmerson@haggerston.hackney.sch.uk
Local authority designated officer (LADO)	Liezal Leroux	Liezel.leroux@hackney.gov.uk
Chair of governors	Wendy Mason	mason.w@haggerston.hackney.sch.uk
Safeguarding link governor	Orlene Badu	badu.o@haggerston.hackney.sch.uk

1. Scope and definitions

This addendum applies from the start of the spring term 2021. It reflects the latest 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 coronavirus and the national lockdown currently in place, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government or our local safeguarding partners may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to the attendance restrictions during national lockdown, or if they need to self-isolate when they would otherwise still be attending.

In this addendum, where we refer to vulnerable children, this means 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 2020](#)

We will always have regard for 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 haggerstonsafeguarding@haggerston.hackney.sch.uk or via the school telephone number.

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 haggerstonsafeguarding@haggerston.hackney.sch.uk or via the school telephone number.

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, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from our 3 local safeguarding partners.

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

<p>Child Protection (CP) and Child in Need (CIN) Plans</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p>Other plans including EHCP</p> <p>Children and young people with Education Health and Care Plans may experience additional vulnerability if they cannot attend school.</p> <p>Schools should liaise with appropriate professionals to ensure consistency of support, and ensure that all aspects of provision are in place.</p> <p>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:</p> <p>Francesca Cannarella: francesca.cannerella@learningtrust.co.uk Tel: 020 8820 7323</p>
<p>Children with a CP file in school but no social worker</p> <p>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.</p> <p>Email: fast@hackney.gov.uk</p>

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. Staff will know the pupils that they are concerned about and will be keeping in touch with these families. The aim is for the most vulnerable to be contacted at least twice a week. 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

- We will continue to take our attendance register. We will follow guidance from the Department for Education on how to record attendance (including for pupils learning remotely) and what data to submit.
- During the national lockdown, only vulnerable children and children of critical workers will attend school in person. Where any child we expect to attend school doesn't attend, or stops attending, we will:
- Follow up on their absence with their parents or carers, by taking lesson registers on Classcharts and then texting or calling parents if they do not attend
- Notify their social worker, where they have one
- We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible by asking parents to call or email the school with the information.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education 2020 when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately by logging it on Classcharts and contacting the DSL.

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 2020.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/supply teachers/volunteers working on site or remotely.

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 the child is at home.

Each child has an individual plan, which sets out:

How often the school will make contact – this will be at least once a week

Which staff member(s) will make contact – as far as possible, this will be staff who know the family well

How staff will make contact – this will be over the phone or via email

We have agreed these plans with children's social care where relevant, and will review them every half term or as often as required depending upon individual cases.

If we can't make contact, we will ask our Education Welfare Officer to conduct a home visit, complete a referral to children's social care or contact the police.

10. Safeguarding all children

10.1 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.

10.2 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 IT engineer will be onsite at designated times. IT engineers and other support staff are available by phone to offer any help we may need outside of these times. 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 on staff safety online 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 in 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, Young Hackney or WAMHS.

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 and WAMHS.

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.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum.

13. Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff 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.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

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 183-188 of Keeping Children Safe in Education.

14. Safeguarding induction and training

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 in line with the expectations of Keeping Children Safe in Education.

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