



# **Hadley Wood Primary School Safeguarding and Child Protection Policy Addendum – COVID-19**

## **COVID-19 school closure arrangements for Safeguarding and Child Protection**

<b>Date the policy came into effect</b>	<b>1<sup>st</sup> April 2020</b>
<b>Name of person responsible for this policy</b>	<b>Fran Worby</b>
<b>Issued to</b>	<b>Staff, governors, parents</b>
<b>Date of issue</b>	<b>1<sup>st</sup> April 2020</b>

## **Context**

From 20<sup>th</sup> 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 - those 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 Hadley Wood Primary School Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements in the following areas:

<b>1. Vulnerable Children .....</b>	<b>3</b>
<b>2. Attendance Monitoring .....</b>	<b>3</b>
<b>3. Designated Safeguarding Lead and Safeguarding Team .....</b>	<b>4</b>
<b>4. Reporting a concern.....</b>	<b>4</b>
<b>5. Safeguarding Training and Induction .....</b>	<b>4</b>
<b>6. Safer Recruitment / Volunteers and Movement of Staff.....</b>	<b>5</b>
<b>7. Online safety .....</b>	<b>5</b>
<b>8. Supporting children not in school .....</b>	<b>6</b>
<b>9. Supporting children in school.....</b>	<b>6</b>
<b>10. Peer on Peer Abuse.....</b>	<b>6</b>
<b>11. Where to get support during school closures.....</b>	<b>7</b>

## **1. 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 and have been advised to do so.

Eligibility for free school meals should not be a determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead and Safeguarding team 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 for looked-after and previously looked-after children. The lead staff members for this will be: Paula Bertram and Fran Worby

The Headteacher may use her discretion to offer children places based on vulnerability.

## **2. Attendance Monitoring**

The Department for Education and the Local Authority (Enfield) expect the school to inform them of daily attendance, including staff attendance. Of the attendees, key worker and vulnerable children are to be identified for data records.

Local Authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

However, at Hadley Wood, we will follow up on any pupil that we were expecting to attend, who does not. There is an expectation that parents inform the school via phone or email 24 hours in advance if they are not planning to attend.

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

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

### **3. Designated Safeguarding Lead and Safeguarding Team**

Hadley Wood Primary School has a Designated Safeguarding Lead (DSL) and two Deputy DSLs.

- The Designated Safeguarding Lead is: Mrs Fran Worby (Headteacher)
- The Deputy Designated Safeguarding Lead is: Mrs Paula Bertram (Inclusion Lead)
- The Deputy Designated Safeguarding Lead is: Miss Rachael Byrne (Staff Governor)
- The Safeguarding Governor is: Mrs Elaine Hayward

The ideal scenario is to have a member of the safeguarding team available on site at all times. Where this is not the case, the Headteacher (who is the DSL) will be available to be contacted via phone or online video - for example when working from home.

Where a member of the safeguarding team is not on site, in addition to the above, a senior teacher will assume responsibility for co-ordinating safeguarding on site.

This might include liaising with the Headteacher 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 Hadley Wood staff and volunteers have access to a member of the safeguarding team. Every member of staff has the direct contact numbers of each member of the safeguarding team.

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

### **4. Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy. This includes the filling out of a logging of concern form which has been added to the staff online learning platform, (Office 365 in the resources section) and can be emailed to the Safeguarding Team.

In the unlikely event that a member of staff cannot access Office 365, they should email the Designated Safeguarding Lead who will send an electronic response upon receipt. 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 directly to the Headteacher either in person or phone call.

Concerns around the Headteacher should be directed to the Chair of Governors: Mrs Jo Lee.

### **5. 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 DSL (or deputies) have renewed their training this academic year.

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 enter Hadley Wood Primary School, they 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 school's child protection and safeguarding policy, confirmation of local processes and confirmation of DSL arrangements.

## **6. 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, Hadley Wood will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections 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.

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

Hadley Wood 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.

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, Hadley Wood will continue to keep the single central record (SCR) up to date.

## **7. Online Safety**

Hadley Wood Primary 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 adult supervision will be in place.

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 Safeguarding and 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 all school policies and the Online Safety User Agreements. Vlogs and audio files will be checked daily by the Headteacher to ensure appropriate content.

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

## **8. Supporting Children Not in School**

Hadley Wood is committed to ensuring the safety and wellbeing of all its children and young people.

Where the Safeguarding Team have 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.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. The Safeguarding Team will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the Safeguarding Team will consider any referrals as appropriate.

Hadley Wood Primary 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. All staff need to be aware of this in setting expectations of pupils' work where they are at home.

## **9. Supporting Children in School**

Hadley Wood 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 hand washing and other measures to limit the risk of spread of COVID-19.

Hadley Wood 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.

Where the Headteacher (or a member of the Senior Leadership Team if the Headteacher is not available) has concerns about the impact of staff absence, she will discuss them immediately with the Chair of Governors.

## **10. Peer on Peer Abuse**

Hadley Wood recognises that during the closure, a revised process may be required for managing any report of such abuse and supporting victims.

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 the Safeguarding and Child Protection Policy.

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.

Concerns and actions must be recorded and appropriate referrals will continue to be made.

## 11. Where to get support during school closures

### Emergency Contacts

Organisation	What do they offer?	Contact Details
Children's Services	Emergency safeguarding	0208 379 2536 (Referrals)
Multi-Agency Safeguarding Hub (MASH)	Onward referrals to Early Help or Social Services	0208 379 5555
Samaritans	Crisis mental health support	116 123
Childline	Support for children and young people	0800 1111
National Centre for Domestic Violence	Providing emergency injunctions within two weeks of police involvements	<u>0207 186 8270</u> <u>0800 970 2070</u> (Press option 1) <a href="http://www.ncdv.org.uk">www.ncdv.org.uk</a>
Solace	Domestic abuse helpline	0808 802 5565
Out of hours mental health support	Emergency mental health support. This service operates 24 hours a day.	020 8702 3800
Crisis resolution Enfield	Intensive mental health care in people's homes	020 8702 3800
Child Law Advice	Advice on legal matters to do with child and family law E-mails preferred due to COVID-19	0300 330 5480 <a href="http://www.childlawadvice.org.uk">www.childlawadvice.org.uk</a>

## COVID - 19 Specific Help

Organisation	What do they offer?	Contact Details
Young Minds	Great resources and ideas about things adults and young people can do to manage any stress and anxiety they may experience in relation to coronavirus	<a href="https://youngminds.org.uk/blog/what-to-do-if-you-re-anxious-aboutcoronavirus/">https://youngminds.org.uk/blog/what-to-do-if-you-re-anxious-aboutcoronavirus/</a>
Young Minds	The following Young Minds link addresses how to look after your mental health when self-isolating	<a href="https://youngminds.org.uk/blog/looking-after-your-mental-health-while-selfisolating/">https://youngminds.org.uk/blog/looking-after-your-mental-health-while-selfisolating/</a>
Centre for Disease Control	Helpful messages on how to talk to children about Coronavirus	<a href="http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/talking-with-children.html">www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/talking-with-children.html</a>
Every Mind Matters	Provides general information about looking after your mental health which would be relevant during this challenging time and provides top tips to improve emotional wellbeing	<a href="https://www.nhs.uk/oneyou/every-mindmatters">https://www.nhs.uk/oneyou/every-mindmatters</a>
Mind	Provides useful information about how to cope if people feel anxious about coronavirus, how to manage staying well at home if being asked to self-isolate and taking care of your mental health and wellbeing among other tips and advice	<a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing</a>
Video for parents	Regarding the Coronavirus	<a href="https://www.youtube.com/watch?v=ZnANLAcPRZ4&amp;feature=youtu.be">https://www.youtube.com/watch?v=ZnANLAcPRZ4&amp;feature=youtu.be</a>  <a href="https://www.annafreud.org/on-my-mind/">https://www.annafreud.org/on-my-mind/</a>

Video for children and young people	Regarding the Coronavirus	<a href="https://www.youtube.com/watch?v=ME5IZn4-BAk">https://www.youtube.com/watch?v=ME5IZn4-BAk</a>  <a href="https://www.annafreud.org/on-my-mind/">https://www.annafreud.org/on-my-mind/</a>
Let's Talk Improving Access to Psychological Therapies ( IAPT)	Service designed to work with mild to moderate common mental illnesses, including depression and anxiety disorders	020 8342 3012 <a href="mailto:lets-talk-enfield@nhs.net">lets-talk-enfield@nhs.net</a>
Unicef	Information regarding Coronavirus	<a href="http://www.unicef.org/coronavirus/covid-19">www.unicef.org/coronavirus/covid-19</a>

### Mental Health Support

Organisation	What do they offer?	Contact Details
Enable	Specialist treatment anyone over the age of 18 living in Enfield who is worried about their alcohol or drug use.	0208 379 6010
Mind	Mental health support	0300 123 3393
Young Minds	Parent helpline for children and adolescents with mental health issues	<a href="http://www.youngminds.org.uk/find-help/for-parents/parents-helpline/">www.youngminds.org.uk/find-help/for-parents/parents-helpline/</a>  0808 802 5544
Rethink / Give us a shout	Mental health support and advice - online, by phone and via text	Text 'SHOUT' to 85258  <a href="http://www.giveusashout.org">www.giveusashout.org</a>  <a href="http://www.rethink.org.uk">www.rethink.org.uk</a>

Community Support and Recovery Team	Treatment and support to people with common mental health issue such as anxiety, depression, and schizophrenia, bi-polar affective disorder, psychotic depression and other psychiatric disorder	58-60 Silver Street, Enfield, EN1 3EP Tel: 020 8379 414
Sane Line	Emotional support (via email only during Covid 19)	Email: <a href="mailto:support@sane.org.uk">support@sane.org.uk</a>  0300 304 7000 <a href="http://www.sane.org.uk">www.sane.org.uk</a>
Support Line	Emotional support for people who are vulnerable – available via e-mail currently	Email: <a href="mailto:info@supportline.org.uk">info@supportline.org.uk</a>  01708 765200 <a href="http://www.supportline.org.uk">www.supportline.org.uk</a>
Campaign against living miserably (CALM)	<a href="#">Free and confidential helpline and webchat</a> – 7 hours a day, 7 days a week for anyone who needs to talk about life’s problems.	0800 58 58 58

### Parenting Advice

Organisation	What do they offer?	Contact Details
Family Lives	Support and advice relating to all aspects of family life that include all stages of a child’s development, issues with schools and parenting/relationship support. We also respond when life becomes more complicated and provide support around family breakdown, aggression in the home, bullying, teenage risky behaviour and mental health concerns of both parents and their children.	Email: <a href="mailto:askus@familylives.org.uk">askus@familylives.org.uk</a>  0808 800 2222  <a href="http://www.familylives.org.uk">www.familylives.org.uk</a>

NSPCC	Information and advice on how to keep children safe, online safety and support for parents.	Helpline: 0808 800 5000  Email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>  <a href="http://www.learning.nspcc.org.uk/research-resources/leaflets/positive-parenting">www.learning.nspcc.org.uk/research-resources/leaflets/positive-parenting</a>
Care for the family	Support and advice linked to relationships, parenting and bereavement.	Helpline: 029 2081 0800  <a href="http://www.careforthefamily.org.uk/family-life/parent-support">www.careforthefamily.org.uk/family-life/parent-support</a>
Action for children	Support and advice for parents on a range of topics and information on fostering and adoption. Things to do with your child at home during Covid-19.	<a href="http://www.actionforchildren.org.uk/support-for-parents">www.actionforchildren.org.uk/support-for-parents</a>
Family Based Solutions	Family Based Solutions works with the whole family to end the abuse and repair family relationships.	020 8363 6262 admin@familybasedsolutions.org.uk