



Covid-19 School Closure, home learning and emergency provision for the children of key workers addendum.

March 2020

Context

There have been significant changes within our school following the outbreak of Coronavirus (COVID-19) across the country. Many young people are now at home and staffing is likely to be significantly affected through illness and self-isolation. Despite the changes, the academy's approach to Safeguarding and Child Protection is fundamentally the same: **children and young people always come first, staff should respond robustly to safeguarding concerns and should contact the DSL in line with our established safeguarding procedure.**

This annex sets out some of the adjustments we are making in line with the changed arrangements in the school and following advice from government and local agencies.

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 to our academy school Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. **The current school position and local advice**
2. **Reporting arrangements**
3. **Key Contacts for our Academy**
4. **Vulnerable Children**
5. **Attendance**
6. **Mental Health and Well-Being**
7. **Online safety**
8. **Staff training and safeguarding induction**
9. **Safer recruitment/volunteers and movement of staff**
10. **New children at the school**

Introduction

The academy is committed to ensuring the safety and wellbeing of all its students. It will continue to be a safe space for all children to attend and flourish during a period of extraordinary uncertainty. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The academy will refer to the Government guidance for schools 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.

We 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 we have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Spencer Academies Trust, of which the school is a member.

1. The current school position and local advice

We are providing care during the normal school day and during the Easter break for the children of critical workers and vulnerable children. During this period, our normal safeguarding practices and procedures will continue to operate with some adjustments as set out in this addendum to maintain effective safeguarding and child protection during this challenging time.

We are not currently working as part of a provision hub. If we do work with other schools/settings, we will review arrangements and strengthen procedures to ensure that we are well placed to support visiting 'vulnerable' children and to validate the credentials of any visiting staff/volunteers.

Changes/additions to our existing Child protection policy in response to the covid-19 situation

- At the time of writing - Derbyshire's StartingPoint and the Local safeguarding Board are continuing to operate as usual. If you have any concerns about a child's safety, you should call 01629 533190. If the child is in immediate danger or at risk of serious harm you should call 999.
- Staff working in school should follow the existing procedures for reporting any concerns about a child. Staff engaging with pupils through portals like Class Dojo, who have concerns about a child's safety or well-being, should report this to the DSL and record their concern on CPOMs from home. DSL will be notified of these and respond as usual.
- Given the very different work context, it is particularly important that staff are vigilant and pick up on any unusual or 'out of character' behaviour or responses from their pupils. Staff should be particularly vigilant regarding any instances of peer-on-peer bullying that could occur using social media platforms of the school-based communications networks like Class Dojo. Staff acting immediately on any safeguarding concerns remains vital.
- The DSL team will contact the parents and carers of vulnerable and looked after children on a fortnightly or weekly basis (dependent on a risk assessment) during term time. These regular 'keeping in touch' calls will be recorded on CPOMs. The team will also contact linked social workers and the local authority virtual school heads (VSH) for looked-after and previously looked-after children. A summary of the children, key contacts and a log of contact calls will be kept in a secure area of the shared drive for DSL team members to monitor and sustain should any member of the team be absent. A similar model will apply to any children identified as 'vulnerable' by the school.
- If staff using the shared email accounts with parents, Class Dojo or any other home school communications tool have concerns about a staff member who may pose a safeguarding risk to

children, they should report it immediately to the headteacher or DSL. These will be reported to the LADO in line with the school's normal procedures.

- Given the likely increase in the time children spend online, guidance has been produced and shared with parents and carers about how they can help to keep their children safe online and what to do if they have concerns.

This addendum will be shared with all staff and placed on the school website.

2. Reporting arrangements

KCSIE remains the statutory safeguarding guidance and HPS will continue to enact the duties and responsibilities associated with it.

It remains essential that HPS continues to be safe a place for children. This addendum supports the local governing board, senior leadership team and designated safeguarding leads (DSLs) so they can continue to have appropriate regard to KCSIE and keep the children safe. It also highlights additional aspects of the emergency working arrangements where colleges might need to consider safeguarding policy and process differently, compared to business as usual.

The way we are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, several important safeguarding principles remain the same:

- regarding safeguarding, the best interests of children must always continue to come first
- if anyone in a school has a safeguarding concern about any child they should continue to act and act immediately – logging concerns on CPOMS and talking to a DSL immediately
- a DSL or deputy should be available – Our duty rota ensures that there will always be a DSL on site and available to parents and staff via the main school phone number or using the designated 'safeguarding@hilton.derbyshire.sch.uk' email address.
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children – controls on entry to the building continue to operate as normal. The rota ensures that there is always a member of the admin team in reception.
- children should continue to be protected when they are online – Guidance will be issued to all parents and carers supporting them to help keep children safe online at home. Wherever possible learning tasks should promote the use of specific and trusted online resources/websites.

Hilton Primary School will continue to take a whole institution approach to safeguarding. This will help us to ensure that the interim policies and processes in response to COVID-19 are not weakening our approach to safeguarding or undermining our capacity to keep children safe.

3. Key Contacts for our Academy

The school has four designated safeguarding leads. One of these should always be on site. If illness or self-isolation requires that the on-site lead is absent, the other members of the team will be available through the working day and all staff will be able to access them using the contact information below.

Key Contacts:

Role	Name(s)	Telephone	Email
Designated Safeguarding Lead (DSL)	Patricia Edwards	01283732334	pedwards@hilton.derbyshire.sch.uk

Headteacher Deputy DSLs	Kevan Lomas	01283732334	headteacher@hilton.derbyshire.sch.uk
Assistant Headteacher Deputy DSLs	Shelley White	01283732334	Swhite1@hilton.derbyshire.sch.uk
SENDCo Deputy DSLs	Amanda Iredale		senco@hilton.derbyshire.sch.uk
Spencer Academies Trust Safeguarding Manager	Kate Godfery	07966 337623	k.godfery@satrust.com
Chair of Governors	Bob Gallear	N/A	clerkgovernors@hilton.derbyshire.sch.uk
LADO		01629535353	Professional.Allegations@derbyshire.gov.uk

4. Vulnerable children

HPS 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 Patricia Edwards (DSL) and Designated Teacher for Children in care.

We have used what we know about our children and their families to identify the most vulnerable children and to consider whether they need to be able to come into the school during the period of the COVID-19 whole school closure. These children include who have a social worker, those children and young people education with health and care plans (EHCPs) and those on the edge of receiving children's social care support. ¹

- **Those with an EHCP** will be risk-assessed in consultation with the Local Authority and parents. Any other any key agencies involved in the EHCP may be called upon to inform risk assessments, such as the school nurse, or any other specific medical professionals named on the plan, promoting multi-agency decision making to decide whether those children need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. Many children and young people with EHC plans can safely remain at home. Risk assessments should be reviewed regularly as decision making is subject to individual circumstances which may change over time.
- There is an expectation that **children with a social worker must** attend school (or another school by arrangement), unless they have an underlying health condition that puts them at risk and/or where, in consultation with the child's social worker and family, it is agreed this is not in the best interests of the child. In circumstances where a parent does not want to bring their child to an education setting, and their

¹ 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.

child is considered vulnerable, the social worker and school name will explore the reasons for this directly with the parent.

- Where children with a social worker are not attending, contrary to advice, a school placement is likely to continue to be offered through regular communications with the parent. The academy will maintain a clear record of communication with Social Care and parents to demonstrate that it is still encouraging the parent to take up the offer of the school place, despite initial refusal. This information will be entered within CPOMs for children for whom there are child protection concerns.

The academy 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 Patricia Edwards.

Where parents of vulnerable children are concerned about the risk of the child contracting COVID19, either the academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Where vulnerable children are not attending school, the DSL team will contact the parents and carers of vulnerable and looked after children on a fortnightly or weekly basis (dependent on a risk assessment) during term time. These regular 'keeping in touch' calls will be recorded on CPOMs. The team will also contact linked social workers and the local authority virtual school heads (VSH) for looked-after and previously looked-after children. A summary of the children, key contacts and a log of contact calls will be kept in a secure area of the shared drive for DSL team members to monitor and sustain should any member of the team be absent. A similar model will apply to any children identified as 'vulnerable' by the school.

5. Attendance

Local authorities and schools do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. Schools and social workers should be agreeing with families whether children in need should be attending education provision – and the school should then follow up on any child that they were expecting to attend, who does not. Schools should also follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend. To support the above, schools should take the opportunity when communicating with parents and carers to 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, the school should notify their social worker.

The department has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

Whilst we are not required to complete our usual day-to-day attendance processes to follow up on non-attendance, we will agree with parents/carers whether children in need should be attending school. The DSL on duty will then follow up on any pupil that they were expecting to attend, who does not. The school will also follow up with any parent or carer who has arranged care for their child(ren) if the child(ren) subsequently do not attend.

6. Mental health and well-being

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of our pupils and their parents. Teachers should be aware of this in setting

expectations of pupils' work where they are at home. We intend to signpost a range of resources and support contacts for our community.

We will make regular contact with the parents and carers of our vulnerable and looked after children and ensure appropriate support is in place for them. Guidance on mental health and well-being will be shared via ParentMail and posted on our website including the guidance form the DfE - [mental health and behaviour in schools](#).

7. Online safety in schools

It will be more important than ever that we seek to provide a safe environment for learning, including online. We will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems or recommended resources. We will also offer guidance to parents and carers about how they can use filters and other safeguards at home to keep their children safe (see below)

Children and online safety away from school

The majority of pupils will not be physically attending the school during this period. 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.

We want to ensure that as far as is possible online teaching is as safe and underpinned by the same principles as those that apply in the school classroom. Our code of conduct sets out clear expectations regarding the acceptable use of technologies, staff pupil/student relationships and communication including the use of social media. This policy applies equally to any existing or new online and distance learning arrangements which are introduced.

We are only using online tools that comply with GDPR and where we have already received consent/permission for pupils to access them from parents/carers.

Children who are being asked to work online have been given very clear reporting routes so they or their parents can raise any concerns whilst online. As well as reporting routes back to the school we have also signposted children to age appropriate practical support from the likes of:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

As we will be in regular contact with parents and carers we will use existing comms channels (including ParentMail, email, class dojo, Twitter and Facebook) to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school they or their child is going to be interacting with online. There will be no live streaming between staff and children off site.

We will emphasise the importance of securing online support from a reputable organisation / service providers with an established reputation and that can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- [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 carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online

- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online

8. Staff training and safeguarding induction

All existing school and college staff will already have had safeguarding training and have read part 1 of KCSIE. These staff will all be notified of these additional arrangements so they know what to do if they are worried about a child.

New staff will continue to be provided with a safeguarding induction. This addendum will support this process as will part 1 of KCSIE.

9. 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. Hilton Primary will continue to follow our safer recruitment processes, including, as appropriate, relevant sections in part 3 of 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.

We do not plan to use volunteers to care for children in school during the emergency arrangements. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Regarding members of the school workforce already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school or college to support the care of children. The type of setting on the DBS check, for example a specific category of school, is not a barrier. The same principle applies if childcare workers move to work temporarily in a school setting. We would undertake a risk assessment as we would for a volunteer (see above) in this context. Whilst the onus remains on schools to satisfy themselves that someone in their setting has had the required checks, including as required those set out in part 3 of KCSIE, in the above scenario this can be achieved, if the receiving institution chooses to, via seeking assurance from the current employer rather than requiring new checks.

We will continue to follow our 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.

We will should 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.

10. New children at the school

Where vulnerable children join our school from other settings we will require confirmation from the DSL as to whether they have a Safeguarding File or EHCP. Any safeguarding file must be provided securely **before** the child begins at our school and a call made from our DSL or a deputy to the placing school's DSL to discuss how best to keep the child safe. In some unusual circumstance this may not be possible. We must be aware of the reason the child is vulnerable and any arrangements in place to support them

As a minimum, the academy will need access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan. The academy will need to know contact details for the child's social worker (and, for looked-after children, the responsible Virtual School Head). For a child with an EHC plan, it is likely that information exchange will also take place at SENCO level wherever possible

Safeguarding information about children placed in our school will be recorded on our safeguarding system (CPOMs), will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child. The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will also be recorded on our safeguarding recording system.