

# **COVID-19 School Closure Arrangements for Safeguarding and Child Protection at Hinchley Wood Primary School**

**School Name: Hinchley Wood Primary School**

**Policy owner: A. Hogan**

**Date: 14.04.2020**

**Date shared with staff: 20.04.2020**

## **1. 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 vulnerable learners and 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 the Hinchley Wood Primary School Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

<b>Role</b>	<b>Name</b>	<b>Email</b>
Designated Safeguarding Lead	A. Hogan	info@hinchley-wood-primary.surrey.sch.uk
Deputy Designated Safeguarding Lead	S. Clow M. Smith	info@hinchley-wood-primary.surrey.sch.uk
Headteacher	A. Hogan	info@hinchley-wood-primary.surrey.sch.uk
Chair of the Local Governing Body	A. Cruthers	Email via Clerk to Local Governing Body: <a href="mailto:ewalsh@hinchleywoodschool.co.uk">ewalsh@hinchleywoodschool.co.uk</a>

In the event that staff/parents/carers are unable to contact a member of the safeguarding team above, please contact Surrey Childrens' Single Point of Contact

Tel: 0300 470 9100 – Monday to Friday 9am to 5pm

Email: [csmash@surreycc.gov.uk](mailto:csmash@surreycc.gov.uk)

## **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 Plans (EHCP).

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 EHCP 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 EHCPs 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 deputy) 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.

Hinchley Wood Primary 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 support will be: Aisling Hogan.

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 Hinchley Wood Primary School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19 or the family are in isolation due to COVID-19, Hinchley Wood Primary School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Hinchley Wood Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

### **Attendance monitoring**

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

Hinchley Wood Primary School and social workers will agree with parents/carers whether children in need should be attending school – Hinchley Wood Primary School will then follow up on any pupil that they were expecting to attend, who does not. Hinchley Wood Primary School will also follow up with any parent or carer who has arranged care for their child and the child subsequently does not attend.

#### How will this look in Hinchley Wood Primary School?

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

Hinchley Wood Primary School will monitor the attendance of all students attending school (vulnerable or otherwise) on a daily basis and this will be reported to the Local Authority as required by the Department for Education (DfE).

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Hinchley Wood Primary School must inform the local authority 'School Relationships & Support Team' via [covidschoolattendance@surreycc.gov.uk](mailto:covidschoolattendance@surreycc.gov.uk). The School Relationships & Support Team will email the child protection admin team to record non-attendance and send an alert to the social worker and team manager.

### **Designated Safeguarding Lead**

Hinchley Wood Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Aisling Hogan

The Deputy Designated Safeguarding Leads are: Sarah Clow and Miranda Smith

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 our 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.

It is important that all Hinchley Wood Primary School staff and volunteers have access to a trained DSL (or deputy). On each day, staff on site will be made aware of who that person is and how to speak to them (whether that is the location of an on-site DSL or the telephone contact details for a DSL off-site).

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

### **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 making a Welfare Concern report to a DSL as soon as possible (which can be completed remotely).

### **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 school Safeguarding Policy and report the concern directly to the Headteacher by email.

Concerns around the Headteacher should be directed to the Chair of Local Governing Body via Eileen Walsh [ewalsh@hinchleywoodschool.co.uk](mailto:ewalsh@hinchleywoodschool.co.uk).

### **Safeguarding Training and induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID-19 virus. Any DSL training which does take place will be completed online.

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 enter Hinchley 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

For movement within the Trust, schools should seek assurance from the HR Manager that the member of staff has received appropriate safeguarding training.

Any existing and new staff will be given a copy of this Addendum.

### **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, Hinchley Wood Primary 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 Hinchley Wood Primary 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.

Hinchley Wood Primary 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.

Hinchley Wood Primary 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](mailto: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, Hinchley Wood Primary School will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **Online safety in schools and colleges**

Hinchley 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 supervision will be in place.

### **Children and online safety away from school and college**

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.

Online teaching should follow the same principles as set out in the Hinchley Wood Primary School Code of Conduct. Staff should be especially careful to avoid any potential Safeguarding risks when communicating with individual students or groups of students online. At such times, staff must only use Trust approved software and communication packages and follow all guidance in order to protect students and themselves.

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

Hinchley Wood Primary School have taken the decision not to provide “live” virtual lessons due to safeguarding concerns and therefore, students will only have contact with teaching staff via the normal teaching platforms (i.e. Google Classroom) and via Hinchley Wood Primary School communication protocols.

### **Supporting children not in school**

Hinchley Wood Primary 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 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.

Details of this plan will be recorded centrally and any concerns/actions will be recorded on CPOMS. A record of contact made will also be recorded on CPOMS.

Hinchley Wood Primary School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. The plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

Hinchley 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. Teachers at Hinchley Wood Primary School need to be aware of this in setting expectations of pupils’ work where they are at home.

### **Supporting children in school**

Hinchley Wood Primary School is committed to ensuring the safety and wellbeing of all its students.

Hinchley Wood Primary School will continue to provide a safe space for all children to attend and flourish. This may be in collaboration across the Hinchley Wood Learning Partnership. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Children may join our school from other settings. When they do, we will seek the relevant welfare and child protection information from those settings. This is



relevant for all children that join us, but it will be especially important where children are vulnerable.

Hinchley Wood Primary 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 COVID-19.

Hinchley Wood Primary 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. This will be bespoke to each child and recorded on CPOMS if appropriate

Where Hinchley Wood Primary School has concerns about the impact of the absence of key members of staff – such as our Designated Safeguarding Lead or first aiders – these concerns will be discussed with the Executive Headteacher or another member of the Leadership Team of the HWLP.

### **Peer on Peer Abuse**

Hinchley Wood Primary School recognises that during the closure period 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 the 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 on CPOMS and appropriate referrals made.

## **Support from Hinchley Wood Learning Partnership**

HWLP will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

HWLP will also provide regular group and individual supervision sessions. This may take the form of an online meeting.