Child Protection and Safeguarding: COVID-19 Addendum
Hayes School
Content

Important contacts

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<thead>
<tr>
<th>ROLE</th>
<th>NAME</th>
<th>CONTACT DETAILS</th>
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</thead>
</table>
| Designated safeguarding lead (DSL) | David Loomes | djl@hayes.bromley.sch.uk  
wellbeing@hayes.bromley.sch.uk |
| Deputy DSLs | Sharon Hardy | sbh@hayes.bromley.sch.uk  
cxt@hayes.bromley.sch.uk |
| | Claire Thompson | sjw@hayes.bromley.sch.uk |
| | Stephen Whittle | sla@hayes.bromley.sch.uk |
| | Sarah Arney | |
| If DSL / Deputy DSL are not available, other contactable DSL(s) and/or deputy DSL(s) | Melanie Lester | mgl@rws.uk.net |
| DSL at Ravens Wood School | | |
| Principal | Stephen Whittle | sjw@hayes.bromley.sch.uk |
| Local authority designated officer (LADO) | Gemma Taylor | LAO@bromley.gov.uk |
| Chair of Governors | Andrew Naish | chair@hayes.bromley.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 three local safeguarding partners, the police, the clinical commissioning group and Bromley Local Authority (LA).

It sets out changes to our normal child protection and safeguarding 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 and Safeguarding Policy continues to apply.

The Department for Education’s (DfE’s) definition of ‘vulnerable children’ includes those who:

- Have a social worker, including children:
  - With a child protection plan
  - Assessed as being in need
  - Looked after by the local authority
- Have an education, health and care (EHC) plan

When making arrangements to open the school for more students we will ensure that risk assessments are carried out in line with the Child Protection & Safeguarding Policy, Health and Safety Policy and guidance from the Department for Education.

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, Keeping Children Safe in Education.

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.

All staff and volunteers will continue to report concerns using My Concern. If they have an urgent concern here they would normally have come to see the DSL or Deputy DSL in person they should also email safeguarding@hayes.bromley.sch.uk or wellbeing@hayes.bromley.sch.uk which is checked throughout the day Monday – Friday 8.30-4.00pm.

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 if the site remains open, 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 telephone or email.
We will keep all school staff and volunteers informed by email if the DSL changes on any given day, and details will be shared on how to contact the acting DSL.

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 co-ordinating safeguarding. This will be following a rota and all staff on the rota have the contact details for the DSL if support is needed. You can contact the member of SLT on duty by emailing postmaster@hayes.bromley.sch.uk or by calling the school during normal opening hours (8.30am until 3.00pm).

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
- Inform the DSL of any emerging concerns or seek advice and guidance if needed

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:

Welfare calls to vulnerable students on a weekly basis

Regular contact with named social workers

A daily register of any CP students attending school site is submitted to the LA

The Police have offered their services to support with any welfare concerns that may need a follow up. Our Education Welfare Officer is also supporting the school in making contact with children and families where requested.

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.

From Monday 15th June, class teachers providing face-to-face support to students in school in Years 10 and 12 will be responsible for taking lesson registers. These will be accessed by the Attendance Officer who will record attendance and student absence. Parents/carers of students in Year 10 and Year 12 have been informed to contact the school if their child will not be attending school on a day in which they are expected to attend. Truancy call will operate for Year 10 students and Year 12 students.

Where children of critical workers (or those who require specialist support) will be attending school provision during the period of school closure, they are requested to contact the Attendance Officer in advance and by 8.00am on the morning. Contact should be made via e-mail attendance@hayes.bromley.sch.uk
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 contacting them by telephone on the morning they were due to attend
- 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 will make 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 when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately. Any concerns regarding peer on peer abuse would be referred to the MASH team.

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.

Staff should continue to act on any concerns they have immediately by informing the Principal. The LADO will be informed of any allegations using the referral form in the usual way. If an investigation needs to be carried out under instruction of the LADO, advice will be sought from the LADO regarding the individual circumstances and appropriate methods for investigating, this may include interviews completed on school site whilst following social distancing rules, telephone interviews or using Microsoft Teams conference calling.

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. Support for children who aren’t ‘vulnerable’ but where we have concerns

We have the option to offer places in school to children who don’t meet the Department for Education’s definition of ‘vulnerable’, but about whom we have safeguarding concerns. We will work with parents/carers to do this. These children may by students who have previously had a social worker, or who are currently ‘Level 3’ need on My Concern but who have not made the threshold for referral, but where we have concerns.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 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 on a monthly basis, or sooner if needed. If we can’t make contact, we will contacting children’s social care or the police.

10.2 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 particular, children are likely to be spending more time online (see section 11 below).

11. Online safety

11.1 In school

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

If IT staff are unavailable, our contingency plan is to have support from the Multi Academy Trust and utilise the IT support from Ravens Wood School.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Staff Code of Conduct, E-Safety Policy and IT Acceptable Use Policy.

Staff have been reminded about acceptable use of technology, staff/pupil relationships and communication, including the use of social media, and must use only school email, Microsoft Teams and Satchel (Show My Homework) to communicate with students, and should always maintain a professional tone.

Protocols for the use of Microsoft Team by students and staff are published in the E-Safety Policy available on the school website. Staff should only use video call functions within Microsoft Teams where consent has been provided by parents/carers.

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. The school’s Daily Digest email will continue to be circulated to all staff during closure so they continue to have up to date information.

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

This information has been communicated within the information provided to parents about school closure, a letter from the DSL and is hosted on the Coronavirus Update page of the school website. Information about keeping safe, online safety and mental health will be shared through the school newsletter.
12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Our school counsellor service will continue by using telephone appointments where parents and students agree to this change in service.

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

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.

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.

13.2 Staff ‘on loan’ from other schools

We will assess the risks of staff ‘on loan’ working in our school, and seek assurance from the ‘loaning’ school that staff have had the appropriate checks. Risk assessments will be completed by our Personnel Officer and shared with the Principal.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

13.3 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
▶ A copy of our Child Protection and Safeguarding 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 and Safeguarding Policy and this addendum
▶ Confirmation of local processes
▶ Confirmation of DSL arrangements
13.4 Keeping records of who is 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.
We will use a signing in and out book to record:
  > Everyone working or volunteering in our school each day, including staff ‘on loan’

14. Children attending other settings
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 4 weeks by David Loomes, DSL. At every review, it will be approved by the Governing Body.

16. Links with other policies
This policy links to the following policies and procedures across the trust or within Hayes School:
  > Child Protection and Safeguarding Policy
  > Staff Code of Conduct
  > IT Acceptable Use Policy
  > Health and Safety Policy
  > Whistleblowing Policy
  > E-Safety Policy
  > Safeguarding procedures during the coronavirus outbreak