



Coronavirus (COVID-19) Safeguarding in School (addendum)

Start Date:	March 30th 2020
Date of Next Review:	
Author:	Mrs M Goodes
Responsible Committee:	Full Governing Body

Policy Objective:

Keeping children safe in schools and colleges

KCSIE is statutory safeguarding guidance that Haileybury Turnford will continue to have regard to as per our legislative duty. As far as is reasonably possible, Haileybury Turnford will take a whole institution approach to safeguarding.

As far as it is possible, it remains essential Haileybury Turnford continues to be a safe place for children.

Haileybury Turnford is currently operating in response to coronavirus (COVID-19) in a way that is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to 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
- a DSP or deputy should always be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

Vulnerable Children and Children with education, health and care plans (EHC) plans

In relation to vulnerable students with Education Health Care Plans following the government's announcement regarding the closure of school, a risk assessment will be completed in conjunction with the School SENCO, the Parent/Carer and child to prioritise children who require continuing provision.

The general principle for all children in schools is that children should be at home if it is safe for them to do so and if they are not the responsibility of a parent or carer who is a keyworker and by virtue of that not able to look after their children at home.

It is not a requirement that all children and young people with Education, Health and Care plans (ECHPs) attend Haileybury Turnford during this time, and it is not an automatic entitlement for parents to require provision to be made. Haileybury Turnford have an obligation to make provision for those children who do need to be at school because their parent is a key worker, or because of their particular needs and vulnerabilities.

Decisions around vulnerability are made by the school based on risk assessments about whether a student should continue in Haileybury Turnford, or whether their needs can be met at home safely as well as whether a parent/carers is a 'key worker'.

Students with an EHCP will be risk assessed as to whether they need to be at provided for at Haileybury Turnford, or whether they can have their needs safely met at home, in conjunction with the parent/carers and child concerned.

The Designated Teacher (**Maxine Goodes**) for Children Looked After and Previously Children Looked After will continue to work with and support social workers and the Local Authority virtual school head (VSH) to ensure funding is used effectively and effective safeguarding arrangements are in place for CLA and PCLA.

Child Protection Arrangements for Children not Physically Attending School

Staff who have any concerns regarding child protection and the immediate safety of a child must contact Children's Services on **0300 123 4043** or in the case of an emergency dial **999. All staff must continue to act immediately on any safeguarding concerns.**

Staff who have any concerns regarding child protection and the immediate safety of a child must contact the Deputy Designated Safeguarding Person (**Vanessa Elliott**)

and/or alternatively another Designated Safeguarding Person:

Robin Newman (Principal and DSP)

Maxine Goodes (Vice Principal and Lead DSP)

Navpreet Shivalkar (Assistant Principal for the Sixth Form and DSP)

Brendon Walsh (Assistant Principal for Year 7 & Year 8 and DSP) via email (email addresses are shown below).

In addition, staff must record their concern and any disclosure made on the Child Protection Online Management System (CPOMS) using Home Access to access this site on the staff portal as soon as possible.

If applicable staff can also signpost and suggest Parents/Carers can contact the Hoddesdon and Broxbourne Family Support (HABS) Team website www.habsfamily.co.uk. This website offers a variety of different advice and resources for families and parents to access covering a wide range of issues including emotional well-being, debt, bereavement and other complex issues. HABS will continue to support our vulnerable students and families but only via an online telephone consultation service - 01992 303331 (option 5).

If a member of staff has reason to be concerned about a student's mental health and well-being signpost and advice Parents/Carers to consider making a referral through the Single Point of Access (SPA) inform a Designated Safeguarding Person and record the concern on CPOMS. SPA is a multi-disciplinary team of qualified mental health professionals and trained referral advisors offering telephonic triage for all referrals for mental health services in Hertfordshire. Referrals can be made through self or carer referrals and SPA operates from 8.00am -7.00pm Monday to Friday using the following email link:

<http://www.hpft.nhs.uk/get-help/>

goodesm@haileyburyturnford.com

elliottv@haileyburyturnford.com

newmanr@haileyburyturnford.com

walshb@haileyburyturnford.com

shivalkarn@haileyburyturnford.com

(Lead Designated Safeguarding Person)

(Deputy Designated Safeguarding Person)

(Designated Safeguarding Person)

(Designated Safeguarding Person)

(Designated Safeguarding Person)

Peer on Peer Abuse

The principles in KCSIE 2019 Part 5 continue to inform our approach to peer on peer abuse. Children can abuse other children. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to): bullying (**including cyberbullying**); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; **sexting** and initiation/hazing type violence and rituals.

Given the very different circumstance Haileybury Turnford is operating in, any concern a member of staff may have about possible peer on peer abuse should be reported immediately to a Designated Safeguarding Person and recorded on the Child Protection Online Management System (CPOMS) as soon as possible.

Staff who have any concerns regarding peer on peer abuse and the immediate safety of a child must contact Children's Services on **0300 123 4043** or in the case of an emergency dial **999**. **All staff must continue to act immediately on any safeguarding concerns.**

What staff and volunteers should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school or education setting's safeguarding arrangements.

In the event of allegations of abuse being made against the Head Teacher, where the Head Teacher is also the sole Proprietor of an independent school or where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, allegations should be reported directly to the Local Authority Designated Officer (LADO). Staff may consider discussing any concerns with the Designated Senior Person and if appropriate make any referral via them. (See Keeping Children Safe in Education: Part Four, DfE 2019, for further information).

The Chair of Governors in this school is:

NAME:	CONTACT NUMBER:
Russell Matcham	01992 706200

In the absence of the Chair of Governors, the Vice Chair should be contacted. The Vice Chair in this school is:

NAME:	CONTACT NUMBER:
Stephen Campbell	01992 706200

The person to whom an allegation is first reported should take the matter seriously and keep an open mind. S/he should not investigate or ask leading questions if seeking clarification; it is important not to make assumptions. Confidentiality should not be

promised and the person should be advised that the concern will be shared on a 'need to know' basis only.

Actions to be taken include making an immediate written record of the allegation using the informant's words – including time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present. This record should be signed, dated and immediately passed on to the Principal.

The recipient of an allegation must **not** unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter.

The Principal/Chair of Governors will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer the concern to the Local Authority Designated Officer:

Children's Services – **0300 123 4043**

SOOHS (Out of Hours Service-Children's Services) – **0300 123 4043**

If the allegation meets any of the three criteria set out at the start of this section, contact should always be made with the Local Authority Designated Officer without delay.

Designated safeguarding leads (DSLs)

The optimal scenario for Haileybury Turnford in providing care for children is to have a trained DSP or deputy available on site. It is recognised this may not be possible, and where this is the case Haileybury Turnford will ensure

- a trained DSP or deputy from Haileybury Turnford can be available to be contacted via phone or online video (Teams Microsoft) - for example when working from home

Where a trained DSP or deputy is not on site, in addition to one of the above options, a senior leader will take responsibility for coordinating safeguarding on site.

This will include updating and managing access to child protection files, liaising with the offsite DSP (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 or college.

Vulnerable children

Ensuring that vulnerable children remain protected is a top priority for Haileybury Turnford. Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans.

Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and the Hertfordshire Virtual School Head will continue to work with vulnerable children in this difficult period and should support these children to access this provision.

There is an expectation that children with a social worker will attend provision, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.

Senior leaders, especially DSPs (and deputies) know who their most vulnerable children are and have the flexibility to offer a place to those on the edges of receiving children's social care support.

School staff should continue to work with and support children's social workers to help protect vulnerable children. This will be especially important during the COVID-19 period.

Attendance

Haileybury Turnford does not need to complete the usual day-to-day attendance processes to follow up on non-attendance. Haileybury Turnford and social workers should liaise and agree with families whether children in need should be attending education provision – and Haileybury Turnford will follow up on any child that they were expecting to attend, who does not.

Haileybury Turnford will 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, Haileybury Turnford will 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 will 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.

Staff training and safeguarding induction

All existing school and college staff have had safeguarding training and have read part 1 of KCSIE. All staff will be made aware of 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 the school, they will continue to be provided with a safeguarding induction. An up to date child protection policy (described above) will support this process as will part 1 of KCSIE.

The existing school workforce may move between schools and colleges on a temporary basis in response to COVID-19. The receiving school should judge, on a case-by-case basis, the level of safeguarding induction required. In most cases, the existing workforce will already have received appropriate safeguarding training and all they will require is a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

Children moving schools and colleges

Where children are attending another setting, Haileybury Turnford will do whatever we reasonably can to provide the receiving institution with any relevant welfare and child protection information. This will be especially important where children are vulnerable. For looked-after children, any change in school should be led and managed by the VSH with responsibility for the child. The receiving institution should be aware of the reason the child

is vulnerable and any arrangements in place to support them. As a minimum the receiving institution should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is). This should ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Any exchanges of information will ideally happen at DSP (or deputy) level, and likewise between the special educational needs' coordinators with an oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders should take responsibility.

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR they do not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE.

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. If recruiting new staff, Haileybury Turnford will continue to follow the relevant safer recruitment processes for their setting, 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.

If Haileybury Turnford utilises 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 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 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. The receiving institution should risk assess as they would for a volunteer (see above). 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.

Schools and colleges must continue to follow their 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.

Schools and colleges 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. All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters

are received and it is deemed that there is a public interest in doing so consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that staff are aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Haileybury Turnford must continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

The SCR can, provide the means to log everyone that will be working or volunteering in a school on any given day, including any staff who may be on loan from other institutions. The SCR can also, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of students and their parents. Teachers at Haileybury Turnford should be aware of this in setting expectations of students' work where they are at home.

Where Haileybury Turnford are providing for children of critical workers and vulnerable children on site, Haileybury Turnford will ensure appropriate support is in place for them.

Mental health issues can bring about changes in a young person's behaviour or emotional state which can be displayed in a range of different ways, and that can be an indication of an underlying problem.

Support for students in the current circumstances can include existing provision in the school (for example from school counsellors) although this may be delivered in different ways, for example over the phone or from specialist staff or support services, for example YC Herts Personal Development Advisors.

Online safety in schools and colleges

It is more important than ever that Haileybury Turnford provides a safe environment, including online. Haileybury Turnford 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.

The IT Network Manager will be responsible for ensuring the school can maintain safe IT arrangements for staff and students at school. In the event of the unavailability of the IT Network Manager or IT support to support in an emergency a Senior Lead will be responsible for managing any IT safety concerns. Advice and support for online safety can be found by contacting the UK Safer Internet Centre on 0344 381 4772 or alternatively emailing helpline@saferinternet.org.uk

Children and online safety away from school

Haileybury Turnford will continue to do what we reasonably can to keep all of our children safe. In most cases, the majority of children will not be physically attending the school. 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.

Haileybury Turnford will consider the safety of their children when they are asked to work online.

Any member of staff who engages in online teaching should follow the same principles as set out in the school's staff employee code of conduct policy. This policy sets out amongst other things include acceptable use of technologies, staff/student relationships and communication including the use of social media. The Staff Code of Conduct for Employees can be found here: <https://haileyburyturnford.com/app/uploads/2019/10/Code-of-Conduct-for-Employees-1.pdf>

This policy applies equally to any existing or new online and distance learning arrangements which are introduced.

Children who are being asked to work online and have concerns whilst working online are asked to report their concerns to either:

elliottv@haileyburyturnford.com (Deputy Designated Safeguarding Person)/ alternatively

goodesm@haileyburyturnford.com (Designated Safeguarding Lead)

In addition, all students are encouraged to report any concerns including safeguarding concerns to their Year Achievement Coordinator or a member of the pastoral team for their respective year group. In addition to the above reporting routes for any student who has a concern about online safety, staff will also signpost children to age appropriate practical support for example:

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

Communications to students, parents and carers will be used to reinforce the importance of children being safe online. Parents and carers will be aware of what their children are being asked to do online, including the sites they will be asked to access and will be clear who from the school (if anyone) their child is going to be interacting with online.

If parents and carers choose to supplement the school online offer with support from online companies and in some cases individual tutors, the school will communicate with parents and carers emphasising the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and 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
- [UK Safer Internet Centre](#) - advice for parents and carers