



**ST. HILD'S
CHURCH OF ENGLAND SCHOOL**

Policy Document

**SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICY:
COVID-19 ADDENDUM**

At St Hild's Church of England School we aim to serve our community by providing high quality education in a Christian context. We are a comprehensive school guaranteeing equal opportunities, a responsive curriculum and a supportive community. We expect to find God at work in our school.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

"I have come that they may have life in all its fullness (John 10:10)"

We will endeavour to provide an environment where all pupils feel valued and welcome.

This policy applies to St Hild's Church of England School's whole workforce

Date: 1 April 2020 Based on DfE Guidance on 27 March 2020

Date shared with staff: 15.05.2020

1.	Context.....	3
2.	Key contacts.....	4
3.	Vulnerable children.....	5
4.	Risk & RAG Rating Pupils.....	6
5.	Attendance monitoring.....	6-7
6.	Designated Safeguarding Lead	7
7.	Reporting a concern	8
8.	Safeguarding Training and induction	8
9.	Safer recruitment/volunteers and movement of staff.....	9
10.	Online safety in school.....	9
11.	Children and online safety away from school.....	9-10
12.	Supporting children not in school	10-11
13.	Supporting children in school.....	11-12
14.	What to do if someone develops symptoms of COVID-19 whilst in school...12	
15.	Peer on Peer Abuse	13
16.	Support from the School/Head-teacher.....	13
17.	Appendices: Appendix A- DfE Check List.....	14
	Appendix B- Key Safeguarding contacts Hartlepool.....	15

1. Context

From 20th March 2020 parents/carers 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 also asked to provide care for a limited number of children - children who are vulnerable, and children whose parents/carers are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of to St Hild's Church of England School Safeguarding Children and Child Protection Policy contains details of our individual safeguarding arrangements.

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

2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	David Richardson	01429 273041 /07483171638	richardson.d@st-hilds.hartlepool.sch.uk
Deputy Designated Safeguarding Lead- Y7	Lee Morgan	01429 273041	morgan.l@st-hilds.hartlepool.sch.uk
Deputy Designated Safeguarding Lead- Y8	Jonathan Gibbon-Hayes	01429 273041	gibbon-hayes.j@st-hilds.hartlepool.sch.uk
Deputy Designated Safeguarding Lead- Y9	Liam Stephenson	01429 273041	stephenson.l@st-hilds.hartlepool.sch.uk
Deputy Designated Safeguarding Lead- Y10	Lisa Hornby	01429 273041	hornby.l@st-hilds.hartlepool.sch.uk
Deputy Designated Safeguarding Lead- Y11	Suzanne Sotheran	07719558765	sotheran.s@st-hilds.hartlepool.sch.uk
Attendance Team (KS4)	Joyce Huntington	07593440657	huntington.j@st-hilds.hartlepool.sch.uk
Attendance Team (KS3)	Wendy Muir	01429 273041	muir.w@st-hilds.hartlepool.sch.uk
Headteacher	Tracey Gibson	01429 273041	gibson.t@st-hilds.hartlepool.sch.uk
Chair of Governors	Debi Bailey	N/A	debi.bailey@walkergate.newcastle.sch.uk

3. 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.

Many children and young people with EHC plans can safely remain at home. However, all pupils at St Hild's Church of England School with an EHC plan will be risk-assessed by the SEND Team in consultation with the Local Authority and parents/carers, to decide whether they 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. 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.

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 deputies) 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.

St Hild's Church of England School will continue to work with and support partners to help protect vulnerable children. This includes working with and supporting children's social workers, the local authority virtual school head (VSH) for looked-after and previously looked-after children, and the local authority SEND team. The lead person for this will be: **David Richardson**.

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/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and St Hild's Church of England School will explore the reasons for this directly with the parent/carer.

Where parents/carers are concerned about the risk of the child contracting COVID19, St Hild's Church of England School or the social Worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

St Hild's Church of England School will encourage all of our vulnerable children to attend school, including remotely if needed.

4. Risk and RAG rating pupils

At St Hild's Church of England School pupils who are deemed to be vulnerable by either the Local Authority or by the school themselves will be RAG rated according to the following criteria:

Red – pupils most at risk of harm i.e. Child Protection Plan

Amber – moderate risk, i.e. Child in Need, Early Help

Green – some concerns

Contact if not on site;

Pupils in **red**, who are our most vulnerable pupils, should have correspondence from school daily by (email/phone call/text message) and should be discussed with the DSL/DDSL weekly by an agreed telephone or Skype meeting (regularity of calls to be defined by the safeguarding team in school depending on the individual needs of the pupil/family). Direct conversation with the pupil themselves will take place at least once per week. Contact will be made by the Attendance Team/DSL and will be recorded on CPOMs. Year Leaders and DSL will monitor.

Pupils in **amber** should have a daily call home/ email /text message and should be discussed with the DSL or nominated DDSL weekly by an agreed telephone or Skype meeting. Contact will be made by the Attendance Team and will be recorded on CPOMs. Year Leaders and DSL will monitor.

Green pupils should be monitored at the discretion of the safeguarding team. However it is recommended that these pupils should have two calls home per week and should be discussed with the DSL or nominated DDSL weekly by an agreed telephone or Skype meeting. Contact will be made by the Attendance Team and will be recorded on CPOMs.

The list is interchangeable and pupils may move between categories. Those who move from category will still be monitored. Contact with Social Care should also be dependent upon the needs of the pupil. The list will be kept up to date by the DSL.

Pupils with an EHCP will be contacted weekly by the SEND Team and will be recorded on CPOMs.

5. 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. A log of daily attendance must be kept and sent back to the DfE that day. This will be completed by Chris Seymour (Deputy Headteacher).

The Local Authority will regularly share information around identified vulnerable children by the CHUB and Anycomms and monitor their attendance; copy of attendance form sent to the DfE will also be sent to the Local Authority. The DSL will keep up to date records on identified vulnerable children on CPOMs and inform the Local Authority of any changes in circumstances that the school becomes aware of.

St Hild's Church of England School and social workers will agree with parents/carers whether children in need should be attending school – St Hild's Church of England School will then follow up on any pupil that they were expecting to attend, who does not. St Hild's Church of England School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, St Hild's Church of England School will, when communicating with all 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, St Hild's Church of England School will notify their social worker.

6. Designated Safeguarding Leads

St Hild's Church of England School has a Designated Safeguarding Lead (DSL) and 5 Deputy DSL's. The Designated Lead is: **David Richardson**

The Deputy Designated Safeguarding Lead are:

- **Lee Morgan** – Y7
- **Jonathan Gibbon-Hayes** – Y8
- **Liam Stephenson**– Y9
- **Lisa Hornby**– Y10
- **Suzanne Sotheran** – Y11

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 or designated staff member will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to 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 St Hild's Church of England School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them. This also remains the case where there is a hub of schools working together. Staff will be made aware who the trained DSL/DDSL on site is via the daily rota sent by the Headteacher.

The DSL and DDSL's will continue to engage with social workers, and attend all multi-agency meetings such as Core Group and Conferences, which will be done remotely e.g. conference calls/Skype. Year Leaders have their own Ipad to enable them to keep in touch with key professionals and participate in meetings. The DSL has access to a school mobile phone. All minutes from meetings and contact with key professionals will be recorded on CPOMs.

7. 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 report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access CPOMS from home, they should email the DSL, appropriate DDSL and the, Headteacher. The staff member will then be sent an e-mail to acknowledge 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 to the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the Headteacher. Concerns around the Headteacher should be directed to the Chair of IEB: **Debi Bailey**

8. 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 and DDSL staff at St Hild's Church of England School are up to date with their training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (September 2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child. Safeguarding training will continue remotely and will be organised and monitored by the DSL and Headteacher via her PA.

Where new staff are recruited, or new volunteers enters St Hild's Church of England School, they will continue to be provided with a safeguarding induction from a member of the Safeguarding Team who is on the rota to attend the school.

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 receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

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. When recruiting new staff, St Hild's Church of England 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 (September 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 St Hild's Church of England 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 unregulated activity.

St Hild's Church of England 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.

St Hild's Church of England 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.

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, St Hild's Church of England School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

10. Online safety in school

St Hild's Church of England School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where pupils are using computers in school, appropriate supervision will be in place.

11. Children and online safety away from 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 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 the St Hild's Church of England School expectations governed by the Policy and Teachers Standards.

St Hild's Church of England School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Staff and pupils may send emails to each other relating to the setting and completion of work. These must be on school email addresses only and must adhere to the agreed professional protocols of appropriate language and time which would match that of an expected school day.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class **should be recorded** so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by St Hild's Church of England School to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.
- There should not be any 'Live' streaming

12. Supporting children not in school

St Hild's Church of England School is committed to ensuring the safety and wellbeing of all its children.

Where the DSL has 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. Year Leaders will take the lead in supporting children who require additional support. This will be monitored by the DSL and discussed on a regular basis with the Headteacher/Deputy Headteacher(s).

Details of this plan must be recorded on CPOMS, as should a record of contact have made.

The communication plans can include; remote contact or phone contact. Other individualised contact methods should be considered and recorded via CPOMS.

St Hild's Church of England School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

Although education is now having to take place remotely, it is important for schools, teachers and pupils to maintain professional practice as much as possible. When communicating online with parents/carers and pupils, St Hild's Church of England School staff will:

- communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
- communicate through the school channels approved by the senior leadership team
- use school email accounts (not personal ones)
- use school devices over personal devices wherever possible

The school will share safeguarding messages on its website, SchoolCal and social media pages.

St Hild's Church of England 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 St Hild's Church of England School need to be aware of this in setting expectations of pupils' work where they are at home.

St Hild's Church of England 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.

13. Supporting children in school

St Hild's Church of England School is committed to ensuring the safety and wellbeing of all its pupils.

St Hild's Church of England School 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. The Headteacher will email a Rota to all staff so they are aware of when they are expected to be in the school building.

St Hild's Church of England 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. Regular updates are included in the Headteacher's Daily Catch-up email.

St Hild's Church of England 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.

Where St Hild's Church of England School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the SLT.

A first aider will be on site at all the times. Staff where first aid accreditation has expired in the previous 24 months can fulfil these roles linking in with accredited first aiders in neighbouring schools, as agreed by the Local Authority.

St Hild's Church of England School will follow social distancing measures to reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice.

There are general principles that staff and pupils will follow to help prevent the spread of respiratory viruses, including:

- washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you arrive at school, when you blow your nose, sneeze or cough, eat or handle food
- appropriate gloves, provided by the school, will be worn whilst in the building
- cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands
- avoid touching your eyes, nose, and mouth with unwashed hands
- always keeping 2 metres apart from others when travelling around school, participating in activities or in a classroom.

14. What to do if someone develops symptoms of coronavirus (COVID-19) whilst in school

If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the staying at home guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, staff should call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

15. Peer on Peer Abuse

St Hild's Church of England School recognises that during the closure 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 of 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.

16. Support from the school/ Head-teacher

St Hild's Church of England School 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.

The school will also provide regular group and individual supervision sessions. This may take the form of an online meeting or email and will be done by SLT and line managers.

Appendix A: DfE Checklist

Activity	Completed (Yes/No)
Ensure that someone is responsible for ensuring these actions are Completed	
Ensure governors are aware of the Government's interim safeguarding guidance	
Ensure that someone is responsible for continuity in safeguarding leadership	
If you are a hub understand that you have the responsibility for safeguarding all children and staff	
Ensure DSL is available, in-person, by phone or video link	
Nominate a senior leader to be the onsite safeguarding lead	
Create a Coronavirus Outbreak addendum to your child protection policy to include the specific issues for these circumstances	
Ensure staff know the new arrangements for DSLs and reporting concerns	
Understand what changes there may be for contacting the LADO	
Understand what changes there may be for contacting the MASH team or other 'front door' services	
Understand what changes there may be for contacting social workers	
Know which children have social workers and how to contact them	
Know which children are LAC/PLAC, who their Virtual School Head is and how to contact them	
Know which children should be in school and follow up where they do not attend	
Ensure that emergency numbers and alternatives are kept up to date	
Ensure that there are safeguarding induction processes for new staff, staff relocated to the school, and volunteers	
Ensure that new staff, staff relocated to the school, and volunteers understand the staff code of conduct	
Ensure that any volunteers have been individually risk-assessed	
Ensure that each vulnerable child has an easily transferable record of why they are vulnerable, a copy of the EHCP and/or CIN or CP Plan, the name of their social worker and contact details, for LAC children the name of the relevant Virtual School Head	
Ensure there is a record of which staff are onsite daily	
Ensure that the SCR is up to date with any relocated staff or volunteers and the checks that have been made	
Ensure that your safer recruitment processes are clear and adhered to, for example, be aware of anyone unknown to the school offering themselves as a volunteer	
Ensure that staff are aware that there may be an impact of the mental health of pupils, parents and staff or volunteers; and what support may be available	
Consider what to do if there are no IT staff available	
Ensure that the school has an online teaching and learning policy which considers safeguarding risks	

Appendix B: Key safeguarding contacts Hartlepool

Social Care Referral	
<p>The Hartlepool and Stockton-on-Tees Children's Hub</p> <p>Tel: 01429 284284</p> <p>The Children's Hub Civic Centre Victoria Road Hartlepool TS24 8AY</p>	<p>If child already known to social care contact the allocated worker</p> <p>Where a child is in immediate danger for their safety or welfare call: During office hours: 01429 284284 Out of Hours: 0870 240 2994 In an emergency call police 101 or 999</p>

LADO (Hartlepool and Stockton)	Telephone Number
<p>Phil Curtis The Children's HUB Civic Centre Victoria Road Hartlepool TS24 8AY</p>	<p>Tel: 01429 401844</p>

Police	Telephone Number
<p>Cleveland Police Hartlepool Main Police Station Avenue Road Hartlepool TS24 8AJ</p>	<p>101</p>
<p>Prevent team Email: prevent.contest@cleveland.pnn.police.uk</p>	<p>01642 303397 / 07841 533804 01642 301332</p>
<p>Anti -terrorist hotline</p>	<p>0800789321</p>