



Halliford  
School  
SHEPPERTON

# **Safeguarding and Child Protection during the Coronavirus Pandemic**

**An annex to the Safeguarding and Child Protection  
Policy**

**January 2021**

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## Introduction

This annex to our Safeguarding and Child Protection Policy is in response to the Coronavirus (COVID-19) and recognises the fact that as a school we are operating in a very different set of circumstances but must maintain our high standards of support for all students and staff. Across the UK, most children are no longer in a school setting and staff numbers have been affected by the outbreak.

Schools have been asked to provide care for children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home. Halliford School has responded to this request and will continue to do so.

At Halliford School, we know that safeguarding is everyone's responsibility; we have a child-centred approach and put children at the centre of all that we do. It is clear that whether students are at school or at home, their safety should remain a priority and procedures set down in existing policies, or in any new guidance, should be followed as far as is reasonably possible. There is no additional standard or statutory guidance specifically relating to online lessons or tutoring, however this annex along with the Guidance on Remote Learning Policy will make clear what the school's expectations are in relation to safeguarding during this period of remote teaching and learning.

## Key Contacts

Role	Name	Contact number	Email
Headmaster & Deputy DSL	James Davies	01932 234925	<a href="mailto:headmaster@hallifordschool.co.uk">headmaster@hallifordschool.co.uk</a>
Designated Safeguarding Lead	James Bown	01932 234927	<a href="mailto:deputyheadpastoral@hallifordschool.co.uk">deputyheadpastoral@hallifordschool.co.uk</a>
Deputy DSL	Matthew Shales	01932 234910	<a href="mailto:matthew.shales@hallifordschool.co.uk">matthew.shales@hallifordschool.co.uk</a>
Deputy DSL	Sean Slocock	01932 234941	<a href="mailto:assistantheadcc@hallifordschool.co.uk">assistantheadcc@hallifordschool.co.uk</a>
Safeguarding Governor	Peter Roberts	01932 233593	<a href="mailto:peter.roberts@hallifordschool.co.uk">peter.roberts@hallifordschool.co.uk</a>
Chair of Governors	Ken Woodward	01932 233593	<a href="mailto:clerktogovernors@hallifordschool.co.uk">clerktogovernors@hallifordschool.co.uk</a>

## **Related Policies**

- Remote Learning Policy January 2021
- Guidance for Remote Learning January 2021
- Pastoral Support Plan January 2021

## **Version control and dissemination**

This is version 2.0 of this annex. It will be reviewed by our DSL or a deputy DSL on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website and is made available to staff via the Safeguarding Team.

We will ensure that on any given day the school is open, all staff and volunteers in attendance will be aware of who the DSL and deputy DSLs are and how staff and volunteers can to speak to them.

## **DfE coronavirus helpline**

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)  
Telephone 0800 046 8687

If you have a query about Coronavirus (COVID-19), relating to schools and other educational establishments in England contact our helpline.

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

## Safeguarding priority

During these challenging times the safeguarding of all children at our school – whether they are currently at home or in attendance – continues to be our priority. The following fundamental safeguarding principles remain the same:

- the best interests of children continue to come first
- if anyone in our school has a safeguarding concern, they will act immediately
- a designated safeguarding lead (DSL) or deputy DSL (DDSL) will always be available
- no unsuitable people will be allowed to gain access to children
- children should continue to be protected when they are online.

## Current school position

In accordance with Government Guidance the Halliford School site is partially currently closed. The school remains open for staff, Year 11 and Upper Sixth students and is being used to offer support to students from critical worker families and any students who have been identified as vulnerable and needing support.

The school currently remains closed to any visitors, however should any visitors in the future attend the site, they will be provided with our usual safeguarding information and made aware of safeguarding risks and know how to act if they have concerns.

## Safeguarding partners' advice

We continue to work closely with our local safeguarding partners, and we will ensure this annex is consistent with their advice. This will include expectations for supporting 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 DSL is up to date following training with Surrey CSB this term on matters relating to local context and remote learning through network meetings. This information has been shared with the DSL team and is available through shared online platforms within school.

## Contacts

### Surrey Children Services Children's Single Point of Access (C-SPA)

c/o Surrey Police  
PO Box 101  
Guildford  
Surrey  
GU1 9PE

- **Phone:** 0300 470 9100
- **Out of hours phone:** 01483 517898 to speak to the **emergency duty team**.
- **Email:** emails are dealt with during normal office hours
  - **For concerns for a child or young person:** [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)
  - **Secure email:** if you want to report concerns for a child or young person using secure email, please contact: [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)
  - **For concerns for an adult:** [ascmash@surreycc.gov.uk](mailto:ascmash@surreycc.gov.uk)

**For out of hours support, contact the Emergency Duty Team (EDT)**

Please note that due to the current Coronavirus situation, the Emergency Duty Team are working remotely. Your call will not be immediately picked up and you will be asked to leave a message with your name and contact number and a social worker will call you back as soon as possible.

The Emergency Duty Team service is not intended as an alternative means of accessing the usual daily activities of Surrey County Council.

The team operates outside of normal office hours:

- Monday to Friday 5pm to 9am
- Weekends 24 hours a day
- The EDT also operates throughout all bank holiday periods

Contact the team:

- Tel: 01483 517898
- Fax: 01483 517895
- SMS number: 07800000388 (for deaf and hard of hearing callers online)
- To make a call via text direct, please dial 18001 01483 517898
- Email: [edt.ssd@surreycc.gov.uk](mailto:edt.ssd@surreycc.gov.uk)

## Summary of Systems in place at Halliford School

- There is still the potential for safeguarding issues to arise during remote teaching and learning, whether due to poor technical understanding, an intention to abuse, weak online security or for any other reason.
- There is also the very real possibility that pupils may be at home with abusers for much longer periods of time, when school is usually their safe space.
- The DSL/DDSL team will be responsible for risk assessing, taking action and reviewing potential safeguarding issues created by moving teaching and learning online: if a safeguarding issue emerges you must immediately contact a member of the Safeguarding Team (see key contacts above).
- If a member of staff has a concern about another member of staff during remote teaching and learning they must report this directly to the Headmaster or to the Chair of Governors should the concern be about the Headmaster, and they will contact the LADO in line with our usual procedures.
- All remote teaching and learning **MUST** take place using staff and student school email accounts.
- One-to-one tuition online is permitted in special circumstances only, and where the teacher has gained permission from the Headmaster / DSL prior to this taking place e.g. peripatetic teaching, LAMDA or when there is only one pupil in an A Level class etc.
- In the Senior School it is expected that pupils will be able to access materials teachers have set and take part in live video and/or audio teaching sessions without requiring parental supervision.
- Staff can only teach online if their suitability has been checked and the checks have been entered on the Single Central Register (SCR).
- Vulnerable students (either those with a social worker or those deemed as vulnerable pupils by DSL/DDSLs) are being monitored closely during remote teaching and learning. DSLs/DDSLs, Form Tutors / Heads of House etc. are in regular contact with vulnerable students (if age-appropriate) and their families.
- All students have access to their form tutors via a Team, with regular check ins and a reach out approach. The function to disclose safeguarding matters exists through email, or the chat function on Teams.
- The monitoring of internet use by staff and students will continue as normal during remote teaching and learning where school email accounts are being used. The Headmaster and Senior Deputy/DSL receive regular reports and follow these up as they would do at school.
- All staff and parents are asked where possible to communicate via email. Any staff member phoning home will be using a school mobile phone and not their personal phone for safeguarding reasons. Likewise, a member of staff will not call students on their mobile but will call the student's parent on their landline or parent mobile telephone first and ask permission to speak to the student.
- If students are using Microsoft Teams to communicate with teachers in a video conference call, both students and staff must be appropriately dressed. The video call must take place in a suitable location in both party's residence i.e. not bedrooms or bathrooms, and staff are not to reveal their address to students or arrange to meet students face-to-face.

## **Roles and responsibilities**

The roles and responsibilities for safeguarding in our school remain in line with our Safeguarding and Child Protection Policy 2020 as published on the school website.

If possible, at least one member of the Safeguarding Team will be available on site during the school day. Where this is not possible, we will:

- have a trained DSL or deputy DSL available by phone and/or online video; or
- ensure we have access to a trained DSL or deputy DSL from another school or college by phone and/or online video.
- Where our DSL or a Deputy DSL cannot be on site, then in addition to one of the above options we will also ensure a senior leader from the school takes responsibility for co-ordinating safeguarding on site.

*Please see Key Contact details above.*

## **Vulnerable children**

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with 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.

There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.

Those with an EHC plan will be risk-assessed in consultation with the local authority and parents 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.

We will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Senior leaders in our school, especially the DSL (and deputies) know who our most vulnerable children are, and they have the flexibility to offer a place to those on the edge of receiving children's social care support.

We will continue to work with children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children



### **Increased vulnerability or risk**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of students and their parents. Staff will be aware of this in setting expectations of students' work where they are at home. Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff and volunteers will be aware of the mental health of children and their parents and carers and will contact the DSL or a deputy if they have any concerns.

### **Attendance**

Where a child is expected but does not arrive at school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSL or a deputy DSL will be informed.

The DSL or a Deputy will attempt to contact the parents through various methods, such as telephone, email or by contact a relative in the first instance. If contact cannot be made or if the DSL or a deputy DSL deems it necessary, we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any such visit is made to ensure staff and the family are not put at risk.

Where a vulnerable child does not take up their place, we will notify their social worker.

### **Reporting concerns about children or staff**

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our Safeguarding and Child Protection procedures and advise the DSL of any concerns they have about any child, including those who are not attending school.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our policy.

### **Mental Health**

All staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals attempt to make a diagnosis of a mental health problem. Staff members however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. When staff have a mental health concern about a child that is also a safeguarding concern, immediate action is taken, following this child protection policy and speaking to the designated safeguarding lead or a deputy. The following document acts as further guidance:

[mental health and behaviour in schools guidance.](#)

## **Staff training and induction**

For the duration of the COVID-19 measures, our DSL and deputy DSLs are unlikely to receive their refresher training. In line with government guidance, our trained DSLs and deputy DSLs will be classed as trained even if they cannot receive this training. Surrey CSB has restarted training in September 2020 in an online format, including network meetings – these have been attended by the DSL

All current school staff have received safeguarding training in September 2020 and have read Part One and Annex A of *Keeping Children Safe in Education*. When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Child Protection Policy.

If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- the individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any cause for concern
- there are no safeguarding investigations into the conduct of that individual
- the individual remains suitable to work with children.

## **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, we will continue to follow our Safer Recruitment policy.

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.

For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of *Keeping Children Safe in Education* 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.

## **Peer on peer abuse**

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our Anti-Bullying Policy.

## **Online safety**

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguarding and support children.

Staff who interact with children online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the DSL or to a deputy DSL.

## **New children at the school**

It is possible that during this period, children may join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.

For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that 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).

Ideally this will happen before a child arrives but where that is not possible it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise in liaison with the SENCO. However, it is acknowledged this may not always be possible. Where this is the case our school senior leaders will take responsibility.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.

## **Supporting children not in school**

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support that child. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures.

## Support and Guidance

An essential part of the online planning process is ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to Halliford. Further support is offered by:

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

Colleagues will be in regular contact with parents and carers. Those communications should be used 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.

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

## Conclusion

Please remember that safeguarding is everyone's responsibility and we place the child at the centre of all that we do at Halliford School in order to ensure they are happy, safe and able to thrive.

## Annex M – Covid 19 Guidance, written in to the 7a Safeguarding and Child Protection Policy September 2020

### Keeping children safe in schools and colleges

[Keeping Children Safe in Education](#) (KCSIE) is statutory safeguarding guidance that schools and colleges should continue to have regard to as required by legislation and/or their funding agreements.

Whilst acknowledging the pressure that schools and colleges are under, it remains essential that they continue to be safe places for children. As more children are welcomed back to school and college, a summary of this guidance can be found below:

- supports governing bodies, proprietors, senior leadership teams and designated safeguarding leads (DSLs) so they can continue to have appropriate regard to KCSIE and keep their children safe
- suggests where schools and colleges might consider safeguarding policy and process differently when compared to business as usual

The way schools and colleges are operating in response to coronavirus continues to be different to business as usual. However, as more children return, a number of important safeguarding principles remain the same:

- the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should 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

### **Designated safeguarding leads (DSLs)**

As more children return, it is expected that schools and colleges will have a trained DSL (or deputy) available on site. However, it is recognised that in exceptional circumstances this may not always be possible, and where this is the case there are two options to consider:

- a trained DSL (or deputy) can be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs (or deputies) (who should be available to be contacted via phone or online video)

At Halliford, a trained DSL will be on site at all times.

Where a trained DSL (or deputy) is not on site, in addition to one of the above options, the Senior Deputy Head will take responsibility for co-ordinating safeguarding on site.

The DSL (or deputy) will provide support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not yet returning to school or college. Where possible staff should try and speak directly to children to help identify any concerns. It is acknowledged that DSL training is unlikely to take place during this period (although the option of online training can be explored). For the period coronavirus 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.

DSLs (and deputies) will continue to do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

Every school and college will face unique challenges at this time, including as they welcome back more children. Where reasonably possible and where relevant, the DSL (or deputy) will consider these challenges in a child protection context and reflect them in the child protection policy as appropriate.

### **Identification of vulnerable children**

Vulnerable children for the purposes of continued attendance during the coronavirus outbreak are those across all year groups who:

- are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan and it is determined, following risk assessment ([risk assessment guidance](#)), that their needs can be as safely or more safely met in the educational environment
- have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit

from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion

### **Attendance**

Vulnerable children attendance is expected, where it is appropriate for them (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan), so that they can gain the educational and wellbeing benefits of attending. Parents and carers will not be penalised if their child does not attend educational provision.

Halliford will resume taking their attendance register from 6<sup>th</sup> January 2021 and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending.

### **Staff training and safeguarding induction**

All existing Halliford staff will already have had safeguarding training and have read part 1 of KCSIE. The important thing for these staff will be awareness of any new local arrangements, especially if these are being reviewed/changed as a result of more children returning, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter the school we will provide safeguarding induction. An up to date child protection policy will support this process as will part 1 of KCSIE.

### **Mental health**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. Where they have children of critical workers and vulnerable children on site, and/or more children returning to school from 1 June onwards, Halliford will continue to ensure appropriate support is in place for them.

Guidance on mental health and behaviour in schools is followed carefully.

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

As more children return it will be important that schools and colleges continue to provide a safe online environment for those who remain at home. We continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school IT systems.

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

All staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns will be dealt with as per the child protection policy and where appropriate referrals should continue to be made to children's social care and as required the police.

## Remote education

Support for parents and carers to keep their children safe online includes:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

Government has also provided:

- [support for parents and carers to keep children safe from online harms](#), includes advice about specific harms such as online child sexual abuse, sexting, and cyberbullying
- [support to stay safe online](#) includes security and privacy settings, blocking unsuitable content, and parental controls