



Halliford
School
SHEPPERTON

Safeguarding and Child Protection during the Coronavirus (COVID-19)

An annex to the Safeguarding and Child Protection Policy

April 2020

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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	headmaster@hallifordschool.co.uk
Designated Safeguarding Lead	James Bown	01932 234927	deputyheadpastoral@hallifordschool.co.uk
Deputy DSL	Matthew Shales	01932 234910	matthew.shales@hallifordschool.co.uk
Deputy DSL	Sean Slocock	01932 234941	assistantheadcc@hallifordschool.co.uk
Safeguarding Governor	Peter Roberts	01932 233593	peter.roberts@hallifordschool.co.uk
Chair of Governors	Ken Woodward	01932 233593	clerktogovernors@hallifordschool.co.uk

Related Policies

- Remote Learning Policy March 2020
- Guidance for Remote Learning March 2020
- Pastoral Plan March 2020

Version control and dissemination

This is version 1.0 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

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 currently closed. The main school house remains open 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 main house is also being used by members of the Senior Management Team and core staff to provide services to students and staff during the period of closure.

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.

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 phoning home will be using a school mobile phone and not their personal phones for safeguarding reasons. Likewise, a member of staff will not call students on their mobiles 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.

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.

All current school staff have received safeguarding training 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 caused 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 safeguard 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 careers 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.