



COVID-19 school closure arrangements for Safeguarding and Child Protection at HJPS January 2021

Context

From 5 January 2021, parents 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 asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the HJPS Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements.

Key contacts

Role	Name	Email
Designated Safeguarding Lead	Alison Waller	admin@hjps.herts.sch.uk
Deputy Designated Safeguarding Lead	Tami Gold	Write who the email should be forwarded to in the subject box.
Chair of Governors	Judy Greenberg	

Vulnerable children

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people 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
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers

- others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

HJPS will encourage our vulnerable children and young people to attend school.

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.

HJPS and social workers will agree with parents whether children in need should be attending school – HJPS will then follow up on any pupil that they were expecting to attend, who does not. HJPS 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, HJPS will, when communicating with parents 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, HJPS will be in touch with the family.

Designated Safeguarding Lead

HJPS school has a Designated Safeguarding Lead (DSL) and 1 Deputy DSL.

The Designated Safeguarding Lead is: Alison Waller

The Deputy Designated Safeguarding Lead is: Tami Gold.

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, the Head Teacher will assume responsibility for co-ordinating safeguarding on site.

It is important that all HJPS staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy.

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, via email, to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Judy Greenberg.

Safeguarding Training and induction

All existing school staff have had safeguarding training and refresher training in September 2020 on Keeping Children Safe in Education (2020). The DSL should communicate with staff 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 HJPS, they will continue to be provided with a safeguarding induction.

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

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, HJPS will continue to follow the relevant safer recruitment processes for their setting.

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 HJPS 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 regulated activity.

HJPS 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.

HJPS 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.

During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

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, HJPS will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

HJPS will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place.

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 Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

HJPS will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

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

- No 1:1s, groups only. 1:1's can be set up with the agreement of parents and in a shared space.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas.
- 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 agreed by the school to communicate with pupils
- Staff should record the time and date of any sessions held for example on class timetables.

Supporting children not in school

- HJPS is committed to ensuring the safety and wellbeing of all its Children and Young people.
- 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.
- The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.
- HJPS 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.
- The school will share safeguarding messages on its website and social media pages.
- HJPS 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 HJPS need to be aware of this in setting expectations of pupils' work where they are at home.
- HJPS 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.

Supporting children in school

- HJPS is committed to ensuring the safety and wellbeing of all its students.
- HJPS will continue to be a safe space for children to attend. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.
- HJPS 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 COVID19.
- HJPS 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.
- Where HJPS has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or members of the SLT we will discuss them immediately with the Chair of Governors.

Peer on Peer Abuse

HJPS 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 and any multi-agency partner required to ensure the safety and security of that young person.