

COVID-19 school closure arrangements
Safeguarding and Child Protection at The Heys School
Addendum to Safeguarding Policy



Policy prepared by: Helen Pickavance (DSL)

Date: 31st March 2020

Date shared with staff:

1. Context

From 20th March 2020, parents were asked to keep their children at home, wherever possible, and schools were directed 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 have been asked to provide care for a limited number of children: this is restricted to 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 The Heys School Safeguarding policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact Number	Email
DSL	Helen Pickavance	07810 798285	hp@prestwich.bury.sch.uk
Deputy DSL	Francesca Lord	07947 124697	fl@prestwich.bury.sch.uk
Head Teacher	Rachel Evans	07462 281203	re1@prestwich.bury.sch.uk
Chair of Governors	Imelda McLaughlin	TBC	govimcl@prestwich.bury.sch.uk
Safeguarding Governor	Karen Edwards	07801 503931	k.edwards@bury.gov.uk
LADO	Mark Gay	07583 877250	lado@bury.gov.uk

Individual school contacts:

The school office is open daily between 8.30am and 3.05pm.

You can also email office@prestwich.bury.sch.uk.

Please be aware that there is only one member of staff manning the school office at any given time so there may be a delay in answering your call. Messages will be passed on to the most appropriate member of staff to deal with your request.

The pastoral team are contactable via email should you require any support:

Yr 7: Miss Chisholm (bkc@prestwich.bury.sch.uk) / Mr McKeown (dm1@prestwich.bury.sch.uk)

Yr 8: Mr Jones (lj1@prestwich.bury.sch.uk) / Mrs Jackson (gj@prestwich.bury.sch.uk)

Yr 9: Mrs Shaw (ss@prestwich.bury.sch.uk) / Miss Rundle (dr@prestwich.bury.sch.uk)

Yr 10: Mrs Evans (re@prestwich.bury.sch.uk) / Mrs Kay (sak@prestwich.bury.sch.uk)

Yr 11: Mrs Leech (al1@prestwich.bury.sch.uk) / Mr Lyons (dpl@prestwich.bury.sch.uk)

2. 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.

Those with an EHC plan should be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college 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 deputy) know who our most vulnerable children are. They also have the flexibility to offer a place to those on the edge of receiving children's social care support.

The Heys School's safeguarding team will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be Helen Pickavance

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 puts them or their family at risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and The Heys School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, The Heys School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The Heys School will encourage all its vulnerable children and young people to attend school.

3. Attendance monitoring

Local authorities and education settings are not required to complete their usual day-to-day attendance processes to follow up on non-attendance.

The Heys School and social workers will agree with parents/carers whether children in need should be attending school – The Heys School will then follow up on any pupil that they were expecting to attend, who does not. The Heys 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, The Heys School will, when communicating with parents/carers 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, The Heys School will notify their social worker.

4. Designated Safeguarding Leads

The Heys School has a Designated Safeguarding Lead (DSL) and two Deputy DSLs.

The Designated Safeguarding Lead is Helen Pickavance

The Deputy Designated Safeguarding Leads are Rachel Evans (Head Teacher) & Francesca Lord (DH)

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 will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, 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 or college.

It is important that all The Heys School staff and volunteers have access to a trained DSL (or deputy). Staff on site will be made aware of each day who that person is and how to speak to them. The most senior member of staff on site will be acting safeguarding lead if the DSL or Deputies are not in school. They will be able to contact the DSL or Deputies by phone in the event of an urgent safeguarding concern.

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

5. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school's 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 **and** ring the Designated Safeguarding Lead or Head Teacher. This will ensure that the concern is received promptly so appropriate actions can be taken.

Staff are regularly reminded of the need to report any concern immediately and without delay. This is done via weekly email.

If staff who are in school become concerned about an adult working with children in the school, they should use a yellow form to report the concern to the member of senior staff on site that day. 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 Governors, Eammon O'Brien.

The LADO will continue to offer support in the process of managing allegations.

6. Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. All the school DSLs have training which is in date and has been refreshed within the last two years.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

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, re-deployed staff will be given a copy of the receiving setting's child protection policy, KCSIE Part 1, confirmation of local processes and confirmation of DSL arrangements.

7. 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, The Heys 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 (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.

In the event that The Heys School uses 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.

The Heys 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.

The Heys 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.

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

8. Online safety in schools and colleges

The Heys School will continue to provide a safe environment, including online. This includes the use of an online filtering system. The system used by The Heys School is Impero Education Pro.

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

9. 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 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 school's code of conduct.

The Heys School 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
- 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 agreed by school to communicate with students
- Staff should record, the length, time, date and attendance of any sessions held.

10. Supporting children not in school

The Heys School 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.

Details of this plan must be recorded, as should a record of contact have made. This is being done by means of contact tracker spreadsheets assigned to each year group team, the attendance lead, the SENDCo and the DSL. These are being monitored by the DSL. Any safeguarding concerns as a consequence of contact must be recorded on CPOMS and shared with the DSL / Head Teacher immediately so that appropriate action can be taken.

The communication plans can include; remote contact, phone contact, door-step visits (if no other alternative is available). Other individualised contact methods should be considered and recorded.

The Heys 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.

The school will share safeguarding messages on its website and social media (Twitter) page.

The Heys School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of students and their parents/carers. Teachers at The Heys School need to be aware of this in setting expectations of students' work where they are at home.

The Heys 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 and any concerns will be recorded on CPOMS.

11. Supporting children in school

The Heys School is committed to ensuring the safety and wellbeing of all its students.

The Heys 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 Heys 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 COVID19.

The Heys School will ensure that appropriate support is available for children of critical workers and vulnerable children on site. This will be bespoke to each child and recorded on CPOMS.

Where The Heys School has concerns about the impact of staff absence (eg. Designated Safeguarding Lead, members of the safeguarding team or first aiders), the Head Teacher and Senior Leadership Team will ensure changes are made to plug any gaps created by staff absence.

12. Peer on Peer Abuse

The Heys 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 Safeguarding Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

This addendum has been prepared with close reference to the most recent guidance from the government in respect of safeguarding in schools, college and other providers.

The guidance can be found here: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Appendix A: Information for parents on safeguarding procedures during school closure:

During the period of school closure, we are aware that vulnerable families will not have the same access to the school staff who usually support them. We would like to provide some reassurance regarding ongoing access to support during this difficult time.

Our promise to parents & carers:

- Staff will continue to attend any safeguarding meetings in relation to your children provided that these go ahead.
- In the event that meetings are cancelled, we will provide up to date information (via report) to professionals who are working with your family.
- We will endeavour to respond to all emails within 48 hours

In the event that you have a serious safeguarding concern, please find below the numbers for the local Children's Services Departments for our students:

Bury MASH: 0161 253 5678

Salford (The Bridge): 0161 603 4500

Manchester Children Services: 0161 234 5001

Rochdale Children's Services: 01706 647474

IF YOU ARE SERIOUSLY CONCERNED ABOUT YOUR CHILD'S SAFETY OR WELL-BEING AND BELIEVE THEY MAY BE AT RISK OF IMMEDIATE DANGER, PLEASE DON'T HESITATE TO RING 999 TO REPORT YOUR CONCERNS DIRECTLY TO THE POLICE.

If you are concerned about your child's mental health and presentation, please contact Children's and Adolescents Mental Health Services (Healthy Young Minds) directly on the following numbers:

Bury HYM: 0161 716 1110

Salford CAMHS: 0161 518 5400

Manchester CAMHS: 0161 203 3250

Rochdale CAMHS: 01706 676000

The following agencies are also available for support...

NSPCC/ Childline

Children's charity dedicated to ending child abuse and child cruelty.

Phone: 0800 1111 for Childline for children (24-hour helpline)

YoungMinds

Information on child and adolescent mental health. Services for parents and professionals.

Phone: Parents' helpline 0808 802 5544 (Monday to Friday, 9.30am to 4pm)

Website: www.youngminds.org.uk

B-eat

Phone: 0808 801 0677 (adults) or 0808 801 0711 (for under-18s)

Website: www.b-eat.co.uk

PAPYRUS

Young suicide prevention society.

Phone: HOPELINEUK 0800 068 4141 (Monday to Friday, 10am to 10pm, and 2pm to 10pm on weekends and bank holidays)

Website: www.papyrus-uk.org

Samaritans

Confidential support for people experiencing feelings of distress or despair.

Phone: 116 123 (free 24-hour helpline)

Website: www.samaritans.org.uk

The Mix

Confidential support for young people under the age of 25 on a range of issues.

Phone: 0808 808 4994

Website: www.themix.org.uk

Crisis Messenger

Young people can contact Crisis Messenger 24 hours a day, 7 days a week by texting THEMIX to 85258. Their text messaging support service is free and for any issue and they provide in-the-moment support and problem solving when it is most needed. This service is delivered in partnership with Crisis Text Line and Shout.

Text THEMIX to 85258

Group	Staff	How often
Red – High Risk	PMs, HOYs, HP, LK2 and LJ	Daily contact
Amber – Medium Risk	PMs, HOYs, HP, LK2 and LJ	Twice weekly contact
Green – Low Risk	PMs, HOYs, HP, LK2 and LJ	Contact once per week

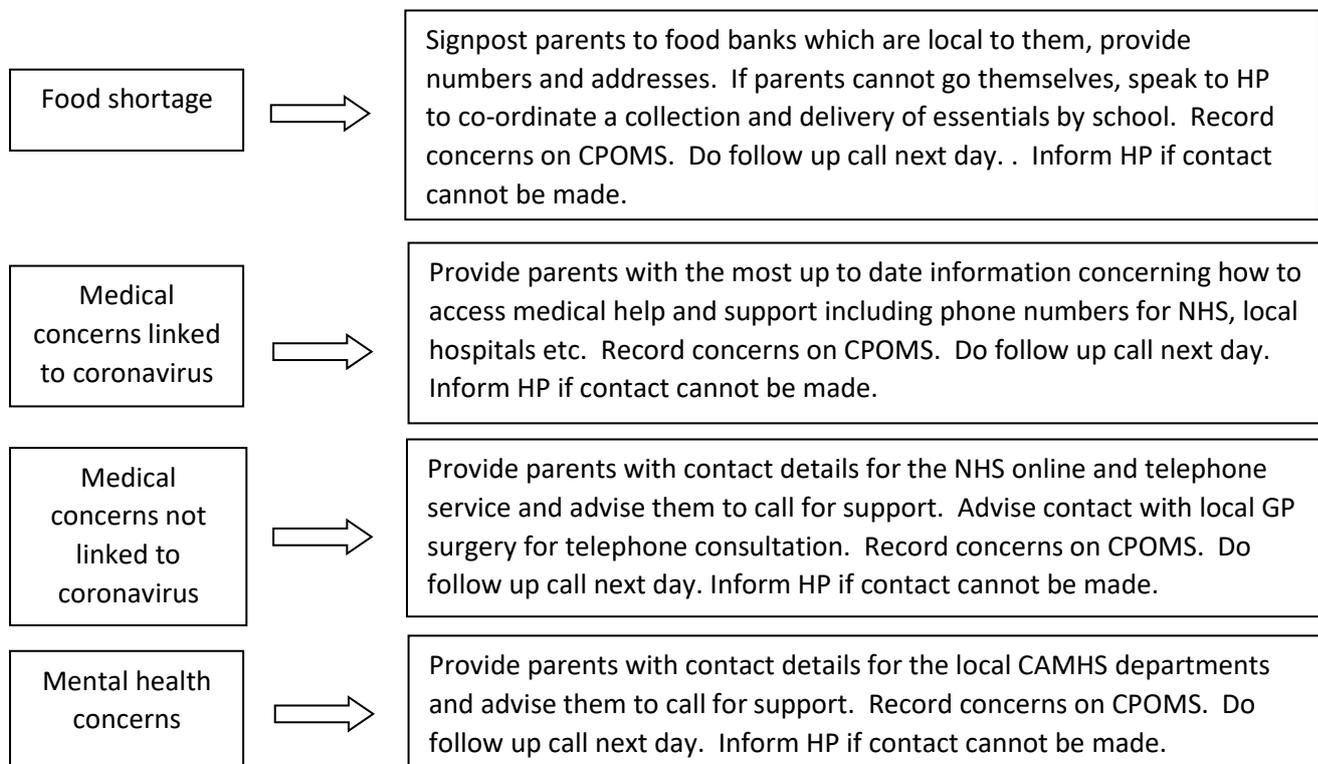
- ALL CALLS MUST BE RECORDED ON THE CALL TRACKER, INCLUDING NON CONTACT CALLS
- ALL CONCERNS MUST BE REPORTED VIA CPOMS AND CONTACT MADE WITH HP / RE1 IN THE EVENT OF ANY URGENT CONCERNS

Questions and themes:

- 1) How are things at home?
- 2) How is everyone feeling? Is everyone well?
- 3) Do you have everything you need in terms of school work?
- 4) Do you have everything you need for the family (eg. groceries, medication etc.)
- 5) Is there anything we can support you with at the moment?

PLEASE NOTE THAT THE PRIORITY TRACKERS ARE FLUID DOCUMENTS AND ADDITIONAL STUDENTS WILL BE ADDED IN THE EVENT THAT WELLBEING CALLS IDENTIFY A SAFEGUARDING CONCERN.

Concerns flagged:



IN THE EVENT OF A SERIOUS SAFEGUARDING CONCERN, PLEASE CONTACT HP OR RE1 IMMEDIATELY. REFERRALS TO BE SUBMITTED AS NORMAL IF REQUIRED WITH DETAILS OF RISK TO YOUNG PERSON.

Please record all details on CPOMS at the earliest opportunity.