

# HINCHINGBROOKE SCHOOL

*Inspiring Excellence Fulfilling Potential Developing Character*



## Safeguarding and Child Protection Policy COVID-19 school arrangements for Hinchingsbrooke School

<b>School Name:</b>	Hinchingsbrooke School
<b>Policy owner:</b>	AJH
<b>Date:</b>	31.03.20 and 29.05.20 with amendments to reflect DfE updates to "Coronavirus (COVID-19): safeguarding in schools, colleges and other providers" on 20.05.20 and 16.07.20 to reflect KCSIE September 2020
<b>Date shared with staff:</b>	31.03.20 and 05.06.20, 04.09.20, December 2020, January 2021
<b>Date published on school website:</b>	02.04.20, December 2020, January 2021

## COVID-19 Phased Return

From 20th March 2020 parents were asked to keep their children at home, wherever possible and where it was safer to do so to slow to spread of COVID-19. Many children will continue to remain at home during the initial stages of the phased return. However, from (17<sup>th</sup>) June, we expect to be able to welcome more children back to Hinchbrooke. Priority will continue to be given to providing school places for 'key worker' children (those children of workers critical to the Covid-19 response) and those classed as vulnerable, with an EHCP or have an allocated Social Worker.

There are also specific plans for welcoming back Year 10 and 12 students on a rota system as contained in KMT's **Reopening Schools: a Hinchbrooke Guide for Students, Staff and Parents**.

The phased return has been carefully planned with reference to Department for Education guidance:

- Actions for education and childcare settings to prepare for wider opening from 1<sup>st</sup> June 2020
- Implementing Protective Measures in Education and Childcare Settings
- Covid-19 Safeguarding in Schools, Colleges and Other Providers.

This revised addendum of our Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements during this time, when schools need to close due to a lockdown, to protect all children, whether attending school or remaining at home, from harm and abuse.

Hinchbrooke School is committed to ensuring the safety and wellbeing of all its students and will ensure compliance with Keeping Children Safe in Education (KCSIE) which remains in force throughout the response to coronavirus (COVID-19). The following safeguarding principles remain unchanged:

- 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 is available at all times, either in person or remotely by phone or on line;
- 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.

## Key Contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead (DSL)	Tony Heath	07595 001882	<a href="mailto:ajh@hinchbk.cambs.sch.uk">ajh@hinchbk.cambs.sch.uk</a>
Deputy Designated Safeguarding Leads (DDSL)	Alison Setchfield (AZS); Alie Winter (AW); Kathy Bradford (KB); Brad Panther (BAP); Rebecca Bierton (REB); Jo Edwards (JCE); Julie	AZS 07872 422173 JAC 07808 524621	<a href="mailto:azs@hinchbk.cambs.sch.uk">azs@hinchbk.cambs.sch.uk</a> <a href="mailto:aw@hinchbk.cambs.sch.uk">aw@hinchbk.cambs.sch.uk</a> <a href="mailto:kb@hinchbk.cambs.sch.uk">kb@hinchbk.cambs.sch.uk</a> <a href="mailto:bap@hinchbk.cambs.sch.uk">bap@hinchbk.cambs.sch.uk</a> <a href="mailto:reb@hinchbk.cambs.sch.uk">reb@hinchbk.cambs.sch.uk</a> <a href="mailto:jce@hinchbk.cambs.sch.uk">jce@hinchbk.cambs.sch.uk</a> <a href="mailto:jac@hinchbk.cambs.sch.uk">jac@hinchbk.cambs.sch.uk</a> <a href="mailto:cop@hinchbk.cambs.sch.uk">cop@hinchbk.cambs.sch.uk</a>

	Connor (JAC) and Caroline Pittock (COP)		
SENDSCO	Rebecca Berton (REB)	As above	As above
Principal	Mark Patterson		<a href="mailto:mjp@hinchbk.cambs.sch.uk">mjp@hinchbk.cambs.sch.uk</a>
MAT CEO	Andrew Goulding		<a href="mailto:ceo@acesacademies.co.uk">ceo@acesacademies.co.uk</a>
Trust Safeguarding Manager	David McMillan		<a href="mailto:drm@hinchbk.cambs.sch.uk">drm@hinchbk.cambs.sch.uk</a>
Chair of Governors	Matthew Ryder		<a href="mailto:Matthew.ryder@hinchbk.cambs.sch.uk">Matthew.ryder@hinchbk.cambs.sch.uk</a>
Safeguarding Governor / Trustee	Vicky McGregor		<a href="mailto:Victoria.mcgregor@hinchbk.cambs.sch.uk">Victoria.mcgregor@hinchbk.cambs.sch.uk</a>
Designated Teacher – Children in Care (CIC)	Tony Heath Assisted by Alison Setchfield	As above	As above

## Supporting Children In School

Hinchingbrooke is committed to ensuring the safety and wellbeing of all its students.

The Principal will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.

We will refer to the Government guidance for education and childcare settings on how to implement protective measures including social distancing: [implementing protective measures in education and childcare settings](#)

The school continues to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of Covid-19.

Hinchingbrooke will continue to be a safe space for all children to attend and flourish. We recognise that for those children returning to school as vulnerable children or the children of critical workers will be challenging and staff will support children to adjust to the necessary changes to the school environment and routines. Supporting student wellbeing will be at the forefront of our approach and school staff will seek to provide reassurance to students as we manage the transition period. Staff will talk to the children about the changes to the school day in an age appropriate manner, acknowledge and listen to their anxieties and support them to understand the altered routines.

We recognise that the current circumstances may adversely affect the mental health of children and their parents. School staff have been briefed to look out for changes in behaviour or in a child's emotional state, which could range from being excessively clingy, fearful, withdrawn or aggressive as more children return to school. As always, student wellbeing is at the heart of our work, and school staff will seek to provide appropriate support for students both in school and where required from specialist services.

Hinchingbrooke recognises that for some children, home may not be a safe space, and there may be children who are relieved to return to school. School staff have been reminded of the need to respond sensitively to

students' differing experiences during the period of school closure. School staff have been asked to be particularly vigilant, as more children return to school, for signs and indicators that a child may have experienced abuse or neglect. School staff have been trained about how to handle a disclosure from a child, and understand that any safeguarding concerns, including those that relate to the period of school closure, must be referred immediately to the Designated Safeguarding Lead (DSL) or deputies (DDSL) in the usual way.

Prior to children returning to school, parents and carers will be asked to ensure that all personal details held by the school, such as emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. At this time, parents and carers will also be asked to advise the school if there are any changes regarding the child's welfare, health and wellbeing that it would help school to be made aware of. Where the school is aware of particular circumstances affecting a child or family, such as bereavement, a relationship breakdown, an incident of domestic violence, this will be shared with staff on a need-to-know basis so that children can be best supported.

### **Supporting Children Not in School**

Hinchingbrooke is committed to ensuring the safety and wellbeing of all its children and young people.

We recognise that some children will not be eligible to return to school immediately due to the phased nature of re-opening, and that some parents/carers of children eligible to attend may choose not to send them to school at this time.

Hinchingbrooke 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 Hinchingbrooke need to be aware of this in setting expectations of students' work where they are at home.

Where the DSL has identified a child about whom there have been concerns but not currently open to social care, or who would normally receive pastoral-type support in school, we ensure that a robust communication plan is in place for that child or young person.

Details of this plan will be recorded and a record of all contact made.

Hinchingbrooke and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan will be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

If we are unable to contact a child about whom there have been concerns after a reasonable number of attempts, we may need to seek further advice about safe and well checks.

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

### **Vulnerable Children**

All vulnerable children continue to be eligible to attend school full time during the period of phased opening. This applies regardless of whether their year group is due to return to school as part of the phased return, and regardless of whether they had chosen to access school provision prior to the phased return.

Vulnerable children include those 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 school and local authority's discretion

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 about whom there have been concerns but not currently open to social care.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Hinchingbrooke has identified key children who, although not defined as vulnerable using the above criteria, we feel require additional checks during the school closure. These have been identified by the pastoral teams of Heads of Year, Alternative Provision (AP) , Safeguarding and Attendance and include children who for example access AP programmes, are young carers or who receive counselling. All names are kept confidentially on a welfare register.

Contact will be made at least once a week using school mobile and email. If staff have to use their own phones then they should ensure call screening is used to protect their own numbers and privacy.

If concerns are raised on students during the school closure period e.g. via My Concern, SHARP, police notifications to school of domestic abuse etc. then the names of the young people involved will be added to the welfare checks register.

Hinchingbrooke 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 (LAC) and previously looked-after children, now referred to as Children in Care (CIC). The lead person for this will be: Tony Heath as DSL and supported by the other DDSLs in school.

There is an expectation that vulnerable children who have a social worker will attend an education setting, unless the child/household is shielding or clinically vulnerable. 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 Hinchingbrooke will explore the reasons for this directly with the parent/carer.

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

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

### **Attendance Monitoring**

Hinchingbrooke will resume taking attendance registers from 1 June and continue to complete the online Educational Setting Status form which gives the Department for Education (DfE) daily updates on how many children and staff are attending: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>. Hinchingbrooke was also sending this information to the Local Authority via a local survey to inform local planning for children in Cambridgeshire and Peterborough.

The latter will however, cease as from June and only the DfE return will be completed. The LA will have access to the school's DfE return on attendance.

We will continue to follow up with any parent/carer if they were expecting the child to attend and they subsequently do not attend school. Non-attendance will be followed up in line with the school's normal attendance protocols.

Hinchingbrooke will continue to inform Children's Social Care if a child with a Social Worker does not attend school either in person or remotely.

### **Designated Safeguarding Lead Arrangements**

Hinchingbrooke has a Designated Safeguarding Lead (DSL) and Deputy DSLs.

The Designated Safeguarding Lead is: Tony Heath (AJH)

The Deputy Designated Safeguarding Lead/s are: Alison Setchfield (AZS); Alie Winter (AW); Kathy Bradford (KB); Brad Panther (BAP); Rebecca Bierton (REB); Jo Edwards (JCE); Julie Connor (JAC) and Caroline Pittock (COP)

We will endeavour to have a trained DSL (or deputy) available on site. Where this is not possible, a trained DSL (or deputy) will be available to be contacted via phone or email and through our electronic recording system, My Concern

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.

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

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which are being held remotely.

Hinchingbrooke recognises that the dual challenge of maintaining contact with vulnerable children not attending school, and the potential for increased referrals as staff members raise concerns about those children now returning to school. Therefore, additional capacity has been created through an increase in non-teaching time available for the DSL (and/or deputies).

### **Reporting a Concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy. Hinchingbrooke uses an electronic recording system, My Concern, which staff can access from home.

Any concern over a child's welfare and wellbeing should be recorded via My Concern.

The school website has a series of links to offer support:

The SHARP system for students and parents/carers to make referrals, anonymous if necessary, about concerns over a young person's personal safety, safety or well-being in and out of school

The school website, using "Our School" and the "Safeguarding" links and especially the Wellbeing Support and key links for help and support and Help and Advice for Parents/Carers

<https://www.hinchingbrookeschool.net/attachments/download.asp?file=2860&type=pdf>

<https://www.hinchingbrookeschool.net/page/?title=Help+%26amp%3B+Advice+for+Parents%2FCarers&pid=713>

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 Principal in line with the Safeguarding and Child Protection Policy. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal.

Concerns around the Principal should be directed to the CEO of ACES Academies Trust, Andrew Goulding.

### **Safeguarding Training and Induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. In the interim, Designated Safeguarding Leads continue to keep themselves up to date with safeguarding developments through updates from the LA Education Safeguarding Team, accessing the Knowledge Hub and via the Safeguarding Children Partnership Board communications and website.

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.

The Local Authority Education Safeguarding Team is providing advice and guidance, where needed, to schools through a dedicated helpline.

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2019). The DSL will 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 Hinchingsbrooke they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the school's Safeguarding and Child Protection Policy, guidance on local processes and confirmation of DSL arrangements. We will also ask them to complete on-line safeguarding training via Smartlog.

### **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, Hinchingsbrooke will continue to follow the relevant safer recruitment processes for our setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020).

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.

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

There is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during partial school closures. If for any reason we have concerns about an individual, new checks will be obtained in the usual way.

Where Hinchingsbrooke are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Hinchingsbrooke 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 179 of KCSIE.

Hinchingsbrooke will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 143 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](mailto: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, Hinchingsbrooke will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 – 171 in KCSIE.

The SCR will log everyone that will be working or volunteering in school on any given day, including any staff who may be on loan from other institutions. The SCR will log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

### **Online Safety in Schools and Colleges**

Hinchingsbrooke 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 and College**

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.

School closures bring lots of challenges for both school staff and parents, and both are increasingly looking to the benefits of technology to continue delivering some form of learning experience for children.

As always, there are huge benefits to be gained from the appropriate use of technology, and accessing learning resources whilst at home is a great example of this. However, parents (and teachers) need to be aware of the potential risks that go along with this.

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

The majority of on-line work set by school is via Doodle. Staff should also be cautious and vigilant to any other on-line materials and websites they recommend to students. If unsure advice should be taken from SLT and the safeguarding team.

For staff using face to face on-line communication care should be taken and staff must follow clear guidance as set out in Cambridge Music safeguarding policy.



The summary arrangements include:

- The video call should start and preferably finish with you speaking to the parent/carer as an introduction
- The lesson can continue with parents 'nearby' not necessarily in the room but in a vicinity
- Ensure no identifiable features are in the background, use a blank wall or curtain
- No other household members should be around (in the teacher and student setting)
- You and the student are appropriately dressed
- Consider recording the session, but follow the recording guidelines

### **Radicalisation**

School staff have received training about Prevent. The school has a Prevent Lead: (AJH as the DSL). All school staff are aware of the need to treat concerns about radicalisation as safeguarding concerns, and immediately share them with their Designated Safeguarding Lead (or deputies). DSLs continue to refer concerns about radicalisation to partner agencies, including Channel Panel which remains operational, in line with usual procedures.

The Department for Education has also published information here on [prevent management support for schools and colleges](#).

### **Peer on Peer Abuse**

Hinchingbrooke 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 our Safeguarding and 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 and appropriate referrals made.

### **Children moving schools**

As always, where children join our school from other settings we will seek confirmation from the forwarding school's DSL whether they have a Safeguarding File or SEN statement/EHCP. This file must be provided securely before the child begins at our school and a call made from our DSL or a deputy to the forwarding school's DSL to discuss how best to keep the child safe.

In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed social worker and where relevant for the Virtual School Head.

Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely copied to the forwarded placing school DSL and will be securely returned to the forwarding placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

This policy has been remotely approved by Governors on 06/06/2020 and is available on the school website at link <https://www.hinchingbrookeschool.net/page/?title=Policies+M+%2D+S&pid=46>