



## HILLSTONE PRIMARY SCHOOL

**COVID-19 HILLSTONE SAFEGUARDING AND CHILD PROTECTION POLICY UPDATE (TO BE READ IN CONJUNCTION WITH HILLSTONE'S MAIN POLICY)**

**Updated 30<sup>th</sup> March 2020, in line with DfE Covid 19 safeguarding in schools, colleges and other providers guidance**

[safeguarding in schools, colleges and other providers](#)

HILLSTONE Hillstone Primary

POLICY OWNER:- G Sparrow

DATE OF UPDATE:- 01.04.2020

DATE SHARED WITH STAFF:-01.04.2020

## CONTEXT

From 20th March 2020 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.

### Hillstone Plans

We have considered our response in three phases:

Phase 1: Up to Easter Holidays

Phase 2: Easter Holiday

Phase 3: Beyond Easter Holidays

Hillstone will remain open for vulnerable children and the children of key workers. Staff will be in school on a rota basis during phase 1 and 3 and asked to volunteer for phase 2. We will be open in the Easter holidays except for bank holidays. There will always be a DSL on site (or available to contact). Sandra O 'Gara will be the named First Aid contact and lives just 2 minutes from school so if there are no other first aiders on site she must be contacted. During phase 1 and 3 staff will continue to work from home where possible. We do not intend to open to the children of other schools who have not opened as we believe this would not only be presenting a safeguarding issue, leaves Hillstone staff unprotected, and flies in the face of the advice regarding limiting numbers. We therefore feel we will not need staff or volunteers from another school to be on our site. However, these issues have been considered in our formal addendum to the Hillstone Safeguarding and child protection policy in case the need does arise.

Teaching staff working from home will provide learning activities for in school. These are overseen by their phase leaders to ensure quality. All teachers are uploading work on to the web site for parents to access for home learning.

We are open from 8.00am to 6.00pm and providing breakfast, lunches and after school meals. We provided school meals bags for free school meal children during the first week and thereafter will distribute vouchers.

### Communication plan

Our web site has links to online safety advice and is the repository for our home learning, links to other useful sites includes internet safety advice for children and the number of Childline. Parents can contact the school via the [enquiry@hillstone.org.uk](mailto:enquiry@hillstone.org.uk) . If they have a safeguarding concern, they can e mail [safeguarding@hillstone.org.uk](mailto:safeguarding@hillstone.org.uk). Both of these e mail addresses are monitored during school hours in phases 1,2, and 3. Mr King is sending out regular forms to parents phones, using our group communication system. These inform parents about home learning, school opening times and other competitions or communications we have been able to set up. The office has communicated with parents entitled to a free school meal via group communication system.

We have a joint excel spread sheet where we are recording contact with all parents. This is following the advice given by Birmingham Local Authority

Vulnerable children : Throughout all phases, those on CP or CIN will receive a doorstep visit from a professional once a week. This will be either from Hillstone professional or social worker. Other vulnerable children will receive a phone call once a week from Hillstone

SEN: Sendco will make phone call to all children on register once a week, during phases 1 and 2

All other children: The office staff will contact all other children during phases 1 and 2 at least once a fortnight. The Head Teacher will oversee this daily and follow up any issues that have arisen from phone calls.

## **This is an addendum to the Hillstone Safeguarding, and Child Protection policy.**

Key contacts: Gill Sparrow, Jason King

Designated Safeguarding Lead : Gill Sparrow

Deputy Designated Safeguarding Lead : Lillian Hepburn

Chair of Governors :Tracy Flood

Safeguarding Governor: Lisa Green

### **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.

Hillstone recognises that previously looked after children are a potentially vulnerable group who may not have a social worker and will consider the support and offer to this cohort of children. In particular families and friend's carers may need additional support. Some previously looked after children may still have significant emotional wellbeing needs linked to their journey into care. Education settings have a key role in supporting the stability of those children with special guardianship orders or in adoptive homes.

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 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 have the flexibility to offer a place to those on the edge of receiving children's social care support.

Hillstone 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. We will work with social workers to ensure that Personal Education Plans (PEPs) for Looked After Children are up to date with the current education offer that looked after children are accessing.

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 put them 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 Hillstone will explore the reasons for this directly with the parent.

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

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

### **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. The department has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places

Hillstone and social workers will agree with parents/carers whether children in need should be attending school. Hillstone will then follow up on any pupil that they were expecting to attend, who does not. They 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, Hillstone 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, Hillstone will notify the relevant social worker.

At Hillstone, 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 systems 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 Academy.

It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of 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 Hillstone Safeguarding Policy. Staff are reminded of the need to report any concern immediately and without delay using the CPoms system.

Where staff are concerned about an adult working with children in Hillstone they should report the concern to the Head Teacher. If there is a requirement to make a notification to the Head Teacher whilst away from the site, this should be done verbally and followed up with an email.

Concerns around the Head Teacher should be directed to the Chair of Governors. Hillstone will continue to offer support in the process of managing allegations.

## **Safeguarding Training and induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

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.

All existing Hillstone 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. This will include contact numbers and emails for DSL's/DDSLs' if not on site.

Where new staff are recruited they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting **OUTSIDE** Hillstone, that HILLSTONE will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the original school 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

For movement amongst schools, then Hillstone should seek assurance from the donor school that the member of staff has received appropriate safeguarding training. Upon arrival, they will be given a copy of the receiving setting's Child Protection Policy, confirmation of local processes and confirmation of DSL arrangements.

## **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, Hillstone 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.

Where Hillstone are utilising volunteers, that Hillstone 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.

Hillstone 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.

Hillstone will also 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 anybody working in Hillstone is aware, on any given day, which staff/volunteers will be in Hillstone, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Hillstone will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **Online safety in Hillstone**

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

### **Children and online safety away from Hillstone**

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 Hillstone Child Protection 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 Hillstone code of conduct.

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

### **Supporting children not in Hillstone**

Hillstone is committed to ensuring the safety and wellbeing of all their 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 Hillstone they will 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.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

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

Hillstone recognises that school is a protective factor for children and young people, and that the current circumstances, can affect the mental health of pupils and their parents/carers. All Hillstone staff are aware of this in setting expectations of pupils' work where they are at home.

Hillstone will ensure that where they care for children of critical workers and vulnerable children on site, they ensure appropriate support is in place for them.

## **Supporting children in Hillstone**

Hillstone is committed to ensuring the safety and wellbeing of all its pupils. Our pupils will continue to be a safe space for all children to attend and flourish. Our Governors and Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Hillstone 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. They 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 Hillstone has concerns about the impact of staff absence – such as the Designated Safeguarding Lead or first aiders – they will discuss them immediately with the Chair of Governors

## **Peer on Peer Abuse**

Hillstone recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where Hillstone 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 the Hillstone Child Protection Policy.

Concerns and actions will be recorded appropriate referrals made.

## **Sources of Information**

- Birmingham City Council – Safeguarding slides
- Keeping children Safe in Education 2019
- <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools>