



COVID-19 arrangements for safeguarding and child protection at Hawridge & Cholesbury C of E School

School name: Hawridge & Cholesbury C of E School

Policy owner: Rosie Phillips

Date: April 2020 Reviewed November 2020

Date shared with governors: 25.11.20

Date shared with staff: 27.11.20

Updated January 2021

The safety and welfare of all children at Hawridge & Cholesbury C of E School is a priority and the principles within the Keeping Children Safe in Education (KCSiE) 2020 and our CP Policy apply.

Designated Safeguarding Lead

Role	Name	Phone	Email
Designated Safeguarding Lead (DSL)	Rosie Phillips	01494 758368	office@hawridge-cholesbury.bucks.sch.uk
Headteacher if not DSL or DDSL			
Deputy Designated Safeguarding Lead (DDSL)	Lucia White (partially trained)	01494 758368	office@hawridge-cholesbury.bucks.sch.uk
Chair of Governors	Sue Walton		office@hawridge-cholesbury.bucks.sch.uk
Safeguarding Governor	Sue Walton		office@hawridge-cholesbury.bucks.sch.uk

A member of the DSL team will always be available during school hours. 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 designated senior member of staff will assume responsibility for co-ordinating safeguarding on site.

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

Responsibilities

We continue to take a whole school approach to safeguarding and it is the responsibility of all staff to report any concerns that they may have for the safety and/or welfare of any children with whom they have contact. This contact may be via e-mail, virtual teaching, through a phone call or directly with the child.

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.

A written notification, Letter of Assurance, will be obtained from a setting or school if any of their staff members come to work at Hawridge & Cholesbury C of E School and a risk assessment will be put in place.

Any volunteers coming into Hawridge & Cholesbury C of E School, will be subject to relevant checks being completed 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. A risk assessment will be put in place on an individual basis.

Any staff or volunteers, carrying out duties in this school, who are usually based in another setting, will read the school's Child Protection Policy and KCSIE 2020, Part 1& 2 and annexe A. They will be informed of who the DSLs are and made aware of the school and local procedures for reporting concerns.

Induction to safeguarding training will be completed by the DSL/ Headteacher (Rosie Phillips) for any volunteers who are not familiar with our school.

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that Hawridge & Cholesbury C of E School is aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Hawridge & Cholesbury C of E School will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE.

Our DSL/ Headteacher (Rosie Phillips) will ensure that they keep informed of any up to date information, both at a local or national level, as a result of COVID-19, that will impact the welfare of all children within Hawridge & Cholesbury C of E School and will ensure that relevant information is shared with all staff, including any staff who may be carrying out temporary duties.

The DSL/ Headteacher (Rosie Phillips) will ensure that the child protection files are kept up to date and any required information is shared with the relevant agencies.

All staff have been emailed a copy of the Record of Concern sheet and are aware of who to contact and how should a safeguarding concern arise.

All staff continue to have a duty to report any concerns about the conduct or actions of any other member of staff. This report will be made to the Headteacher or Chair of Governors in accordance with the school's Whistleblowing Policy.

Vulnerable children

Vulnerable children include:

- Children who have a social worker
- Children with Child in Need (CIN) Plans
- Children on Child Protection (CP) Plans
- Looked after children
- Young carers
- Disabled children
- Pupils with Education, Health and Care (EHC) Plans (0-25)
- Children who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)

In the event of a whole school closure, children who are known to our school and are deemed to be vulnerable will be offered a place in order to continue to attend, so long as they do not have underlying health conditions that put them at risk. If, however, we are unable to staff our school due to illness a place will be sought at a nearby setting.

Hawridge & Cholesbury C of E School will offer support to those children and parents/carers, who have concerns about the child contracting Covid-19 through attendance at school. School will also refer to the guidance published by Public Health England and follow their advice. In cases where the child has a social worker, we will make contact with them to discuss the concerns. Guidance will also be sought from the Virtual School Head for children who are looked after (CLA).

Hawridge & Cholesbury C of E School will identify those children who are a concern, but do not meet the criteria to be classed as a vulnerable child. In the event of a whole school closure, a designated senior member of staff (Heather Woodward) will phone these children each week and liaise with the DSL/ Headteacher and class teacher regarding outcomes of the conversation. A log will be kept recording all conversations, actions and concerns. If door step visits are considered necessary then these will be subject to a full risk assessment including advice on appropriate PPE and will only be carried out with the express approval of the Head Teacher.

Those with an EHCP will be risk-assessed by the school in consultation with the local authority (LA) 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.

Hawridge & Cholesbury C of E School 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 for looked-after and previously looked-after children. Hawridge & Cholesbury C of E School will regularly review CP/CIN cases to determine vulnerability and prioritise resources accordingly. The lead person for this will be: Rosie Phillips.

Hawridge & Cholesbury C of E 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.

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers at our school will be aware of this in setting expectations of pupils' work whilst they are at home. Hawridge & Cholesbury C of E School will refer to the separate guidance on providing education remotely. See Contingency plan on the school website.

During periods of whole school closure/ Lockdown, appropriate support is in place for children of critical workers and vulnerable children attending school. The government

guidance [mental health and behaviour in schools](#) will be referred to in order to support mental health issues that can bring about changes in a child's behaviour or emotional state, which can be displayed in a range of different ways, and that can be an indication of an underlying problem.

Support for pupils and students in the current circumstances will include existing provision in the school (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services. Further advice on support can be found on schoolsweb at <https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-mental-health-and-well-being/>

Online Safety

All staff are aware of the Hawridge & Cholesbury C of E School E-Safety Policy, however during this period of the COVID-19 outbreak, there are other aspects of E-safety that need to be considered. See the Updated E-Safety Staff and Pupil Internet code of Practice' and guidance document.

All staff at Hawridge & Cholesbury C of E School must be reminded to familiarise themselves with the following policies:

- Staff code of conduct
- ICT Acceptable Use
- Social media guidance

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

Hawridge & Cholesbury C of E School will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

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

- 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 provided by Hawridge & Cholesbury C of E School to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.
- Parental consent will be obtained prior to any pupil taking part in a virtual lesson.
- Teachers must not engage in any 1:1 virtual teaching sessions.
- Ensure that ground rules are in place so that children have a good understanding of how the sessions will be organised and run.
- Consider the needs of vulnerable pupils, such as SEND.

[Guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) is available which could help plan online lessons and/or activities and deliver them safely.

Hawridge & Cholesbury C of E School will ensure that 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 school, children will be signposted to age-appropriate practical support from, for example:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Parents and carers may choose to supplement the school online offer with support from online companies and in some cases individual tutors. In the communications with parents and carers, Hawridge & Cholesbury C of E School will emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. 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 carers 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.

Supporting children learning remotely

Hawridge & Cholesbury C of E School and its Headteacher/DSL will work closely with all stakeholders to maximise the effectiveness of the Remote Learning Plan and Risk Assessment. These plans are reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any modifications as appropriate.

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

Supporting children in school including during periods of whole school closure

Hawridge & Cholesbury C of E School will continue to be a safe space for all children to attend and flourish including during periods of remote learning. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Hawridge & Cholesbury C of E 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. See the regularly reviewed and updated Covid19 risk assessment on the school website.

Peer on Peer Abuse

Hawridge & Cholesbury C of E School recognises that during periods of closure a revised process may be required for managing any report of such abuse and supporting victims. The Eschools messaging platform aids communication directly between parents and teachers. Pupils and parents will be informed of the procedures to report any concerns if they are different. A reminder of procedures will be sent. A specific member of staff contacts vulnerable families by telephone weekly and class teachers will also call parents to offer support in managing concerns.

Hawridge & Cholesbury C of E School recognises that during periods of remote learning, children may have more frequent access to online devices, which has the potential to lead to online peer on peer abuse. These would include:

Sexting

Online abuse

Peer-on-peer grooming

Distribution of youth involved sexualised content

Harassment

Where a school receives a report of peer on peer abuse, it will be addressed promptly and appropriately, following 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 child, parents/carers and multi-agency partners, including a report to the police, if required, to ensure the safety and security of that young person.

Concerns and actions must be recorded, and appropriate referrals made.

Attendance monitoring

Contingency Plan Stage 3 (most children required to remain at home)

During periods of whole school closure, Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. However, at Hawridge & Cholesbury C of E School, class teachers keep registers of children attending live lessons and submitting work. Where there is a pattern of lower engagement, class teachers will discuss and agree appropriate next steps with senior leaders.

For those children where it has been agreed between the school, social workers and parents/carers that they will be attending school during this time, the school will follow up on any pupil who does not arrive at the agreed time including both vulnerable children and the children of Critical workers.

In all circumstances where a vulnerable child does not take up their place at school or discontinues, a DSL will notify their social worker if the child has one.

To support the above, Hawridge & Cholesbury C of E School will, when communicating with parents/carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

The Department for Education has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. In addition the school completes a daily attendance form for the local authority. 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.

Contingency Plan Stage 1 and 2 (individual pupils or whole bubbles switch to remote learning whilst they self-isolate)

The schools normal attendance monitoring procedures will apply for those children in school and a register will be kept of work uploaded for those remote learning. The school will maintain regular contact with families during this time through the Eschools messaging service, the office email and telephone calls.

Children moving schools

If any children are attending another setting, all relevant welfare and child protection information will be shared with that school. All relevant contacts, including social care contacts will also be shared with the school.

For looked-after children, any change in school must be led and managed by the Virtual School Head. The receiving school must be made aware of the reason the child is vulnerable and any arrangements in place to support them.

The receiving school will have access to a vulnerable 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 is (and, for looked-after children, who the responsible Virtual School Head is). All medical information must be shared with the receiving school and suitable arrangements made for any children requiring medication to be administered. A risk assessment and protocol will be drawn up to cover individual cases. Contact telephone numbers will be shared with any receiving school. Wherever possible this will take place prior to the child arriving or as soon as possible following their arrival.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEND provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders must take responsibility.

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR this legislation does not prevent the sharing of information for the purposes of keeping children safe. School must follow the advice about information sharing that can be found at paragraphs 76-83 of KCSIE.

All staff will be sent this additional policy to read and to sign to say they have read and understood the content.

If staff are working from home they will be asked to email confirming the above.