



Child Protection and Safeguarding: COVID-19 Addendum

Board of Trustees approved:

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Responsible person: Designated Safeguarding

Content

Page No.

Important contacts	3
1. Scope and definitions	3
2. Core safeguarding principles	3
3. Reporting concerns.....	4
4. DSL (and deputy) arrangements	4
5. Working with other agencies.....	4
6. Monitoring attendance	4
7. Peer-on-peer abuse.....	5
8. Concerns about a staff member, supply teacher or volunteer	5
9. Contact plans.....	5
10. Safeguarding all children	5
11. Online safety.....	6
12. Mental health	7
13. Staff and volunteer recruitment.....	7
14. Safeguarding induction and training	8
15. Monitoring arrangements.....	8
16. Links with other policies.....	8

Important contacts

All contacts for Safeguarding stated in both the Safeguarding and Child Protection policy remain the same.

This addendum reflects updated advice from our 3 local safeguarding partners.

1. Scope and definitions

This addendum applies from the start of the Autumn term 2020. It reflects updated advice from our 3 local safeguarding partners Hertfordshire Constabulary, East and North Herts Clinical Commissioning Group and Hertfordshire County Council (HCC)

<https://hertsscb.proceduresonline.com/index.htm>

It sets out changes to our normal Child Protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and / or public health advice, such as if there is a local lockdown or if they need to self-isolate.

In this addendum, where we refer to vulnerable children, this includes all pupils at Hailey Hall.

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or deputy (DDSL) will be available at all times (see section 4 for details of our arrangements)
- It is essential that unsuitable people do not enter the school workforce or gain access to children
- Children should continue to be protected when they are online.

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a pupil immediately. It is still vitally important to do this, both for pupils at school and those at home.

Staff will be able to use our usual procedures to report any concern stated in our Child Protection policy.

As a reminder, all staff will continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We will have a trained DSL or Deputy DSL on site at all times when the school is open to pupils. Details of all important contacts are listed in the Child Protection Policy.

5. Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority, about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need.

6. Monitoring attendance

We will continue taking our attendance register. We will also follow [guidance](#) from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and / or public health advice, is absent for a necessary religious observance).

Where any pupil we expect to attend school doesn't attend, or stops attending, we will follow our Attendance policy and procedures.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both pupils attending school and those at home.

Staff will be able to use our usual procedures to report any concern stated in our Child Protection policy.

8. Concerns about a staff member, supply teacher or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff / supply teachers/volunteers working on site or remotely.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Contact plans

We have contact plans for pupils with a social worker, and other pupils who we have safeguarding concerns about, for circumstances where the pupil is at home.

- Hailey Hall school will make regular contact – this will be at least once a week
- The staff member(s) that will make contact – as far as possible, will be staff who know the family well
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both

If we cannot make contact, we will follow our Attendance policy and procedures.

10. Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above.

10.1 Children returning to school

Hailey Hall will do all that is reasonable to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before the pupils return to school. All changes are to be communicated to the DSL.

The DSL (and deputies) will be given time to support staff and pupils regarding new concerns (and referrals as appropriate) as the pupils return to school.

Staff and volunteers are alerted and will have ongoing updates to any new safeguarding concerns as they see pupils in person.

10.2 Pupils at home

The school will maintain contact with pupils who are at home. Staff will try to speak directly to pupils at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary, they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school. Hailey Hall IT is managed by Interm and they have a responsibility to ensure there is a member of staff available to the school.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Staff Code of Conduct, Online Safety policy and the Online Safety Acceptable Use Agreement.

Staff will ensure that the Senior Leadership Team are aware of any online contact between them and a pupil prior to the meeting.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

12. Mental health

12.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

The DSL and therapist will support and signpost parents/ carers to get help and involve agencies and children services where necessary.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Hailey Hall's therapist will, where possible, offer support via phone calls, video calls or home visits.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum.

13. Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 183-188 of Keeping Children Safe in Education.

14. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education.

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated by **Stevie Sharp, Designated Safeguarding lead**. At every review, it will be approved by the Board of Trustees.

16. Links with other policies

This policy links to the following policies and procedures stated in our Safeguarding Policy:

- Child Protection Policy
- Safeguarding Policy
- Staff Code of Conduct
- Online Safety Acceptable Use Agreement