



Arrangements for Child Protection and Safeguarding During Covid -19 school closures

This document forms an extraordinary amendment to the policy already in place

and is operational from 31st March 2020 for as long as required

Document may be subject to updates if situation changes

- **Introduction**
- **Pupils on site**
- **Reporting concerns**
- **Safeguarding all pupils**
- **Online safety and providing off site teaching**
- **Safer recruitment / movement of staff and staff training**
- **Peer on peer abuse**
- **Domestic abuse**
- **Appendix 1**
- **Support services information**
- **Addendum 2 – Jan 2021**

Introduction

From 20th March 2020 schools have been required to close to the majority of pupils and to remain open only for the children of identified essential workers (related to the COVID - 19 virus and emergency measures in place) and some groups of pupils identified as particularly vulnerable.

This document forms part of Hornsby House School's Children Protection and Safeguarding policy and contains the adjustments Hornsby House School is making to operational practice and safeguarding practice during the COVID -19 emergency measures. It is written in line with Government guidance **Coronavirus (COVID – 19): safeguarding in schools, colleges and other providers – published 27th March 2020**.

This document will be kept under review and amended if necessary if further guidance is issued by the Government.

If the situation arises where Hornsby House School either hosts as a cluster school, or where pupils from Hornsby House School are educated at another local school as a result of local cluster arrangements all schools involved will uphold the principles in Keeping Children Safe in Education (KCSiE) 2020 and this policy.

The way in which Hornsby House School is currently operating in response to COVID-19 is fundamentally different to how we would normally operate, however, a number of important safeguarding principles remain the same:

- The welfare of children remains our key priority;
- The best interests of children will always continue to come first;
- If any staff member or volunteer has a safeguarding concern about any child, they will continue to respond appropriately, pass on concerns to the DSL and appropriate and timely action will be taken;
- A DSL or deputy will be available, either onsite or remotely;
- Unsuitable people will not be allowed to enter the children's workplace and/or gain access to children;
- Children will continue to be protected when they are online.

All safeguarding leads and deputies can be contacted at safeguarding@hornsbyhouse.org.uk

Alternatively The DSL and DDSLs can usually be contacted as follows:

DSL - Mr Alistair Gerry - email alistair.gerry@hornsbyhouse.org.uk

DDSL - Mr Edward Rees – email at Edward.rees@hornsbyhouse.org.uk

DDSL- Mrs Rebecca Flute - email rebecca.flute@hornsbyhouse.org.uk

DDSL – Mrs Amy Gemmell – email amy.gemmell@hornbyhouse.org.uk

We will endeavour to have a trained DSL (or DDSL) available to staff at all times, wherever possible this person will be onsite, where this is not possible they will be available to be contacted via mobile or online video link. Staff have been provided with contact details for all key members of staff.

If a DSL (or DDSL) is not available a nominated senior leader (Jennifer Paul or Mark Peters) will take responsibility for the co-ordinating of safeguarding onsite. Duties will include:

- Managing access to child protection files;
- Liaising with the offsite DSL (or deputy);
- As required, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at Hornsby House School;
- Reporting any changes or concerns;
- Ensuring site safeguarding checks are carried out and recorded.

Advice can also be sought from Ameliah Rayn, Safeguarding in Education Advisor, MASH or other key officers (for full details see App 1)

Pupils on site

Pupils with a parent or carer who is a critical worker should be offered a school place if they cannot be cared for at home.

Pupils who meet the vulnerable children definition, that is

- Those who have a social worker and those children and young people up to the age of 25 with Education, Health and Care Plans (EHCP)
- Those who have a social worker include those who are subject to 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.

Hornsby House School also has flexibility to offer a place to those on the edge of receiving children's social care support or where there are other significant concerns about their wellbeing.

The DSL is aware of the most vulnerable children and has ensured that those pupils who meet the criteria have been offered places during this period.

Hornsby House School has made sure it has requested and recorded the most up to date contact details for all pupils to enable the most effective contact with pupils and families during this difficult time.

Hornsby House School continues to work with and support children's social care to help protect vulnerable children. We expect those pupils identified as vulnerable children to attend school, provided they do not have underlying health conditions that put them at risk. In circumstances where the parent does not want to allow their child to attend school we are working with the family and the allocated social worker to encourage attendance. If required, risk assessments have been carried out to ensure any risks have been fully considered and the most appropriate plan put in place.

Non-attendance will be followed up in accordance with usual procedures.

Hornsby House School will notify the allocated social worker if any vulnerable child expected in school fails to attend.

Hornsby House School has carried out risk assessments for each pupil with an EHCP (in consultation with Health, LA and parents) to decide whether they should be offered a school place during the COVID-19 crisis or whether they can safely have their needs met at home. These assessments will be revisited if individual circumstances change, or if Government guidance is updated.

While children are educated onsite Hornsby House School has put appropriate safety and hygiene regulations in place in accordance with Government guidance.

Hornsby House School has set up systems to ensure all vulnerable children and their families not in attendance are contacted on a regular basis, to monitor their wellbeing and provide an opportunity for any concerns the child or family have to be shared. Hornsby House School has ensured that those staff members responsible for making contact with families have been provided with advice about how to conduct their contact with families and given key information about families and professional networks to facilitate any necessary contact. Guidance was provided to schools about keeping in touch with vulnerable pupils (app 3).

Reporting concerns

If any member of staff or volunteer becomes aware of a safeguarding concern about a pupil or family, they will record it in the usual way according to school procedures and pass it on to the DSL so that appropriate decisions and actions can be taken. Appendix 2 provides information about CSC services and access during the current situation.

If there is a safeguarding concern or allegation about a member of staff or volunteer, the Headteacher or DSL will be informed immediately so that the matter can be investigated. The LADO will be consulted, or a referral made to LADO, as per usual guidance. The LADO service is contactable via telephone and email as usual.

The whistleblowing policy remains in place and can be followed by any staff member or volunteer if required.

Safeguarding all pupils

Hornsby House School remains committed to ensuring the safety and wellbeing of **all** pupils and recognises that school is a protective factor for children and young people. The current circumstances create some unusual challenges in ensuring children have access to safe adults outside their immediate family in whom they can confide any worries or fears. We also recognise that many families are under immense pressure in the current situation, both emotionally and financially, which will mean that not every home is a place of safety for children and young people. Some may be confined to small living spaces or may be witnessing or subjected to abusive situations.

Hornsby House School has ensured that all families have been provided with information about how to contact staff members during Hornsby House School closures and that contact details for key support services and helplines have been included in information sent out / provided on our school website. www.hornsbyhouse.org.uk

Online safety and providing off site teaching

All staff who interact with children and young people, including online, will continue to look out for signs a child may be at risk.

Online teaching should follow usual principles for safe and acceptable use of technology. This includes, but is not limited to:

- Acceptable use of technologies
- Staff pupil/student online relationships
- Communication, including the use of social media
- Minimum expectations
- Online safety
- Essential rules for remote teaching

Hornsby House School has communicated basic information to parents where online learning platforms are being used which has included

- Confirmation of online tools and or sites that Hornsby House School will be using (if using)
- Confirmation of what the child may be asked to do online
- Confirmation as to who their child will be interacting with online
- Confirmation as to whether other pupils will be able to access their child via the online platform
- Allowing the parent or carer the opportunity to voice any concerns
- The importance of not leaving the child alone during screen time
- Monitoring the search history
- Maintaining open communication with the child about online safety
- How to report a concern

Parents and carers have also been provided with details / links to support services eg Internet Matters, LGFL, Net-aware, ThinkUKnow, Safer Internet Centre etc

Hornsby House School recognises that not all children may have access to a computer or internet facilities in the home and has ensured that age appropriate resources have been provided for any child who needs them.

Safer recruitment / movement of staff and staff training

In response to the current situation the Government has issued guidance in relation to required checks that staff who are already working in regulated activity and have undergone appropriate checks do not need to be rechecked if required to work on a different site temporarily, provided the details required are confirmed by the current employer.

Any new staff or volunteers will be checked in line with relevant processes and details recorded on the Single Central Record in the usual way.

All existing staff have had safeguarding training and have read Part One of KCSiE. The DSL will ensure all staff are informed of any updates or variations due to the COVID – 19 pandemic.

Any new staff or volunteers will be provided with a safeguarding induction to ensure they are clear about expected processes.

DSL training is unlikely to take place at present. The Government have advised that any DSL (or deputy) who has been trained will continue to be classed as a trained DSL even if they miss their refresher training.

If any staff member requires initial DSL training during this period, as they need to take on DSL responsibilities they have not previously had, Hornsby House School will take advice from the Safeguarding in Education Advisor and an appropriate level of input will be provided.

Peer on peer abuse

Hornsby House School recognises that during the closure / partial closure of Hornsby House School there is an increased opportunity for peer on peer abuse to take place. We will continue to remain vigilant to any signs of such abuse, listen to and work with any child who may have suffered abuse

from a peer, their parents and any multi-agency partner required to ensure the safety and security of the child or young person concerned.

Domestic abuse

Wandsworth's Project Tearose (sharing of police notifications relating to attendance at domestic Incidents with DSL in schools) continues to operate during the COVID 19 pandemic. Notifications are shared verbally with DSL by the Safeguarding In Education Advisor – this provides opportunity to agree any actions required in each individual circumstance.

Appendix 1

Support services information

All support services have adapted their working protocols to provide best possible input for children, young people and families during the COVID -19 pandemic. Hornsby House School will ensure they access any guidance and updates in relation to national and local services and circulate as appropriate to staff members.

Some useful links are:

ChildLine: 0800 1111 who are operating a 9am – Midnight service in response to COVID19..

UK Safer Internet Centre: <https://reportharmfulcontent.com/report/>

www.thesafeguardingalliance.org.uk

CEOP: <https://www.ceop.police.uk/ceop-reporting/>

Young Minds Crisis Messenger: 85258 – free text service for 24/7 support

NSPCC Helpline:

Phone: 0808 800 5000

Email: help@nspcc.org.uk

Mind: www.mind.org.uk

The Department for Education COVID-19 helpline:

Email: DfE.coronavirushelpline@education.gov.uk

Telephone: 0800 046 8687

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

Updates on current access to CAMHS and school nursing are attached as app 4 & 5
App 1

Support for schools during Covid 19 emergency

Schools are having to cope with an unprecedented situation at present and are often on the frontline in relation to dealing with parental anxiety and frustration with the difficulties being caused by the crisis. The situation also means that some school staff are having to work off site, reducing the immediate support networks usually available to those still in school.

In addition, Government advice is changing daily as the situation develops and this provides challenges in ensuring that colleagues are kept effectively updated.

Some key LA officers and services are available to provide support and guidance to schools

- Ameliah Rayn, Safeguarding in Education Advisor, continues to be available to provide advice and support to schools by email ameliah.rayn@richmondandwandsworth.gov.uk and telephone 07929 862210

- Andy Hough, Head of School Participation and Performance
Andrew.hough@richmondandwandsworth.gov.uk 07870 278 848
- Gary Hipple, head of School Support and schools' IT
gary.hipple@richmondandwandsworth.gov.uk 07971 187288
- Lewis Brunton, school support manager, HR
lewis.brunton@richmondandwandsworth.gov.uk
- Chantel Langenhoven, LADO chantel.langenhoven@richmondandwandsworth.gov.uk 020 8871 7440
- MASH MASH@wandsworth.gov.uk 020 8871 6622
- Out of Hours Service 0208 871 6000
- Schools and Community Psychology Service – schools can contact their link EP direct or the head of service Tara Midgen Tara.midgen@richmondandwandsworth.gov.uk
- Ruth Lacey, Head of Safeguarding Standards, ruth.lacey@richmondandwandsworth.gov.uk 07967 640 080
- Paul Martland Head of Commissioning and interim Head of Early Help
paul.martland@richmondandwandsworth.gov.uk 07504 423 493

We also have access to other services which we can signpost you to – for example Early Help colleagues are available and are taking calls from families and helping to resolve problems arising as well as contacting families directly when issues have been raised.

Please do contact us if you need any support or have worries or concerns about particular children and families or general issues about the current situation we can help with.

Addendum 2 – Jan 2021

This document updates the previous extraordinary amendment to the school Child Protection and Safeguarding Policy in relation to the current pandemic and sets out safeguarding arrangements in preparation for the planned return to school of more children. This is additional to, and complements, the main policy and the previous amendment.

This is operational from 4th January 2021 and may be subject to further amendments as the situation changes

Introduction

As of December 2020 the Government required that schools begin to phase in a return to attendance at school for pupils as set out below. Further updates were delivered in early January including the closure of all Primary Schools within London Boroughs.

Preparation

Hornsby House is following advice from the Government, Public Health England, the Local Authority and the Local Safeguarding Children Partnership in order to maintain the safeguarding and welfare of all pupils and staff.

Prior to pupils returning to school in greater numbers the school has carried out the recommended risk assessments and put strategies in place in relation to:

- bubble sizes and placing children in small groups with consistent adults
- Timetabling and consideration of any adjustments needed to the curriculum
- Reorganising classrooms to support social distancing measures
- Movement around the building
- Utilising outdoor space whenever possible
- Staggered arrival and departure times
- Staggered break and lunch arrangements
- Reducing 'pinch points'
- Enhanced cleaning regimes
- Ensuring children understand the need for good hygiene and that adequate facilities are provided for this
- Removed unnecessary items and any items which are hard to clean
- Responding if any pupil or staff member becomes unwell while on site

It is expected that schools will have a trained DSL (or deputy) available on site. A trained DSL (or deputy) will be available either on site or contacted via phone or online video, for example if working from home. This will be from either school to support and assist if needed.

Hornsby House school will have also:

- Liaised with social workers for any vulnerable pupils who have not been taking up the offer of a place in school – the expectation is that all these children will return to attendance at school (unless it is agreed by their social worker that there are exceptional circumstances preventing this)

- Carried out individual risk assessments for those with an EHCP – the expectation is that attendance is expected for all these pupils provided that their needs can be as safely or more safely met in the educational environment
- Assessed the well-being of staff members, made arrangements for continued working from home for those who cannot return to school due to medical need, and ensured that additional support is available for any staff members who need it
- Reminded all staff members of safeguarding processes and procedures and what to do if they have concerns about a pupil or about a colleague
- Informed parents of the arrangements made, including when their child can return, their child's timetable, any specific requirements around drop off and pick up times (the expectation is that only one adult accompanies each child at these times and parents do not congregate)

When pupils return

The schools recognise that many pupils will have been affected by aspects of the pandemic and the lockdown and many will require additional support. Some pupils may have experienced bereavements of close family members; others may have suffered abuse or neglect which they have not been able to disclose. Many pupils will have experienced anxiety or distress due to the overall situation, things they have seen on social media or been told, been impacted by difficulties their families have experienced in relation to financial matters or other family issues. Some pupils may find it difficult to settle back into the academic structure of school and some may experience difficulties with peer relationships after a lengthy period of isolation from others their own age.

All staff have been alerted to signs of stress in pupils and strategies to enable pupils to talk about how they are feeling. Any safeguarding concerns will be passed to the DSL (or deputy DSLs) promptly and any necessary referrals made to the relevant agencies or services. Additional support will be provided for pupils in school where appropriate and available.

All parents / carers will be asked to inform the school if their child has experienced any key family changes (eg bereavements, changes in contact with key adults, significant events, health difficulties etc) so that school staff can ensure they can be effectively supported. Any emerging concerns will be discussed with parents in the usual way, via CPOMS unless the information known leads the DSL to believe this could place a pupil at risk of immediate and further harm, in which case a referral will be made to MASH without delay.

Intimate care needs and use of PPE

Government guidance states that schools should not require either staff or pupils to wear face masks in school, however the Hornsby House school Risk Assessment to combat the new variant means that staff are required to use face coverings in public areas. PPE will be used in situations where intimate care needs of individual pupils routinely involve use of PPE or if a pupil or adult develops symptoms while on site and this is necessary (see below)

Pupils or Staff becoming unwell while on site

If a pupil becomes unwell with coronavirus symptoms while on site, the parent will be contacted and expected to collect their child. If the pupil needs direct personal care until they can return home / be collected the school will take appropriate precautions to ensure the safety of staff members dealing with the matter, which may include use of PPE as well as ensuring the pupil is isolated from others, preferably in a closed space which is well ventilated. Similar precautions will be taken if a member of staff develops symptoms on site.

Any pupil with symptoms should not attend and should be kept at home according to regulations. Parents should inform school at the earliest opportunity if this is the case and testing should be arranged. If the child is confirmed as having Covid19, a risk assessment will be carried out to ascertain those pupils and staff who have been in close contact. They will be sent home and advised to self-isolate for 10 days.

Any staff member who develops symptoms should access a test for Covid19 as soon as possible. School staff are essential workers and are given priority for testing. Education settings can also book tests on behalf of staff members through the online portal.

Pupils remaining at home

Those who are not returning to school initially will continue to be offered educational input and regular contact in line with policy and guidance. Safeguarding measures as detailed in previous policy documents will be maintained for this group of pupils.