

# **Holmleigh Park High School**

## **Addendum to Safeguarding Policy**

### **COVID-19 school closure arrangements for Safeguarding and Child Protection at Holmleigh Park High School**

**06/04/2020**

This Addendum to the Holmleigh Park High School Safeguarding Policy adds to and qualifies the requirements of the Holmleigh Park High School Safeguarding Policy that was approved by the LGB in January 2020.

This addendum applies during the period of school closure due to COVID-19 and reflects interim Government Guidance issued on 27 March 2020.

It applies to Holmleigh Park High School, and all governors and staff of the school and visitors to the school must abide by this policy that has been adopted in accordance with and pursuant to the Safeguarding Policy of the Greenshaw Learning Trust.

It is the responsibility of the local governing body and Headteacher of the school to ensure that their school and its staff and visitors adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the GLT Designated Safeguarding Lead (the GLT CEO), the GLT Deputy Designated Safeguarding Lead and/or the Board of Trustees.

This policy is subject to the GLT Safeguarding Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Safeguarding Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the GLT CEO should be consulted.

#### **Approval and review:**

This Addendum to the Safeguarding Policy is the responsibility of: Tommy O’Gallagher

It was approved by the Local Governing Body on: 6<sup>th</sup> April 2020

It is due for review by 19 July 2020.

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### 1. Important contacts

<i>ROLE</i>	<i>NAME</i>	<i>CONTACT DETAILS</i>
Designated safeguarding lead (DSL)	Tommy O’Gallagher	<a href="mailto:t.ogallagher@hphigh.co.uk">t.ogallagher@hphigh.co.uk</a>
Deputy DSL	Alex Simick	<a href="mailto:a.simick@hphigh.co.uk">a.simick@hphigh.co.uk</a>
Deputy DSL *	Jo Izatt	<a href="mailto:j.izatt@hphigh.co.uk">j.izatt@hphigh.co.uk</a>
Other contactable DSL(s) and/or deputy DSL(s): *		
Designated member of senior leadership team if DSL (and deputy) can’t be on site *	Patrick Farmbrough	<a href="mailto:p.farmbrough@hphigh.co.uk">p.farmbrough@hphigh.co.uk</a>
Headteacher	Patrick Farmbrough	<a href="mailto:p.farmbrough@hphigh.co.uk">p.farmbrough@hphigh.co.uk</a>
Local authority designated officer (LADO)	Nigel Hatten	<a href="mailto:Nigel.Hatten@gloucestershire.gov.uk">Nigel.Hatten@gloucestershire.gov.uk</a>
Safeguarding & Child Protection Governor	Therese Gillespie	<a href="mailto:rmills@greenshawlearningtrust.co.uk">rmills@greenshawlearningtrust.co.uk</a>
Chair of Governors	Roger Mills	<a href="mailto:rmills@greenshawlearningtrust.co.uk">rmills@greenshawlearningtrust.co.uk</a>

## 2. Introduction

This Addendum to the Holmleigh Park High School Safeguarding Policy applies during the period of school closure due to COVID-19. It sets out changes to our normal child protection policy in light of the Department for Education's guidance and should be read in conjunction with that policy - see the Holmleigh Park High School Safeguarding Policy that can be found on the school website.

The safeguarding policies and procedures of Holmleigh Park High School continue to apply unless, added to, qualified by, and where appropriate overridden by, the terms of this Addendum.

This Addendum to Holmleigh Park High School's Safeguarding Policy will be kept under review and updated where necessary to reflect guidance from the DfE and from the relevant local authority and the 3 local safeguarding partners.

## 3. Principles

**At Holmleigh Park High School, the safety and welfare of the school's pupils is of the highest importance.**

Holmleigh Park High School places the highest importance on its duty to safeguard and promote the welfare and safety of all children in its care and will continue to have regard to the statutory safeguarding guidance, Keeping Children Safe in Education (2019) (KCSIE).

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children, and has a role to play in identifying concerns, sharing information and taking prompt action.

All school staff and volunteers have a duty to safeguard and promote the welfare of the school's students (*those under 18 years of age*) under the Education Act 2002 and Children Act 1989 through identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

Because of their contact with students, school staff are well placed to observe the outward signs of abuse. The culture of vigilance within the school ensures that all adults working in the school know that they must protect students from harm and abuse and be aware that any pupil may be at risk of harm or abuse.

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.

Although schools are operating in a different way to normal, they must still have regard to the statutory safeguarding guidance, Keeping Children Safe in Education.

## **2. Vulnerable children**

Vulnerable children include those children who have a social worker and those children and young people up to the age of 25 with an education, health and care (EHC) plan.

Children who have a social worker include those who have a Child Protection Plan, those who are looked after by the Local Authority, and those 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.

Children with a social worker are expected to attend school, unless the school and the child's social worker and family have agreed this isn't in the best interests of the child.

Children with an EHC plan will be risk-assessed by the school, in consultation with the Local Authority 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.

Ways that a child's needs could be met safely at home 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.

Schools have the option to offer places in school to a child who does not meet the Department for Education's definition of 'vulnerable', but who they have safeguarding concerns about.

Senior leaders, especially the Designated Safeguarding Lead (and deputy), know who the most vulnerable children are. Headteachers and DSLs have the ability, in consultation with parents/carers and other agencies, to offer a place to those they believe to be vulnerable but may not meet the thresholds above. If such a child will not be attending school, a contact plan will be put in place in accordance with section 11 below.

Holmleigh Park High 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 (VSH) for looked-after and previously looked-after children. The Designated Safeguarding Lead will be responsible for this.

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 DSL will explore the reasons for this directly with the parent.

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

Holmleigh Park High School will encourage all vulnerable children and young people on the school roll to attend school, including remotely if needed.

## **5. Designated Safeguarding Lead**

Holmleigh Park High School has a Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads - see section 1 above.

Holmleigh Park High School will aim 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 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 - see section 1 above.

This might include updating and managing access to MyConcern and liaising with the offsite DSL or deputies 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 school or college.

So that all Holmleigh Park High School staff and volunteers have access to a trained DSL (or deputy), the Headteacher will ensure that each day staff on site will be made aware of who 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.

## **6. Reporting a concern**

All Holmleigh Park High School staff, volunteers and governors must continue to follow the principles set out in Keeping Children Safe in Education and act immediately on any concerns they have.

Anyone who has a safeguarding concern relating to a child at the school or on the school roll, a member of staff, paid or unpaid of the school, a volunteer or contractor at the school, or anyone visiting or using school premises; or relating to an incident that took place at the school, **should report the matter to the School DSL** and it will be dealt with in accordance with the School Safeguarding Policy.

Where the subject of a safeguarding concern is a member of staff of the school the **School DSL must report the matter to the school Headteacher**, and it will be dealt with under the Trust Staff Disciplinary Policy. The school Headteacher must inform and take advice from the GLT Head of HR.

Staff are reminded of the need to report any concerns about a child immediately and without delay.

Where staff have a concern, they should continue to follow the process outlined in the school Safeguarding Policy, which includes making a report via MyConcern which can be done remotely.

In the unlikely event that a member of staff cannot access their MyConcern from home, they should email the Designated Safeguarding Lead and the Deputy DSL.

Where a member of staff has concerns about the possible impact on safeguarding of staff absence – such as absence of the DSL or first aiders – they should raise them immediately with the DSL, deputy DSL or Headteacher; who should themselves raise any concerns with the GLT DSL or GLT Deputy DSL.

## **7. Attendance monitoring**

Schools do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

The Headteacher will ensure that an accurate record of who is attending the school is recorded using the Department for Education's daily online attendance form.

Where any child that is expected to attend school does not attend or stops attending, the school will follow up on their absence with their parents/carers, and notify their social worker if they have one.

When communicating with parents/carers, Holmleigh Park High School staff will 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 to attend, Holmleigh Park High School will notify their social worker.

## **8. Safer recruitment, movement of staff, and volunteers**

To ensure that people who are unsuitable are not allowed to enter the children's workforce or gain access to children, when recruiting new staff, all GLT schools will continue to follow the relevant safer recruitment processes, including 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.

If staff are deployed from another education or children's workforce setting to a GLT school, the school 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; and
- there is no ongoing disciplinary investigation relating to that individual.

If staff are deployed to a school from within the Trust, the school should seek assurance from the GLT Head of HR that the member of staff has received appropriate safeguarding training.

Where a Greenshaw Learning Trust school is utilising volunteers, it 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.**

All GLT schools 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.

All GLT schools will 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](mailto:Misconduct.Teacher@education.gov.uk)

Each GLT Headteacher must ensure that they know, 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. All schools will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **9. Safeguarding training and induction**

All staff at Holmleigh Park High School should use the online courses from Educare to keep up-to-date with Safeguarding training.

All existing school 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.

Where new staff are recruited, or new volunteers enter Holmleigh Park High School, they will be provided with a safeguarding induction.

If staff are deployed to Holmleigh Park High School from within the Greenshaw Learning Trust, Holmleigh Park High School will seek assurance from the GLT Head of HR that the member of staff has received appropriate safeguarding training.

Upon arrival, all staff will be given a copy of the school's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

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. They will use the online courses from Educare to keep up-to-date.

## **10. Online safety**

Holmleigh Park High School will continue to provide a safe online environment and maintain appropriate filtering and monitoring systems.

Where students are using computers in school, the Headteacher will ensure that appropriate supervision is in place.

Where Holmleigh Park High School staff are interacting online with children outside school, including through online teaching, they will follow the appropriate GLT and school safeguarding policies and procedures and the GLT Staff Code of Conduct.

Holmleigh Park High School staff will make sure that parents/carers are aware of the potential risks and the importance of staying safe online; know what the school is asking children to do online and who they will be interacting with from the school; and know where else they can go for support in keeping their child safe online.

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

***There should be no live streaming of lessons.***

Use of pre-recorded videos is acceptable, but must comply with the following criteria:

- Pre-recorded videos should be sent to groups only, no one-to-ones.
- Staff must wear suitable clothing.
- Any computers used should be in appropriate areas, for example, not in bedrooms.
- Pre-recorded videos should be kept to a reasonable length of time.
- Language must be professional and appropriate.
- Staff must only use platforms provided by Greenshaw Learning Trust to communicate with pupils.
- Staff must record the length, time, date and attendance of any sessions held.

## **11. Supporting children not in school**

Holmleigh Park High School is committed to ensuring the safety and wellbeing of all children and young people in its care.

For every child at Holmleigh Park High School who has a social worker or who the DSL believes to be vulnerable, in accordance with section 4 above, and it has been agreed that they won't be attending school or they are having to self-isolate, the DSL will ensure that a robust contact plan is in place for that child or young person.

The DSL (or deputy or other responsible person as set out in section 1 above) will work closely with all their stakeholders to maximise the effectiveness of the contact plan, and will review the contact plan at least once a fortnight, and where concerns arise will make any referrals as appropriate.

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

When setting expectations of pupils' work when they are at home, teachers should take account of the effect that the current circumstances can have on the mental health of pupils and their parents/carers.

All staff who interact with children outside school, including online, must continue to look out for signs that a child may be at risk. Any such concerns should be dealt with in accordance with the Holmleigh Park High School Safeguarding Policy and this Addendum and, where appropriate, referrals should still be made to children's social care and the police.

Where a child is temporarily required to attend another setting, the DSL (or deputy or other responsible person as set out in section 1 above) will make sure that the receiving setting is provided with any relevant welfare and child protection information.

## **12. Supporting children in school**

Holmleigh Park High School is committed to ensuring to ensuring that it will continue to be a safe space for all children to attend and flourish.

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

Holmleigh Park High 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.

The Headteacher will ensure that where Holmleigh Park High School is caring for a child of critical workers or a vulnerable children on site, appropriate support is in place for them.

## **12. Peer-on-peer Abuse**

Holmleigh Park High School recognises that during the closure of schools, a revised process may be required for managing any report of peer-on-peer abuse and supporting victims.

Where Holmleigh Park High School receives a report of peer-on-peer abuse, the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy will be followed.

Holmleigh Park High School will listen to and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on MyConcern and appropriate referrals made.