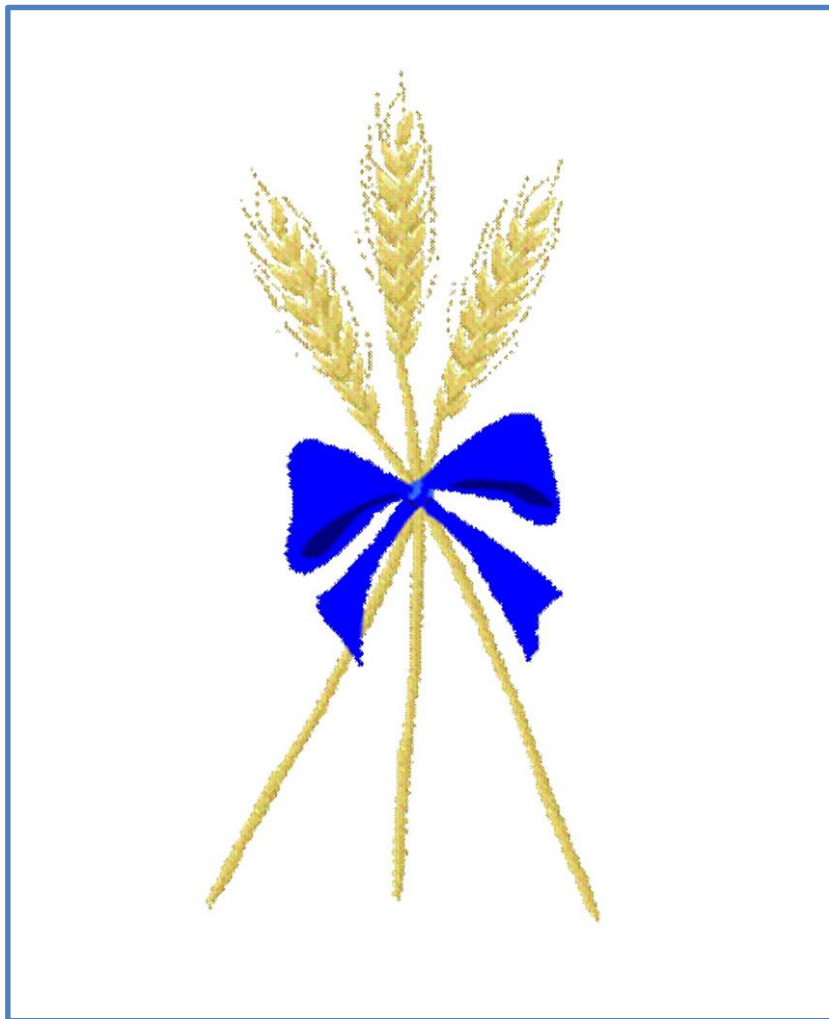


HAYFIELD SCHOOL

COVID-19 School Closure Arrangements for Safeguarding and Child Protection.



School Name: Hayfield School

Policy Owner: Headteacher

Date: 30th March 2020

Date Shared with Staff: 1st April 2020

1. 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.

This addendum of the school name Safeguarding, and Child Protection Policy contains details of our individual safeguarding arrangements in the following areas:

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Key Contacts:

Role:	Name/ Details:	Contact:
Designated Safeguarding Lead	Sue Wilson	Suewilson@hayfield.wirral.sch.uk
Deputy Designated Safeguarding Lead	Lee Comber	01516779303
Nominated governor for Safeguarding and C P	John Weise	chairofgovernors@hayfield.wirral.sch.uk
Chair of Governors	John Weise	chairofgovernors@hayfield.wirral.sch.uk
Local Authority Designated Officer (LADO)	Anne King	0151 666 4442 anneking1@wirral.gov.uk
Head of Safeguarding Children	Joe Banham	0151 666 4371
Prevent Co-ordinator	Alison Burnett	Alison.Burnett@Liverpool.gov.uk 07394559106
Prevent Team Merseyside Police	Prevent Team	0151 777 8560
Director of Children's Services	Paul Boyce	0151 606 2000
Integrated Front Door	Mon-Fri, 9:00am – 5.00pm Outside of these hours	Tel: 0151 606 2008 ifd@wirral.gov.uk Tel: 0151 677 6557
Police	In an emergency For non-emergency but possible crime	999 101

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.

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. All children at Hayfield School have an EHCP and the majority 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.

Hayfield 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 lead person for this will be: **Miss Sue Wilson**.

Hayfield School follows the government advice that all children are best supported and safest at home. In the case of Hayfield School, this includes the homes of carers who we know are providing high quality care for its Looked After Children. The government has stated that 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. Hayfield School will risk assess each of its Looked After Children and offer places to those children most in need. 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 Hayfield School will explore the reasons for this directly with the parent.

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

Hayfield School will work closely with the parents of our vulnerable children to ensure that those most in need attend 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.

Hayfield School and social workers will agree with parents/carers whether children in need should be attending school – Hayfield School will then follow up on any pupil that they were expecting to attend, who does not. Hayfield School 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.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Hayfield School will notify their social worker.

Designated Safeguarding Lead

Hayfield School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Miss Sue Wilson (Deputy Headteacher)

The Deputy Designated Safeguarding Lead is: Mr Lee Comber (Headteacher)

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 - 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 ensuring that all safeguarding concerns are noted on My Concern, 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.

It is important that all Hayfield School 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 school Safeguarding Policy, this includes making a report via Myconcern, which if necessary 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 or Headteacher. This will ensure that any concerns are reported.

Staff are reminded of the need to report any concern immediately and without delay.

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

Concerns around the Headteacher should be directed to the Chair of Governors: Mr John Weise.

The School 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 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 Hayfield School, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we 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
- there is no ongoing disciplinary investigation relating to that individual
- the Headteacher has been satisfied by the Local Authority that the individual has the skills to work with the children at Hayfield School.

For movement between schools the headteacher will seek assurance from the 'parent' school that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of Hayfield School'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, Hayfield School will continue to follow the relevant safer recruitment processes including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

7 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 Hayfield School are utilising volunteers, we 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.

Hayfield School 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.

Hayfield School 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

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Hayfield School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety

Hayfield School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

Children and online safety away from Hayfield 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 per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Any online teaching should follow the same principles expected in everyday, normal teaching practice at Hayfield School.

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

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

- No 1:1s, groups only
- 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.
- Any live class lessons 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 agreed by the SLT of Hayfield School to communicate with pupils.
- Staff should record, the length, time, date and attendance of any live sessions held.

Supporting children not in school

Hayfield School is committed to ensuring the safety and wellbeing of all its 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 school, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on MyConcern, 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.

Hayfield School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once every three weeks) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website.

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

Hayfield 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. This will be bespoke to each child and if necessary recorded on MyConcern.

Supporting Children in School

Hayfield School is committed to ensuring the safety and wellbeing of all its students.

Hayfield School 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.

Hayfield 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.

Hayfield 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. This will be bespoke to each child and where necessary recorded on MyConcern.

Where Hayfield School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the governing body and if necessary the Local Authority.

Peer on Peer Abuse

Hayfield School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school 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 of the Child Protection Policy.

The school will listen 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.

Support from the Governing Body

Where necessary and appropriate the Governing Body and the Local Authority are available to provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

Interim DfE Safeguarding Guidance: Actions Required

Activity	Completed (Yes / No) & Notes
1. Ensure that someone is responsible for ensuring these actions are completed.	<p>Headteacher will communicate this 'policy' to staff and governors via email.</p> <p>Staff will be invited to comment on the 'policy' and may suggested amendments, if necessary and appropriate the changes will be incorporated into the wording.</p> <p>Revised 'policy' will be put onto MyConcern and the school website so that it is available to all staff.</p>
2. Ensure governors are aware of the Government's interim safeguarding guidance.	Revised Safeguarding guidance provided to all governors with the Headteacher's Spring Report.
3. Ensure that someone is responsible for continuity in safeguarding leadership	<p>A rota for the SLT has been produced. A member of SLT is present on staff each day, with a second member available and working from home.</p> <p>Rota for SLT, emailed to staff and a poster displayed in the staffroom 31st March.</p>
4. Ensure DSL is available, in-person, by phone etc	See SLT rota produced and shared with staff
5. Nominate a senior leader to be onsite safeguarding lead	Member of site onsite is aware that they are the DSL. DSL and DDSL are always available on phone in case of emergency.

6. Create a Cononavirus Outbreak addendum to your Children Protection Policy to include specific issues for these circumstances	See earlier in this document
7. Ensure staff know the new arrangements for DSLs and reporting concerns	See email to staff 31 st March 2020
8. Understand what changes there may be for contacting the LADO	See email from Kate Frost, dated 30 th March and forwarded on the SLT. Revised LADO details included in the 'Key Contacts' within this policy.
9. Understand what changes there may be for contacting the MASH/IFD or other services	Emails from Kate Frost and LA relating to Safeguarding passed onto other members of SLT
10. Understand what changes there may be for contacting Social Workers	Emails from Kate Frost and LA relating to Safeguarding passed onto other members of SLT
11. Know which children have social workers and how to contact them	Sue Wilson to be asked to collect information regarding children know to Social Care to all members of SLT
12. Know which children are LAC, who is their Virtual School Head and how to contact them.	Sue Wilson to be asked to collect information regarding children know to Social Care to all members of SLT
13. Know which children should be in school and follow up where they do not attend	Register is on Google Drive and shared with all members of SLT. Close relationships exist with all parents and SLT are aware of who is due in and when.
14. Ensure that emergency contact numbers and alternatives are kept up to date.	Each day parents asked to sign their children into school and check their personal details.

<p>15. Ensure that there are safeguarding induction processes for new staff, staff relocation to the school and volunteers</p>	<p>No new staff are planned to start at Hayfield during the current crisis.</p> <p>We do not anticipate the relocation of staff, however new staff will be inducted by SLT on arrival.</p>
<p>16. Ensure that new staff, staff relocation to the school and volunteers understand the staff code of conduct</p>	<p>See above</p>
<p>17. Ensure that any volunteers have been individually risk assessed</p>	<p>No volunteers will be allowed into school during the current crisis.</p>
<p>18. Ensure that each vulnerable child has an easily transferrable record of why they are vulnerable, a copy of the EHCP, and or CIN or CP plan, the name of their social worker and contact details, for LAC children the name of the Virtual Head and contact details will be available</p>	<p>Headteacher to speak to Deputy to arrange for social care contact details.</p> <p>Headteacher to put together a folder for the children currently in school.</p>
<p>19. Ensure there is a record of which staff are onsite daily</p>	<p>See Hayfield Emergency Provision Register, this includes the staff and pupils in school and when</p>
<p>20. Ensure that the SCR is up to date with any relocated staff or volunteers and the checks that have been made</p>	<p>See earlier comments, there are no relocated staff or volunteers currently in school.</p>
<p>21. Ensure that the safer recruitment processes are clear and adhered to, for example, be aware of anyone unknown to the school offering themselves as a volunteer</p>	<p>No new staff or any volunteers are planned to start at Hayfield during the current crisis.</p> <p>We do not anticipate the relocation of staff, however new staff will be inducted by SLT on arrival.</p>

22. Ensure that staff are aware that there may be an impact on the mental health of pupils, parents and staff or volunteers and what support may be available	School is following its usual procedures and protocols for staff off with stress or anxiety.
23. Consider what to do if there are no IT staff available or issues with IT during closure	School staff know to submit a 'ticket' to Hi-Impact for any issues relating to IT
24. Ensure that the school has an online teaching and learning policy which considers safeguarding risks	Need to speak to the Deputy Head, before we implement any online teaching after half term. Guidance has been put into this policy for staff to follow.
25. Ensure that pupils, parents and staff know how to raise any safeguarding issues that may arise during online learning	Staff are aware that the current safeguarding arrangements refer to online learning as well. Need to speak to Deputy Head re what advice has been issued to parents and children
26. Ensure that SLT has a plan for how any bereavements may be handled, including obtaining any support services (not otherwise shared)	In event of any bereavements, advice will be sought from the LA. Following a recent parent bereavement SLT are already aware of the website and resources available through Bereavement UK

Senior Leadership Team - Weekly Duties							
	Week One	Week Two	Week Three	Week One	Week Two	Week Three	Week One
	W/C 23/03/20	W/C 30/03/20	W/C 06/04/20	W/C 13/04/20	W/C 20/04/20	W/C 27/04/20	W/C 04/05/20
Lee	In School	In School	Working at Home	Off	In School	Working at Home	Off
Sue	In School	Off	In School	Working at Home	Off	In School	Working at Home
Alex	In School	Working at Home	Off	In School	Working at Home	Off	In School
Jayne	In School	In School	In School	In School	In School	In School	In School