



**Hawthorns School
COVID 19
Safeguarding and
Child Protection
Addendum
September 2020**

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R Righini	New addendum	1	March 2020
D Fitton	New addendum September 2020	2	2.12.2020
Authorisation			
Approved By:	<i>This policy was approved by MAT Trustees</i>		
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Document Owner & Reviewer:	The senior manager responsible for this policy is the Head of Site / Headteacher		
Equality Impact			
Statement	<p>We welcome feedback on this document and the way it operates. We are interested to know of any possible or actual adverse impact that may affect any groups in respect of any of the equalities act 2010 protected characteristics.</p> <p>The person responsible for equality impact assessment for this document is the Director of Equalities and Diversity.</p>		
Screening	<p>This policy has been screened by the Equalities Team and the impact has been assessed as:</p> <p><input type="checkbox"/> Not applicable <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High</p>		

1. Purpose

- 1.1. A Child Protection Policy is a statutory requirement and is designed to ensure all children in our care are safeguarded.

2. Scope of Policy

- 2.1. Hawthorns School recognises that all adults, including temporary staff, volunteers and governors have a full and active part to play in protecting our young people from harm, and that the child's welfare is our paramount concern.
- 2.2. We recognise that some of our young people may be the victims of neglect, physical, sexual or emotional abuse. Staff will often, by their day to day contact and knowledge of the children, be well placed to identify such abuse and offer support to children in need.
- 2.3. Hawthorns School will follow the procedures as laid down by the Tameside Safeguarding Partnership, which replaces the LSCB, following 'The Children and Social Care Act 2017' requirements that revised safeguarding multiagency arrangements are in place by Sept 2020 and the statutory guidance for schools and colleges 'Keeping Children Safe in Education 2020', in line with government publication: 'Working Together to Safeguard Children' 2018 and 'What to do if you are worried a child is being abused (advice for practitioners)'. We will give priority to working together with other agencies to protect children in our care.
- 2.4. This policy deals with the protection of children under the age of 18 years. A separate policy (Vulnerable Adults Protection policy) covers adults (18 years and over).

3. Reason for Review

- 3.1. This policy was reviewed as part of a Group audit and applies from the start of the autumn term 2020.

4. Aim(s)

- 4.1. We will ensure that arrangements are in place for:
 - 4.1.1. all reasonable measures to be taken to minimise the risks of harm to children's welfare
 - 4.1.2. staff and volunteers to 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
 - 4.1.3. all appropriate actions to be taken to address concerns about the welfare of a child working to agreed local policies and procedures in full partnership with other local agencies.
 - 4.1.4. all new members of staff to be referred to our Child Protection policy and procedures as part of their induction and for all staff to familiarise themselves with this policy
 - 4.1.5. an interpreter to be made available to any young person/family that requires this
- 4.2. Hawthorns School will ensure that staff are made aware that children with special educational needs (SEN) can face additional safeguarding challenges. These can include:

- 4.2.1. assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- 4.2.2. the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- 4.2.3. Communication barriers and difficulties in overcoming these barriers.

5. Procedures and practice

- 5.1. Context
- 5.2. From 1st September 2020, school attendance was mandatory for all pupils. 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
- 5.3. This addendum is subject to change, in response to any new or updated guidance the government may publish.
- 5.4. 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's a local lockdown or if they need to self-isolate.
- 5.5. This addendum of the Hawthorns Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

5.6. Key contacts

Role	Name	Email
DSL	Debbie Fitton	debbie.fitton@newbridgegroup.org
Deputy DSL	Pierre Coiffait	pierre.coiffait@newbridgegroup.org
Deputy DSL	Janet Sarno	janet.sarno@newbridgegroup.org
Deputy DSL	Sonia Jones	sonia.jones@newbridgegroup.org
Trust Safeguarding contact	Geoff Howard	ghoward@newbridgegroup.org
Chair of Trustees	Steve Williams	
Safeguarding Trustee	Margaret Ramsbottom	

5.7. Vulnerable children

- 5.7.1. 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.
- 5.7.2. Those who have a social worker include children who have a Child Protection Plan and Child in Need 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.
- 5.7.3. Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

- 5.7.4. Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are.
- 5.7.5. Schools within the New Bridge MAT 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.
- 5.7.6. There is an expectation that all children will attend school. 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 School will explore the reasons for this directly with the parent, through the MATs Risk assessment
- 5.7.7. Where parents are concerned about the risk of the child contracting COVID19, Heads/Deputies, Senior Leaders or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.
- 5.7.8. Schools will encourage our vulnerable children and young people to attend a school, including remotely if needed.

5.8. Attendance monitoring

- 5.8.1. Hawthorns School will resume taking the attendance register and follow the usual day-to-day attendance processes to follow up on non-attendance.
- 5.8.2. We will follow guidance from the Department for Education on how to record attendance and what data to submit. The daily attendance sheet will be completed for the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- 5.8.3. If the school has closed, we will complete the return as requested by the DfE.
- 5.8.4. **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).

5.9. How this will look in our schools?

- 5.9.1. To support the above, we will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. Requests will be made by class email/Parentapp
- 5.9.2. In all circumstances where a vulnerable child does not attend or stops attending, we will follow up absence with parents/carers following our normal absence procedures and notify their social worker if they have one

5.10. Designated Safeguarding Lead arrangements

- 5.10.1. Each School within New Bridge MAT has a Designated Safeguarding Lead (DSL) and a Deputy DSL

- 5.10.2. The DSL will do all they can 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 children return. They will also liaise with the school nurse(s) to gather relevant information about any support provided by school nursing services while children have not been in school.
 - 5.10.3. The DSL and deputy will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.
 - 5.10.4. 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. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.
 - 5.10.5. There are DSLs available also across the MAT
 - 5.10.6. 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 and can be contacted via phone or online video
 - 5.10.7. This might include identifying the most vulnerable children in school, updating and managing access to child protection online management system, CPOMS, and liaising with the offsite DSL (or deputy) 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.
 - 5.10.8. It is important that all NEW BRIDGE MAT staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.
 - 5.10.9. The DSL (Deputies and assistants) will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.
- 5.11. Reporting a concern**
- 5.11.1. Where staff have a concern about a child at school or at home, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.
 - 5.11.2. In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Headteacher and the Trust Safeguarding Manager. This will ensure that the concern is received.
 - 5.11.3. Staff are reminded of the need to report any concern immediately and without delay.
 - 5.11.4. We will continue to follow the principles set out in Part 4 KCSIE 2020. Where staff are concerned about any adult working with children in the school, they should report the concern to the headteacher of that school. 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.
 - 5.11.5. Concerns around the Headteacher should be directed to the Chair of Governors: Steve Williams

5.11.6. The Multi-Academy Trust will continue to offer support in the process of managing allegations.

5.12. Safeguarding Training and induction

5.12.1. DSL training will take place remotely where possible

5.12.2. Briefings and relevant updated safeguarding information will be shared weekly with DSLs

5.12.3. 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.

5.12.4. All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

5.12.5. Where new staff are recruited, or new volunteers enter NEW BRIDGE MAT they will continue to be provided with a safeguarding induction.

5.12.6. 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:-

5.12.6.1. the individual has been subject to an enhanced DBS and children's barred list check

5.12.6.2. there are no known concerns about the individual's suitability to work with children

5.12.6.3. there is no ongoing disciplinary investigation relating to that individual

5.12.7. For movement within the Trust, schools should seek assurance from the Multi-Academy Trust (MAT) HR Manager that the member of staff has received appropriate safeguarding training.

5.12.8. Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

5.13. Safer recruitment/volunteers and movement of staff

5.13.1. 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, Schools within the New Bridge MAT will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020)

- 5.13.2. 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.
- 5.13.3. 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:-
- 5.13.3.1. the individual has been subject to an enhanced DBS and children's barred list check
 - 5.13.3.2. there are no known concerns about the individual's suitability to work with children
 - 5.13.3.3. there is no ongoing disciplinary investigation relating to that individual
- 5.13.4. Where Schools within New Bridge MAT 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.
- 5.13.5. Schools within New Bridge MAT 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.
- 5.13.6. Schools within New Bridge MAT 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.
- 5.13.7. During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk
- 5.13.8. 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, New Bridge MAT will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

5.14. Online safety in schools

- 5.14.1. New Bridge MAT will continue to provide a safe environment, including online. This includes the use of an online filtering system.
- 5.14.2. Where students are using computers in school, appropriate supervision will be in place.

5.15. Children and online safety away from school

- 5.15.1. 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.

- 5.15.2. Online teaching should follow the same principles as set out in the Hawthorns and MAT code of conduct.
- 5.15.3. New Bridge MAT will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- 5.15.4. When setting expectations for pupils learning remotely from home, staff will bear in mind the potential impact of the current situation on both children's and adults' mental health. Staff will be alert to mental health concerns and act immediately
- 5.15.5. We will make sure parents and carers are aware via email, website updates and parentmail 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
- 5.15.6. IT staff from across the MAT are available to support staff, parents and pupils. Staff must contact [support @newbridgegroup.org](mailto:support@newbridgegroup.org) for help with any IT issues.
- 5.15.7. Below are some things to consider when delivering virtual lessons, especially where webcams are involved:
- 5.15.7.1. No 1:1s, groups only
- 5.15.7.2. Staff and children must wear suitable clothing, as should anyone else in the household.
- 5.15.7.3. Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- 5.15.7.4. The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- 5.15.7.5. Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- 5.15.7.6. Language must be professional and appropriate, including any family members in the background.
- 5.15.7.7. Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- 5.15.7.8. Staff should record, the length, time, date and attendance of any sessions held.

5.16. Supporting children not in school

- 5.16.1. New Bridge MAT is committed to ensuring the safety and wellbeing of all pupils at home. Staff will try to speak directly to children 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
- 5.16.2. Where possible we will continue to offer our current support for pupil mental health for all pupils. This includes access to our school counsellor and AQP support remotely. We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time
- 5.16.3. 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, we will ensure that a robust communication plan is in place for that child. We will maintain regular contact with social workers.
- 5.16.4. Details of this plan must be recorded on CPOMS, as should a record of contact have made.
- 5.16.5. All children at home will have a communication plan. Other individualised contact methods should be considered and recorded.
- 5.16.6. The plan will set out
 - how often the school will make contact -this will be at least weekly
 - which staff member will make contact
 - how staff will make contact- remote contact, phone contact, door-step visits.
- 5.16.7. New Bridge MAT and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.
- 5.16.8. This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate. If we are unable to make contact we will phone any emergency contacts first ,then contact social care or the police.
- 5.16.9. The school will share safeguarding messages on its website and social media pages.
- 5.16.10. New Bridge MAT 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 at New Bridge MAT need to be aware of this in setting expectations of pupils' work where they are at home.
- 5.16.11. Staff will look out for signs such as : non completion of work, no contact, pupils more withdrawn during class check-ins

5.17. Supporting children in school

- 5.17.1. New Bridge MAT is committed to ensuring the safety and wellbeing of all its students.

- 5.17.2. Staff 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. Pupils will be supported by specialist staff within school as well as signposted to outside agencies where necessary. A school counsellor and trained AQP staff are available.
- 5.17.3. Schools within New Bridge MAT will continue to be a safe space for all children to attend and flourish. The Headteacher/Senior Leader on each site will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.
- 5.17.4. Schools within New Bridge MAT 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.
- 5.17.5. Where schools have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the trust.

5.18. Peer on Peer Abuse

- 5.18.1. Schools within New Bridge MAT recognises that during any closure a revised process may be required for managing any report of such abuse and supporting victims.
- 5.18.2. 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.
- 5.18.3. The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.
- 5.18.4. Concerns and actions must be recorded on CPOMS and appropriate referrals made.

5.19. Support from the Multi-Academy Trust

- 5.19.1. The Multi-Academy Trust (MAT) Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.
- 5.19.2. This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

6. Other useful documents

- 6.1. Safeguarding Vulnerable Adults

7. Monitoring

This policy will be monitored through the MAT's accountability framework. This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated. At every review, it will be approved by the full governing board.

8.Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child protection policy
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- E- safety policy
- Whistleblowing
- Behaviour Policy
- Anti-bullying policy
- Attendance policy