

COVID-19: Interim additional Addendum for safeguarding and child protection

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Context

From 20th March 2020 and again from January 2021, 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 Longdendale High School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

Key contacts

Role	Name	Contact number	E mail
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Designated Safeguarding Lead	Julie Noble	01457 764006	j.noble@lhs.aspireplus.org.uk
Deputy Safeguarding Lead	Jenny Willis	01457 764006	j.willis@lhs.aspireplus.org.uk
DSL Team Deputy Headteacher	Chris Major	01457 764006	c.major@lhs.aspireplus.org.uk
DSL Team Deputy Headteacher	Sally Ayre	01457 764006	s.ayre@lhs.aspireplus.org.uk
Headteacher	Andrea Jones	01457 764006	a.jones@lhs.aspireplus.org.uk
Chair of Governors	Tracey Saltsman	01457 764006	Through the school.

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 parents and the Local Authority if required and, 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. Many children and young people with EHC can remain safely 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. The decision will be taken in the best interests of the individual child.

Longdendale 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 lead person for this is: Julie Noble DSL.

There is an expectation that vulnerable children who have a Social Worker will attend an education setting, provided they do not have underlying health conditions that put them at risk.

Longdendale High School will encourage all of our vulnerable children and young people to attend school, including remotely if appropriate.

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 Longdendale High School will explore the reasons for this directly with the parent. Where there are exceptional circumstances and where the social worker supports the preference for the learner to remain at home, a safety plan / risk assessment will be put in place to ensure all the appropriate parties are involved and that welfare and engagement is followed up on a regular basis. Unless this is the case, the learner will be expected in school each day. This is tracked and monitored centrally in school, and each learner is reviewed at the weekly Inclusion Forum to ensure all support is in place and to support any follow-up actions.

Where parents are concerned about the risk of the child contracting COVID19, Longdendale High School or the Social Worker will talk through any issues raised with the parent/carer following the advice set out by Public Health England.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive enhanced pastoral support in school, they will ensure that a robust communication plan is in place for that child or young person. Details of this communication will be recorded on CURA. The communication plans may include; E mail contact via the school E mail system, phone contact via the parent/carer,

Longdendale High School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. The plan will be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate. The school will share safeguarding messages on its website. Longdendale High 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.

Longdendale High School has established a tiered system to aid with the grouping of students who are considered in some way as vulnerable. Each tier has an associated level of risk and response from the school in order to mitigate the assessment. Each child who is assigned to each tier had a named contact within school who will make contact at given intervals (ranging from daily to weekly).

In January 2021 schools were told to return to the remote education of children except in the case of a limited number of exceptions including: children with an assigned social worker, those with an EHC plan, those who have a parent/carer who is a critical worker. The full list may be accessed [here](#).

Children who are expected to be in school but fail to attend will be closely monitored by Longdendale inclusion staff. We will work with Social Workers to ensure attendance is achieved in all cases except where Children's Social Care agree that the child may learn remotely. In these cases a risk assessment will be undertaken which will include all interested parties.

Attendance monitoring

The school will monitor attendance to school of those vulnerable learners detailed in the groups above. In the event of non-attendance, this will be followed up each morning by the school's attendance team and the inclusion support team. Where contact via telephone is proving difficult, the inclusion and safeguarding team will conduct 'safe and well' doorstep visits to ensure the child is seen in addition to liaison with the social care team, the local community police officer, and any external agencies as appropriate.

Non-attendance of these children will also be reported to the Local Authority on a daily basis. The Local Authority will assist in the school's endeavours to ensure attendance of any learners in these vulnerable groups who are causing concern is achieved.

Attendance for those children who are learning remotely will be monitored through their presence during form time. Learners who are not present for this session will be recorded on the school's attendance system. Non-attendance will initially be followed up via a text message to parents/carers, and this will be followed up by phone calls from the inclusion team.

Engagement with learning will be monitored by subject teachers and followed up on a daily / lesson by lesson basis as appropriate. A learner's engagement will be rated as Red, Amber, Yellow or Green. Those learners whose engagement is anything less than Green will be followed up with a contact from school.

Daily returns to the DfE continue to be sent. These returns detail the number of people (staff & learners) who are present on the school site.

Designated Safeguarding Lead

Longdendale High School school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

Designated Safeguarding Lead: Julie Noble

Deputy Designated Safeguarding Lead: Jenny Willis

We also have a number of members of the Senior Leadership Team who are suitably trained to act in place of the DSL. Within the staffing rota at least one trained member of the Designated Safeguarding Team will always be available on site. In the unlikely event of this not being 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.

This might include updating and managing access to child protection online management system, CURA 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 or college. It is important that all Longdendale High 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 CURA, which can be done remotely. In the unlikely event that a member of staff cannot access their CURA from home, they should email the Designated Safeguarding Lead, Headteacher and the Deputy Head for Inclusion. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay. Once a concern is logged on CURA, staff will then send an Email to the DSL, Headteacher and Deputy Head for Inclusion.

Where staff are concerned about an adult working with children in the school, they should report to the Headteacher verbally and then follow up via an email to the Headteacher.

Concerns about the Headteacher should be directed to:

Chair of Governors: Tracey Saltsman.

The Multi-Academy Trust 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. The safeguarding team will track progress on this and take up any appropriate virtual training that is available.

The whole staff safeguarding training took place virtually in September 2020 on return to school and appropriate further information and training has been and will be shared with staff throughout the school year, using virtual opportunities.

All existing school staff have had safeguarding training and have read part one of Keeping Children Safe in Education (2020). The DSL will 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 Longdendale High 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.

For movement within the Trust, schools should seek assurance from the school DSL that the member of staff has received appropriate safeguarding training. 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.

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, Longdendale High School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in Part Three of Keeping Children Safe in Education (2020) (KCSIE) and the Longdendale Safe Working Practices document.

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS identification checking to minimise the need for face-to-face contact.

Where Longdendale High School utilise 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.

Longdendale High 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. Longdendale High 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, Longdendale High School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools

Longdendale High School will continue to provide a safe environment, including online. This includes the continuing use and monitoring of our online filtering system.

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

During this time it is highly likely that children will be spending more time online at home and that this time may be less supervised than might normally be the case. All learners have received lessons in school which cover E-Safety and we would ask that parents remain vigilant about the risks that exist in the virtual world. Parents may wish to raise concerns of a safeguarding nature with the school but should also be aware that the Child Online Exploitation and Protection group will also take your concerns at any time of day or night. Please visit www.ceop.police.uk for further details.

Children and online safety away from school

When supporting children not in school, Longdendale High School is committed to ensuring the safety and wellbeing of all its Children and Young people.

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 in line with the Child Protection Policy and, where appropriate, referrals should still be made to Children's Social Care and, as required, the police. Online teaching should follow the same principles as set out in our safe working document and advice set out by the Headteacher. Annex 24a – Remote learning and online safety.

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

Teachers at Longdendale High School are aware of this in setting expectations of learners' work where they are at home and will follow the Remote working Policy. Longdendale High 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 recorded on CURA should any concerns arise.

Supporting children in school

Longdendale High School is committed to ensuring the safety and wellbeing of all its students. Longdendale High School will continue to be a safe space for all learners to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to learner ratio numbers are appropriate, to maximise safety.

Longdendale High School will continue to 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. We 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 recorded on CURA where there are any concerns.

Where any member of Longdendale High School staff has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they will be discussed immediately with the Headteacher.

Peer on Peer Abuse

Longdendale High 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 five 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 will be recorded on CURA and appropriate referrals made.

Mass Coronavirus testing programme in school

From Monday the 11th January 2021 the school introduced and implemented the roll out offer of lateral flow tests to all learners and staff attending school during the National Lockdown period. The full roll out of the mass testing has been delayed until the return of all learners and staff return to school at the end of the national lockdown period. The weekly tests are voluntary although we are encouraging everyone to participate in the testing programme, facilitated by trained members of our school staff. The school has decided to offer tests to learners who are attending the school and staff as and when they are present in the building.

Along with the other protective measures we are taking, these tests will support learners and staff to remain safely in school.

There is a scheduled consent system in place and a registration with the NHS Track and Trace. Allocated days are in place for learners and staff to access their tests.

There is are clear protocols and procedures in place should any learner or staff member have a positive result and also covering the full scope of all aspects of testing in school –**Please see following documents LHS circulated**

“Roll out of mass coronavirus testing in school document 06/01/2021 LHS

“Privacy Notice – school representative contact details for managing delivery of Covid-19 testing “document 06/01/2021 LHS Circulation

“Data Protection – Covid 10 testing in school “document 06/01/2021 LHS

“Asymptomatic testing” document 06/01/2021 LHS

The school testing programme is for people with no symptoms. If anyone has concerns about symptoms: high temperature, new continuous cough, or loss/change to their sense of smell/taste - they must immediately self-isolate, notify school and book a test via calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>

Sources of support

Helpline	Helpline
Samaritans	Childline

116 123 This number is free to call 24 hours. Papyrus Helpline ; prevention of suicide 0800 068 4141	0800 1111 Free confidential advice. This number is free to call 24 hours a day
Websites	Helpline
www.kooth.com Free, safe and anonymous online support for young people www.togmind.org – MIND charity youngminds.org.uk healthyyoungmindspenine.nhs.uk	NSPCC 08088005000 Advice and guidance for adults Change Grow Live ; Drugs/Alcohol Teens/adults ; 0161 672 9420
Food banks	Helpline
Hollingworth Food Bank St May's Hollingworth	Tameside South & Longdendale Food Bank Hattersley Baptist Church, Melandra Crescent, Hyde, SK14 3RB
Domestic abuse helpline 08082000247 Support for women and children Pennyappeal.org Domestic Abuse helpline 0808 802 3333	
Phone apps	Helpline
www.childline.org.uk/toolbox/for-me/ Headspace Calmzone www.meetwo.co.uk calmharm ; app SAM anxiety app DAYLIO low mood app	Early Help Access Point 0161 342 4260 Information and advice for families in Tameside
Counselling ; phone/zoom	Websites
The Talk Shop – The Antony Seddon Centre 0161 376 4439 www.tasfund.org.uk/talk-shop-children-young-people 'Off The Record ' Phone counselling 0161 355 3553	www.mind.org.uk www.thinkuknow.co.uk www.childmind.org.uk
Bereavement support	Online safety support
www.winstonswish.org www.childbereavementuk.org www.cruse.org.uk www.nhs.uk	www.thinkuknow.co.uk CEOP – online child protection www.childnet.com

APPENDIX 1: Use of technology for online / virtual teaching (Safer Working Document)

The narrative of section 24 remains relevant. However, there has been a sharp increase in the use of technology for remote learning since March 2020 and this addendum provides some basic guidelines for staff and school leaders. All settings should review their online safety and acceptable use policies and amend these if necessary, ensuring that all staff involved in virtual teaching or the use of technology to contact pupils are briefed on best practice and any temporary changes to policy / procedures.

When selecting a platform for online / virtual teaching, settings should satisfy themselves that the provider has an appropriate level of security. Wherever possible, staff should use school devices and contact pupils only via the pupil school email address / log in. This ensures that the setting's filtering and monitoring software is enabled. In deciding whether to provide virtual or online learning for pupils, senior leaders should take into account issues such as accessibility within the family home, the mental health and wellbeing of children, including screen time, the potential for inappropriate behaviour by staff or pupils, staff access to the technology required, etc.

Virtual lessons will be timetabled and senior staff, DSL and / or heads of department are able to drop in to any virtual lesson at any time – the online version of entering a classroom.

Staff engaging in online learning will display the same standards of dress and conduct that they would in the real world; they should also role model this to pupils and parents.

The following points should be considered. This means that senior leaders should:

- review and amend their online safety and acceptable use policies to reflect the current situation
- ensure that all relevant staff have been briefed and understand the policies and the standards of conduct expected of them
- have clearly defined operating times for virtual learning
- consider the impact that virtual teaching may have on children and their parents/ carers / siblings
- be aware of the virtual learning timetable and ensure they have the capacity to join a range of lessons
- take into account any advice published by the local authority, MAP or their online safety / monitoring software provider
- adhere to the school policy
- be fully dressed
- ensure that a senior member of staff is aware that the online lesson / meeting is taking place and for what purpose

- avoid one to one situations – request that a parent is present in the room for the duration, or ask a colleague or member of SLT to join the session
- only record a lesson or online meeting with a pupil where this has been agreed with the head teacher or other senior staff, and the pupil and their parent/carer have given explicit written consent to do so
- be able to justify images of pupils in © Safer Recruitment Consortium.

COVID addendum April 2020 10 considered:-

- think about the background; photos, artwork, identifying features, mirrors – ideally the backing should be blurred
- staff and pupils should be in living / communal areas – no bedrooms
- staff and pupils should be fully dressed
- filters at a child's home may be set at a threshold which is different to the school
- resources / videos must be age appropriate – the child may not have support immediately to hand at home if they feel distressed or anxious about content It is the responsibility of the staff member to act as a moderator; raise any issues of suitability (of dress, setting, behaviour) with the child and / or parent immediately and end the online interaction if necessary Recording lessons does not prevent abuse. If staff wish to record the lesson they are teaching, consideration should be given to data protection issues; e.g., whether parental / pupil consent is needed and retention / storage.

If a staff member believes that a child or parent is recording the interaction, the lesson should be brought to an end or that child should be logged out immediately. Staff, parent and pupil AUPs should clearly state the standards of conduct required.

If staff need to contact a pupil or parent by phone and do not have access to a work phone, they should discuss this with a senior member of staff. If there is no alternative, always use 'caller withheld' to ensure the pupil/parent/carer is not able to identify the staff member's personal contact details. This means that adults should not:

- contact pupils outside the operating times defined by senior leaders
- take or record images of pupils for their personal use
- record virtual lessons or meetings using personal equipment (unless agreed and risk assessed by senior staff)
- engage online while children are in a state of undress or semi-undress.