

PA Appendix to Safeguarding Policy for COVID circumstances

Version 3 07/04/20

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1. Background

This appendix is intended to provide additional guidance to schools during the COVID-19 period. Much of this guidance has been taken directly from <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>.

KCSIE is statutory safeguarding guidance that schools should continue to have regard to as per their legislative duty.

It remains essential that as far as possible, schools continue to be safe places for children. The way schools are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children (this includes volunteers)
- children should continue to be protected when they are online

This is interim safeguarding guidance, it is under review and will be updated when the DfE issues content guidance. Each iteration will be version numbered and dated. The Federation has an effective child protection policy in place reflecting business as usual. This guidance

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more accurately reflects the new arrangements in response to COVID-19 but the safeguarding policy remains in place.

It is important that all staff and volunteers are aware of the policy appendix and are kept up to date as it is revised. Schools will produce their own in house guidance for staff which is specific to each site. This will include information such as:

- Named senior leader on site
- Named onsite DSL (or DSL arrangements)
- Who to contact if concerned about a pupil or member of staff
- Routines for contacting the school if staff members are unwell
- Arrangements for partnering or staying in contact with staff (details for Ed Mutual support)

2. Help and support

[Advice for the education sector](#) is being updated daily. The Department for Education COVID-19 helpline, is available to answer questions.

DfE coronavirus helpline

Email DfE.coronavirushelpline@education.gov.uk

Telephone 0800 046 8687

- 3. Role of the local authority** The local authority has provided some guidance on the support for vulnerable pupils, this and other guidance from the LA has been included in this guidance.

For any concerns about safeguarding please contact:

James Sykes: james.sykes@learningtrust.co.uk

0208 820 7285 07717 581720

Billy Baker: billy.baker@learningtrust.co.uk

020 8820 7406

Kate Cracknell: katherine.cracknell@learningtrust.co.uk

020 8820 7773 07747631098

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4. Safeguarding in schools and clusters

Some schools in the Federation are considering clustering. Where this is being planned, schools should take account of the following:

1. All schools should be following the social distancing guidance from the DfE <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings> . This details some of the expectations for handwashing, cleansing surfaces etc. Schools planning clustering will also need to consider how to share school based expectations around sharing equipment etc.
2. Schools should evaluate whether the clustering arrangements will encourage or require children and families to travel long distances or use public transport. It may not be appropriate to do so.
3. The principles in [Keeping children safe in education \(KCSIE\)](#) and this guidance continue to apply in clustering arrangements. In particular, the school that is acting as the hub in the cluster should continue to provide a safe environment, keep children safe and ensure staff and volunteers have been appropriately checked and risk assessments carried out as required. Additional advice on clusters and safeguarding will be provided by the DfE in due course.
4. It is the responsibility of the Headteacher providing staff to a hub school to check all the requirements on the SCR are in place for any member of staff working on another site.
5. A senior leader must be on site and clearly identified as the Hub leader each day. They must be informed of any staff or volunteers requiring a risk assessment. The senior leader must be aware of who the DSL is for the day, either on site, or who is available by phone if the need arises.
6. If staff members move between schools, the senior leader on site at the receiving school should judge, on a case-by-case basis, the level of safeguarding induction required. In most cases, the existing workforce will already have received appropriate safeguarding training and all they will require is a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.
7. Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR they do not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE. In the case of any uncertainty this should be resolved to the Data Protection Officer, David Coy. Email david.coy@london.anglican.org or Tel: 07903 506531
8. We have recommended that if pupils are attending a site that isn't their usual school, the school should require the parents to complete a registration form (provided by Venessa previously). This information and any other wellbeing/EHCP information should be provided to the hub school for pupils not normally on their site.
9. Clustering should be fixed once established

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5. Designated safeguarding leads (DSLs)

Wherever possible, a school providing care for children should have a trained DSL or deputy available on site.

Schools have had the opportunity to ensure staff can undertake the online DSL training provided through HLT. Therefore, there is a reasonable expectation that a DSL will be onsite in a school or school hub each day. The online safeguarding training can be found at the Safeguarding in Education page of the Hackney website, along with a range of resources:

<https://www.hackneyservicesforschools.co.uk/extranet/safeguarding-education>

To complete the assessment, staff should email James Sykes following completing the online training programme so the fact they have done this can be registered.

Where this is not possible, it is the responsibility of the Headteacher to identify a DSL from a Federation school who is contactable by phone to provide support if necessary.

If it not possible to arrange access to remote DSL support, a senior leader can take responsibility for this role. However, Headteachers should ensure senior leaders taking this responsibility have undertaken the DSL training (available in the Fed shared COVID folder) even if it is not possible for them to complete the assessment element. Whatever the arrangements, **all staff on site must know who to speak to if they are concerned about a pupil**. They must also know who to speak to if they **want to make a safeguarding allegation against a member of staff**. This should be the senior leader on site or the Headteacher responsible for the school site. Any allegations about a Headteacher should be raised with the Executive Principal or Chair of Governors according to the usual policy. Similarly, any safeguarding allegation concerning the Executive Principal should be raised with the Chair of Governors.

6. Vulnerable children

Ensuring that vulnerable children remain protected is a top priority for the government. Guidance on vulnerable children can be found here [guidance on vulnerable children and young people](#)

Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and VSHs will continue to work with vulnerable children in this difficult period and should support these children to access this provision.

Pupils attending emergency provision in schools

Please see the processes for pupils who will be attending emergency provision in school. These processes have been provided by the Local Authority:

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Child Protection (CP) and Child in Need (CIN) Plans

For those children and young people on Child Protection (CP) and Child in Need (CIN) plans it is essential that DSLs inform Children and Families Services (CFS) and the named social worker about the school's arrangements.

If there are planned core group meetings schools should take advice from CFS as to whether these meetings will continue and attend if appropriate and in accordance with advice from government.

It is strongly recommended that schools update social workers every day as to whether pupils in receipt of a plan have attended school or not.

Please ensure you have contact numbers for the child's social worker, the social work manager and unit coordinator. Please **copy all three contacts** into any email communication.

Other plans including EHCP

Children and young people with Education Health and Care Plans may experience additional vulnerability if they cannot attend school.

Schools should liaise with appropriate professionals to ensure consistency of support, and ensure that all aspects of provision are in place.

Please contact the relevant personal in the SEND team for advice and support if you have concerns that cannot be met through school based planning.

For any concerns about this process please contact:

Francesca Cannarella: francesca.cannerella@learningtrust.co.uk

Tel: 020 8820 7323

Children with a CP file in school but no social worker

If you are concerned about a young person who has a CP file in school but a referral hasn't been previously made, or a referral has been made that did not meet threshold, and you now have increased concerns due to the child not being able to attend school please contact FAST to discuss.

Email: fast@hackney.gov.uk

Tel: 020 8356 5500 Out of Hours: 020 8356 2710

Looked After Children

It is not an expectation that all Looked After Children should attend school. Decisions should be made with Foster Carers, Social Workers and the Virtual School according to individual need. For any concerns or queries please contact:

Nick Corker: nick.corker@hackney.gov.uk

Tel: 07949212209

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Pupils not attending emergency provision in school

Most vulnerable pupils will be attending emergency childcare provision in school, however some vulnerable pupils will not fall into the identified government categories. Schools will know the pupils that they are concerned about and will be keeping in touch with these families. We strongly recommend that this contact is at least twice a week, however we are aware that many that schools are doing this more frequently. Where possible this contact should be made directly with the pupil. We recommend that a record is kept of this contact.

We are aware that some pupils will become vulnerable during the period of time that schools are closed. We recommend that contact is made with all pupils at least once a week, however we are aware that many schools are doing this more frequently. Where possible this contact should be made directly with the pupil. We recommend that a record is kept of this contact.

First Access Screening Team (FAST)

If you have concerns about the safety of a child, please contact FAST. Your referral will be processed in the usual way. The referral may involve some input from HLT if required, in order to ensure we provided a tailored rapid response.

Tel: 020 8356 5500

Out of Hours: 020 8356 2710

Email: fast@hackney.gov.uk The referral form and more information can be found at:

<https://hackney.gov.uk/child-protection>

While we are aware that all services are under pressure, please do not hesitate to escalate if you believe services are not responding to urgent concerns. The following email addresses have been provided by the LA:

James Sykes: james.sykes@learningtrust.co.uk

0208 820 7285 07717 581720

Billy Baker: billy.baker@learningtrust.co.uk

020 8820 7406

Kate Cracknell: katherine.cracknell@learningtrust.co.uk

020 8820 7773 07747631098

Contact the Executive Principal for guidance if further escalation is required.

7. **Home Visits** – are not recommended.

In the following exceptional circumstances, a home visit might be considered:

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- To deliver a food parcel or package of work to a pupil unable to access online learning
- To contact a pupil the school has been unable to contact either online or on the phone for more than a week.

A home visit should only be undertaken with the permission of the Headteacher. In the absence of the Headteacher due to illness, permission should be sought from the Executive Principal.

- Under no circumstances should a member of staff carry out a home visit alone. Nor should a member of staff enter a home.
- A record of home visits must be kept
- If you have concerns following a home visit make a referral to the DSL
- Staff should observe social distancing between themselves and the pupil/family at all times

8. Attendance

The DfE guidance states that Local authorities and schools do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

- As a Federation, we have agreed to register any children of key workers not normally attending the school (for example, the children of staff supporting the provision).
- We will follow up pupils who have not turned up to the provision if we are expecting them or if they have normally been attending. Contact will be made via phone call.
- It is helpful to set an expectation with families that pupils will be on site at the start of the provision (e.g. 9am). This will avoid calling families who are just late.

Schools and social workers should be agreeing with families whether children in need should be attending education provision – and the school should then follow up on any child that they were expecting to attend, who does not.

The department has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

9. Peer on Peer Abuse

We recognise that during the closure a revised process may be required for managing any report of peer on peer abuse and supporting victims. Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE, 2019 and of those outlined within our Safeguarding and Child Protection Policy. We will listen and work with

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children and young people, parents/carers and multi-agency partners to ensure the safety and security of the child/young person concerned. All concerns and actions will be recorded in line with our normal safeguarding processes and appropriate referrals made.

10. Staff training and safeguarding induction

- All staff must have read part 1 of KCSIE. Any volunteers or supply staff on site should read KSIE part 1 and sign confirming they have done so.
- Leaders will need to ensure staff are aware of any new local arrangements so they know what to do if they are worried about a child. In Federation schools, we expect concerns to be raised to the DSL, remote DSL or senior leader on site using the schools normal reporting processes.

11. 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. If schools are recruiting new staff, they should continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of 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.

Where schools are utilising volunteers, they should continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Schools must continue to follow their 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.

Schools should 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. All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

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12. Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers should be aware of this in setting expectations of pupils' work where they are at home. The department is providing separate guidance on providing education remotely.

Support is available for staff through Education Mutual. For any staff wanting to access counselling or physio, they can visit www.educationmutual.co.uk and hover over healthcare and click get help.

This brings up a form to fill out and submit. Within 24 hours the staff member will receive a short call to arrange a triage call, this is to go through options best available and suited to the individual. After this a recommendation will be put forward to the individual and sessions will be arranged local to them.

The DfE has issued guidance on [mental health and behaviour in schools](#).

13. Online safety in schools

It will be more important than ever that schools provide a safe environment, including online. Schools and colleges should continue to ensure that appropriate filters and monitoring systems (read [guidance on what "appropriate" looks like](#)) are in place to protect children when they are online on the school IT systems or recommended resources. We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Online teaching should follow the same principles as set out in the school's code of conduct. All staff are made aware of the following considerations when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- No live streaming, lessons should be recorded so that if any issues were to arise, the video can be reviewed.
- Teaching to take place within normal school hours
- Staff must wear suitable clothing
- Any computers used should be in appropriate areas, for example, not in bedrooms.
- Language must be professional and appropriate.
- Staff must only use platforms provided by their school to communicate with pupils

14. Children and online safety away from school

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All schools should be doing what they reasonably can to keep all of their children safe. In most cases, the majority of children will not be physically attending the school or college. 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.

As a Federation we agreed to provide briefings to pupils, parents and teachers about online safety. These should be refreshed regularly via online homework, school websites etc. An online safety and screen time advisory note, specific to the current situation, has been produced by The Key safeguarding centre. This is saved in the Covid folder on Fedshare and can be sent out to all parents.

The department is providing separate guidance on providing education remotely.

All schools should consider the safety of their children when they are asked to work online. The starting point for online teaching should be that the same principles as set out in the school's staff behaviour policy or code of conduct. Staff should also refer to the acceptable use of the internet policy

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As part of the briefing given to pupils before schools closed, guidance was given about what a pupil should do if they were worried about themselves or someone in their household. This included the contact details for [Childline](#). This guidance should be revisited along with the online safety guidance as part of the learning programme being offered to pupils.

- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

15. Contact with Parents/Carers

Schools are likely to be in regular contact with parents and carers. Those communications should be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school or college (if anyone) their child is going to be interacting with online.

In their communications with parents and carers, schools should emphasise the importance of securing online support from a reputable organisation/individual who can provide

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evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

16. Key School Information

Exec Principal: Sian Davies, sdavies@primaryadvantage.hackney.sch.uk Chair of Governors: John Clark jclark@primaryadvantage.hackney.sch.uk Vice Chair of Governors: Hilary Ryan hryan@primaryadvantage.hackney.sch.uk	
St John & St James 0208 9852045 Headteacher: Jo Smith jsmith@johnjames.hackney.sch.uk Trained DSLs: Jo Smith jsmith@johnjames.hackney.sch.uk Maisie Adamsdale madamsdale@johnjames.hackney.sch.uk Sharon Rees, srees@johnjames.hackney.sch.uk SENDCO: Maisie Adamsdale, madamsdale@johnjames.hackney.sch.uk	Holy Trinity 0207 254 1010 Acting Headteacher: Catherine Thomas cthomas@holytrinity.hackney.sch.uk Trained DSLs: Angela Hunt ahunt@holytrinity.hackney.sch.uk Catherine Thomas cthomas@holytrinity.hackney.sch.uk Chloe Wilson cwilson@holytrinity.hackney.sch.uk Hannah Williams hwilliams@holytrinity.hackney.sch.uk Philippa Hay phay@holytrinity.hackney.sch.uk Sarah Mather smather@primaryadvantage.hackney.sch.uk Sophie Lawes slawes@primaryadvantage.hackney.sch.uk SENDCO Angela Hunt ahunt@holytrinity.hackney.sch.uk
St Matthias 0207 2541148 Headteacher: Lucy Blewett lblewett@st-matthias.hackney.sch.uk Trained DSLs: Lucy Blewett lblewett@st-matthias.hackney.sch.uk Kelly Durcan kdurcan@st-matthias.hackney.sch.uk Alice Martin amartin@smatthias.hackney.sch.uk SENDCO Kelly Durcan kdurcan@st-matthias.hackney.sch.uk	Springfield 0208 8009007 Headteacher: Fiona Judge fjudge@springfield.hackney.sch.uk Trained DSLs: Fiona Judge fjudge@springfield.hackney.sch.uk Mel Lines mllines@springfield.hackney.sch.uk SENDCO Mel Lines mllines@springfield.hackney.sch.uk
St John the Baptist 0207 7394902	Morningside 0208 9855382

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<p>Headteacher: Toni Mason tmason@st-john.hackney.sch.uk</p> <p>Trained DSLs: Toni Mason tmason@st-john.hackney.sch.uk Joy Salmon jsalmon@st-john.hackney.sch.uk Rachel Smith rsmith@st-john.hackney.sch.uk SENDCO Rachel Smith rsmith@st-john.hackney.sch.uk</p>	<p>Headteacher: Janet Taylor jtaylor@morningside.hackney.sch.uk</p> <p>Trained DSLs: Sheena Khangura skhangura@morningside.hackney.sch.uk Rachel Smith rsmith@morningside.hackney.sch.uk Jo Stonehouse jstonehouse@morningside.hackney.sch.uk Janet Taylor jtaylor@morningside.hackney.sch.uk Sam Dorney samdorney@morningside.hackney.sch.uk SENDCO: Sheena Khangura skhangura@morningside.hackney.sch.uk</p>
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