



## **Annex 1**

# **COVID-19 school closure arrangements for Safeguarding and Child Protection at Harrow Way Community School**

## **1. Context**

From 20<sup>th</sup> 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. From the 15<sup>st</sup> of June the government has revised its guidance and now advises that schools should offer some form of face to face contact for yr10 students.

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 Harrow Way Community School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Katy Woods		Katy.Woods@harrowway.hants.sch.uk
Deputy Designated Safeguarding Leads	Janice Buckley		Janice.Buckley@harrowway.hants.sch.uk
Headteacher	Michael Serridge		Michael.serridge@harrowway.hants.sch.uk
Chair of Governors	Tanya Hampton		Tanya.hampton@harrowway.hants.sch.uk
Safeguarding Governor	Tanya Hampton		Tanya.hampton@harrowway.hants.sch.uk

## 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. Many children and young people with EHC plans can safely remain at home.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability. Children who are eligible for FSM and other students whose families have been identified as in financial difficulties, are being provided with food vouchers by the school, on a weekly basis.



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.

Harrow Way 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: Janice Buckley

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

Harrow Way will support our vulnerable children and young people to attend school, if they cannot be cared for safely at home, including remotely if needed. This will be put in place following discussions with key professionals and parents. Risk assessments will be used to ensure the safety of all students is considered.

### **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

As of the 1<sup>st</sup> of June we will resume taking our attendance record for any additional students in school and continue to complete the online Educational Setting Status form which gives the DfE daily updates on how many vulnerable or keyworker children are in school. If Harrow Way has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon -

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

Harrow Way will then follow up on any pupil that they were expecting to attend, who does not. Harrow Way will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently does not attend.

### **HOW WILL THIS LOOK IN YOUR SCHOOL?**

To support the above, Harrow Way 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.

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



## **Designated Safeguarding Lead**

Harrow Way Community School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Katy Woods

The Deputy Designated Safeguarding Lead is: Janice Buckley, Caroline Lowing, Julia McLachlan

Other DSL trained staff include: Graeme Fluellen & Dawn German

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. The on call DSL numbers are on the weekly schedule/rota of staff in school.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader/key lead will assume responsibility for co-ordinating safeguarding on site.

This might include 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.

It is important that all Harrow Way staff 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.

The DSL or DDSL 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 CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, one of the safeguarding team or Headteacher. This will ensure that the concern is received.

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 to the Headteacher via a telephone call or email. 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: Tanya Hampton.

## **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 Harrow Way, 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

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, Harrow Way 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 (2019) (KCSIE).

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

If staff are deployed from another education or children's workforce setting to 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

Where Harrow Way 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.

Harrow Way 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.

During the COVID-19 period all referrals should be made to the LADO as set out in our safeguarding policy.

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, Harrow way 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 and colleges**

Harrow Way 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 school and 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.

Online teaching should follow the same principles as set out in the acceptable use of IT code of conduct.

#### **Live Streaming lesson**

Where live streaming lessons are used the following rules must be followed



- Staff are in an appropriate environment
- Staff are dressed appropriately
- All lessons are recorded so safeguarding can be monitored
- Staff cannot see into students homes
- Any concerns are passed on via cpoms to the DSL

One to one interventions or tutoring via Google Meet

Where it has been agreed for Google Meet to be used to support learning the following rules must be followed

- Parental permission must be given for the session and for the session to be recorded
- Staff may only goggle meet the student at the agreed date and time
- Staff and student are in a suitable environment
- Staff and students are dressed appropriately
- The meeting is recorded and saved for monitoring purposes for 6 months

### **Staff should be clear that they:**

Understand that the Data Protection Act / GDPR regulations continue to apply, and that these apply to paper documents as well as electronic. As difficult as it might sound, this means not leaving school data accessible to other members of your household, locking your computer and protecting your password(s) just as you are expected to at work.

Continue to follow the schools IT Acceptable Use Policy, regardless of whether work is taking place at school or home. This includes (but is not limited to):

- Ensuring all communication with colleagues, students or parents is conducted via your school provided e-mail account and never a personal or third party service.
- Ensuring that the only online storage services used are school provided (i.e. Google Drive and Showmyhomework) and never a personal service (e.g. Dropbox). USB flash drives or other personal hard drives should never be being used to transfer school data.
- Staff should also remember appropriate professional conduct and boundaries when working from home, especially if using or creating multimedia resources such as screencasts, video conferencing (when authorised by the Headteacher), or telephone calls. The school will provide support and guidance with services like these should their use become necessary, but please remember not to start using online services outside of the school provided ones or working with students and to ask for advice if unsure.

## **Supporting children not in school**

Harrow Way 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 CPOMS, as should a record of contact that has been made.

The communication plans can include; remote contact, phone contact. Other individualised contact methods should be considered and recorded.

Where safeguarding staff have not been able to make contact with a potentially vulnerable student the DSL or DDSL may complete a home visit. This will be recorded via cpoms.

Harrow Way 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 a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages via email, on its website and possibly social media pages.

Harrow Way 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 Harrow Way need to be aware of this in setting expectations of pupils' work where they are at home.

## **Supporting children in school**

Harrow Way is committed to ensuring the safety and wellbeing of all its students.

Harrow Way 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.

Harrow Way 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.

From the week commencing 15th June, schools are requested to make provision for yr10 to have some face to face contact with staff. We will only have more students back in school when we have all the protective measures in place for staff and students. We will follow all the published guidance to ensure safety of staff and students.

We will follow a comprehensive risk assessment which has been approved by governors. This risk assessment will be regularly updated and reviewed ([link to risk assessment](#))





Harrow Way 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.

If staff have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders they will discuss them immediately with the Head Teacher or Deputy Head teachers

## **Peer on Peer Abuse**

Harrow Way 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 the Child Protection Policy.

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.

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

## Mental Health and Wellbeing

We will continue to sign post all parents to support for E safety and health and wellbeing resources via our weekly Enews

We will continue to send out support and advice and guidance to students via email and our weekly pastoral support newsletter.

Regular email and telephone contact will be made by tutors, heads of year and the safeguarding team to offer pastoral support to all students.

The safeguarding team will continue to make regular contact with students or their parents to support mental health concerns. With approval from the DSL home visits may be put in place and Google Meet can be used by the safeguarding team to support student's mental health and wellbeing.

**School Name: Harrow Way Community school**

**Policy owner:** Katy Woods

**Date:** 08/06/20

**Date shared with staff:** 09/06/20