



# **COVID-19 School Closure Arrangements for Safeguarding and Child Protection at Hazelwood Schools**

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This addendum to the Hazelwood Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements in the following areas:

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## 1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely needed 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. As a result of these changes we have written this addendum to our Safeguarding and Child Protection Policy which will be followed during the period COVID-19 measures are in place.

## 2. Key Contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead (DSL)	Tracy Kilkenny	Personal mobile or 020 8886 3216	<a href="mailto:office@hazelwood.enfield.sch.uk">office@hazelwood.enfield.sch.uk</a>
Deputy DSL	Stella Gannon	personal mobile or 020 8886 3216	<a href="mailto:office@hazelwood.enfield.sch.uk">office@hazelwood.enfield.sch.uk</a>
Headteacher	Tracy Kilkenny	020 8886 3216	<a href="mailto:office@hazelwood.enfield.sch.uk">office@hazelwood.enfield.sch.uk</a>

### **3. Vulnerable Children**

Vulnerable children include those who have a social worker and those children 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 (Looked after Children- LAC). A child may also be deemed to be vulnerable if they have been assessed as being in need, on a Child In Need (CIN) Plan 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 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 with EHC Plans can safely remain at home.

Eligibility for Free School Meals (FSM) should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Leads (and deputies) 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.

Hazelwood will continue to work with and support external professionals in order 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 Children (LAC) and Previously Looked After Children (PLAC). The Designated LAC/PLAC is Stella Gannon (Deputy Head).

There is an expectation that vulnerable children who have a social worker will be offered a place to attend Hazelwood, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent does not want to bring their child into school, and their child is considered vulnerable, the social worker and Hazelwood will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, Hazelwood or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Hazelwood will encourage our vulnerable children to engage with and complete the online learning set and any other work provided by Hazelwood.

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

Hazelwood will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, Hazelwood 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 all circumstances where a vulnerable child does not take up their place at school, or discontinues, Hazelwood will notify their social worker.

## **5. Designated Safeguarding Leads (DSL)**

Hazelwood Schools has a Designated Safeguarding Lead (DSL), Deputy DSL and other members of our Senior Leadership Team (SLT) have also had DSL training.

The Designated Safeguarding Lead is Tracy Kilkenny (Headteacher)

The Deputy DSL is Stella Gannon (Deputy Headteacher)

Also trained as additional Designated Safeguarding Leads are: Justyna Powrie and Sam Powell.

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.**

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 systems 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 Hazelwood staff and volunteers have access to a trained DSL (or deputy). On each day, staff on site will be made aware of who 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.

## **6. Reporting a Concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the schools' Safeguarding and Child Protection Policy, this includes making a report to the DSL(s). Staff should email and telephone phone the Designated Safeguarding Lead and 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 complete a form (as part of the usual whistleblowing procedures) and report the concern to the Headteacher/Deputy or SLT member on site.

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 Chairs of the Governing Body: Nic Buckley or Sidrah Chowdry.

## 7. 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 (KCSIE). 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 Hazelwood, 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

## 8. 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, Hazelwood 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. Where Hazelwood 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.**

Hazelwood will continue to follow the legal duty to refer to the DBS of 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.

Hazelwood 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](mailto: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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Hazelwood will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **9. Online Safety in School**

Hazelwood will continue to provide a safe environment, including online. This includes the use of an online filtering system provided by London Grid for Learning. Where pupils are using computers/iPads in school, appropriate supervision will be in place. As a result of the Covid-19 measures, we will be writing an addendum for our Online Safety Policy too which will be available on our website soon.

## **10. Children and Online Safety Away from School**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per Hazelwood's Safeguarding and 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 Hazelwood's Code of Conduct.**

Hazelwood will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements. Below are some things to consider when communicating online, delivering remote (distance) learning.

- Staff must only use platforms provided by the school (Purple Mash, My Maths, Busy Things and Tapestry) to communicate with pupils
- Staff should NOT use "live" conferencing to communicate with Parents & Pupils.
- Staff must wear suitable clothing, as should anyone else in the household if videoing (e.g. A story time session for children).
- Staff should be mindful of what can be seen in the background if making a recording.
- Language must be professional and appropriate at all times, including any family members in the background.

## **11. Supporting Children not in School**

Hazelwood is committed to ensuring the safety and wellbeing of all its Children, even if they are not attending the physical school building.

Where children and families have social workers or are deemed as vulnerable by the DSLs, Risk Assessments have been carried out in consultation with parents, social workers and other professionals if appropriate.

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 will ensure that a robust communication plan is in place for that child. This may include regular conversations over the telephone with members of the Senior Leadership Team (SLT) or our Learning Mentor.

Details of this plan and a record of any contact that has been made are recorded on their Risk Assessments and the Vulnerable Children's Register. This may include; remote contact, phone contact or door-step visits.

Other individualised contact methods should be considered and recorded. Hazelwood and its DSL(s) will work closely with all stakeholders to maximise the effectiveness of any communication. This 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 on its newsletter (and refer to information on its website).

Hazelwood recognises that school is a protective factor for children and the current circumstances, can affect the mental health of pupils and their parents/carers.

Teachers at Hazelwood are aware of this when setting expectations of pupils' work where they are at home. Hazelwood 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.

## **12. Supporting Children in School**

Hazelwood is committed to ensuring the safety and wellbeing of all its Children.

Hazelwood 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.

Hazelwood 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 COVID-19.

Hazelwood 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.

Where Hazelwood has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – appropriate advice and actions will be taken to ensure compliance.

## **13. Peer on Peer Abuse**

Hazelwood 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 Hazelwood's Safeguarding and Child Protection Policy and Hazelwood's Online Safety Policy.

The school will listen and work with the pupil, parents/carers and any multiagency partner required to ensure the safety and security of that pupil. Concerns and actions must be recorded in our Behaviour Records which are reported to Governors, as well as on our Vulnerable Children's Register and appropriate referrals made.