

## **HADRIAN LEARNING TRUST**

### **APPENDIX TO CHILD PROTECTION AND SAFEGUARDING POLICY**

**to reflect the government guidance: (Covid-19): Safeguarding in schools, colleges and other education providers up to 30<sup>th</sup> March 2020.**

**Updated to reflect the government guidance: Coronavirus (Covid-19): Safeguarding in schools, colleges and other providers. June 1<sup>st</sup> 2020.**

There have been significant changes within our setting in response to the COVID-19 outbreak. Most pupils/ students have remained at home and staffing has been affected through self-isolation. We realise this is a difficult, and potentially stressful time for families, and we encourage parents to contact school if they need additional help or support. We will do everything we can to work together and offer any extra help we can. We will signpost or refer families to other agencies for support which will help.

Despite the changes, the school's Child Protection Policy is fundamentally the same: children always come first, we all have responsibility for safeguarding the children in our care, staff should respond robustly to safeguarding concerns and contact the relevant DSL (designated safeguarding lead) or deputy in line with our established safeguarding procedures. This annex sets out some of the adjustments we are making in line with the changed arrangements in the schools and following advice from government and local agencies.

The current government advice is that HMS pupils in Years 5, 7, 8 and QEHS students in Years 9, 11 and 13 should remain at home. Year 6 students at HMS will return from June 1<sup>st</sup>. From June 15<sup>th</sup> Year 10 and 12 students from QEHS will be offered some face-to-face time with teachers to supplement online learning.

Daily provision continues to be provided at both schools for some specific groups of students. These specific groups include: 'vulnerable' children, children with EHCPs and children from Key Worker families where the young person cannot be at home. The DSLs, Pastoral Teams, senior staff and SEND Teams keep in regular telephone or email contact with parents/carers of 'vulnerable' students and those with SEN. The SENDCos and their assistants remain in contact with parents and the local authority regarding our students with Educational Health Care Plans (EHCPs). The School Office at both schools are staffed throughout the working week; pastoral and safeguarding teams will also respond to emails requesting help during out of office hours.

#### **Free School Meals**

Children who attend school as part of the 'vulnerable' or children of key-workers group and are eligible for Free School Meals provided with a free 2 course lunch. For children in receipt of Free School Meals who are not attending school we will follow the national voucher scheme, launched by the government on the 31<sup>st</sup> March 2020. Families will receive vouchers worth £15 which can be spent at a local supermarket. More information can be found at:

<https://www.gov.uk/government/news/voucher-scheme-launches-for-schools-providing-free->

[school-meals?utm\\_source=1e8e0f2f-de27-4ddc-8bb7-4c57b4725211&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.hesbyschools.org.uk/school-meals?utm_source=1e8e0f2f-de27-4ddc-8bb7-4c57b4725211&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

### Reporting concerns

- **The Designated Safeguarding Lead (DSL) at HMS is:** Mrs Amanda Frankish, Deputy Head Teacher, [afrankish@hexhammiddle.org.uk](mailto:afrankish@hexhammiddle.org.uk)
- **The Deputy DSL at HMS is:** Mrs Fiona Cave, Head of Key Stage 2, [fcave@hexhammiddle.org.uk](mailto:fcave@hexhammiddle.org.uk)
- **The Designated Safeguarding Lead (DSL) at QEHS is:** Mr Richard Zabrocki, Assistant Head Teacher; [rzabrocki@qehs.net](mailto:rzabrocki@qehs.net)
- **The Deputy DSL is:** Mr Emerson Brown, Sixth Form Pastoral Leader; [ebrown@qehs.net](mailto:ebrown@qehs.net)

From June 1<sup>st</sup> either the DSL or deputy DSL will be on site at HMS. At QEHS the current approach ensures that a member of the trust's Senior Leadership Team (SLT) is always on site while the school is open. They are able to contact the relevant school's DSL or Deputy DSL to pass on concerns or take advice. Staff who are in school are instructed to inform the member of the SLT if they have a safeguarding concern and the relevant DSL or Deputy DSL will be contacted. Staff working from home can contact their DSL and Deputy DSL via email. Staff will continue to follow the school's safeguarding procedures and respond immediately about concerns they have about any child, whether in school or not. COVID-19 means a need for increased vigilance due to the pressures on services, families and children, rather than a reduction in our standards.

Locally, the school remains in contact with the safeguarding team at Northumberland County Council. We will still use OneCall as the 'front-door' service for social care support and advice. The DSLs remain in contact with all allocated social workers regarding the attendance, safety and wellbeing of students involved with social care. In addition, for those students that are Looked-After, the DSLs remain in contact with the relevant Virtual School leads. The Local Area Safeguarding Officer (LADO) remains a source of advice for school. Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. **The arrangements for contacting children's services are via the One Call initial response service directly at 01670 536400.**

### Identifying vulnerability

Prior to closure, both schools identified children who were more vulnerable; either because of belonging to a particular group: having an EHCP; having social worker involvement; where school is aware of families facing particular challenges; where there have been previous concerns or where we feel families will benefit from more regular telephone contact and support. Across both schools, staff contacted the parents/carers of children within these groups and invited them to attend school. Where they have not been able to attend or have stopped attending, school has been in at least weekly contact. Any issues, school has resolved, for example; delivering additional work packs and resources.

School identified all children with social care or early help involvement and made contact with the lead professional and established a plan of support. Where there has been no response from the lead professional, school has contacted One Call.

The following specific arrangements are in place for the specific groups:

- Looked after children and children subject to a child protection plan are contacted at least weekly by DSL or SLT and school is in contact with social worker.
- Children who have social care involvement are contacted at least weekly by DSL or SLT (or nominated person) in liaison with Children Services.
- Children with an EHCP are either attending school or contacted at least weekly by SENDCo or member of the SEND team.
- All students on the SEN register are contacted fortnightly by the SEN team or nominated member of school staff.
- Other children the school considers vulnerable during school closure or where we have previous safeguarding concerns are initially contacted weekly by school staff, and then when required based on risk assessment.

In addition, the following groups have specific arrangements around contact and support from the school:

- Children who may attend school – we maintain usual contact arrangements. The school offices at HMS and QEHS will be staffed from 8.30am to 3.30pm daily. (HMS: 01434 6032533, QEHS: 01434 610300). Parents can contact HMS via [admin@hexhammiddle.org.uk](mailto:admin@hexhammiddle.org.uk) and QEHS via [admin@qehs.net](mailto:admin@qehs.net). These email inboxes will be checked every working day and any concerns/ issues forwarded to the relevant member of staff.
- At HMS, all pupils working from home have access to online resources via School 360. Where children do not have internet access, or the necessary technology to access, school has provided paper based resources. Where pupils with additional needs have struggled to access online resources, school has delivered specific work packs.
- At QEHS, all students working at home – online resources and teacher feedback: <https://www.qehs.net/index.php/online-learning/> For those who did not have access to the internet or laptop hard copies of work were provided.
- QEHS parents, students and carers can raise pastoral concerns via the email address [pastoral@qehs.net](mailto:pastoral@qehs.net). This account will be checked every working day and messages will be triaged to the relevant member of staff.

### **Attendance at school**

Attendance will be recorded in line with guidance issued by government. Where a child is expected in school and does not arrive, the school will follow our attendance procedure and make contact with the family. For vulnerable students, if contact is not possible by 9:30am the DSL must be informed. The DSL will attempt a range of methods to contact the parent but if necessary contact the pupil/ student's social worker or One Call.

## **Pressure at home**

A risk assessment will be undertaken to consider the implications of COVID-19 alongside other risks perceived to the child. The risk of COVID-19 does not override the duty on the school to ensure children and children are safe.

Staff will be aware of increased risk around the pressures on children and their families at this time. There will be heightened awareness of family pressures through being contained in a small area, poverty, and financial or health anxiety. These areas should be considered in the setting of any work for children to undertake at home. Staff will be aware of the mental health of both children and their parents/carers, informing the DSL about any concerns.

Resources have been shared via letters, our website and social media platforms to support students and parents with their wellbeing at this time.

## **Peer on peer abuse**

We recognise the potential for abuse to occur between children, especially in the context of a school closure or partial closure. Our staff will remain vigilant to the signs of peer-on-peer abuse, including those between children who are not currently attending our provision.

## **Risk online**

Young people will be using the internet more during this period. The school are also using online approaches to deliver learning and support. Staff, students and parents/carers have been made aware of online risks and where to find further information and support, or where to report concerns. Staff will apply the same child-centred safeguarding practices as when children were learning at the school.

- The school continues to ensure appropriate filters and monitors are in place.
- Senior Leaders and Trustees will review arrangements to ensure they remain appropriate
- Staff have been reminded of the school's code of conduct and importance of using school systems to communicate with children and their families.
- Staff have been advised on acceptable methods of communication and online approaches to delivering online learning.
- Children and young people accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the school, [Childline](#), the [UK Safer Internet Centre](#) and [CEOP](#).
- Parents and carers have received information about keeping children safe online with peers, the school, other education offers they may access and the wider internet community. We have set out the school's approach, including the sites children will be asked to access and set out who from the school (if anyone) their child is going to be interacting with online. Parents have been offered the links to support their children through a variety of agencies.
- Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](#).

## **Allegations or concerns about staff**

With such different arrangements, young people could be at greater risk of abuse from staff or volunteers. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

Any staff or volunteers from outside our setting will complete an induction to ensure they are aware of the risks and know how to take action if they are concerned.

We have confirmed the arrangements to contact the LADO at the local authority remain unchanged:

Adam Hall  
Independent Reviewing Officer (LADO)  
Direct Line: 01670 623979 General Line: 01670 624888  
Email: [adam.hall01@northumberland.gov.uk](mailto:adam.hall01@northumberland.gov.uk)

If necessary, the school will continue to follow the duty to refer to DBS any adult who has harmed or poses a risk of harm to a child or vulnerable adult, and to the Teacher Regulation Agency in line with paragraph 166 of Keeping Children Safe in Education 2019 using the address [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).

## **New staff or volunteers**

New starters must have an induction before starting or on their first morning with the DSL or a deputy. They must read the school's child protection policy, the behaviour policy, the whistleblowing policy and the code of conduct. The DSL or deputy will ensure new recruits know who to contact if worried about a child and ensure the new starters are familiar with the child protection procedure.

If staff or volunteers are transferring in from other registered education or childcare settings for a temporary period to support the care of children, we will seek evidence from their setting that:

- the member of staff has completed relevant safeguarding training in line with other similar staff or volunteers
- they have read Part I and Annex A of Keeping Children Safe in Education, and
- where the role involves regulated activity and the appropriate DBS check has been undertaken by that setting we will undertake a [written risk assessment](#) to determine whether a new DBS would need to be undertaken. It may be in these exceptional times we can rely on the DBS undertaken by their setting.

## **Our child protection procedures hold strong**

- Volunteers may not be left unsupervised with children until suitable checks have been undertaken. People supervising volunteers must be themselves in regulated activity, able to provide regular, day to day supervision and reasonable in all circumstances to protect the children.
- The school will undertake a written risk assessment on the specific role of each volunteer to decide whether to obtain an enhanced DBS check (with barred list information) for all staff and volunteers new to working in regulated activity in line with [DBS guidance](#).

- When undertaking ID checks on documents for the DBS it is reasonable to [initially check these documents online](#) through a live video link and to accept scanned images of documents for the purpose of applying for the check. The actual documents will then be checked against the scanned images when the employee or volunteer arrives for their first day.
- The school will update the Single Central Record of all staff and volunteers working in the school, including those from other settings. This will include the risk assessment around the DBS. A record will be kept by the HR manager.

### **New children at the school from outside our trust**

Where children join our school from other settings beyond our trust we will require confirmation from the DSL whether they have a Safeguarding File and/or EHCP. This file must be provided securely before the child begins at our school and a call made from our DSL or a deputy to the placing school's DSL to discuss how best to keep the child safe. In some unusual circumstances this may not be possible. Information provided must include contact details for any appointed social worker and where relevant for the Virtual School Head. Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

## **Additional appendix to revised child protection policy to reflect the return of more pupils from 1st June 2020.**

### **General overview of approach**

We know that children can present worry in strange ways and therefore when school reopens for more pupils, we will ensure that school offers a supportive environment where pupils know there are adults who will listen and help. We recognise that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. We do not know how each child will have been personally affected by this period of uncertainty or how life has been for them during this time of lockdown. We will try to gather that information in a subtle way by the curriculum which we will deliver or in individual sessions if we feel that is needed. We will specifically ask parents and carers to advise school of any changes regarding their child's welfare, health and wellbeing that we should be aware of before a child returns.

### **How to report concerns**

School staff need to be curious in observing pupil behaviour as children may present their distress/worry in challenging behaviour. All staff must remain vigilant in identifying any new safeguarding concerns about individual children as they see them in person following partial school closures. Any concerns, however minor, are to be reported straight away to the DSL or deputy DSL. (HMS- DSL Amanda Frankish, Deputy Fiona Cave. QEHS DSL- Richard Zabrocki, Deputy- Emerson Brown). The DSL will take the relevant action and involve any appropriate agencies in supporting the child as required. All relevant safeguarding and welfare information held on children will be kept updated. The DSL will ensure safeguarding information is passed on and received for children moving schools. If staff and volunteers have any concerns about a staff member or volunteer who may pose a safeguarding risk to children (the principles in part 4 of [KCSIE](#) will continue to support how a school or college responds to any such concerns. Any concern involving a member of staff must be reported to the head teacher.

### **DSL arrangements**

As more children return to school from June 1<sup>st</sup> either the DSL or deputy DSL will be on site at HMS. However, circumstances may occur which makes this not possible. If this situation were to arise, a trained DSL or deputy from the school (or another school) would be available to be contacted via phone or online video. Where a trained DSL or deputy is not available to be on site, a senior leader will take responsibility for coordinating safeguarding on site.

At QEHS the current approach ensures that a member of the trust's Senior Leadership Team (SLT) is always on site while the school is open. They are able to contact the relevant school's DSL or Deputy DSL to pass on concerns or take advice. Staff who are in school are instructed to inform the member of the SLT if they have a safeguarding concern and the relevant DSL or Deputy DSL will be contacted. Staff working from home can contact their DSL and Deputy DSL via email. Staff will continue to follow the school's safeguarding procedures and respond immediately about concerns they have about any child, whether in school or not. COVID-19 means a need for increased vigilance due to the pressures on services, families and children, rather than a reduction in our standards.

### **Working with other agencies**

School recognises the need to work closely with and support children's social workers, as well as the local authority virtual school head for looked-after and previously looked-after children. School will challenge other agencies if they feel that the right support is not being provided for the child/ family. School will continue to link with other external agencies to support children and will follow any updated governmental advice received. School will also follow any updated advice from local authorities regarding children with education, health and care plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need. All staff remain vigilant of the risks of radicalisation and will communicate any concerns to the relevant DSL who will then follow the agreed procedures. School will pass on any specific safeguarding information provided by the police to parents.

### **Attendance**

School will continue to encourage the attendance of all vulnerable pupils and will be in regular contact with parent/ carer. For children with social care involvement we will maintain regular contact with the relevant social worker. Where these children are not attending school, we will involve the social worker in the risk assessment.

Where confirmed pupils who will attend school from 1<sup>st</sup> June do not attend school, we will follow our usual attendance procedures. Parents will be expected to contact school if a child is unwell and school will attempt to contact parents where a child is absent and parental contact has not been made.

We will continue to submit our daily attendance return for the children of key workers and vulnerable children to both the DfE and NCC. We will follow government guidance regarding attendance.

### **Pastoral support**

For children not physically attending the school, school will continue to make weekly contact with specific children and regular contact with other children. Parents and carers will continue to be able to contact the school directly. The school office is open daily from 8.30am- 4pm (HMS- 01434 602533, QEHS – 01434 610300) and any emailed concerns will be responded to promptly.

School staff will speak directly to children wherever possible. Staff will make calls (where possible) from school using school phones or mobiles. We recognise that this is not always possible. Where staff use personal phones to make calls, they should withhold their personal number.

**It remains the responsibility of the Governing Body or its equivalent to ensure that the school has a Child Protection and Safeguarding Policy and procedures in place that are in accordance with Local Authority guidance and/or locally agreed inter-agency procedures approved by the Local Safeguarding Partnership and this addendum has been ratified by the governing body remotely**

**Date: 30<sup>th</sup> May 2020**