



Hawkey Hall High School

Interim Safeguarding and Child Protection Arrangements

Devised in response to the National UK lockdown in January 2021

Coronavirus (COVID-19)

Date:	11th January 2021
Agreed by Governors:	13th January 2021

Contents

- 1. Context**
- 2. Purpose**
- 3. Whole-school safeguarding procedure**
- 4. Vulnerable students that are already known to us**
- 5. Concerns about a staff member**
- 6. Attendance**
- 7. Mental wellbeing**
- 8. Keeping safe on-line**
- 9. Parents and Carers**
- 10. Safeguarding training**
- 11. Safer Recruitment**
- 12. Peer on Peer Abuse**
- 13. Free School Meals**

1. Context

On Tuesday 5th January 2021, the Government announced that England would once again be moving in a state of national lockdown due to the continuation of the Covid-19 pandemic. Schools have now been closed by the Government again to students but with the exception of children classed as vulnerable and for those whose parents are Key/critical workers.

As a school we contacted parents to establish if they wished to send in their children to school through the lockdown period if they were classed as Key/Critical workers. We also contacted our vulnerable families to offer them a place in school.

We now have between 70 and 80 students in school each day, whilst the rest of the students are working online at home. Teachers and students are following their full, individualised timetable of lessons and teachers are leading the lessons live via Microsoft Teams. Students in school are working on computers in order for them to access the live online lessons. Students working at home are accessing lessons using their own devices and school has also provided and home-delivered a large number of laptops to enable all students to access their lessons. Timely trouble shooting and advice for parents and students has been given and will continue to be given throughout lockdown by staff to ensure that no student is at a disadvantage in terms of access to technology.

The vast majority of staff are working to a rota whereby they are combining working at home with working in school and this includes the Senior Leadership team, teaching staff and support staff.

It is important to remember that at this time, the vast majority of our students are at home rather than in school and this therefore poses even more of a safeguarding challenge than usual.

2. Purpose

The purpose of this policy is to guide staff, governors and parents/carers as we currently live and work under a different set of circumstances.

Our aim is to continue to effectively safeguard all of our students to the best of our ability taking in to consideration that we do not know when we will see the vast majority of them again face-to-face and this is because we do not know when we will be permitted to open the school to all students again.

This policy should be read alongside the full Safeguarding and Child Protection Policy for Hawkley Hall High School which can be found at: <https://hhhs.net/wp-content/uploads/2020/11/HHHS-Safeguarding-CP-policy-Nov-2020.pdf>

The Head teacher will also regularly update the whole school risk assessment related to coronavirus protocols and this can be found at: <http://hhhs.net/coronavirus-information/>.

3. Whole school Safeguarding procedure for staff to follow whilst working from home.

Staff have a concern about a child's wellbeing (eg. child may have displayed concerning behaviours during an online lesson, noticed something that causes concern or staff may have recieved/heard worrying information about a child etc).

IF IN DOUBT, REPORT!

Staff member sends a Hawkleys Safeguarding Concerns form via email **at the first possible opportunity** to the DSL (A.O'Brien@hhhs.net) **AND** the Deputy DSL (C.Serjent@hhhs.net) . **BLANK FORMS HAVE BEEN EMAILED OUT AND CAN ALSO BE FOUND IN TEACHERS TOOLBOX**

The DSL/Deputy DSL will acknowledge member of staff and triage the concerns form before following up with an action. In most cases this will involve a parental phonecall in the first instance **and/or liaison with outside agencies where necessary.**

DSL/Deputy DSL will monitor situation however, if they have further concerns or need to seek advice , they will do so by passing on their concern to one of the following:

Social Care Duty team: 01942 828300
(24 hour availability)

Sue Wharton- Wigan Local Authority
Designated Officer(LADO):01942486042
lado@wigan.gov.uk

The DSL/Deputy DSL may also make a social care referral if necessary.

The DSL/Deputy DSL will not carry out home visits at this time due to vulnerability related to social distancing and COVID-19. The LADO has advised that they use one of the phone numbers above instead.

4. Vulnerable students that are already known to us

The Safeguarding team at Hawkley keeps detailed chronology of safeguarding concerns that have been passed to them. This then helps to provide a bigger picture of our vulnerable children throughout a child's educational career. From this, a 'Red Amber and Blue' list of children has been established (tiers of vulnerability).

During the lockdown, both the DSL and the Deputy DSL, and other key safeguarding/pastoral will make phone calls to the most vulnerable children who are known to us on a weekly basis. This contact will be recorded on a spreadsheet. Staff will aim speak to the child directly rather than just the adult. Staff will also make attempt to make contact with students who are not engaging with the online lessons to ensure that students are safe, well and able to engage.

Should staff become concerned, they will contact the DSL/Deputy DSL who will then decide whether to inform Social Care or the LADO, as well as outside agencies that may already be working with the child or family. If it is found to be the case that a child is at a strong disadvantage by remaining at home, staff will endeavour to encourage vulnerable children to access school rather than them remaining at home as the lockdown/closure continues.

Key staff to support safeguarding:

Name	Role	Responsible for:
Alison O'Brien	Assistant Headteacher/DSL	Contacting and liaising with the most vulnerable families known to us and this includes those on a CP plan and those classed as CiN. First response for safeguarding concerns that have been raised.
Cathy Serjent	Attendance and Deputy DSL	
Mark Ratcliffe	Engagement Coordinator	Contacting weekly CLA (Children Looked after – all of whom have a social worker)
Fiona Holmes and Joanne Jackson	Head of Inclusion/ DHO Inclusion	Contacting weekly those students with an EHCP and other vulnerable students with additional needs (SEND).
Claire Lambert	School Counsellor	Continuing to make contact with students who are already on caseload and picking up new cases.
Lynsey Simpson	Mentor and Alternative Provision coordinator	Liaising with AP providers, AP students and parents of students. Carrying out regular visits to the AP providers.

In addition, members of SLT and the wider pastoral team including Student Support Officers and Heads of Year will be involved in the monitoring of students whilst school is closed.

5. Concerns about a staff member

If a staff member wishes to raise a concern about an adult who is working with children in the school or on online, they should contact the Headteacher M.Klinck@hhhs.net straight away. This is also the case if staff become worried about the mental health of another staff member during this time.

Concerns about the Headteacher should be directed to the Chair of Governors, Miss Jo McGoran. J.McGoran@rlt.education

The LADO will continue to offer support in the process of managing allegations.

6. Attendance

The vast majority of our students are working from home and are classed as being in the care of their parents. Their online engagement will be monitored by key staff. Where disengagement has occurred, troubleshooting and contact home will continue occur regularly to ensure that no child is at a disadvantage due to lack of access to the internet or a suitable electronic device.

How schools are expected to record attendance for students at this time is outlined in the document below. This includes information about use of attendance codes and in particular the use of the 'X' code:

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>

School will complete an additional daily spreadsheet for those students who are accessing school as vulnerable children or the children of Key workers. School will also follow up with any parent or carer who has arranged school care for their child(ren) and the child(ren) subsequently has not attend and will continue to do so.

A log of calls will be kept which details contact made with vulnerable students who were offered a place at school whilst school is on partial closure but whose parents/carers declined a place.

School and social workers have agreed with parents/carers whether Children In Need (CiN) should be attending school and school has followed up on any student that they were expecting to attend, but has not. Social workers have been involved in the shared decision making about attendance of children who are classed as Looked After. As was mentioned in section 4 of this policy, staff will now aim to further encourage vulnerable pupils to attend school. Should the numbers of children rise, school will ensure that measures are taken to ensure adequate student-staff ratio and to ensure safe social distancing measures. Child Protection and Child In Need meetings will continue to be held via Microsoft Teams.

As the situation continues to change, school will continue to act on the advice of the Government/Dfe.

7. Promoting Whole- School and community mental wellbeing at this difficult time

Whilst usually in school we run a wide ranging programme of activities to support mental health and wellbeing, our current circumstances have meant that we are having to find alternatives. Our school website now contains a 'Wellbeing' tab which provides some helpful information and links to useful resources:

<https://hhhs.net/wellbeing/>

A member of staff (Mrs C. Ali) has been appointed specifically to promote mental health and wellbeing amongst staff and students. She will work closely with the PSHE lead (Miss G Beckett) to provide relevant support materials. There will also be twice- weekly online assemblies for all year groups which will cover materials related to mental wellbeing and a variety of other themes to support students during lockdown.

We have and will continue to offer bereavement advice and other advice and support for staff and for families via our school counsellor and via the information contained on the school website.

The school counsellor will be on site at set times during the week and will be available for staff drop-in and formal counselling sessions. The counsellor will also continue to pick up her caseload of students and, with the consent of parents will continue to provide counselling in agreement with both the student and their parent(s)/carers(s).

The Trusted Adult has been promoted in assemblies and is available for students to choose a member of staff that they feel comfortable talking to. The school CAMHs link is also an additional resource that we will take advantage of.

8. Keeping Safe online in and out of school

For those remaining in school, Hawkey 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.

For those working on-line away from school, it is important that all staff who interact with children continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the flow chart above. The DSL/Deputy DSL will still make referrals to children's social care and as required, the police.

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

Because the vast majority of students are now being taught online, teachers will deliver all lessons live online via Microsoft Teams. The following protocols will be adhered to in order to protect staff and students:

- To protect the mental health and wellbeing of students, staff will be mindful of the amount of work they are setting and who their target audience is. Engagement will be monitored and liaison with parents will occur via pastoral staff who will keep teaching staff informed if the mental health of a child is at risk because they are anxious about working online. In extreme cases, alternative arrangements for learning may be made. Contact made will be in a supportive fashion.
- Staff will not communicate with students via email during a school closure. Staff must only use platforms agreed by school to communicate with students and must not engage with students on Social media platforms.
- Key pastoral/safeguarding staff will conduct welfare calls and in particular to those who are not engaging online, as well as vulnerable students that are known to us.
- Teachers delivering live online lessons will be positioned in an appropriate location and will take in to consideration what students may be able to see and hear in the background. Nothing inappropriate should be seen or heard by the students. At home, students should also be positioned in an appropriate place and should not be asked to film themselves as part of an assignment. An example of a rare exception to this would be a GCSE drama piece and this would not be permitted without parental consent and the consent of SLT.
- Live lessons will be conducted during school hours with the exception of some revision classes at the discretion of SLT.
- The 'breakout' function on Teams will not be used.
- Personal staff email accounts will not be used.
- Teachers should ensure that the lessons are cancelled on Teams once the lesson is complete, as well as cancelling the 'chat function'.
- Teachers are to record behavioural issues during Teams lessons on Class Charts and will contact parents after the lesson if behaviour has been unacceptable. Heads of Department and Faculty may resort to suspending a student from the next online lesson or lessons in their subject. Heads of Year and SLT may also intervene and should be made aware of any online bullying issues.
- Staff will anonymise their personal phone numbers if they need to contact a parent when they are working from home.
- Delivery of one-to-one lessons will not occur except under rare circumstances and if this happens, the lesson will be conducted from the school premises and will be recorded. This may happen in the case of a student with SEND who would be at an extreme disadvantage if this could not happen. Parental consent will be sought under these circumstances.
- In order to help keep a child safe, the student counsellor may have to conduct counselling sessions via Teams but again parental consent will be sought and sessions will only occur from the school premises.

- Staff should ensure that their own social media platforms statuses are kept 'private' and in the event that a child tries to contact them, they must report this to the DSL/Deputy DSL via the process outlined in the flowchart.
- Should a child experience any instances of on-line abuse which takes place **outside** of a Hawkley Teams lesson (for example on 'Instagram', 'Snapchat' etc), **they should report it to the police using the number 101**. Parents and carers will have the primary responsibility for monitoring the on-line usage of children in their care during the COVID-19 closures.
- Online protocols for staff will also be adhered to in relation to the use of School Cloud for Parent Evenings'.

9. Parents and carers:

If a parent or carer has a welfare or safety concern about a child in their care or any other child then they should phone: 01942 828300 (Monday to Sunday, 24 hours). Additional helpful numbers include:

- Police: 0161 872 5050 or 999 in an emergency
- Parentline Plus: 0808 8002 222
- NSPCC: 0808 8005 000

<https://www.wigan.gov.uk/Resident/Health-Social-Care/Children-and-young-people/Child-protection/WorriedAboutAChild.aspx>

10. Safeguarding Training and induction

For those few children remaining in school, we have ensured that each day there is qualified 'First Aider' on site and that there is also an appropriate teaching staff to student ratio (including at least two members of the Senior Leadership Team). School staff have undertaken Level 1 Safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). They have also undertaken recent Prevent training. School has taken measure to switch to online Safeguarding training so that we can ensure that staff can complete their training in a timely fashion.

Staff in school are following the guidance given by the Government around social distancing and hand washing.

The DSL/Deputy DSL are easily contactable by phone and email. All of the school DSLs have training which is in date and has been refreshed within the last two years.

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, re-deployed staff will be given a copy of the receiving setting's child protection policy, KCSIE Part 1, confirmation of local processes and confirmation of DSL arrangements.

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. When recruiting new staff, school 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.

In the event that Hawkley uses volunteers, we will continue to follow the checking and risk assessment process as set out in KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Hawkley 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.

School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) 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, Hawkley will continue to keep the single central record (SCR) up to date.

12. Peer on Peer Abuse

Hawkley 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 KCSIE and of those outlined within the school Safeguarding 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 must be recorded via the process outlined in the flowchart above and appropriate referrals will be made by the DSL/Deputy DSL. Please refer back to the 'keeping safe on-line' section of this policy.

13. Free School Meals

Hawkey has followed the advice given by the Government on free school meals. We will continue to ensure that those students entitled to a free school meal have access to the means to purchase food via the delivery of vouchers. Students who are onsite will also have access to a hot meal each day.

In light of current circumstances which are evolving on a daily basis, this policy will be reviewed at February Half term.