



NOWER HILL HIGH SCHOOL

Title: Child protection and safeguarding: COVID-19 addendum

Date: 1/4/20

Approved by: Full Governing Body 30/4/20

Staff Lead: Deputy Headteacher Student Support

Governor Lead: Safeguarding Governor

Review: When required

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Janine Sabbagh	sabbagh.janine@nowerhill.harrow.sch.uk
Other contactable Safeguarding Leads (s):	Fiona Ward Caroline Cox Chris Stratton Bruce Wooding	ward.fiona@nowerhill.harrow.sch.uk cox.caroline@nowerhill.harrow.sch.uk stratton.chris@nowerhill.harrow.sch.uk wooding.bruce@nowerhill.harrow.sch.uk
Designated member of senior leadership team if DSL and safeguarding leads cannot be on site	Cathie Serrao Neil Hardy George Nagle Julie Wilkinson Louise Voden	serrao.cathie@nowerhill.harrow.sch.uk hardy.neil@nowerhill.harrow.sch.uk nagle.george@nowerhill.harrow.sch.uk wilkinson.julie@nowerhill.harrow.sch.uk voden.louise@nowerhill.harrow.sch.uk
Headteacher	Louise Voden	voden.louise@nowerhill.harrow.sch.uk

ROLE	NAME	CONTACT DETAILS
Local authority designated officer (LADO)	Janice Miller	Janice.Miller@harrow.gov.uk Tel: 020 8736 6435
Chair of governors	Kevin Ward	chair@nowerhill.harrow.sch.uk

1. scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners (Harrow Council, The Harrow Clinical Commissioning Group (CCG), The Metropolitan Police (MPS) and local authority (LA) Harrow.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
 - With a child protection plan
 - Assessed as being in need
 - Looked after by the local authority
- Have an education, health and care (EHC) plan

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or Safeguarding Lead should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people do not enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

Teaching staff have received clear guidance with regards to any potential safeguarding concerns which may arise whilst students are using online platforms to communicate with their teachers. They know how to refer these concerns and who to refer them to. This very clear guidance has been shared with all staff, there

will be frequently weekly reminders, and the information is available to all staff on the Staff Landing Page: Google Suite: School Closure: Safeguarding guidance during school closure.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and Safeguarding Lead) arrangements

We aim to have a trained DSL or Safeguarding Lead on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL or one of the Safeguarding Leads cannot be in school, they can be contacted remotely by using their mobile telephone number. For the DSL this is 07974328750. They are always contactable on this number, but during school opening hours there is always a member of the SLT present who will liaise directly with the DSL.

We will keep all school staff informed by regular communication via email, the weekly staff bulletin, (published on a Friday), as well as having the clear safeguarding documentation for what to do during school closure, available on our staff Google suite for constant reference. The DSL and Safeguarding Leads contacts are all listed there.

The DSL and the Safeguarding Leads, wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL or Safeguarding Lead deputy on site, a senior leader will always take responsibility for safeguarding in school. This is the SLT member of staff on duty on the duty rota daily.

The senior leader will be responsible for liaising with the off-site DSL to make sure that they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

6. Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by making a telephone call home within the first 30 minutes of their non-arrival in school;
- Notify their social worker, where they have one.

We are using the Department for Education’s daily online attendance form to keep an accurate record of who is attending school.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately.

Year Co-ordinators will continue to investigate any incidents in the normal way, apart from gaining a face-to-face statement from a child; this may be gained either through evidence sent as an attachment to a school email, or via a telephone conversation. Parents and child will be reassured of the procedures which will be followed, and police would be contacted as appropriate, where applicable.

8. Concerns about a staff member

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who aren’t ‘vulnerable’ but where we have concerns

We have the option to offer places in school to children who don’t meet the Department for Education’s definition of ‘vulnerable’, but who we have safeguarding concerns about. We will work with parents/carers to do this. This may be for children for whom a referral has recently been made to Children’s Services who failed to meet the threshold, but where our staff still have concerns, or a new student to our school who may be at risk of or vulnerable to potential criminal activity due to previous criminal activities.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won’t be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn’t be in the child’s best interests); or
- They would usually attend but have to self-isolate

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact
- At what point the school will make a referral for a child

We have agreed these plans with children's social care where relevant, and will review them on a weekly basis, when we send through our registers.

If we can't make contact, we will complete a MASH referral or contact the Golden Number.

Children with EHC plans have all been Risk Assessed by the SEND team, through a conversation with the family to ensure that if they are not staying in school, that parents / carers are able to meet their needs and they are able to access online learning at home. All children with an EHC Plan will also have a weekly contact call made home to check on their wellbeing and work completion.

10.2 Safeguarding all children

Staff are aware that this difficult time potentially puts all children at greater risk.

Staff will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online (see section 11 below).

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, our contingency plan is to use the two members of SLT with IT expertise and oversight. They are: Neil Hardy: hardy.neil@nowerhill.harrow.sch.uk

Cathie Serrao: serrao.cathie@nowerhill.harrow.sch.uk

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy and they are briefed with regard to reporting any concerns, however minor they may seem. The guidance is clear to all staff and available on the Staff Landing Page in Google Suite: School Closure: Safeguarding guidance for period of school closure.

Staff have been briefed to only communicate with students via online learning platforms in clearly stated acceptable ways, as per guidance from the Deputy Headteacher, Curriculum. This is also available to all staff to refer to constantly on the Staff Landing Page in Google Suite: School Closure. Only admin staff and staff with leadership responsibilities are making telephone calls home during the period of school closure, and these staff and student groups have been approved and are continually monitored by the Senior Leadership Team and DSL.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

Parents will be kept updated via weekly letters home from the headteacher, and this will include any helpful online guidance we receive, such as that relating to current Apps which pose a safeguarding risk, such as Houseparty.

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

- The Student Support Team are publishing a daily “assembly style message” on the whole school google noticeboard. These include daily tips, advice and uplifting messages, as well as supportive challenges and reminders for students and the whole school community.
- The Student Support Team continue to monitor vulnerable students with mental health concerns via weekly welfare checks, and liaise with the student, parent and outside agencies where relevant, such as CAMHS. The same team is also in contact with our school counselor, who is maintaining a form of service by monitoring the school student email referral address, and updating the DSL where any requests for support come through.
- The DSL and school counsellor have a contingency plan to deal with bereavement issues where students may lose family members due to Covid-19. This service will include telephonic bereavement counseling in consultation with DSL and parents / carers.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children’s and adults’ mental health.

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

13.2 Safeguarding induction and training

We will make sure staff are aware of changes to our procedures and local arrangements.

New staff will continue to receive:

- A safeguarding induction
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

13.3 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

A daily staff register will be kept at the Pinner Road entrance, which is normal practice for staff using the school during a holiday period.

We will use the single central record to log:

- Everyone working in our school each day.

14. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head

Where the DSL, or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 3-4 weeks by [the DSL and the Headteacher. At every review, it will be approved by the Full Governing Body.

16. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding Policy
- Health and Safety Policy
- Acceptable use of ICT Policy and Agreement
- E-safety Policy
- Harrow Academy HR Policies which including Whistle-blowing Policy and Staff Code of Conduct