



**EMPOWER**  
LEARNING ACADEMY TRUST

# **Safeguarding and Child Protection COVID-19 Policy Adjustments**

**Agreed by Trust Board:**

**Implemented: March 2020**

**Reviewed by: AFT**

**Next Review Date: July 2020**

# School Safeguarding and Child Protection COVID 19 - Policy adjustments

**Safeguarding and the best interests of the children in our care must continue to come first.**

This document sits alongside the following existing school policies.

- Safeguarding and Child Protection
- Whistleblowing and Managing Allegations
- Peer on Peer Abuse
- Online Safety
- Staff code of conduct (and any associated acceptable use agreements)
- Behaviour policy

KCSIE, Keeping Children Safe in Education 2019 continues to be the key statutory guidance.

The new arrangements provided by schools during this time must continue to be a safe place for all children attending. Children not attending school during this time must also be safeguarded, including online, the school must action any concerns brought to them.

In May 2020, the government issued guidance setting out the expectation for the gradual return of children to early years, school and further education settings. All decisions about reopening have been informed by our risk assessment process.

It is important that all staff and volunteers are aware of this policy adjustment, and are kept up to date as it is revised.

- This document has been shared with all staff and volunteers
- This document is available on the school web site policy page

## **DSL and Team**

Each school must have a DSL or team member in school or available to staff every day. DSL and team members may use DSL and team members from other Havering schools for support and supervision, using the Havering DSL support network list issued by Hsis.

DSL and team members will be supported by nurture and pastoral staff, such as ELSA, Thrive, counsellor etc.

DSL and team members must make sure they have Havering key contact information available to them at home.

DSL or team contact can be by phone or other digital means such as Skype. GDPR and confidentiality must be strictly applied. Staff members should take particular care when making calls, holding or attending meetings from their home.

DSL or team member should keep safeguarding and child protection records up to date with any concerns, contacts or issues.

## **Staffing**

Schools are open as a different provision during this period; staff numbers are reduced. Staff on site must come from the school workforce and all vetting and DBS checks must be in place. Volunteers should not be used. Each school must have a first aider on site each day, including a paediatric first aider where appropriate. This can be shared between schools when on the same site.

Every school will keep a daily register of all children and staff on site, this includes those attending for part of a day. This is in addition to the required school return to DfE listing children in school each day. First day calling should be in place for all vulnerable children.

Staff on site must know the emergency procedures for:

- Fire evacuation – although staff and pupil numbers are low the lists of those on site should be on hand to check
- Site evacuation – schools should check that their external place of refuge is still available. This would be a very unusual and exceptional circumstance, but a place of safety should be identified.
- Internal lockdown – staff and children are likely to be spending time in an area of the school that is not as familiar to them. Staff should identify internal locations where they could seek safety with the children in the event of a lockdown.

### **Safeguarding and Child Protection processes**

MASH, Social Care and LAC team have issued revised arrangements

#### **MASH**

All referrals will be responded to as usual. Partners are not physically located in the MASH and are working together but remotely.

#### **Social Care operating protocol COVID 19 (extract)**

This protocol will be reviewed on a daily basis and will be subject to change.

**Core response team:** There is a Social Care core team available each **day** to respond to statutory requests for services – CIN / CP / LAC. This will be at least 8 social workers, with an additional 8 staff in reserve.

**Statutory meetings:** All meetings should be undertaken by skype video conferencing where possible to avoid physical contact.

**Visits to children:** Where Looked after Children are placed 20 miles or more, social workers and their managers will make the determination whether a skype call (or similar) may be more appropriate at the time of the scheduled visit. Social Care will review this weekly to ensure children are appropriately safeguarded and their welfare needs are met.

Children on CP plans / CIN / LAC have been RAG rated according to risk and need. Frequency of visits and telephone / skype are being agreed by the team.

**Responding to Child Protection enquiries:** Responding to S.47s this is business as usual.

#### **Child Protection Conferences and Looked after Child reviews (LAC) (Extract)**

**Conduct of Conferences:** Minimise meetings and unnecessary direct contact. Chairs will invite professionals, parents and the Minute taker to join the Conference by telephone call or Skype, which will be pre-arranged by the Chair and Business Support Officer (BSO). The Chair will make the decision whether to hold one virtual meeting or several over no more than 3 days to obtain the views of the parent(s) and professionals.

**Conduct of Looked after Reviews:** Aim to hold LAC reviews but it will be a paper review utilising conference calls / Skype with professionals, carers, families and child (ren).

This may not take place in one meeting but several over no more than 3 days.

Attempts will be made by the Independent Reviewing Officer (IRO) to speak with the child via skype / telephone dependent on their age, maturity and capability.

IROs will schedule the next LAC review in line with statutory expectations with a view to when the crisis has subsided, at the earliest date, consideration is given on the merits of the review date being brought forward to allow for a full and more comprehensive review can be undertaken.

## **Keeping in touch with vulnerable children not in school**

Vulnerable children, those with a social worker, not in school should be contacted on a daily basis, less often if determined by a risk assessment. This can be by phone or skype for example. This keeping in touch calling should be supported by undertaken by DSL/Team/Pastoral staff who are working from school, supported by those working at home.

Additional vulnerable children, identified by the school, should be individually risk assessed to decide on type and frequency of contact, including possible home visits.

Contact details for parents and carers, and additional emergency contact numbers should be kept up to date. There is a recognition that there may be changes in details about family circumstances over this time. We will do everything we reasonably can to update contact and welfare information for children and their families.

Children working at home should have a reporting routes for raising concerns, including worries about being online.

Contact details for parents and carers, and additional emergency contact numbers should be kept up to date.

## **Reporting concerns about children (face to face or via phone, skype or similar)**

All staff, in school or working from home must understand how to raise a concern. This should be immediate reporting to the DSL / Team using existing school processes. Staff could (face to face or digitally)

- Talk to a DSL/Team member if they are in school
- If DSL/team are not in school go to the SLT member in school; additionally contact the DSL or team member by phone, skype or similar
- Use counselling / pastoral / Thrive / ELSA practitioners to support a disclosure in school if the DSL/team are not on site.

In school safeguarding and child concern procedures remain the same unless the DSL and team have identified process changes needed during this period to ensure concerns can be raised and logged in school and from home. Any changes to process will be communicated with all staff, in writing. The school will check to make sure all staff have read and understood the process change.

All types of risk and harm will sadly continue, it is expected that as children return to school disclosures will rise, it is important that COVID 19 does not overshadow and stop staff from seeing harm and identifying and raising concerns.

If a school is informed through disclosure or second hand information that peer on peer abuse is alleged, the safeguarding process must be followed.

Staff should be aware that some risk areas are likely to have increased:

- Domestic violence and domestic abuse
- Child criminal exploitation
- Prevent
- Welfare concerns because of bereavement, poverty or job

The safeguarding and child protection policy gives details of these and other forms of harm.

## **Reporting concerns about adults working with children**

Whistleblowing and Managing Allegations processes must continue to be followed if there are any concerns about the conduct or behaviour of an adult in a school/Hub or online. If the Headteacher of the school/Hub cannot be contacted the concern can be taken straight to the LADO. If the concern is about the Headteacher of the school/hub this should be taken straight to the LADO.

## **DSL Training, Staff Training, Interim induction arrangements**

The required DSL and team training every 2 years may lapse during this period of school closure. The DSL and team must ensure they have opportunities to keep up to date with risks and issues. This may be through local safeguarding partners, safeguarding newsletters, professional advice groups and online training. Training can be updated when schools open and face to face DSL and multi-agency support becomes available again.

Current staff will have attended at least annual whole school training or in year catch up events as part of induction or return to work. If new staff are taken on during this period they should read KCSIE part 1 as part of their induction. Online training opportunities may be used to supplement induction. The next annual training should be considered including video and online opportunities, sported DSL and team in school.

## **Mental Health**

Where the school provides support for children of critical workers and vulnerable children on site and at home, appropriate support for their mental health and well-being should be in place, this can be an extension of the existing provision in the school. It may, for example, be delivered in school, over the phone or from specialist staff or support services.

The school will work to ensure that the request from Havering Youth Parliament is a key element in supporting all children.

*“Please take our range of emotions into account”.*

## **Key contacts, national and local guidance**

- **School key contacts**  
See local variations at the back of this policy
- **MASH Team**  
01708 433222 (day)  
01708 433999 (night)  
[tmash@havering.gov.uk](mailto:tmash@havering.gov.uk)  
<https://my.havering.gov.uk/Pages/OnlineForms/Multi-Agency-Referral-form.aspx#Information>
- **LADO**  
Lisa Kennedy  
[lado@havering.gov.uk](mailto:lado@havering.gov.uk)  
01708 431653
- **Havering CAD team**  
Social Care : CADDuty - [CADDuty@havering.gov.uk](mailto:CADDuty@havering.gov.uk)  
Education: SEN - [Sen@havering.gov.uk](mailto:Sen@havering.gov.uk)
- **Havering Virtual School**  
Headteacher – Anita Stewart – [anita.stewart@havering.gov.uk](mailto:anita.stewart@havering.gov.uk)
- **CME Children Missing Education – [cme@havering.gov.uk](mailto:cme@havering.gov.uk) 01708 431777**
- **Hsis Safeguarding Team**  
Penny Patterson - [penny.patterson@havering.gov.uk](mailto:penny.patterson@havering.gov.uk) 01708 433829  
Michelle Wain - [michelle.wain@havering.gov.uk](mailto:michelle.wain@havering.gov.uk) 01708 431650  
Carol Rockey – [carol.rockey@havering.gov.uk](mailto:carol.rockey@havering.gov.uk) 01708 431651
- **Online Safety**  
Amanda Jackson – [Amanda.jackson@havering.gov.uk](mailto:Amanda.jackson@havering.gov.uk)  
Dave Smith – [dave.smith@havering.gov.uk](mailto:dave.smith@havering.gov.uk)
- HES Home Learning – keeping children safe online

- KCSIE Keeping Children safe in Education 2019  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- DfE Coronavirus (COVID-19): safeguarding in schools, colleges and other providers (updated 20<sup>th</sup> May 2020)  
<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- DfE Safeguarding and remote education during coronavirus (COVID-19) (updated 21<sup>st</sup> May 2020)  
[https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm\\_source=cc90fb4d-85d1-4c41-837a-dd29a3eccbc2&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm_source=cc90fb4d-85d1-4c41-837a-dd29a3eccbc2&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)
- DfE Coronavirus (COVID-19): Supporting vulnerable children and young people (updated 15th May 2020)  
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- DfE – Mental Health and Behaviour in schools  
<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>
- General COVID 19 guidance for educational settings (updated 20th May 2020)  
<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>
- DfE COVID helpline  
[dfc.coronavirushelpline@education.gov.uk](mailto:dfc.coronavirushelpline@education.gov.uk)  
0800 046 8687, Monday to Friday 8am to 6pm, and 10am to 4pm at weekends.  
This number is for schools and parents, schools should be ready to quote their DfE number.
- HES Hub COVID 19 guidance  
<http://www.hes.org.uk/Page/16925>
- Havering Safeguarding Partnership (formerly the Havering LSCB)  
[https://www.havering.gov.uk/info/20083/safeguarding\\_children](https://www.havering.gov.uk/info/20083/safeguarding_children)
- NSPCC, Undertaking remote teaching and learning safely  
<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/>

## Local Variations:

### Hall Mead School

#### Procedures

- There is a Designated Safeguarding Lead who has responsibility for Child Protection and who undertakes regular training for this role.
- There are two designated Safeguarding Deputies who will act in the Designated Safeguarding Lead's absence.
- The Safeguarding and Child Protection team are:
  - Nicola Afteni, Assistant Headteacher – Designated Safeguarding Lead. Operation Encompass Lead Teacher
  - Jason Swan, Senior House Tutor – Child Protection Officer, Safeguarding Deputy.
- Gordon Bamber, Deputy Headteacher, Safeguarding Deputy.
- The Safeguarding Lead is a member of the Senior Leadership Team of Hall Mead School.
- Those named above have received appropriate training. The Designated Safeguarding Lead and their deputies will undertake formal training at least every two years. The Safeguarding Team will keep themselves up to date throughout the year.
- All Academy staff will receive training at least every year.
- We have a designated Governor for Child Protection/Safeguarding. This person is Steve Downham.

All parents, as part of the child induction process, will be made aware of the Safeguarding and Child Protection Policy which is on the ELAT: [www.elatrust.co.uk](http://www.elatrust.co.uk) and Hall Mead websites: [www.hallmeadschool.co.uk](http://www.hallmeadschool.co.uk)

#### Contact information – Hall Mead School

Safeguarding Governor – Steve Downham

Designated Lead and team:

Gordon Bamber, Deputy Headteacher – 01708 225684 Ext 217

Nicola Afteni, Assistant Headteacher – 01708 225684 Ext 252

Jason Swan, Senior House Tutor – 01708 225684 Ext 218

School Office – [office@hallmeadschool.com](mailto:office@hallmeadschool.com)

### Bower Park Academy

#### Procedures

There a Designated Safeguarding Lead who has responsibility for Child Protection and who undertakes regular training for this role.

There are three designated Safeguarding deputies who will act in the Designated Safeguarding lead's absence.

The Safeguarding and child protection team are:

Ashley Brien, Assistant principal, Designated Safeguarding Lead .

Marie Simpson – Safeguarding Officer

Joanne Scott, SENCO – Child Protection Officer. Operation Encompass Lead Teacher

Naveed Khan, Heather Stannard and Eddie Aylett– Deputy Safeguarding Officers (all members of SLT)

The Safeguarding lead is a member of the Senior Leadership Team of Bower Park Academy.

Those named above have received appropriate training. The Designated Safeguarding Lead and their deputies will undertake formal training at least every two years. The Safeguarding Team will keep themselves up to date throughout the year.

All Academy staff will receive training at least every year.

We have a designated Governor for Child Protection/Safeguarding. This person is Andy Mann.

All parents, as part of the child induction process, will be made aware of the Safeguarding and Child Protection Policy which is on the ELAT: [www.elatrust.co.uk](http://www.elatrust.co.uk) Bower Park Academy websites [www.bowerpark.co.uk](http://www.bowerpark.co.uk)

Safeguarding Governor – Andy Mann

Designated Lead and team:

Ashley Brien, Assistant Principal – 01708 730244 Ext 303

Joanne Scott, SENCO – 01708 730244 Ext 203

Eddie Aylett, Vice Principal - – 01708 730244 Ext 303

Heather Stannard, Vice Principal – 01708 730244 Ext 208

Naveed Khan, Vice Principal – 01708 730244 Ext 208

School Office – [office@bowerpark.co.uk](mailto:office@bowerpark.co.uk)

## **Brittons Academy**

### **Procedures**

- There is a Designated Safeguarding Lead who has responsibility for Child Protection and who undertakes regular training for this role.
- There are four designated Safeguarding deputies who will act in the Designated Safeguarding Lead's absence.
  - The Safeguarding Lead and child protection team are:
  - Ms Sally Pearson (Safeguarding Lead) Operation Encompass Lead Teacher
  - Mrs Kerri Seeley (Safeguarding Manager)
  - Mr Eugene Cole (Safeguarding Deputy)
  - Mrs Laurie Cossey-Atkins (Safeguarding Deputy)
  - Nat Wickenden (Safeguarding Deputy)
  - Mrs Gill Gilbert (Support and Guidance Manager)
  - Mrs Maria Martin (Support and Guidance Manager)
  - Ms Gemma Slade (Support and Guidance Manager)
  - Mrs Sue Ware (Support and Guidance Manager)
  - Mrs Tina Whiberley (Support and Guidance Manager)
- The Safeguarding lead is a member of the Senior Leadership Team of The Brittons Academy.
- Those named above have received appropriate training. The Designated Safeguarding Lead and their deputies will undertake formal training at least every two years. The Safeguarding Team will keep themselves up to date throughout the year.



- All Academy staff will receive training at least every year.
- We have a designated Governor for Child Protection/Safeguarding. This person is Ms Elizabeth Dixon.
- All parents, as part of the child induction process, will be made aware of the Safeguarding and Child Protection Policy which is on the ELAT: [www.elatrust.co.uk](http://www.elatrust.co.uk) and Brittons Academy websites: [www.brittons.havering.sch.uk](http://www.brittons.havering.sch.uk)

#### **Designated Lead and Team Contact Information:**

Ms Sally Pearson: [pearsons@brittons.havering.sch.uk](mailto:pearsons@brittons.havering.sch.uk)

Mrs Kerri Seeley: [seeleyk@brittons.havering.sch.uk](mailto:seeleyk@brittons.havering.sch.uk)

Mr Eugene Cole: [colee@brittons.havering.sch.uk](mailto:colee@brittons.havering.sch.uk)

Mrs Laurie Cossey-Atkins: [cosseyl@brittons.havering.sch.uk](mailto:cosseyl@brittons.havering.sch.uk)

Nat Wickenden: [wickendenn@brittons.havering.sch.uk](mailto:wickendenn@brittons.havering.sch.uk)

Mrs Gill Gilbert: [gilbertg@brittons.havering.sch.uk](mailto:gilbertg@brittons.havering.sch.uk)

Mrs Maria Martin: [martinm@brittons.havering.sch.uk](mailto:martinm@brittons.havering.sch.uk)

Ms Gemma Slade: [sladeg@brittons.havering.sch.uk](mailto:sladeg@brittons.havering.sch.uk)

Mrs Sue Ware: [wares@brittons.havering.sch.uk](mailto:wares@brittons.havering.sch.uk)

Mrs Tina Whiberley: [whiberleyt@brittons.havering.sch.uk](mailto:whiberleyt@brittons.havering.sch.uk)

School Office – [school@brittons.havering.sch.uk](mailto:school@brittons.havering.sch.uk)

#### **Hacton Primary School**

- There is a Designated Safeguarding Lead who has responsibility for Child Protection and who undertakes regular training for this role.
- The designated safeguarding lead and Operation Encompass Lead Teacher at Hacton Primary School is Mrs Emily Leslie, Headteacher.
- There are two designated safeguarding deputies:
  - Ms Vicky Hornsby, Acting Deputy Headteacher.
  - Mrs Sue Ware, Office Manager
- The Safeguarding lead is a member of the Senior Leadership Team of Hacton Primary School.
- Those named above have received appropriate training. The Designated Safeguarding Lead and their deputies will undertake formal training at least every two years. The Safeguarding Team will keep themselves up to date throughout the year.
- All Academy staff will receive training at least every year.
- We have a designated Governor for Child Protection/Safeguarding. This person is Mr T Steel.
- All parents, as part of the child induction process, will be made aware of the Safeguarding and Child Protection Policy which is on the ELAT: [www.elatrust.co.uk](http://www.elatrust.co.uk) and Hacton Primary School [www.hacton.havering.sch.uk](http://www.hacton.havering.sch.uk) websites

**Designated Lead and Team Contact Information:**

- Mrs Emily Leslie – [eleslie@hacton.havering.sch.uk](mailto:eleslie@hacton.havering.sch.uk)
- Ms V Hornsby – [vhornsby@hacton.havering.sch.uk](mailto:vhornsby@hacton.havering.sch.uk)
- Mrs Sue Ware – [sware@hacton.havering.sch.uk](mailto:sware@hacton.havering.sch.uk)
- School Office – [contact@hacton.havering.school.uk](mailto:contact@hacton.havering.school.uk)

Telephone: 01708 443991