

# CHILD PROTECTION PROCEDURE & ATTENDANCE ADDENDUM

SOUTH HUNSLEY SCHOOL & SIXTH FORM COLLEGE

WITH EFFECT FROM 05 JANUARY 2021

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**FOR THE IMMEDIATE ATTENTION OF ALL STAFF, VOLUNTEERS AND GOVERNORS.**

## CONTEXT

From 05 January 2021 parents were asked to keep their children at home, accessing work remotely and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need 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. Details of these can be found at <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>.

This addendum of the South Hunsley School Child Protection Procedure contains details of our individual safeguarding arrangements in the following areas:

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## PURPOSE

The purpose of this document is to outline key adaptations to the school's Safeguarding and Child Protection procedures in light of the changed working environment during the Covid-19 outbreak.

Whilst the Child Protection & Safeguarding arrangements and responsibilities outlined in the school's safeguarding procedure remain in place, in the current context, specific and vital additional strategies are required to be implemented to ensure that continuity of support for vulnerable children and others attending school at this time.

We will endeavour to do all that we can to continue to provide a safe and caring environment for all children and staff attending school and support children not attending as much as practicably possible.

We recognise that some of the children attending school are our most vulnerable who may be at even greater risk or stress at this time due to family problems, mental health concerns or other issues.

Staff are aware of the possibility of the effect of the current situation on the mental health of children and young people and to ensure that such concerns about children attending school and any indications gathered remotely or by other disclosures about other children or families are recorded and brought to the attention of the DSL / Deputy DSL so that early help may be sought.

The leadership team and Governors also are aware and sensitive to the pressures that staff, including themselves, are under at this time and recognise that they require support in order to be able to support the children they care for at school.

## CLUSTER WORKING

South Hunsley School currently has no plans to implement clustering of students from multiple educational settings to ensure provision for vulnerable children and those of a key worker. Should this change, the addendum will be rewritten and superseded.

## KEEPING CHILDREN SAFE IN EDUCATION

Whilst this document supports the school's Child Protection Procedure, it does so whilst ensuring continued compliance with the statutory guidance outlined in KCSiE. The key principles of which remain the same, as follows:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

## DESIGNATED SAFEGUARDING LEAD

In light of plans for wider reopening from 15 June, the school will ensure that a suitable colleague takes the in-school lead on any concerns, supported remotely by the DSL on days when they are not physically on site. The rota for this is as below:

Day	In-school Safeguarding Lead
Monday	TSE (DSL)
Tuesday	TSE (DSL)
Wednesday	TSE (DSL)
Thursday	ELM (Deputy DSL) (TSE (DSL) available remotely)
Friday	ELM (Deputy DSL) (TSE (DSL) available remotely)

Colleagues in school will be able to speak to the individual names above, should they have any concerns regarding the welfare of a student.

Staff in school are reminded that in cases where a child has suffered or may be at risk of immediate harm that contact is made immediately to the DSL or Deputy DSL in line with existing procedures. Staffing levels will be sufficient to enable this to be done and not risk compromising current social distancing arrangements and safe supervision of pupils.

Please see below key contact information during this period:

Role	Name	Email	Telephone
Designated Safeguarding Lead	Tom Sergeant	<a href="mailto:thomas.sergeant@southhunsley.org.uk">thomas.sergeant@southhunsley.org.uk</a>	Ext. 168
Deputy Designated Safeguarding Lead	Liz Monkman	<a href="mailto:Liz.Monkman@southhunsley.org.uk">Liz.Monkman@southhunsley.org.uk</a>	Ext. 147
Headteacher	Richard Williman	<a href="mailto:Richard.Williman@southhunsley.org.uk">Richard.Williman@southhunsley.org.uk</a>	Ext. 209
Deputy Headteacher	Mitch Trainor	<a href="mailto:Mitch.trainor@southhunsley.org.uk">Mitch.trainor@southhunsley.org.uk</a>	Ext. 252
Chair of Governors	Justin Fielder	Via School	
Safeguarding Governor	Ann Newlove	Via school	
LADO	Lorraine Wilson Siobhan Bath	<a href="mailto:Lorraine.wilson@eastriding.gov.uk">Lorraine.wilson@eastriding.gov.uk</a> <a href="mailto:Siobhan.bath@eastriding.gov.uk">Siobhan.bath@eastriding.gov.uk</a>	01482 396999
Safeguarding & Partnership Hub (SaPH)			01482 395500
Early Help Locality Hubs		<a href="mailto:Ehp.halterprice@eastriding.gov.uk">Ehp.halterprice@eastriding.gov.uk</a>	01482 391700

## VULNERABLE CHILDREN

The Government's updated guidance on supporting vulnerable children during the Covid-19 outbreak now includes those who:

- Are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
  - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
  - adopted children or children on a special guardianship order
  - those at risk of becoming NEET ('not in employment, education or training')
  - those living in temporary accommodation
  - those who are young carers
  - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
  - care leavers
  - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

South Hunsley School will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school heads (VSH) for looked-after and previously looked-after children. The lead person for this will be: Tom Sergeant.

For those children considered to be vulnerable who are not regularly attending school, they are each allocated to designated pastoral / SEN colleagues who are contacting them at least once per week to ensure that they are able to access online resources and to check their welfare, as well as closely monitoring their attendance in online lessons. Where any concerns arise these are to be reported to the DSL immediately. The DSL will then work in partnership

with external agencies as appropriate to support these vulnerable students. All contact is recorded on a single, central system, including reasons, where appropriate, why these students are not attending school.

South Hunsley School is committed to ensuring the safety and wellbeing of all its children and young people. As such, this contact system is implemented for those for whom the school has identified as being at risk in addition to those defined as vulnerable. Attendance in lessons for these students is important and therefore contact home when absent from online lessons is prioritised. All students contacted will be recorded on CPOMS, with a central list held by the DSL, who will review.

With updated government guidance, we expect most vulnerable young people to attend school and provision will be made available for them, as required.

#### OPERATION ENCOMPASS

We are aware that in this period that vulnerable families may be under increased risk of domestic abuse or stress. Operation Encompass notifications will continue to be sent to designated members of staff within school. Arrangements are in place to ensure that staff members in school are made aware of any such notifications relating to children attending school. So that the child can be supported in the normal way following such notifications.

Notifications involving children not attending school will be received and the Deputy DSL will ensure that these are recorded on the pupils' files on CPOMS.

Staff are reminded of the need to be alert at this time to indicators or disclosures of domestic abuse which may not be notified to the police.

If there are concerns that domestic abuse or related matters may develop in particular families of children attending school this must be recorded and brought to the attention of the DSL or Deputy DSL who may seek Early Help or intervention.

#### ATTENDANCE

Attendance will be recorded for all eligible students using SIMS. Those students not eligible to attend school during this time will be coded with an X, in line with DfE Guidance. Those expected (vulnerable children / the children of keyworkers who have notified the school of their critical worker status) will be coded on SIMS as follows:

Code	Reason for use
Y	Eligible student is not in school due to shielding or self-isolation
I	Eligible student is not in school due to illness – Please note if illness is Covid-19 related
C	Eligible student is not in school but not for either reason above

The above codes will be used for AM and PM sessions to record physical attendance in school. Lesson attendance will be recorded by teachers for each lesson to track engagement within live online lessons. These will be recorded internally and use the following codes:

Code	Reason for use
/	Student is present in live online lesson
N	Student has not attended live online lesson
L	Student attended live online lesson late

Where a student is not present in their online lesson, contact will be made with home to ensure their attendance by the student's Head of House.

For vulnerable children not attending school, reasons for this will be recorded and agreed with their social worker, as applicable. Where concerns persist about the safety of these vulnerable students, the DSL will work in partnership with external agencies as appropriate to support these vulnerable students (external agencies identified in the full child protection procedure).

The school will be prepared in advance for which students we are expecting the following day and the member of the pastoral team in school each day will follow up on any vulnerable or keyworker students expected to attend but that have not done each day.

To support the above, South Hunsley School 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.

#### SAFEGUARDING TRAINING & SAFER RECRUITMENT

As with cluster working, South Hunsley School has no plans to use colleagues that were not deployed (including permanent, fixed-term and supply colleagues) at South Hunsley School prior to the partial school closure announced on 04 January. As such all colleagues will be appropriately trained (including having read Part 1 of KCSIE) and recruited (in line with Part 3 of KCSIE) to work with young people.

Where concerns are raised, these will follow the channels as set out in the approved Child Protection Procedure.

For movement of staff within the Trust, South Hunsley School shall seek assurance from The Education Alliance HR Director that the member of staff has received appropriate safeguarding training.

#### ONLINE SAFETY

To ensure online safety whilst on the school network, for those children accessing the school site, the school's monitoring and filtering systems will remain in place as normal, with the school's IT manager contactable during the school day should any concerns arise.

The continued use of remote learning will lead to continued high internet use outside of school. Whilst as a school we are unable to apply the same filtering and monitoring practices that we implement on the school site, we will support parents in making them aware of how they can check the online activity of their children as well as appropriate reporting routes back to school and signposts to practical support. This has been done in writing to ensure that all parents are aware, updates will be sent as appropriate.

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 the 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 the school code of conduct.

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

The majority of lessons are delivered live online so that students can follow their normal timetable. To ensure the safe operation of this, the following safeguarding measures are in place:

- Lessons are recorded
- Webcams are disabled for students and staff are advised to only use these for visualisers
- Lower school students are unable to unmute their microphone
- All staff have been briefed about safe use of Teams
- Lessons are scheduled within Teams, so they can only be accessed by students within that specific class

The school will continue to share safeguarding messages on its website and social media pages.

#### REPORTING MECHANISMS

Whilst the school is not attended by all students, reporting mechanisms for safeguarding concerns from parents will be via email to Heads of House (this has been communicated to parents by letter and all staff / volunteers by email). These will then be logged onto our online Child Protection Management System (CPOMS) and reviewed by the DSL and Deputy DSL before action is taken in line with our current Child Protection procedure, where practically possible.

All staff are reminded to be alert to possible indicators of neglect, abuse, domestic abuse or child exploitation during this time. All staff should refer to the Child Protection Procedure for how to respond to disclosures from students. It

is important that this vigilance is towards all students, not just those considered vulnerable. Any concerns will be recorded on CPOMS, these will then be reviewed by the DSL and Deputy DSL before action is taken in line with our current Child Protection procedure, where practically possible.

It is important for all staff to be aware of the impact of the current lockdown on young people and to report any concerns.

Where an immediate concern is raised by a member of staff in school, this should be reported to the safeguarding lead in school that day. Further actions will then be taken, in line with the existing child protection procedure.

Where staff or volunteers have a concern about a staff member or volunteer, this should be reported directly to the Headteacher or other member of senior leadership in school. If the concern is about the Headteacher, the Chair of Governors or another SLT member, the LADO should be contacted by telephone, following our existing child protection procedure.

For students not eligible to attend school, staff will continue to remain vigilant by looking out for signs such as:

- Not completing assessed work / logging on to school systems
- Not being able to contact children or families
- Students seeming withdrawn during online lessons

Where concerns are identified, these will be reported following normal procedures, outlined in the Child Protection Procedure.

#### PEER ON PEER ABUSE

If there are incidents or allegations of peer on peer bullying, harassment or abuse (including online) we will follow the school procedures in investigating and dealing with them. If appropriate this may involve referrals to other agencies. Parents / Carers will be notified by phone or email or other virtual methods if possible. We would consider appropriate sanctions in the light of the current situation.

Where the school receives a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Procedure.

The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person, including MIND and SMASH support as appropriate.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

#### SITE SAFETY & CHILDREN ACCESSING SCHOOL

South Hunsley School is committed to ensuring the safety and wellbeing of all its students. We 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, including adequate first aid provision.

We will follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.

Where any member of staff has concerns regarding site safety, including an unauthorised individual on site, this should be reported immediately to the member of SLT in charge for the day, who will work with the DSL (via telephone if necessary) to follow current child protection procedures to ensure the safety of students on the school site.

The safety of students whilst on site is of paramount importance. Once the school day has started, the site perimeter will remain secure throughout.

Staff accessing the school site must sign in at main reception and then sign out at the end of the day and must wear their lanyard whilst on site. Staff are still expected to challenge any individual where they cannot clearly see their ID badge and should be able to present their ID card and lanyard as identification. Anyone who cannot present a South Hunsley or TEAL ID card / lanyard must be escorted to the main reception immediately.

In line with DfE guidance the number of visitors on site will be reduced to an absolute minimum during school hours. Should a visitor need to come onto site, they must sign in at reception and normal visitor protocols should be followed, with appropriate social distancing guidance followed.

#### ADVICE TO PARENTS

We will maintain communication with parents and ensure that they are signposted, via the school website, to the following sources of advice particularly in respect of online safety at this time of increased use to support learning and social interaction.

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

#### LINKS WITH OTHER POLICIES

This policy links to the following policies and procedures:

- Child Protection policy
- Child Protection procedure
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Behaviour for Learning Policy (including June 2020 addendum)

#### REVIEW OF POLICY ADDENDUM

We will constantly review the operation of this addendum and make adjustments if identified and on receipt of further Government, DfE, ERSCP, ER LA or other advice and updates etc.