



Child Protection and Safeguarding Policy Lockdown Spring 21

To be read as an addition to the full safeguarding policy

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mr P Greenhalgh - Headteacher	0161 797 6543
Deputy DSL	Mr L Murphy – Assistant Headteacher (SENCO)	0161 797 6543
DSL	Mrs E Cairns – Pastoral Year Leader	0161 797 6543
DSL	Mrs H Rourke – Pastoral Year Leader	0161 797 6543
Teacher for LAC	Mrs K Pilkington – Assistant Headteacher (SENCO)	0161 797 6543
Local authority designated officer (LADO)	Mr M Gay	Tel 0161 253 6168 childwellbeing.bury.gov.uk
Chair of Governors	Ms S Gaskell	0161 797 6543
Trust Safeguarding Lead		
Channel helpline		020 7340 7264

A staff member identifies a concern or potential concern. Is the pupil at immediate risk of harm?

N

Y

Is the DSL or the deputy DSL available to discuss the concern with?

The staff member with the DSL immediately notifies the police of the situation.

Y

N

The staff member discusses the concern with the DSL. Considering observations and using professional judgement, is a referral required?

The staff member seeks support from deputy DSLs. If none available makes a referral to children's social care services (CSCS), notifying the DSL of this as soon as possible.

Y

N

The DSL makes a referral to CSCS, keeping the staff member who raised the concern up-to-date with what action is taken.

The pupil continues to be monitored and early help is provided where necessary. If the concern escalates, a referral is made to the CSCS.

ALL CONCERNS ARE RECORDED ON HWHS CPOMS SYSTEM
See CPOMS guide in appendix 2

Within one working day, a social worker from CSCS will decide about the type of response that is required and will notify the referrer. Where this information is not forthcoming, the referrer should contact the appointed social worker to follow up the referral.

Safeguarding During the Coronavirus (COVID-19) Pandemic

Statement of intent

We understand that we face a time of great uncertainty and, as a school, we are doing all we can to provide clarity and safety to HWHS community. This appendix includes provisions which HWHS will have due regard for during the coronavirus pandemic. The information in this section is under constant review and is updated to reflect changes to government and local guidance as it is released.

Key definitions

For the purpose of this policy, the following definitions will be utilised:

- **Children of critical workers:** children of parents who work in the following industries:
 - Health and social care, e.g. doctors and nurses
 - Education and childcare, e.g. teachers and DSLs
 - Key public services, e.g. the justice system
 - Local and national government, e.g. administrative occupations
 - Food and other necessary goods, e.g. supermarket workers and grocers
 - Public safety and national security, e.g. police and ministry of defence workers
 - Transport, e.g. freight transport workers and train drivers
 - Utilities, communication and financial services, e.g. bankers, oil workers, and telecommunications (999 and 111 critical services)

- **Vulnerable children:** children who:
 - Are supported by social care.
 - Are on the edge of receiving support from social care.
 - Have safeguarding and welfare needs.
 - Have child in need plans.
 - Have child protection plans.
 - Are LAC.
 - Are young carers.
 - Are disabled.
 - Have an EHC plan.
 - Are adopted.
 - Are living in temporary accommodation.
 - Are at risk of becoming not in education, employment, or training (NEET).
 - Are assessed as otherwise vulnerable by education providers or LAs.

A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

The role of the DSL and their deputies

In light of the current pandemic, HWHS will have additional measures in place to ensure the safety and wellbeing of its pupils – this approach will be led by the DSL.

HWHS will have a trained DSL or their deputy on site while all pupils attend school.

Where a DSL or deputy are unavailable on site, e.g. due to illness, a member of the SLT will take responsibility for coordinating safeguarding within HWHS. Their role will include:

- Updating and managing access to child protection files.
- Liaising with the offsite DSL or deputy.
- Liaising with children's social care services where required.

During the pandemic, the DSL and their deputy will be responsible for:

- Sharing their time and resources with other schools, where necessary.
- Ensuring staff are kept up-to-date with the latest safeguarding information and developments, including via the safeguarding partners, newsletters and professional advice groups.
- Being responsible for amending Appendix A (this section) in line with the continual changes to education policy released by the DfE and communicating all changes to staff and volunteers.
- Working with the VSH and wider LA to protect vulnerable children.
- Providing support to teachers and pastoral staff to ensure that contact is maintained with pupils at home and their families.
- Ensuring staff are aware of reporting channels for safeguarding concerns.
- Ensuring there is a consistent approach to safeguarding children throughout the coronavirus pandemic.
- Speaking to pupils directly where possible to identify any concerns and ensuring pupils are provided with clear communication channels so they can report any concerns they have, including reports of peer-on-peer abuse.
- Providing all volunteers and volunteer staff with copies of this policy.
- Identifying a suitable member of the SLT to assume the role of temporary DSL should both themselves and their deputies become unable to work, e.g. due to illness.
- Sharing their contact information with HWHS community.
- Identifying vulnerable children and communicating additional safeguarding provisions to pupils and their families.

The DSL will report back to the governing board on all relevant safeguarding concerns.

The DSL will work with the local safeguarding partners to ensure pupils remain safe during full opening.

All online or telephone communication will be made using school accounts or telephone numbers. If any staff need to use their personal number, this is withheld.

Staff training and safeguarding induction

HWHS will ensure that all existing school staff have read part one of the most up-to-date version 'Keeping children safe in education' (KCSIE) and are suitably trained in this policy and any local safeguarding arrangements.

The DSL and headteacher will risk assess any volunteers or staff from other schools to determine their suitability to work with children.

Under no circumstances will volunteers who have not been checked be left unsupervised or allowed to work in regulated activity.

The DSL and headteacher will ensure any volunteers or staff from other schools are suitably trained in safeguarding and ensure that they have read the relevant sections of KCSIE, are aware of HWHS's safeguarding policy and procedures, and any additional local safeguarding arrangements.

The DSL and headteacher will use their professional judgement to assess how much additional safeguarding training temporary staff or volunteers require.

HWHS will follow safer recruitment processes, in line with the relevant policies, when acquiring new staff.

New staff or volunteers will continue to be provided with a safeguarding induction and the most up-to-date copy of this policy.

Individuals who have not undergone suitable DBS checks will not be left unattended with pupils.

HWHS will carry out a check on any existing staff who cause a concern.

All staff will receive updates from the DSL regarding confirmation of local safeguarding processes and confirmation of the DSL and their deputy's arrangements, e.g. working schedule and contact information.

HWHS will report individuals who they consider a safeguarding risk to the Teaching Regulation Agency (TRA) by emailing Misconduct.Teacher@education.gov.uk – all referrals received by the TRA will continue to be considered but hearings may not be scheduled for the current time.

Where required, e.g. during certain tiers of restriction in a local lockdown, HWHS will have a rota system which allows the headteacher to be aware of who will be in school at any one given time.

HWHS will ensure the SCR is kept up-to-date in line with KCSIE. The SCR will be used as a record of attendance for staff and volunteers as well as a log of any risk assessments carried out on volunteers and staff on loan from other schools.

Online safety and security

HWHS will continue to ensure that appropriate filters and monitoring systems are in place to protect pupils when they are online on HWHS's IT systems.

All online programmes used will be checked by HWHS's DPO and DSL to ensure they are reputable and GDPR compliant.

The ICT technician will work to ensure any loaned devices are secure and have the necessary antivirus malware protection downloaded.

Any online queries which require the ICT technician will be addressed over the phone or online as much as possible – face-to-face contact is kept to a minimum.

Where the ICT technician is unavailable, HWHS will seek the support of other ICT staff, either internally or from another school.

The DSL will report back to the governing board how they are ensuring pupils remain safe online during partial school closure.

Staff and pupils will report any suspicious online activity they encounter to the DSL or headteacher.

Staff will adhere to the Staff Code of Conduct at all times when delivering education online.

Staff will continue to look out for signs of a child being at risk online and report concerns over a pupil's safety online to the DSL. Where relevant, the DSL will make referrals to the police and children's social care.

HWHS will collaborate with parents to reinforce the importance of online safety, and encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

Pupils will be provided with useful information and contact details of individuals and organisations they can turn to should they feel unsafe online, e.g. Childline or the UK Safer Internet Centre.

Mental health and pastoral care

HWHS understands how the coronavirus pandemic can cause pupils and staff to feel anxious and concerned and will offer any essential support required to those in need.

The headteacher will encourage line managers to hold one-to-one meetings with their staff over the phone or via a video call to ensure they feel supported during this stressful time.

Pupils will be provided with different resources they can access to help them cope with their mental health, including Childline and other online services.

Face-to-face support will only be provided where two-metre social distancing can be adhered to.

HWHS will have due regard for the Social, Emotional and Mental Health (SEMH) when identifying early signs of mental health issues in pupils.

Teachers will have due regard for the negative impact the current pandemic may have had on pupils, especially when setting expectations for pupils' work.

Pastoral support will be offered to any family who requires it.

HWHS will utilise funding from the DfE's Wellbeing for Education Return programme.

For pupils who are receiving education at home, e.g. pupils who are self-isolating, HWHS will help parents and pupils make a weekly plan or structure that includes time for education, playing and relaxing.

HWHS will consider one-to-one support for those who may benefit the most from it, e.g. for pupils with SEND.

Remote education

See HWHS expectations document

Peer-on-peer abuse

The DSL will implement robust reporting procedures for peer-on-peer abuse and communicate these to all staff, pupils and parents.

Reports made regarding peer-on-peer abuse will be risk assessed by the DSL on a case-by-case basis and, where required, investigated immediately and reported to the relevant authority, e.g. the police or children's social care services (CSCS) where required.

Both the alleged perpetrator and victim will be provided with support whilst the report is being investigated.

Pupils will be provided with the contact details of relevant bodies who can provide support to them during this time, e.g. Childline.

The DSL will keep the victim, the alleged perpetrator and their families up-to-date where necessary with details of the investigation, including the conclusion and how appeals can be made.

Individuals will be given a copy of HWHS's amended **Complaints Procedures Policy** to assist them with the appeals process.

Communications will be made online or by telephone unless face-to-face contact is unavoidable.

Pupils moving schools

Where school pupils are moving to another setting, HWHS will continue to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information.

The DSL will ensure that the receiving school has access to pupils' EHC plans, child in need plans, child protection plans or, for LAC, their personal education plan, and is informed who the child's social worker is (and, for LAC, who the responsible VSH is).

Monitoring and review

The DSL will be responsible for continually monitoring DfE updates and updating this appendix in line with any government guidance changes and up-to-date guidance from the local safeguarding partners.

Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.

Equal Opportunities Statement

In implementing this policy all members of staff must take into account HWHS's Equal Opportunities Policy. *Staff must ensure that no pupil involved in any incident of bullying is disadvantaged on the grounds of gender, race, disability, sexual orientation, age, religion or belief.*

Staff Declaration

Declaration

In signing this form, I confirm that the information provided is true to the best of my knowledge and that:

- I understand my responsibilities to safeguard children.
- I have read and understand HWHS Child Protection policy and KCSIE 2020
- I understand that I must notify my headteacher immediately of anything that affects my suitability to work within HWHS. This includes any cautions, warnings, convictions, orders or other determinations made in respect of me that would render me disqualified from working with children.

Signed:

Print name:

Date:

Contacts and Advice

Expert organisations

- [Barnardo's](#)
- [Lucy Faithfull Foundation](#)
- [NSPCC](#)
- [Rape Crisis](#)
- [University of Bedfordshire: Contextual Safeguarding](#)
- [UK Safer Internet Centre](#)

Support for victims

- [Anti-Bullying Alliance](#)
- [MoJ Victim Support](#)
- [Rape Crisis](#)
- [The Survivor's Trust](#)
- [Victim Support](#)

Toolkits

- [Brook](#)
- [NSPCC](#)
- [Safeguarding Unit, Farrer and Co, and Carlene Firmin, MBE, University of Bedfordshire](#)

Further information on confidentiality and information sharing

- [Gillick Competency Fraser Guidelines](#)
- [Government Information Sharing Advice](#)
- [Information Commissioner's Office: Education](#)
- [NSPCC: Things to Know and Consider](#)

Further information on sexting

- [UK Council for Child Internet Safety: Sexting Advice](#)
- [London Grid for Learning – Collection of Advice](#)

Support for parents

- [Parentzone](#)
- [Parentsafe – London Grid for Learning](#)
- [CEOP Thinkuknow – Challenging Harmful Sexual Attitudes and their Impact](#)
- [CEOP Thinkuknow – Supporting Positive Sexual Behaviour](#)

Appendix One

Keeping Children Safe in Education Part One

September 2020

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf



Hazel Wood High School Staff CPOMS Reporting Process

Ensure the pupil is safe

Step 1: Initial Report from member of staff



Step 1: Logging the Initial Concern - CPOMS

Detail what / when / who / where - facts

CPOMS the basic concern and choose a CPOMS category – only one

Add any linked student names – harm doers / witnesses

If an injury has occurred fill in the body map

Assign the incident to the Pastoral Manager and Head of Year

If an incident is logged as a safeguarding / bullying do not leave school without updating a member of the Pastoral Team / SLT who will notify the Safeguarding Lead

A screenshot of the CPOMS body map form. It shows two human silhouettes, one labeled 'Front' and one labeled 'Back'. Below the silhouettes is a 'Date/Time' field with the value 'Fri 17 August 2018 3:08PM'. There is also a section for 'Alert Staff Members'.

Collect the following information:

Statements should be taken from the harmed person, suspected wrong doer and any witnesses

Upload onto CPOMS on the first day. You can scan these and load them as an attachment.

Assign the case to the Head of Year and Pastoral Manager for the year group of the pupil concerned.

The incident is now open and all actions will be recorded on CPOMS from this point.

Before leaving school on the day - see HoY / PM / SLT to report Bullying or Safeguarding concern

Staff identifying the issue **MUST assign the case** to the Pastoral Year Leader and discuss.

You must **ALERT** the Head of Year and the Form Tutor to share the information

OUTCOMES of discussion and actions to be recorded on CPOMS – including family contact for those involved.

Assign to the Pastoral Year Leader for that Year Group

Date/Time: Tue 16 June 2020 9:44AM

Status: Active

Assign to: Begin typing a staff member's name

Files: Click to browse or drag a file to upload

Alert Staff Members: Begin typing a staff member's name

PASTORAL MANAGERS SENIOR LEADERSHIP TEAM COUNSELLOR OFFICE STAFF HEADTEACHER Head of Year 7 Head of Years 8 and 9 Head of Years 10 and 11 EAL

Type a colleague's name or select an alert group to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.

Alert the Form Tutor and Head of Year

Begin typing a staff member's name

PASTORAL Year Leaders SENIOR LEADERSHIP TEAM COUNSELLOR OFFICE STAFF HEADTEACHER Head of Year 7 Head of Year 8 Head of Year 10 EAL Head of Year 11

Head of Year 8

Type a colleague's name or select an alert group to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.

Pastoral Managers / Year Leaders / SLT Link – Update DHT

Review new case and statements and develop action plan – Inform families of plan ahead

Lead staff to complete and monitor CPOMS and all information from this point.

Lead staff make report available to Form Tutor / Pastoral Manager / Year Leader and SLT Link / Deputy Headteacher

Actions to follow may include:

See Deputy Head Teacher (DSL) at this point to discuss appropriate actions –

referrals to MASH / Agency updates / Police

Records of meetings on CPOMS

Sanctions will be logged on CPOMS

Informing and liaising with families / Developing agreed protocols with students involved / updating staff at morning briefing / Informing classroom teachers and Form Tutors of issues /Altering Seating Plans / Arrange starting time and leaving time changes where needed / Inform Student Services

Open an Anti-Bullying Contract – where appropriate

In cases of bullying - meeting family with the Deputy Headteacher – Harmed and wrong doer – with family.

Update anti-bullying log with all information, including sanctions, meeting dates and times

Information will be pulled from CPOMS of all Bullying incidents and added to the Anti-Bullying Log.

Pastoral will meet weekly to update the Bullying Log with any actions.