



COVID-19 school closure
arrangements for Safeguarding
and Child Protection at
Hazel Wood High School

Hazel Wood High School

Policy owner: JHL

Date: Updated 12.06.20

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, 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.

This addendum of the Hazel Wood High School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead – Deputy Headteacher	J. Holden	07872 183707	j.holden@hazelwoodhigh.co.uk
Deputy Designated Safeguarding Leads	E Cairns	0161 797 6543	E Cairns@hazelwoodhigh.co.uk
	L. Murphy	0161 797 6543	L. Murphy@hazelwoodhigh.co.uk
	H. Rourke	07872 183650	H. Rourke@hazelwoodhigh.co.uk
Headteacher	P. Greenhalgh (DSL)	07872 183600	P. Greenhalgh @hazelwoodhigh.co.uk
Trust Safeguarding Manager	Kristie Bloomfield	0161 766 1597	Bloomfield.K@elmsbank.co.uk
Chair of Governors	S Gaskell		sgaskell@unsworth-primary.co.uk
Safeguarding Governor / Trustee	R Roberts	07393 468968	19488@gmp.police.uk

Individual school contacts:

Hazel Wood High School Family Community Coordinator and Pastoral Managers are highly experienced practitioners will be available throughout this time for advice for all staff and families, via the school enquiry email displayed on the website and Hazel Wood Way Newsletter, published several times a week on the website enquiries@hazelwoodhigh.co.uk

Family and Community Coordinator – Senior Leadership Team

L.Jones@hazelwoodhigh.co.uk

Pastoral Managers

H.Rourke@hazelwoodhigh.co.uk

E.Cairns@hazelwoodhigh.co.uk

P.Doran@hazelwoodhigh.co.uk

1. Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. 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.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Hazel Wood High 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 head (VSH) for looked-after and previously looked-after children. The lead person for this will be: Mrs J Holden

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Hazel Wood High School will explore the reasons for this directly with the parent.

The pastoral Team, coordinated by J Holden, have twice weekly telephone / email communication with all key worker families to offer support and attending school, as needed. This communication is logged on CPOMS System.

Where parents are concerned about the risk of the child contracting COVID19, Hazel Wood High School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Hazel Wood High School will encourage our vulnerable children and young people to attend a school, including remotely if needed. Where we recognise signs of anxiety during welfare call discussions, or the family share they are unsettled for any reason, the Pastoral Team will offer provision in Hazel Wood High School, with flexible days and times, to families to support them as required in the short or long term.

2. Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If Hazel Wood High School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon -

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

From June 15th – potential opening date for Year 10 and 25% capacity the DfE Attendance monitoring requirements will be followed.

Hazel Wood High School and social workers will agree with parents/carers whether children in need should be attending school – Hazel Wood High School will then follow up on any pupil that they were expecting to attend, who does not.

Hazel Wood High School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

How this will look in Hazel Wood High School

To support the above, Hazel Wood High 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. During June all contact details, phone and email numbers, address, and number of contacts are being audited and updated. Collection of key worker details are being revised and welfare calls will include information sharing regarding the mental health and well-being of our pupils.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Hazel Wood High School will notify their social worker and family daily.

3. Designated Safeguarding Lead

Hazel Wood High School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is:

J. Holden

The Deputy Designated Safeguarding Lead are:

E Cairns

L. Murphy

H. Rourke

The optimal scenario is to have a trained DSL (or deputy) available on site. From 15th June this is planned into the arrangements for each day, based on Year 10 attending school. Where this may not be the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

It is important that all Hazel Wood High School staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSLs and Pastoral Team will continue to engage with social workers, work with welfare agencies and attend all multi-agency meetings, which can be done remotely.

4. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead and Headteacher. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should not leave site before sharing this information with DSL on duty. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher. The headteacher is contactable on the following mobile number when not in school 07872 183600.

Concerns around the Headteacher should be directed to the Chair of Governors: Mrs. S Gaskill – contact J.Seddon@hazelwoodhigh.co.uk.

The Oak Learning Partnership will continue to offer support in the process of managing allegations.

5. Safeguarding Training and induction

DSL training has continued to take place at Hazel Wood High School whilst there continues a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training – however all training is up to date currently at our school for beyond December 2020.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter Hazel Wood High School, they will continue to be provided with a safeguarding induction through the HR Team.

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

For movement within the Trust, schools seek as from the Oak Learning Partnership HR that the member of staff has received appropriate safeguarding training.

Georgina Barnett – HR Manager

0161 766 1597

hr@oaklp.co.uk

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

6. 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, Hazel Wood High 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.

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

Where Hazel Wood High School is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Hazel Wood High School 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. Full details can be found at paragraph 163 of KCSIE.

Hazel Wood High School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 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, Hazel Wood High School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

7. Online safety in schools and colleges

Hazel Wood High School 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.

8. Children and online safety away from school and college

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 Hazel Wood High School Code of Conduct.

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

Below are some things we will consider if we deliver virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

9. Supporting children not in school

Hazel Wood High School is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, we will ensure that a robust communication plan is in place for that child or young person.

Details of this plan will be recorded on CPOMS, as should a record of contact have made. Pastoral Welfare checks are rigorous and a three part plan is in place going forward, to ensure all families are contacted directly, or via alternative contact numbers, to ensure a dialogue is created, with script provided by the DSL / Headteacher as to the content of the welfare check and the discussion expected to take place. Where no contact is made after three days the HoY / line manager work together to make contact. Where there is a concern a home visit, with social distancing may be required to make initial contact, in liaison with DSL.

Hazel Wood High School communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Hazel Wood High School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website, newsletters, mail shot home and social media pages.

Hazel Wood High School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Hazel Wood High School need to be aware of this in setting expectations of pupils' work where they are at home.

The school newsletter frequently informs pupils, and families, of supportive advice and agencies available for any safety concerns, it sign posts families to school support mechanisms, on line advice and also Mental Health and Well-being support.

10. Supporting children in school

Hazel Wood High School is committed to ensuring the safety and wellbeing of all our students. We have a full Risk Assessment in place, reviewed weekly.

Hazel Wood High School 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.

Hazel Wood High School will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

Hazel Wood High School will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS.

Where Hazel Wood High School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Oak Learning Partnership.

11. Peer on Peer Abuse

Hazel Wood High School 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 part 5 of KCSIE and of those outlined within of the Child Protection Policy.

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.

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

12. Support from The Oak Learning Partnership

The Oak Learning Partnership Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The Oak Learning Partnership will also provide regular group and individual supervision sessions. This may take the form of an online meeting.

Updates to Policy

Update to policy 08.06.20

As Hazel Wood High School prepares to open potentially 15.06.20 to small groups of Year 10 pupils a thorough and exhaustive risk assessment has been developed for the safe learning of our pupils.

The key points from the risk assessment are as follows:

- Washing routines and sanitising stations have been located throughout the building, with lidded bins
- Pupils have staggered arrival and leaving times to avoid contact and safe travel advice has been shared with all families.
- Pupils are to be equipped with a pack from school for stationery, this is the only stationery school will share.
- Newly washed, clean clothes, non-uniform in style has been requested.
- Seating plans are in place and pupils have identified seating areas.
- Markers on the floor indicate a 2m social distancing reminder in key areas
- Signage around the building is in place – with key messages
- Two specific rooms have been identified to house no more than 15 pupils in each – with sanitiser station, identified entrance and exits from the building and specific toilet facilities
- No more than 25% of Year 10, including Vulnerable pupils are allowed in the building at any one time
- A clear code of conduct has been shared with all families to ensure where advice given around behaviour and following COVID guidelines is not followed, they will be contacted and asked to return home.
- A pupil who feels unwell will be escorted to the designated medical room and the pupil can be handed over / family can collect.
- PPE has been provided for staff looking after pupils who are unwell or escorting pupils who require additional physical support around the building.
- All rooms are cleaned daily and a deep clean takes place each Wednesday, when the school is closed to Year 10.