



## Education Child Protection/Safeguarding Template Policy

June 2020:

**Education Settings Annex A - The safeguarding arrangements for the wider  
Opening of education settings to children from June 1<sup>st</sup>**

**Name of school: Hallam Fields Junior School**

**Addendum approved by:**

Name	Role	Date
David Brown	Headteacher	25/6/2020
<b>Date addendum published by the setting and made available on the website</b>		29/06/2020

**Addendum review dates and changes**

Review date	By whom	Summary of changes made	Date implemented

This annex A is new information schools need to address to support the safeguarding arrangements in their school to cover recent guidance issued by the government on the preparation for and the wider reopening of schools.

Schools need be familiar with the following recommended government guidance relating to the plan for wider opening, when considering their safeguarding arrangements:

- <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

This additional Annex A also reflects any updated advice from Derby and Derbyshire Safeguarding Children Partnership and from the Local Authority (for example: 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).

Key information is found here: <https://www.ddscp.org.uk/coronavirus-safeguarding-arrangements/>

### Key Contacts during COVID-19 Arrangements

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	David Brown	0115 9322568 <a href="mailto:headteacher@hallamfields.derbyshire.sch.uk">headteacher@hallamfields.derbyshire.sch.uk</a>
Deputy DSL(s)	Bilal Hussain	0115 9322568 <a href="mailto:mrhussain@hallamfields.derbyshire.sch.uk">mrhussain@hallamfields.derbyshire.sch.uk</a>
Other contactable DSL(s) and/or deputy DSL(s): <ul style="list-style-type: none"> <li>• DSL at (school name)</li> </ul>	Rachel Crowther DSL Dallimore Primary  Mel Lawson DSL Ladywood Primary School	0115 9320741  0115 932 0585
Designated member of Senior Leadership Team if DSL (and deputy) cannot be on site	Sarah Carr AHT DSL	0115 9322568 <a href="mailto:mrscarr@hallamfields.derbyshire.sch.uk">mrscarr@hallamfields.derbyshire.sch.uk</a>

Role	Name	Contact details
Headteacher	David Brown	0115 9322568 <a href="mailto:headteacher@hallamfields.derbyshire.sch.uk">headteacher@hallamfields.derbyshire.sch.uk</a>
Chair of Governors:	Amanda Bayliss	Via school office 0115 9322568 <a href="mailto:mrsbayliss@hallamfields.derbyshire.sch.uk">mrsbayliss@hallamfields.derbyshire.sch.uk</a>
Designated Governor:	Amanda Bayliss	Via school office 0115 9322568 <a href="mailto:mrsbayliss@hallamfields.derbyshire.sch.uk">mrsbayliss@hallamfields.derbyshire.sch.uk</a>
Other key safeguarding agencies as noted in the school safeguarding/child protection policy 2019/20, Addendum April 2020		

## 1. Scope and Definitions

This Annex A applies during the period of school closure due to COVID-19, and the wider opening of an educational setting. It reflects updated advice from our local safeguarding partners Derby and Derbyshire Safeguarding Children Partnership (Derbyshire County Council, Derby City Council, Derby and Derbyshire Clinical Commissioning Group, Tameside and Glossop Clinical Commissioning Group and Derbyshire Constabulary).

It sets out changes to our normal Safeguarding/Child Protection Policy in light of the Department for Education's Guidance collection for [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#), and specifically [Coronavirus: safeguarding in schools, colleges and other providers](#) (updated may 2020)

This does not replace the schools Child protection /Safeguarding policy 2019/20, and an addendum, summary of any key COVID-19 Mitigation Planning, safeguarding and child protection changes, April 2020

## 2. Vulnerable Children

The Department for Education's (DfE's) [Coronavirus \(COVID-19\): guidance on vulnerable children and young people](#) continues to apply.

There is the flexibility to offer a place to those who do not meet the Department for Education's definition of 'Vulnerable' but where the School has concerns will continue and will now include, those who could benefit from continued attendance. This might include children and young people who are on the edge of receiving support from Children's social care services, adopted children, NEET, those living in temporary accommodation, those that are young carers and others at the schools, colleges and local authorities discretion.

School staff will continue to work with children's social workers, the Designated Lead, virtual school heads, and any other relevant safeguarding, health and pastoral partners to help protect children.

### **3. Maintaining contact**

Regular weekly contact will be made to families where children are deemed vulnerable and not in school, via telephone calls. Where there is no answer a message will be left if possible and followed up with text messages / emails if contact hasn't been made for a week. If there has been no response then staff will try to contact again in under a week. All records of conversation/contact for vulnerable children will be recorded on CPOMs (online safeguarding recording system). Parent / Carers should be offered a place for their child where school can accommodate or if they choose not to accept should be offered additional support with work at home. Where contact is made with parents/carers if possible children should be spoken to, on speaker phone with parent/carers present, to get the child's lived experience. If no response is made ongoing with parents/carers then contact with any other agencies involved should be made and a decision agreed about steps to be taken together to ensure well-being of child, this may include a joint socially distanced home visit if other agencies are also unable to make contact. Class teachers should be spoken to prior to this to check what engagement with suggested tasks has taken place over recent weeks and whether they have made any contact.

### **4. Reporting Concerns**

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

The local authority has issued updated guidance about identifying vulnerable children during lockdown; assessing and supporting their needs. This includes supporting schools with early intervention services including the Early Help Transition Teams, to provide children and families with the right support at the right time.

**['Lockdown Lens' for schools: safeguarding children in Derbyshire](#)**

*Copy at end of annex a*

### **5. Designated Safeguarding Lead (and Deputy) Arrangements**

As more children return the School will have a trained DSL or Deputy DSL available on site to coordinate the safeguarding arrangements, and liaise with social workers. If activities take place offsite there will be arrangements in place to provide access to a designated lead.

All school and college staff and volunteers will have access to a trained DSL (or deputy) and know on any given day who that person is and how to speak to them.

In exceptional circumstances:

- a trained DSL (or deputy) from the school can be available to be contacted via phone or online video - for example, working from home

- sharing trained DSLs (or deputies) with other schools (who should be available to be contacted via phone or online video)

The school will ensure there are sufficient staff members that can provide pastoral support to help meet the needs of children as they return. At Hallam Fields due to ensuring that bubbles are maintained, we will have two members of staff in each bubble so that staff can support children in each group.

The DSL will provide support to teachers and pastoral staff to ensure contact is maintained with children and their families. This will be for those children and families in school and more importantly for those who are not in school.

Where possible staff should try and speak directly to children to help identify any concerns. Staff should be encouraged (where possible) to make calls from the school via school phones and devices. Where staff use personal phones to make calls, they should withhold their personal number.

When communicating with families, this should only be done through school email addresses or recognised channels, within school hours and on school devices. It is recommended that any staff member contacting parents and families is made aware of the school's policy around etiquette and content.

The Designated lead will ensure great care will be taken in the content, storage and dissemination of any records made.

The DSL will ensure all staff will be kept up to date with government and local changes in respect of children returning to the school and the school will update parents/carers and make the relevant guidance's available on the website.

## **6. Staff Recruitment, Movement of Staff, Training and Induction**

The existing school workforce may continue to move between schools in response to Coronavirus.

Where new staff or volunteers are recruited they will continue to be provided with a safeguarding induction. Supply and agency staff, who may be recruited for the wider opening of the school will be given a safeguarding induction, which includes local changes and responses to Coronavirus and local safeguarding policies and procedures.

Some schools are 'borrowing' staff from other schools. This will continue to be necessary in some cases and the usual expectations will apply around verification, training, induction to the setting they are temporarily working in and knowledge of the schools safeguarding policies and procedures.

The school will be clear in how they will access information, both hard copy and electronic especially with regards temporary log in and admin privileges. The school will revisit, processes for data sharing and storage, particularly if key staff members are not on site, using "borrowed staff" and or using other schools.

External visitors should be kept to a minimum, but schools should make themselves available for Childrens Social Workers, and other relevant partners e.g. Health, who may need to see children on site.

## 7. Risk Assessments

The School will work with the latest guidance provided by the government on:

- Risk assessments;
- Home school transport;
- Managing the school site;
- Staggering start times, breaks and finish times;
- First aid;
- Social distancing;
- Personal Protective Equipment;
- Managing an outbreak of Coronavirus.

The local authority has provided templates, and resources in preparation for a return to school/college to assist: <http://services.derbyshire.gov.uk/Page/1277>  
<http://services.derbyshire.gov.uk/Page/17535>

For children and young people with EHC (education and health care) plans in Derbyshire all providers have been sent risk mitigation forms to complete and return to the school Lead SEND Officer.

The Risk Mitigation forms are found here:

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/coronavirus-information/special-educational-needs-and-disabilities-guidance.aspx>

Each child has been allocated an additional key worker within education to monitor their provision.

Work will continue in partnership with the key worker, other key health and social care professionals, and the family to review risk assessments in light of a wider opening of the school:

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

Children and young people with other complex needs, such as children and young people with special educational needs and disability (SEND) who do not have an EHC plan, the school or local authority can now exercise its discretion to do a risk assessment and offer a place.

The school will continue to undertake and review risk assessments for children and young people with EHC plans who remain at home. Risk assessments will continue to be undertaken to ensure:

- It assists decisions on which children and young people, with an EHC plan, should be attending their educational setting, taking into account the changing circumstances of individual children and young people, with an aim that they can be brought back into face to face education when it is right for them;
- when attendance is not appropriate, assessments can help make decisions about the support children and young people should receive at home, noting that circumstances may have changed;
- Providing helpful information to Headteachers and other professionals in planning for, and supporting, those children and young people with an EHC plan when they do return to educational settings

## **8. Monitoring attendance**

It is expected that vulnerable children will attend where it is appropriate for them to do so and where there are no shielding concerns for the child or their household; where they are not clinically vulnerable and or/following a risk assessment for those children with a EHC plan and or clinical vulnerabilities.

We will continue to work with children and their families not in school and will work with the relevant children and their families to return to school.

Parents/carers will not be penalised if their child does not attend education provision.

Schools will resume taking their attendance register from the 1<sup>st</sup> June, and will complete the online Educational Settings Form (DfE daily updates).

In addition, schools in Derbyshire will be completing a returns list of pupils in school to the local authority to help identify with social care partners pupils who are attending and especially those who are deemed as vulnerable and are not attending. <https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/coronavirus-information/dcc-information-return.aspx>

## **9. Transport and safeguarding**

Schools are working with the local authority on the reinstating of school transport for some pupils as they are returning to school. There are priority groups including vulnerable children and young people. Schools will work with their transport providers to ensure this and that there are appropriate safeguarding arrangements under the current restrictions and social distancing.

There are no implications for children at Hallam Fields that are known, except for one family, the carers of these children have agreed to make provision to get them to school and back.

## **10. Safeguarding Pupils and Teachers Online**

Schools should still refer to NSPCC guidance, when engaging in remote learning. The guidance is unchanged since its previous update (April 21<sup>st</sup> 2020).

Schools should consider greater communication with parents around working on line, to provide reassurances that they are working in a safe environment and encourage them to make their child's online activity as safe possible, this may mean referring families to resources: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

When video conferencing, schools are advised not to use 'new platforms' but rather work with established and trusted systems that are already in place such as e.g. G Suite or Office 365. When using video conferencing, passwords for sessions must be used, sent as part of link. Children should who are involved in video conferencing should always have an adult with them.

The DfE recommends that the school will signpost any queries, and in regards to data protection to their Local authority Data Protection service.

All enquiries should be made to Mrs Sharron Ashby at Hallam Fields, or please refer to the GDPR section of our school website.

## **11. Peer on Peer Abuse**

Usual reporting of suspected or actual peer on peer abuse applies. All staff need to be aware that incidents may have happened out of school, whilst children are not attending, and these may require a safeguarding response when they return and the school/college is made aware.

## **12. Mental Health and Well-being**

The school will continue to support children in respect of their emotional health and wellbeing and acknowledge that, on a child's return into the school, lockdown may have had, and may continue to have, an adverse impact upon their health, wellbeing and safety.

There are guidance's available (updated May 21<sup>st</sup>) to assist and all staff will be made familiar with this: <https://www.gov.uk/guidance/supporting-pupils-wellbeing>

All staff will be updated around how to identify, refer and respond to a child presenting concerns and know how schools/colleges can receive help: <https://derbyandderbyshireemotionalhealthandwellbeing.uk/>

A new email address for professionals to access this new service is: [ddccg.tict@nhs.net](mailto:ddccg.tict@nhs.net)

## **13. Monitoring Arrangements**

This policy (June 2020, Annex A 2020) will be reviewed and updated as Guidance from the Local Safeguarding Partners, other relevant agencies or DfE is received, and as a minimum (*every 3-4 weeks*) by (Billy Hussain / Deputy DSL).

At every review, if changes are made, it will be read and approved by the full governing board.

## **14. Resources**

### **Department for Education coronavirus helpline**

The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care.

Phone: 0800 046 8687

8am to 6pm – Monday to Friday

10am to 4pm – Saturday and Sunday

If you work in a school, have the schools/colleges unique reference number (URN or UK PRN) available

Frequently asked questions on the wider reopening of schools/colleges - <https://schoolsnet.derbyshire.gov.uk/site-elements/documents/administration/early-years-pvi-frequently-asked-questions-issue-3.pdf>

Early Help & Safeguarding Briefing – 22 May 2020

## **‘Lockdown Lens’ for schools: Safeguarding children in Derbyshire**

To provide schools with information about identifying vulnerable children during lockdown; and about assessing and supporting their needs.

### **What is different during lockdown?**

The lack of visibility of children can amplify the risks for children, and indicators of emerging need could be missed. The message is to be vigilant and work with partners to safeguard children.

During lockdown, some families will experience a range of challenges, which could compromise their parenting and children may become more vulnerable. These pressures could include:

- Inter-parental conflict, domestic abuse or family breakdown
  - Parental mental health, impact of social isolation and limited support
  - Substance misuse and increased dependency on substances to cope
  - Parental ability to provide home schooling e.g. language barriers, cross cultural dynamics, parents’ cognitive skills
- Children becoming young carers for siblings or parents.
  - Financial pressures on families for basics such as food, utilities and other essentials
  - Lack of parental boundaries, home routines with meals, bedtimes and supervision including screen time.

During lockdown indicators of concern may be:

- Lack of parental engagement with home schooling arrangements
- Children not attending school when they have a place
- Families only engaging via phone calls or emails and not using video calls (lack of visibility)
- A range of indicators (see above) particularly where a child is not already open to Children’s Services (see your Early Help & Safeguarding School Report, which is circulated via Perspective Lite on a fortnightly basis)
- Parents new to the school with previous history of social care involvement and some emerging concerns e.g. school attendance.

### **What is a vulnerable child?**

The government has provided a definition of ‘vulnerable children’ for the purposes of school attendance during the COVID-19 pandemic. The government’s guidance is available here:

<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>

In brief, the government's definition includes children with a social worker, children with an education, health and care plan and other children the education provider or local authority has assessed as being vulnerable. This could include, for example, children on the edge of needing social care support; adopted children; young carers; children in temporary accommodation; children not in education / employment and others at the provider's discretion.

It is important to be clear that this government definition relates primarily to school attendance. The Derby & Derbyshire Safeguarding Children's Partnership '[Thresholds document](#)' should always be used as a reference point if there are concerns about a child that may require the provision of early help or support from social care.

Alongside this, the 'Lockdown Lens' needs to be applied and professionals should be conscious that the range of universal services and community support are operating differently following government Lockdown guidance. This could limit the visibility of a child and their need for help and protection. Partners are all still available to support vulnerable children and our Early Help Transition Teams can be contacted for advice and support.

## What can the school do?

Think about why I am concerned and what are the vulnerabilities?

Identify the rationale of why you are concerned for the child now and what has changed to prompt you to think this?

When making contact with the family think about whether you have seen and spoken to the child – if not, why not? What were the barriers to doing so? Does the child require in-school solutions and how can you respond to decrease your concerns?

Think about local support and services that can assist the parent/carer and child. (The Early Help Transition team can assist with directories and signposting and there are many resources detailed on [SchoolsNet](#))

What sources of support do I have access to assist me in making a decision? e.g.- Designated Safeguarding Leads, the Early Help Transition Team, the Starting Point Professionals Advice Line 01629 535353.

Having considered the threshold document does the child/family require an early help assessment (EHA) to be undertaken, are there other agencies involved to work with to co-ordinate a response, does the concern warrant the involvement of children services? Your local Early Help Advisor is available to support you with the EHA process and links to key partners.

For those children with allocated workers, keep in regular communication with them and escalate to the lead professional if you are not managing to make contact.

If you believe the child is at risk of significant harm refer your concerns without delay by calling 01629 533190.

Controlled upon completion

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## **Resources and services that can support schools working with vulnerable children:**

Emotional support for families, including mental health:

<https://www.derbyshire.gov.uk/social-health/health-and-wellbeing/health-protection/disease-control/coronavirus/emotional-health-and-wellbeing/support-for-families/emotional-support-for-families.aspx>

Staying safe during the COVID-19 pandemic, including keeping children safe, support for children and domestic abuse:

<https://www.derbyshire.gov.uk/social-health/health-and-wellbeing/health-protection/disease-control/coronavirus/staying-safe/staying-safe-during-the-covid-19-pandemic.aspx>

Safeguarding COVID-19 tile on SchoolsNet which has a range of documents published since the pandemic started including the Early Help offer, safeguarding updates and NSPCC information:

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/coronavirus-information/safeguarding-covid-19.aspx>

## **Early Help Transition teams contact information:**

### **Chesterfield & High Peak**

Adam Cope, Early Help Development Officer

Mobile: 07827 313821

Email: [Adam.cope@derbyshire.gov.uk](mailto:Adam.cope@derbyshire.gov.uk)

### **Erewash and South Derbyshire**

Nusrat Sohail, Early Help Project Officer

Mobile: 07827980617

Email: [Nusrat.sohail@derbyshire.gov.uk](mailto:Nusrat.sohail@derbyshire.gov.uk)

### **North East & Bolsover and Amber Valley**

Debbie Hadley - Early Help Transition Project Officer

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