



Carlisle & Hampton Hill Federation



HAMPTON HILL JUNIOR SCHOOL

COVID 19 SCHOOL CLOSURE SAFEGUARDING POLICY

This policy was reviewed:	Spring 2021
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This policy will be reviewed again:	Spring 2022
Governor committee responsibility:	Achievement & Families Committee
Statutory Policy?:	No

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Context

From 4th January 2021 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.

Key contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead	Mandy Appleyard	02089793019	a.appleyard@hamptonhill.richmond.sch.uk
Designated Safeguarding Lead	Caroline Wrigglesworth	02089793019	c.wrigglesworth@hamptonhill.richmond.sch.uk
Children looked after and previously looked after Lead	Mandy Appleyard	02089793019	a.appleyard@hamptonhill.richmond.sch.uk
IT Lead	Jamie Foster		j.foster@hamptonhill.richmond.sch.uk
Safeguarding Governor	Barbara Clifford		b.clifford@hamptonhill.richmond.sch.uk
Chair of Governors	Billy Day		b.day@hamptonhill.richmond.sch.uk
AfC Education Safeguarding Adviser	Linda Sheehan	07774686362	linda.sheehan@achievingforchildren.org.uk
AfC Adviser for Online Services and Safety	Peter Cowley	07595173975	peter.cowley@achievingforchildren.org.uk
AfC Virtual School Headteacher	Suzanne Parrott	07827895894	suzanne.parrott@achievingforchildren.org.uk

SPA: 020 8547 5008 **Out of Hours:** 020 8770 5000

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lado@achievingforchildren.org.uk

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 Leads 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.

HHJS 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 Headteacher (VSH) for children looked-after and previously looked-after. The lead person for this will be: Mandy Appleyard

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 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 HHJS will explore the reasons for this directly with the parent.

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

HHJS will encourage our vulnerable children and young people to attend a school, including remotely if needed.

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.

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

To support the above, HHJS will, when communicating with parents/carers confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child, with a social worker, does not take up their place at school, or discontinues, HHJS will notify their social worker.

HHJS will complete the Government's [daily online attendance form](#) and supply any information regarding attendance requested by Achieving for Children.

Designated Safeguarding Lead

HHJS has two Designated Safeguarding Leads (DSL).

The Designated Safeguarding Leads are: Mandy Appleyard and Caroline Wrigglesworth

HHJS aims to always have a DSL on site. Where a trained DSL 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 files, updating Safeguarding log/ or the Keyworker Provision vulnerable pupil audit, liaising with the offsite DSL 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.

It is important that all school name staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy. 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 report the concern to the Lead Person in school who will contact the DSL. 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.

Concerns regarding the Headteacher should be directed to the Chair of Governors: Billy Day

Mobile Phone use in School

Staff are reminded that mobile phones should not be used for any other purpose whilst with the children and that they must never use their phone to take photographs whilst in school or with the children.

Safeguarding training and induction

Face to face DSL training is very unlikely to take place whilst there remains a threat of the COVID19 virus.

For the period COVID-19 measures are in place, a DSL who has been trained will continue to be classed as a trained DSL even if they miss their refresher training. Online refresher training will be undertaken as needed.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child. Safeguarding will be a standing item for both SLT and weekly staff briefing.

Where new staff are recruited, or new volunteers enter HHJS they will continue to be provided with a safeguarding induction.

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

Upon arrival, they will be given a copy of HHJS' Safeguarding and Child Protection Policy, confirmation of local processes and confirmation of DSL arrangements.

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, HHJS will continue to follow the relevant safer recruitment processes, including relevant sections in part 3 of Keeping Children Safe in Education (2020).

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.

No volunteers will be allowed on site to work with children, during the period of school closure.

HHJS 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 Keeping Children Safe in Education (2020).

HHJS will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of Keeping Children Safe in Education (2020) 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 will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, HHJS will continue to ensure that all staff, volunteers and essential visitors sign in and out of the premises and will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 164 to 171 in Keeping Children Safe in Education (2020).

Online safety

HHJS Online Safety Lead is: Caroline Wrigglesworth. If the Online Safety Lead is unavailable, advice can be sought from Claire Hayes or Peter Cowley (AfC Adviser for Online Services and Safety).

HHJS will continue to ensure that appropriate filters and monitoring systems are in place to protect pupils when they are online on the school's IT systems or recommended resources.

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 in line with the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

HHJS will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. HHJS have a set of Face to Face Sessions Protocols (see appendices)

Supporting children not in school

HHJS is committed to ensuring the safety and wellbeing of all its pupils.

Where the DSL has identified a pupil 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 pupil.

The communication plans can include: remote contact; phone contact; door-step visits as appropriate. Other individualised contact methods should be considered and recorded. HHJS and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed weekly and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and any communications to families.

HHJS 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 will take this into consideration when setting expectations of pupils' work where they are at home.

Supporting children in school

HHJS is committed to ensuring the safety and wellbeing of all its pupils. HHJS 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 First Aid trained staff

HHJS 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.

HHJS 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 pupil.

Where HHJS has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with our School Improvement Partner (SIP)

Children moving schools

If any pupils are temporarily attending other schools or transfer to another school, HHJS will ensure that they provide the receiving school with all relevant welfare and child protection information.

Any change of school for children looked after will be led and managed by the Virtual School Headteacher with responsibility for the child.

HHJS continues to have appropriate regard to data protection and GDPR and are aware that they do not prevent the sharing of information for the purposes of keeping children safe.

Mental health

HHJS is aware that negative experiences and distressing life events such as the current circumstances can affect the mental health of pupils and their parents.

HHJS will ensure that appropriate support is in place for the children of critical workers and vulnerable children whilst on site, through the pastoral care of staff.

HHJS will continue to offer support to pupils who are not on site, this will be done remotely or by phone, either through the staff working / Linda (Place2Be)and/or class teacher via ParentHub/Google Meets/ email and the website. Regular communication will be in place through Google Classroom.

HHJS will ensure that parents have contact details for appropriate support services.

Peer on peer abuse

HHJS recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

HHJS will follow the principles as set out in part 5 of Keeping Children Safe in Education (2020) and our Safeguarding and Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions will be recorded using the school's procedure and appropriate referrals made.

Appendix 1

HHJS Face to Face sessions. Pupil Protocols

At HHJS, we would like to keep up to date with you and your children. To do this we are using a platform called Google Meet for our pastoral face to face sessions with your child's class teacher. We will be using our school account for this, so you do not need to buy anything or create an account. When we make our video call, we will always send you an email first with the video link and the time. Your child will need to use their Google Classroom account details to log in.

We will never email your child asking them to join a call without you knowing, and we will never ask to 'video meet' with you or your child outside our school hours which are currently Monday to Friday between 9am and 3.30pm.

To use the video link in our email just click on it. The browser window will open and the first time you use it, it will ask you to download the software. If you use a Google Meet account for another reason, **please make sure you log out of that account before your child uses it and ensure you log in with your child's Google Classroom details.** This will make sure any settings that you have made in your account do not over-ride any that we have put in place to safeguard your child.

We would ask you to please follow these 7 guidelines:

1. Please make sure that your child's name is set up on their device so that it appears on the screen. This way, we may use a 'waiting room' and will only allow recognised pupils in, thus safeguarding your child at all times.
2. When we make the video call please make sure the computer is in a suitable place, not in a bedroom or bathroom for example and the background is clear, showing just the wall perhaps.
3. Pupils must wear suitable clothing, as should anyone else in the household.
4. We will require the same behaviour from the pupils as would be expected in school.
5. For your child's safety we may record our call with you. The recordings are kept on our school servers for 6 months and no-one is permitted to view them without good reason and with permission from the Headteacher. Consent is required by ALL PARTICIPANTS to record meetings. This has not been sought and therefore these meetings must NOT BE RECORDED by participants at home.
6. We would like a parent to be alongside but out of shot, when our call takes place.
7. We will signpost pupils to the following websites so they can raise any concerns whilst online:

[Childline](#) - for support

[UK Safer Internet Centre](#) - to report and remove harmful online content

[CEOP](#) - for advice on making a report about online abuse

We would like to emphasise the importance of a safe online environment and would ask you to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.

Please use the following resources to keep your children safe online:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

Finally, our school account has settings that will limit problems with the following issues that you may have heard about:

- 'Zoom-bombing'
- Risk of phishing
- Privacy concerns
- Recordings
- Private zoom meetings
- Inappropriate content
- Data Protection
- Poor privacy controls and security

There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call. If you would like any further information, please contact us via : student@hamptonhill.richmond.sch.uk

Many thanks for your patience whilst we ensured that we can keep our school community safe.

Appendix 2

HHJS Face to Face sessions. Teacher Protocols

To create a safe environment for our pupils and staff when engaging in a 'live' face to face session, there are several considerations:

Essential Rules for class pastoral check-ins:

1. **Google Meet** should be the only platform used for class sessions and should only take place between core school hours i.e. 9-3.30pm
2. Teachers should familiarise themselves with the functions of Google Meet, including the privacy and mute settings.
3. The first session should be on protocols and expectations. Every future session should start with a brief reminder of expectations and rules to keep everyone safe online.
4. When the session is finished, pupils should exit first and the teacher must close the meeting once all the pupils have left.
5. Keep a record of attendance – annotate Google sign up Doc after the event (Create a new doc for every week)
6. No 1:1s sessions. Groups only (minimum of 3 pupils) 1:1s may be possible (i.e. Garrick Garden pupils but must be subject to a risk assessment, SLT permissions and only held with two members of staff present)
7. Staff and children must wear suitable clothing, as should anyone else in the household.
8. Sessions should be timetabled to be held at the same time every week and parents informed via parenthub
9. Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
10. Pupils should only use their google classroom log ins. This ensures that the setting's filtering and monitoring software is enabled . Their adult will be in the room but out of shot.
11. You should, where possible, invite another member of staff to the meeting.
12. Teachers should only give access to those names on devices of recognised pupils
13. Teachers should report any interactions that are considered inappropriate or not conducive to learning immediately to a member of the Leadership team.
14. Any safeguarding concerns should be reported immediately to Mandy Appleyard or Caroline Wrigglesworth (DSLs) .

Teachers should NOT:

- Take or record images of pupils for their personal use
- Record meetings using personal equipment (unless agreed and risk assessed by senior staff)
- Engage online while children are in a state of undress or semi-undress.
- Contact pupils outside the operating times defined by senior leaders.

Essential Rules for Year Group assemblies: (100 max)

- ✓ **Zoom** should be the only platform used for Year Group assemblies and should only take place between core school hours i.e. 9-3.30pm
- ✓ Only school accounts should be used and the invitation should be sent via parenthub 24 hours before the event with ID and password requirements
- ✓ Staff should familiarise themselves with the functions of Zoom, including the privacy and mute settings.
- ✓ Ensure that the settings for participants are set to disable the following : share screen/ chat/ unmute themselves/start video and rename themselves
- ✓ Ensure a 'waiting room 'is used.
- ✓ Ensure a second host fulfils an admin role i.e. enable waiting room and manage the participants

Further information:

- Parental consent is not required as they are giving consent by joining.
- The live class may be recorded and backed up elsewhere, so that if any issues were to arise, the video can be reviewed; access and retention policies need to be in place
- Pupils should be signposted to the following websites so they can raise any concerns whilst online:

[Childline](#) - for support

[UK Safer Internet Centre](#) - to report and remove harmful online content

[CEOP](#) - for advice on making a report about online abuse

Further guidance can be found here:

<https://www.safeguardingchildren.co.uk/wpcontent/uploads/2020/04/Guidance-For-Safer-Working-Practice-COVID-addendum-April2020.pdf>