

COVID 19 – Interim Child Protection & Safeguarding policy

Introduction

During these unprecedented times it is important that child protection and safeguarding continues to be our key priority. Whilst our normal working arrangements have significantly changed, the risk to children and young people remains, and we must therefore ensure that we still fulfil our statutory duties during this on-going crisis.

Designated Safeguarding Leads

All DSL, Deputy DSL and senior leaders **must** inform staff of their contact details, including email address and telephone numbers. Staff should be made aware of who is taking lead responsibility for child protection on a daily basis.

HUB Designated Safeguarding Lead

A DSL or a senior leader assuming responsibility for child protection **must** be available daily at the host school. Arrangements should be agreed between all DSLs to determine duty days, which then **must** be communicated with all staff on-site.

Each DSL **must** be made aware of the vulnerable pupils attending the HUB school and information provided regarding their vulnerability eg Child Protection Plan, Looked After, Child in Need and Education, Health and Care Plan (EHCP). In addition, schools should provide all the necessary contact details of the allocated social worker, parent/carer and any emergency contacts. It is important that the host school is also made aware of any children with known allergies, plus their emergency response plan or Health Care Plan.

Whilst we all appreciate the importance of data protection, this should not become a barrier when sharing information to protect and safeguard children and young people. Therefore, as a minimum, the HUB school should have access to a vulnerable child's Child Protection Plan, Child in Need Plan, EHC Plan, or Personal Education Plan.

What to do if you have a concern?

If you become concerned that a child may be at risk or possible risk of significant harm, during telephone contact or attendance at school, then you **must** inform the Designated Safeguarding Lead (DSL) or Deputy Safeguarding Lead (Deputy DSL) immediately. However, it is recognised that during this period there may be time when the DSL or Deputy DSL are not on site but this should not prevent you from taking swift and timely action. Arrangements are in place for you to contact the DSL or Deputy DSL via telephone or email, but in the event of not receiving a response, you must inform the on-site senior leader. In the rare event of the none of the designated staff being available, then it becomes your responsibility to contact Children's Social Care EHASH team (tel no: 01482 448879) direct to seek advice, and possibly make a referral. In these circumstances, any action taken should be shared with the DSL or senior leader as soon as practically possible.

When seeking advice or making a referral

Preparing to Discuss Concerns about a Child with Children's Social Care

Try to sort out in your mind why you are worried, is it based on:

- What you have seen;
- What you have heard from others;
- What has been said to you directly.

Try to be as clear as you can about why you are worried and what you need to do next:

- This is what I have done;
- What more do I need to do?
- Are there any other children in the family?

- Is the child in immediate danger?

In the conversation that takes place the duty Social Worker will seek to clarify:

- The nature of the concerns;
- How and why they have arisen;
- What appear to be the needs of the child and family; and
- What involvement they are having or have had with the child and / or family.

Questions Children's Social Care may ask at Initial Contact

- Address and contact details of referrer;
- Has consent to make the referral been gained? Information regarding parents' knowledge and views on the referral;
- Where consent has been sought but refused and child protection concerns persist you will be asked what informed your decision making;
- Where consent has not been sought to make a referral, you will be asked to explain what informed your decision making;
- Full names, dates of birth and gender of children;
- Family address and, where relevant, school/nursery attended;
- Previous addresses;
- Identity of those with **Parental Responsibility**;

It is extremely important that you record all information onto CPOMS, including your concerns, the name of the contact in EHaSH, plus the date, time, and agreed actions by both parties.

Please note that the recording method in HUB schools may be different, especially if the concern relates to a child from another school. In these circumstances, staff will need to record all the information on a 'Cause for Concern' form and email securely across to the respective DSL/Deputy DSL, in order for them to upload onto their CPOMS. (See Appendix 1)

Attendance

If any identified vulnerable children offered a place during the crisis does not attend, then the school should follow up their absence with the parent/carers. The school must inform the allocated social worker if the child has not attended or has discontinued to attend.

It may be necessary for the school and social worker to agree a supportive strategy to help either engage or re-engage the family into their child attending school.

All other systems currently in operation, for recording daily attendance, should continue throughout these exceptional times.

Safe learning environment

It is extremely important that we maintain a safe learning environment for children attending school, especially as there will undoubtedly be a mixture of different age groups, vulnerabilities and need. Therefore, we must ensure that thorough risk assessments are completed for areas in use, plus emergency evacuation/lockdown procedures are well known to all staff and pupils.

If schools are receiving assistance from new volunteers, then they **must** still be vetted accordingly and complete an induction process. As a minimum, volunteers **must** receive a copy of the child protection, interim child protection policy, staff code of conduct, Keeping Children Safe in Education (Part 1), the E-Safety/Acceptable User policy and Health & Safety policy. For any new staff starters joining your school during this period, you must still carry out all the safer recruitment checks, update your single central record, accordingly, plus follow the Trust's agreed induction process and issue all the necessary policies.

First Aid arrangements

If EYFS pupils are attending then we must, where possible, have a Paediatric First Aid trained member of staff on-site. If this is not possible, then advice needs to be sought from either the CEO or a senior member of central team to determine the best course of action. This may include, schools running with a first aider on-site instead of a paediatric one, for a limited number of days. For schools that do not currently have any EYFS children, you must ensure that at least one member of staff, on duty, has completed first aid training.

Staffing Ratios

Where possible it is desirable to ensure that 2 members of staff are supervising each group of pupils within classrooms. If this is not possible, then a minimum of one member of staff will be allocated to each group. Should this need emerge, then schools will need to ensure that sufficient provision is in place to support with any injury, accident, behaviour/emotional distress or if a child develops symptoms of the virus and needs isolating.

HUB School Single Central Record

It is essential that HUB schools retain a record of the additional staff/volunteers working on-site. The HUB school can set up an extra tab on their existing single central record to include the details for other staff members. Much of the information will be gained from either the individual or their home school. However, if staff have not previously completed a Childcare Disqualification Self-Declaration and will be supporting children under the age of 5, then it is the HUB schools responsibility to ask the member of staff to complete this proforma.

It is not necessary to complete all the pre-existing columns, but as a minimum HUB schools should record:

- Forename
- Surname
- Name of the Home School
- ID check (request to see their school ID badge and another form of photographic ID eg driving license)
- Date and who checked the ID
- Name of the person supplying the information from the home school.
- Date of Childcare Disqualification check, if necessary
- Date of Prohibition Check, if applicable
- Date of EEA Prohibition check, if applicable
- Date of Children's Barred List check
- Date of DBS
- DBS number

What to do if you have concerns about another member of staff/volunteer, or unsafe safeguarding practice within your school or HUB school.

Our current working conditions are very different to the norm, and daily school life is not going to be simple. It is, therefore, important that during these challenging times we uphold public trust and confidence and ensure that everything we do is in the best interest of the children in our care. However, if you have any concerns about another member of staff/volunteer's conduct or behaviour towards a child or children, or if you have worries about unsafe practice at either within your home school or HUB school, then you must report these matters to either the DSL, Deputy DSL or Senior Leader. If you feel unable to speak to any of these members of staff, then you must contact your Trust's Safeguarding Lead or Local Authority Designated Officer (LADO tel: 01482 613372).

Please never rely on anyone else to make a report.

Online Safety

It is extremely important that the school's internet continues to be monitored regularly and that filtering systems are robust, in order to protect children whilst on-site.

If you become aware of an e-safety concern, please seek immediate assistance from the school's IT technician/provider or alternatively from the DSL and/or Senior Leader. Senior leaders should have the contact details for their IT provider, in the event of the usual personnel being unavailable.

For pupils who are accessing remote learning, there needs to be a clear mechanism in place for pupils to report back to the school if there are any concerns. Therefore, if you are setting activities for pupils to complete online then please ensure you include any internal reporting system, plus details of other national organisations where they can seek support (eg Childline, CEOP, UK Safer Internet Centre).

The existing E-Safety and Acceptable User policy and Staff Code of Conduct is still very much applicable during this period. If schools choose to communicate with pupils over the coming weeks/months via Skype, Facetime, Zoom, Teams etc then it is important that this is only carried out with the approval of the Headteacher or Senior Leader. If approval is granted then the following conditions **must** be applied.

- *Inform the Headteacher or SLT who you intend to contact and why*
- *Only make contact during school hours using equipment and Internet services provided by the school*
- *Speak to the parent/carer in the first instance to arrange a convenient time to contact the child*
- *Before speaking to the child, have a discussion with the parent/carer and ask that they remain in the room during the contact with the child*
- *Staff are forbidden from communicating/making contact or responding to contact with pupils outside of the purposes of work*
- *Staff must not give out any personal details relating to themselves, the pupil or any other pupil*
- *The school's Acceptable Use Policy must be followed*
- *Staff must ensure that use of technologies does not bring the school into disrepute*
- *Record the contact of the conversation and duration on CPOMS.*

Peer on peer abuse

As the majority of schools are operating on a much smaller basis, staff supervision will be greater. However, staff must remain vigilant to any signs of peer on peer abuse, especially if younger children are engaging with the older population throughout the day. If staff have concerns that any child is being targeted by another young person, they must report this without delay to the DSL, Deputy DSL or Senior Leader, and if necessary, seek advice from Children's Social Care and/or the police.

Monitoring and review

It is highly likely that these interim procedures will evolve over the coming weeks and months, as new guidance is issued by the DfE and Local Authority. Your designated staff and leaders will update you, as and when needed.

Contact details

Key Staff	Name	Telephone Number	Email
Executive Headteacher	Mark Batty	814160 / 07519 070358	admin.longhill@hcat.org.uk
Head of School	Jaime Pearce	814160 / 07519 070358	admin.longhill@hcat.org.uk
Designated Safeguarding Lead	Jackie Matthews	814160 / 07519 070358	jackie.matthews@hcat.org.uk
SEN Co	Jade Uney	814160 / 07519 070358	admin.longhill@hcat.org.uk
Senior Leader (1)	Jane Deakin	814160	admin.longhill@hcat.org.uk
Senior Leader (2)	Lucy Fletcher Deputy DSL	814160	admin.longhill@hcat.org.uk
Trust Safeguarding Lead	Suzanne Wilson	07702 511877	swilson@hcat.org.uk
EHaSH		01482 448879	
LADO	Jacquie Edhouse	01482 613372	Jacquie.edhouse@hullcc.gov.uk
LA Education Officer for Safeguarding	Phillip Painter	01482 614552	Phillip.painter@hullcc.gov.uk

Appendix 1

CAUSE FOR CONCERN FORM

PUPIL DETAILS

Name	
DoB	
Home School	

STAFF DETAILS

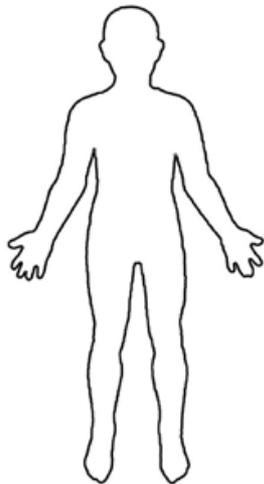
Name			
Home School			
Date:	Location:		Time:
Date time recording being made			

For any sections below continue recording overleaf if necessary, ensuring it is signed & date

CONCERN DETAILS

NATURE OF CONCERN:

Provide details of the incident or concerns you have including times, dates, description of any injuries (use body diagram to indicate area of injury), witness details, what you have observed, heard or been told, if the information is first-hand, fact or opinion, any other relevant details / information, etc. Ensure you clearly record the voice of the child's (suggestion - use capital letters to ensure it can be easily recognised). Ensure you act in a timely manner when reporting concerns, especially if there is an injury noted. Please clearly sign and date the record at the end of your statement.



TO BE COMPLETED BY SENIOR DESIGNATED PERSON / DEPUTY DESIGNATED PERSON

AGREED ACTIONS & ANTICIPATED OUTCOMES:

Record all discussions, communications, referrals & decisions made. Include details of conversations with parents / other agencies & rationale behind key decision making. Clearly sign & date at the end of the record.

