



HONYWOOD SCHOOL

Coronavirus (COVID-19)
Addendum to Safeguarding
and Child Protection Policy
and Procedures

March 2020

1. Context

This is interim safeguarding guidance, which will be reviewed and may be updated. As of 20th March 2020 families 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 Honywood School Safeguarding and Child Protection Policy and Procedures contains details of safeguarding arrangements for the school in the following areas:

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Key contact

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Assistant Head Teacher	Scott Caygill	scaygill@honywoodschoo.com
Head Teacher	James Saunders	jsaunders@honywoodschoo.com
Safeguarding Governor	Tayrina Ferguson	tferguson@honywoodschoo.com

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.

The Senior Leadership Team (SLT) , the Designated Safeguarding Lead (DSL), the Family Learning Team (FLT) and the SENCOs 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.

Honywood 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 members of staff for this will be: Kerry Nichols (DSL) and David Briggs (Designated Teacher for LAC).

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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 Honywood School will explore the reasons for this directly with the parent.

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

Honywood School 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.

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

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

Designated Safeguarding Lead & Safeguarding Staff

Honywood School has a Designated Safeguarding Lead (DSL): **Kerry Nichols**

SLT Responsible for Safeguarding: **Jo Brook (Deputy Headteacher), Scott Caygill (Assistant Head)**

The optimal scenario is to have a trained DSL (SLT with safeguarding responsibility) available on site. Where this is not the case a trained DSL (SLT with safeguarding responsibility) will be available to be contacted via phone or online video - for example when working from home. This will be the DSL unless staff are notified otherwise.

Where a trained DSL (SLT with safeguarding responsibility) is not on site, in addition to the above, a senior member of staff will assume responsibility for coordinating safeguarding on site.

This might include updating and managing access to child protection online records 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 Honywood School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them. This will be the DSL unless staff are notified otherwise.

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 learner, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy and Procedures, this includes completing a Disclosure Form, and sharing this with the DSL via the staff dashboard which can be done remotely.

In the unlikely event that a member of staff cannot access this document from home, they should email the Designated Safeguarding Lead, Headteacher and Deputy 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 report the concern to the headteacher. 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 around the Headteacher should be directed to the Safeguarding Governor: Tayrina Ferguson.

Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains 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.

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 Honywood School, 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

For movement within the Trust, schools should seek assurance from the Saffron Academy Trust (SAT) HR Manager that the member of staff has received appropriate safeguarding training.

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.

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, Honywood 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.

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Where Honeywood School are 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.

Honeywood 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.

Honeywood 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, Honeywood School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools

Honeywood 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.

Children and online safety away from school

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 Safeguarding and Child Protection Policy and Procedures, 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 SAT code of conduct.

Honeywood School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Honeywood staff will not deliver any live classes, but may use pre recorded video and/or podcasts to support online learning.

Below are some things to consider when: sharing pre recorded video/audio

- Staff must wear suitable clothing.

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- Any computers used should be in appropriate areas, for example, not in bedrooms, with clear backgrounds free of identifying images.
- Language must be professional and appropriate.

Staff should avoid any other family members appearing on the video/audio, re-recording the video/audio if necessary.

- Staff must only use platforms provided by Honywood School to communicate with learners

Further information available in the policy document, E-safety and Virtual Learning Policy.

Supporting children not in school

Honywood School is committed to ensuring the safety and wellbeing of all its learners.

Where the DSL and FLT Team have identified a learner to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that learner.

Details of this plan must be recorded on a central safeguarding document, and a record of contacts made.

The communication plans can include; remote contact or phone contact. Other individualised contact methods should be considered and recorded.

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

This plan must be reviewed regularly by DSL and Deputy Headteacher (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 and social media pages.

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

Honywood School will ensure that where we care for learners of critical workers and vulnerable learners on site, we ensure appropriate support is in place for them. This will be bespoke to each learner and recorded on their record as required.

Supporting children in school

Honywood School is committed to ensuring the safety and wellbeing of all its learners.

Honywood School will continue to be a safe space for learners to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to learner ratio numbers are appropriate, to maximise safety.

Honywood 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.

Honywood 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 learner and recorded.

Where Honywood School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the trust.

Peer on Peer Abuse

Honywood 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 the Safeguarding and Child Protection Policy and Procedures.

The school will listen and work with the learner, parents/carers and any multi- agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded and appropriate referrals made.