

## **HAT Child Protection Addendum and Guidance – Update September 2020**

**This guidance should be referred to alongside the HAT Child Protection Policy – September 2020.**

In the event of a further national lockdown or a new regional lockdown the guidance in this updated addendum should be used in conjunction with the HAT Child Protection Policy – September 2020. This guidance should also be used if a group or bubble is forced to stop providing in school education for a 14 day period and begins to provide remote education.

### **DfE Guidance to schools – Wednesday 20<sup>th</sup> May (*Italics is direct DfE guidance notes*)**

Updated guidance is available at the following website below (Please be aware this may be added to and amended as time goes on – this addendum and guidance reflect the position as of Wednesday 20<sup>th</sup> May)

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

*[Keeping Children Safe in Education \(KCSIE\)](#) is statutory safeguarding guidance that schools and colleges should continue to have regard to as required by legislation and/or their funding agreements.*

*Whilst acknowledging the pressure that schools and colleges are under, it remains essential that they continue to be safe places for children. As more children are welcomed back to school and college, this guidance:*

- supports governing bodies, proprietors, senior leadership teams and designated safeguarding leads (DSLs) so they can continue to have appropriate regard to KCSIE and keep their children safe*
- suggests where schools and colleges might consider safeguarding policy and process differently when compared to business as usual*

*The way schools and colleges are operating in response to coronavirus continues to be different to business as usual. However, as more children return, a number of important safeguarding principles remain the same:*

- the best interests of children must always continue to come first*
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately*
- a DSL or deputy should be available*
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children*
- children should continue to be protected when they are online*

## **NCC and Northants NHS Guidance – Monday 30<sup>th</sup> March**

<http://www.northamptonshirescb.org.uk/about-northamptonshire-safeguarding-children-partnership/news/covid-19-safeguarding-arrangements/>

- If it is an emergency and you think that a child may be in immediate danger please contact the emergency services directly by calling 999.
- If you need to contact the Multi-Agency Safeguarding Hub (MASH) to make a safeguarding referral, please telephone 0300 126 1000.
- If you need to contact Social Care urgently during the evening, at night or at the weekend, please telephone the out-of-hours team on 01604 626938.

**Please see attached NCC document regarding application of thresholds during Covid-19 pandemic.**

NHFT - Looked After Children (LAC) Mental Health Services - the LAC Mental Health Team is operating an alternative service offer at the moment. They are not currently able to see clients face-to-face for non-urgent appointments. In the attached document is a list of what is being offered and how to access services. Please be aware that this offer will be reviewed regularly and may be changed subject.

**Health Visitor Healthy Child Programme** - This professional advice aims to describe the new process for delivery of safeguarding vulnerable families by health visitor teams during the COVID-19 pandemic. Priority is given to protecting the health and wellbeing of both the family and professionals.

[Delivering the Health Visitor Healthy Child Programme during the COVID-19 pandemic](#)

**School Nursing - Telephone Calls** - Details of guidance for School Nurse Weekly Telephone Calls to Schools for Vulnerable Children

[Guidance for School Nurse Weekly Telephone Calls to Schools for Vulnerable Children](#)

### **Allegations against staff**

In case of any allegations made against staff there are currently no changes to the NCC Designated Officer arrangements for Northants – Please continue to email [LADOREferral@northamptonshire.gov.uk](mailto:LADOREferral@northamptonshire.gov.uk) or call 01604 364 031.

### **Accessing a DSL or suitable person**

*As more children return, it is expected that schools and colleges will have a trained DSL (or deputy) available on site. However, it is recognised that in exceptional circumstances this may not always be possible, and where this is the case there are two options to consider:*

- *a trained DSL (or deputy) from the school or college can be available to be contacted via phone or online video - for example working from home*
- *sharing trained DSLs (or deputies) with other schools or colleges (who should be available to be contacted via phone or online video)*

*Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, 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.*

*Whatever the scenario, it is important that all school and college staff and volunteers have access to a trained DSL (or deputy) and know on any given day who that person is and how to speak to them.*

*The DSL (or deputy) should provide support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not yet returning to school or college. 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 or college site via school or college phones and devices. Where staff use personal phones to make calls, they should withhold their personal number.*

**All staff must continue to report any concerns to the DSL(s) in their setting and ensure that a CPOMs record is started. If, in the unlikely event of a DSL not being available face to face or by phone in your setting, all staff members should contact the Principal(s) of the setting. He or she will then seek advice from a lead DSL from another HAT Academy or the CEO or DFO if not a trained DSL themselves. All DSLs can access CPOMs remotely as required.**

**DSLs and staff should continue to use CPOMs on site or remotely to log concerns. All concerns must be added to CPOMs ASAP. This allows for a DSL to decide if further action is required.**

**DSL Contacts:**

**Rob Hardcastle – CEO – [hardcastler@hattonacademiestrust.org.uk](mailto:hardcastler@hattonacademiestrust.org.uk) and 07795684033**

**Laura Mutlow – Lead DSL (Oakway) - [L.Tapley@oakwayacademy.org.uk](mailto:L.Tapley@oakwayacademy.org.uk)**

**Luke Shackleton – Lead DSL (SCHA) - [Shackletonl@hattonacademy.org.uk](mailto:Shackletonl@hattonacademy.org.uk)**

**Hayley Scargill – Lead DSL (VPA) - [scargillh@victoriaprimaryacademy.org.uk](mailto:scargillh@victoriaprimaryacademy.org.uk)**

**Kate Cleaver – Lead DSL (EVPA) - [cleaverk@ectonvillageacademy.org.uk](mailto:cleaverk@ectonvillageacademy.org.uk)**

## **Professionals working together to support vulnerable learners**

*Vulnerable children are those across all year groups who:*

- are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child*
- have an education, health and care (EHC) plan and it is determined, following risk assessment ([risk assessment guidance](#)), that their needs can be as safely or more safely met in the educational environment*
- have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in*

*employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion*

*Read more in the guidance on [vulnerable children and young people](#).*

*Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and Virtual Schools Heads (VSHs) will continue to work with vulnerable children in this difficult period and should support these children to access this provision. There is an expectation that children with a social worker will attend provision, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.*

*School and college staff should continue to work with and support children's social workers to help protect vulnerable children. This will be especially important during the COVID-19 period.*

**We must continue to try and be in regular contact with any allocated social worker. Where contact is made this should be recorded on CPOMs in the normal way. There is a separate welfare check script for use by welfare colleagues in each setting. All forms of meetings relating to vulnerable children should be attended if required. This can be completed face to face or remotely depending on the circumstances.**

### **Attendance for vulnerable learners**

In the event of a whole school shutdown, vulnerable children would still be expected to attend as part of key worker and vulnerable children arrangements.

*Vulnerable children are expected to return to nursery, early years, school or college provision where this would now be appropriate for them to do so. We expect educational providers and other relevant partners to work with and support the relevant families and pupils to return to school or college.*

**Full attendance is now expected for all vulnerable learners. In the event of a year group bubble having to self-isolate for 14 days because of a confirmed Covid-19 case, vulnerable learners would not be expected to attend school during this period but at least twice weekly contact must be made to check on the child's welfare and wellbeing.**

*Schools and colleges should continue to notify social workers where children with a social worker do not attend. They should also continue to follow up with any parent or carer whose child has been expected to attend and doesn't.*

**This is general advice that we are already following if a vulnerable child is not attending school. Our morning call attendance check procedures should be followed. A positive support call should be placed. As with all children, a range of sanctions including proposing a fine is available if required.**

*To support the above, schools and colleges should take the opportunity when communicating with parents and carers to 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 does not take up their place at school or college, or discontinues, the school or college should notify their social worker.*

If a child who has an allocated social worker is attending and then stops attending without any explanation from the family then attempts should be made to contact the family to find out why. A DSL should then contact the allocated social worker ASAP. If they are unavailable then please refer to MASH.

### **Staff induction in relation to CP**

*All existing school and college staff will already have had safeguarding training and have read part 1 of [KCSIE](#). The important thing for these staff will be awareness of any new local arrangements, especially if these are being reviewed/changed as a result of more children returning, so they know what to do if they are worried about a child.*

*Where new staff are recruited, or new volunteers enter the school or college, they should continue to be provided with a safeguarding induction. An up to date child protection policy (described above) will support this process as will part 1 of [KCSIE](#).*

### **Vulnerable children who move schools**

**DSL/SENCo and Principal must both check any file for a vulnerable learner before it is sent onto a receiving setting. This is to ensure the criteria above is met. Please follow the guidance set out in the HAT Child Protection Policy – Section C.**

### **Online Safety for children working in school**

*Schools and colleges should continue to ensure that appropriate filters and monitoring systems (read [guidance on what “appropriate” looks like](#)) are in place to protect children when they are online on the school or college’s IT systems. Schools and colleges should consider who in their institution has the technical knowledge to maintain safe IT arrangements. Schools and colleges should also consider what their contingency arrangements are if their IT staff become unavailable.*

*The [UK Council for Internet Safety](#) provides information to help governing bodies and proprietors assure themselves that any new arrangements continue to effectively safeguard children online.*

*Internet Matters [vulnerable children in a digital world-report](#) may help governing bodies, proprietors, senior leaders and DSLs understand more about the potential increased risks some groups of children can face online.*

*The [UK Safer Internet Centre’s professional online safety helpline](#), email [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk) or telephone 0344 381 4772 provides support for the children’s workforce with any online safety issues they face.*

*The [NSPCC Learning website](#) also provides useful support and training opportunities for professionals.*

**Please refer to the ICT acceptable use policy and cyberbullying, HAT E-Safety and Code of Conduct Policy and Section B9 in the HAT Child Protection Policy.**

## **Children and online safety away from school and college**

*All schools and colleges should be doing what they reasonably can to keep all of their children safe. In most cases, the majority of children will not be physically attending the school or 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*

*The department has provided [guidance on safeguarding and remote education](#) to support schools and colleges plan lessons safely. [Case studies](#) are available for schools to learn from each other's emerging practice as they develop their approaches to providing remote education.*

*Guidance from the National Cyber Security Centre on [which video conference service is right for you](#) and [using video conferencing services securely](#) can help set up video conferencing safely, if you choose to use it.*

*In addition, [guidance from the UK Safer Internet Centre on safe remote learning](#) includes detailed advice for real time online teaching and the London Grid for Learning [safeguarding advice](#) includes platform specific advice.*

*Teaching from home is different to teaching in the classroom. Teachers should try to find a quiet or private room or area to talk to pupils, parents or carers. When broadcasting a lesson or making a recording, also consider what will be in the background.*

**All staff must be clear they have a duty to keep children who are engaging in online learning as safe as is practically possible. Any concerns picked up by a staff member must be reported in the normal way.**

## **Staff working safely with online learners**

**The HAT Code of Conduct for Staff should apply equally to any existing or new online and distance learning arrangements which are introduced.**

### **Ensuring children and parents are supported with online learning**

*An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school or college this should also signpost children to age appropriate practical support from the likes of:*

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

*Schools and colleges are likely to be in regular contact with parents and carers. Those communications should continue to be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school or college (if anyone) their child is going to be interacting with online.*

*Parents and carers may choose to supplement the school or college online offer with support from online companies and in some cases individual tutors. In their communications with parents and carers, schools and colleges should emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.*

**Alongside the three websites set out above, it is important that children have an understanding of a clear and simple reporting procedure for your setting should they be uncomfortable with any aspect of online learning taking place. This is most easily achieved through having a named DSL available to them through email. For our youngest children this would have to be checked through regular phone or online contact with families where possible.**

*Support for parents and carers to keep their children safe online includes:*

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers
- [support for parents and carers to keep children safe from online harms](#), includes advice about specific harms such as online child sexual abuse, sexting, and cyberbullying
- [support to stay safe online](#) includes security and privacy settings, blocking unsuitable content, and parental controls

**This information should be provided regularly to parents through communications should as e-safety newsletters or regular academy newsletters. This must be provided immediately in the event of a bubble or whole school lockdown.**

**September 2020**