



# **SAFEGUARDING & CHILD PROTECTION POLICY**

## **Addendum for Covid-19 2021**

**School Name: Horsforth School**  
**Policy owner: Sarah Nowell**  
**Date: January 2021**

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## 1. Context

From 4th January 2021 parents and carers 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 cannot work safely at home and for children who are vulnerable.

It is the responsibility of all staff at Horsforth school to safeguard and follow child protection procedures for all pupils regardless of whether they are on school site or working from home.

All staff working in schools during the lockdown should understand their specific roles in the safeguarding of children.

This addendum of the Horsforth Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements.

## 2. Key contacts

Role	Name	Email
Designated Safeguarding Lead	Sarah Nowell	<a href="mailto:nowellsa01@horsforthschool.org">nowellsa01@horsforthschool.org</a>
Deputy Designated Safeguarding Leads	Katie McFadden	<a href="mailto:mcfaddk01@horsforthschool.org">mcfaddk01@horsforthschool.org</a>
Headteacher	Paul Bell	<a href="mailto:bellp07@horsforthschool.org">bellp07@horsforthschool.org</a>
Chair of Governors	Rosemary Edwards	<a href="mailto:edwardr02@horsforthschool.org">edwardr02@horsforthschool.org</a>
Safeguarding Governor / Trustee	Tessa Freer	<a href="mailto:tfreer@horsforthschilrensservices.co.uk">tfreer@horsforthschilrensservices.co.uk</a>

### 3. Other Key Contacts:

<b>Children's Services Education Safeguarding Team</b> Email: <a href="mailto:estconsultation@leeds.gov.uk">estconsultation@leeds.gov.uk</a>	<b>0113 3789685</b>
<b>Children's social work service duty and advice team</b> Email: <a href="mailto:childscreening@leeds.gov.uk">childscreening@leeds.gov.uk</a>	<b>0113 3760336</b>
<b>Emergency Duty Team (Out of hours)</b> Email: <a href="mailto:childrensEDT@leeds.gov.uk">childrensEDT@leeds.gov.uk</a>	<b>0113 5350600</b>
<b>Prevent Team</b> Email: <a href="mailto:prevent@leeds.gov.uk">prevent@leeds.gov.uk</a>	<b>0113 5350810</b>
<b>LADO service</b> Email: <a href="mailto:lado@leeds.gov.uk">lado@leeds.gov.uk</a>	<b>0113 3789687</b>
<b>Leeds Schools Crisis line</b>	<b>0113 3783645</b>
<b>CLUSTER- Horsforth Children Services</b>	<b>0113 336 7724</b>

### 4. Vulnerable children

Vulnerable children include those who have a social worker, who may have a Child in Need or Protection plan and those children who are looked after by the local authority (CLA). Children with an Education, Health and Care Plan (EHCP) or an Early Help Plan (EHP), those children of vulnerable families supported by our cluster and those with severe mental health issues who are on the edge of receiving children's social care support.

Those with a social worker, cluster worker or EHP will be risk-assessed in consultation with the social worker, cluster worker and parents to decide whether they should have a school place in order to meet their needs, or whether they can safely have their needs met at home. A record of this decision will be logged on the schools CPOMs.

Those with an EHCP will be risk-assessed in consultation with the SENDCO and parents, to decide whether they need to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. A record of this decision will be logged on the schools CPOMs.

Designated School staff and relevant agency staff may visit the home in order to assist in the decision making as whether 'home' is safe and the appropriate for home learning.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

The Designated Safeguarding Lead (and deputy) have identified who our most vulnerable children are.

Horsforth 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 person for this will be: **Katie McFadden**.

The offer to attend school is extended to all identified vulnerable children who have a social worker, so long as they do not have underlying health conditions that put them at increased 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 the DSO will explore the reasons for this directly with the parent and this will be recorded on CPOMs.

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

Horsforth school will encourage our vulnerable children to attend school where it deemed the best option.

## **5. 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.

However, the school is using an internal attendance monitoring system via MINT.

If Horsforth school has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance details to the DfE as well as keep our own central attendance log.

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

Horsforth 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.

## **Provision at Horsforth School**

To support the above, Horsforth school will, when communicating with parents/carers and 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 does not take up their place at school, or discontinues, Horsforth school will notify their social worker and will resume remote welfare checks and home visits.

## **6. Designated Safeguarding Lead**

Horsforth school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Sarah Nowell

The Deputy Designated Safeguarding Lead is: Katie McFadden

We have planned for the optimal scenario to have the DSL (or deputy) available on school site for the lockdown period. Therefore school staff on site and those working at home can contact the main school to speak directly with the DSL or deputy if they have a concern.

We have also planned that other designated safeguarding officers (DSO's) are also on site to assist in safeguarding and child protection matters and by having all DSO's and the DSL directly working in the key worker provision (by rota) they are on hand to directly support and work with vulnerable children.

**All Horsforth staff have been emailed the DSL and deputy home phone numbers and instructions on what to do if there is a CFC or urgent CFC.**

In the case of staff illness or emergency where a DSO (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site in conjunction with the DSL on their home phone.

It is important that all Horsforth school staff have access either remotely or face to face to the DSL(or deputy or a DSO). **There is a key worker provision rota for LT members and a DSO for face to face contact at school or via phone or google meet.**

**Sarah Nowell, DSL is available on the phone every day and including holidays and weekends. (07866 262815) or ext 131 from main school line.**

**Whether onsite or offsite staff are aware on how to contact these staff.**

**All staff need to know the children's services education safeguarding team consultation line number (0113 3789685) should a DSL be unavailable and they require safeguarding advice. Staff have been given a 2 page summary of this policy with all key numbers and contacts.**

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

The DSL will ensure that operational staff with designated safeguarding responsibilities, access regular supervision via rota in January which can be undertaken remotely through electronic communications (e.g. google meet, mobile communications etc..)

## **7. Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the original school Safeguarding Policy. This includes making a report and formally recording concerns via the school's electronic safeguarding system, **CPOMs**. If there are glitches with IT, as a backup, a phone call will be made to the DSL or deputy. Or if on site, staff can use a paper CFC form to record their concerns, these are in reception and resources. These should be placed in a sealed envelope marked CFC urgent and handed directly to reception staff.

Staff have been 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 contact the Headteacher, Dr Paul Bell.

If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally via phone and followed up with an email to the Headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Rosemary Edwards.

All staff must follow Keeping Children Safe in Education (2020) and the local authority model safeguarding model child protection policy (section 10.2) guidance for managing allegations against staff.

The HR case manager, Carol Bradbourne must use the local authority designated officer (LADO) notification form (see Appendix 13 of local authority model safeguarding model child protection policy) in order to assess the level of concern. As part of this initial consideration, the case manager should consult with their school's HR Advisor and provider and contact. The completed LADO notification form must be sent to [lado@leeds.gov.uk](mailto:lado@leeds.gov.uk) within one working day of the allegation being made.

The education safeguarding team manager (Raminder Aujla [raminder.aujla@leeds.gov.uk](mailto:raminder.aujla@leeds.gov.uk)) will continue to offer support in the process of managing allegations.

## **8. Safeguarding Training and induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. Where possible the DSL will arrange for remote courses for refresher training and extra CPD.

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 (Nov 2020, May 2020) and have read part 1 of Keeping Children Safe in Education (Dec 2020). 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 they will continue to be provided with a safeguarding induction remotely and given key documents:

The safeguarding and child protection policy  
Guidance for safer working practice for staff  
Online safety policy including acceptable use

## **9. 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, Horsforth School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in Keeping Children Safe in Education (2020) (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. <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

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

Where Horsforth 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.

Horsforth 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 in KCSIE.

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

## **10. Online safety in schools and colleges**

Horsforth 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.

**Students and parents have been issued with online safety tips and guidance and what to do if there are concerns.**

## **11. Children and online safety away from school and 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. Any such concerns should be dealt with as

per the Child Protection Policy 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 Guidance for safer working practice for those working with children and young people in education settings (National Safer Recruitment Consortium May 2019).

Horsforth School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual/ pre-recorded especially where webcams are involved: (this has been sent to all staff).

- **For live teaching, it is best practise be clear about the expectations of student behaviour from the start of your session. (e.g. a 'classroom standard' of behaviour is expected from all participants). It is worth setting some ground rules; creating safe spaces and explaining these as the introduction to each session. Examples may be who can speak. If this is the first time that classes are delivered online, it may take some time in becoming familiar with the new environment.**
- **Always use school based emails for correspondence.**
- **For live teaching, do not offer 1:1 sessions or tuition. Refer to Leadership if parents or students request this. Always record meetings.**
- **For both live teaching and pre-recorded teaching, consider activities carefully when planning – online access within school has internet content filtering systems in place that are not likely to be replicated in the home environment.**
- **Staff should avoid using personal devices and should try to only use school provided equipment.**
- **Staff must wear suitable clothing and use appropriate, professional language, as should any family member who maybe in the household or background.**
- **Staff must not give away personal information during the pre-record session; this includes address, personal email addresses and phone numbers. Keep family members away from the camera/computer for the duration of the session.**

- **Your computers for this session should be in appropriate areas, for example, not in bedrooms; staff need to be mindful that backgrounds are appropriate and do not compromise personal confidentiality.**
- **If live video and audio is being used, there should be careful consideration of the location that everyone uses. It is possible that children may be in their bedrooms and this may not be appropriate, ask students to be in a main family room.**
- **You may choose the option to disable users microphone and video cameras.**
- **Staff must keep a recording of live classes so that if any issues were to arise, the video can be reviewed.**
- **Pre-recorded classes should be kept to a reasonable length of time for this same reason.**
- **Staff must only use platforms specified by the Leadership Team and approved by our IT network manager to communicate with students.**
- **Staff are reminded that they have a duty to safeguard whilst online, be vigilant and report any issues/disclosures to Sarah Nowell and the team via CPOMs or phone immediately.**

## **12. Supporting children not in school**

Horsforth School is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child 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 and support plan is in place for that child or young person.

Details of this plan must be recorded, as should a record of contact have made.

The communication plans can include: remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

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

This plan must be reviewed regularly 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 and in letters home to both parents and students.

Horsforth School 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 at Horsforth School need to be aware of this in setting expectations of pupils' work where they are at home.

### **13. Supporting children in school**

Horsforth School is committed to ensuring the safety and wellbeing of all its students.

Horsforth School 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.

Horsforth 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.

Horsforth 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.

Where Horsforth School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the local authority education safeguarding team and/or health and safety team.

### **14. Peer on Peer Abuse**

Horsforth 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 of the Child Protection Policy.

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

Concerns and actions must be recorded CPOMs and appropriate referrals made.

## **15. Mental health and Well-Being**

Horsforth School recognises that the current exceptional circumstances may affect the mental health and well-being of pupils, parents and staff in many different ways. School will ensure that they have details of appropriate support available and this will be accessible for pupils, parents and staff.

These are unusual and difficult times for many people and for some families they may become traumatic times and involve loss and grief. We have provided appropriate home learning for our pupils to complete during this period of time whilst the vast majority of pupils are at home. Although learning is very important, and we want to make the best use of this time, we recognise that the expectations of this may be challenging on some students and families. School will provide reassurance and support to pupils, parents and staff in order to manage these expectations without putting additional stresses and pressure on individuals.

Schools may also wish to ensure that there is a plan in place for how any bereavements may be handled, including obtaining support services as appropriate.

Useful contacts/web links:

Child line: 0800 1111

[www.childline.org.uk](http://www.childline.org.uk)

[www.nhs.uk](http://www.nhs.uk)

[Mind.org.uk](http://Mind.org.uk)

[www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing](http://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing)

[www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips](http://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips)

[www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak](http://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak)

[www.nhs.uk/conditions/stress-anxiety-depression/talking-to-children-about-feelings/](http://www.nhs.uk/conditions/stress-anxiety-depression/talking-to-children-about-feelings/)

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

[www.mindmate.org.uk/](http://www.mindmate.org.uk/)

## **16. Staff who bring their own children into school due to a lack of suitable alternative childcare**

In addition to advice issued centrally by the Local Authority on this issue: where these are pre school children schools must also have regard to the Disqualification Regulations 2018: The [Childcare \(Disqualification\) Regulations 2018](#) and [Childcare Act 2006](#), which set out who is disqualified from working with children.

## **17. Support from the Local Authority**

The Children's Services Education Safeguarding Team will continue to provide support and guidance as appropriate to enable DSLs to carry out their role effectively.

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