

Annex



COVID-19 school closure arrangements for Safeguarding and Child Protection at Heartlands Community Trust for The Grove School.

School Name: Heartlands Community Trust (HCT)
The Grove School

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1. Key contacts - The Grove

Role	Name	Contact number	Email
Designated Safeguarding Lead	Nadine Huseyin	07912945107	Nadine.huseyin@thegroveschool.co.uk
Deputy Designated Safeguarding Leads	Lucia Santi	020 3876 6555	Lucia.Santi@thegroveschool.co.uk
	Helen Georgiades	020 3876 6555	Helen.Georgiades@thegroveschool.co.uk
Headteacher	Lucia Santi	020 3876 6555	Lucia.Santi@thegroveschool.co.uk
Local authority designated officer (LADO)	Shauna McAllister	020 8489 2968/1186	LADO@haringey.gov.uk
Chair of Governors	Patrick Donovan	020 3876 6555	jo.millard@heartlands.haringey.sch.uk patrickdonovan555@gmail.com

2. Scope and definitions

On the 20th March 2020 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. Schools returned to full opening in September 2020. Many were partially open between March and July 2020.

This addendum applies from the start of the autumn term 2020. It reflects updated advice from our 3 local safeguarding partners: Ann Graham - Director of Children Services for Haringey Council; Tony

Hoolaghan - Chief Operating Officer, Haringey CCG; Tony Kelly - Detective Superintendent Enfield and Haringey and local authority (LA) Haringey.

It sets out changes to our normal child protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under review as set out below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

In this addendum, where we refer to vulnerable children, this means 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.
- Are eligible for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) know who our most vulnerable children are. They have the flexibility to offer support to those on the edge of receiving children's social care support.

The Grove 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: Nadine Huseyin

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

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

2.1 Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home.

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via MyConcern, which can also be done remotely.

In the unlikely event that a member of staff cannot access their MyConcern account from home if they are self isolating, they should contact the Designated Safeguarding Lead and/or deputies. This

will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be on site, they can be contacted remotely by email or telephone.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for coordinating safeguarding. This will be shared with staff on a daily basis.

The senior leader will be responsible for liaising with our off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

5. Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority, about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

6. Monitoring attendance

We will resume taking our attendance register. We will also follow [guidance](#) from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of

sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

Where any child we expect to attend school doesn't attend, or stops attending, we will:

Follow up on their absence with their parents or carers, by sending a same day daily absence text,

- Call home if no response to text message
- Notify their social worker, where they have one
- Log on my concern if not communication after 2 days
- Complete child missing in Education referral form if child misses 5 days of school with no communication from student or parent/carer.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

Staff may have safeguarding concerns that were not previously noted before or during closure. Seeing pupils in person following partial closure may raise new concerns, these must be reported to a DSL or Deputy and recorded on MyConcern.

It is important that staff continue to act immediately with regards to any concerns.

The DSL's and Deputies, will be available to support staff and pupils regarding new concerns and referrals (if appropriate) as children return.

Where staff have not maintained regular contact with families particular attention will be paid with regards to any changes in welfare, health and wellbeing that the school should be aware of before a child return.

8. Concerns about a staff member, supply teacher or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/supply teachers/volunteers working on site or remotely.

Where staff are concerned about an adult working with children in the school, they should contact Lucia Santi or Nadine Huseyin. 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 Chair of Governors Patrick Donovan.

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Contact plans

We will remain in contact with all pupils who are not in school, for circumstances where the child is at home.

- The school will make contact – this will be at least once a week
- Generally a member of the Pastoral Team will contact the family, but this may be deferred to a member of staff who knows the family well if appropriate
- Staff will make contact over the phone, via doorstep visits, or a combination of both
- Teachers can communicate with students via google classroom and email

We have agreed these plans with children's social care where relevant, and will review them each half term

If we can't make contact, we will follow all monitoring of attendance procedures discussed in section 6 as well as contacting children's social care or the police if relevant.

10. Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above.

10.1 Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before children return.

They will also liaise with the school nurse to gather relevant information about any support provided by school nursing services while children have not been in school.

The DSL (and deputy) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

10.2 Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, our contingency plan is to gain advice and support from Heartlands Community trust.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing policies :

- staff behaviour policy
- code of conduct
- IT acceptable use policy

Staff should only email students or respond to students during working hours from their work email address. Where possible any videos of staff should be pre recorded.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

Families have received information about keeping children safe online with peers, the school, other education offers they may access and the wider internet community. We have set out the school's approach, including the sites children will be asked to access and set out who from the school (if

anyone) their child is going to be interacting with online. Families have been offered the following links:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- How to raise concerns with the school, [Childline](#), [the UK Safer Internet Centre](#) and [CEOP](#)
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers 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

Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](#).

11.3 Working with families

We will make sure families:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

12. Mental health

12.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

If staff have a mental health concern about a child that is also a safeguarding concern, take immediate action by following the steps in section 7.4 of the safeguarding policy

If staff have a mental health concern that is not also a safeguarding concern, speak to the DSL to agree a course of action.

If staff have a mental health concern about a child that is also a safeguarding concern, take immediate action by following the steps in section 3.

If staff have a mental health concern that is not also a safeguarding concern, they should speak to the DSL to agree a course of action. The Mental Health Lead for pupils is **Nadine Huseyin**. Links with CAMHS enable the school to discuss concerns or make referrals if deemed appropriate. CAMHS referrals are made following conversations with families and students if applicable.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum.

13. Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the

process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 183-188 of Keeping Children Safe in Education.

14. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education.

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum 6 weeks by Jodie Attreed]. At every review, it will be approved by the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

- Behaviour
- Staff code of conduct
- Complaints
- Health and safety
- Attendance
- Online safety
- Equality
- Sex and relationship education
- First aid
- Curriculum
- Privacy notices
- Whistle-blowing
- Anti-bullying
- IT acceptable use
- Mobile Phone policy

