



Leeds Children's Service

Safeguarding and Child Protection Policy for Schools

Addendum

COVID-19 school closure arrangements for Safeguarding and Child Protection at [Hunslet Carr Primary School](#)

Date: 2nd April 2020

Date shared with staff: 2nd April 2020



Context

From 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 who absolutely need to attend and children who are vulnerable and cannot be safely cared for at home.

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

This addendum of the Hunslet Carr Primary School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Andy Hinchcliffe	07483 326666	Andy.hinchcliffe@hunsletcarr.co.uk
Deputy Designated Safeguarding Leads	Polly Sidebottom	01132 713804	Polly.sidebottom@hunsletcarr.co.uk
Headteacher	Martin Lumb	01132 713804	Martin.lumb@hunsletcarr.co.uk
Chair of Governors	Jon Hairsine	01132 713804	Jon.hairsine@hunsletcarr.co.uk
Safeguarding Governor	Paul Wray	01132 713804	

Other Key Contacts:

Children's Services Education Safeguarding Team Email: estconsultation@leeds.gov.uk	0113 3789685
Children's social work service duty and advice team Email: childscreening@leeds.gov.uk	0113 3760336
Emergency Duty Team (Out of hours) Email: childrensEDT@leeds.gov.uk	0113 5350600
Prevent Team Email: prevent@leeds.gov.uk	0113 5350810
LADO service Email: lado@leeds.gov.uk	0113 3789687
Leeds Schools Crisis line	0113 3783645



Vulnerable children

Vulnerable children were defined by the government as 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 and children and families with early help 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 SENCo 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.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) 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.

As leaders we decided to have a broader definition of Vulnerable and have included any child with cluster or RES team involvement, any child who has an early help plan in place and children who we feel a prolonged period at home with no contact from school would lead to a safeguarding concern.

Hunslet Carr Primary 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: **Andy Hinchcliffe**

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 Hunslet Carr Primary School will explore the reasons for this directly with the parent and this will be recorded on the child's CPOM record.

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

Hunslet Carr Primary 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.

If Hunslet Carr Primary 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 sheet to the DfE by 12 noon -

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

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

How will this look at Hunslet Carr Primary School?

To support the above, Hunslet Carr Primary 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, Hunslet Carr Primary School will notify their social worker.

Designated Safeguarding Lead (DSL)

At Hunslet Carr Primary School, **Andy Hinchcliffe** is the Lead Safeguarding and Child Protection Officer who leads on this area in school, although **Martin Lumb** as the Headteacher always retains overall responsibility for Safeguarding and Child Protection.

The Designated Safeguarding Lead is: **Andy Hinchcliffe**

The Deputy DSLs are : **Martin Lumb / Polly Sidebottom**

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This will always be the Assistant Head Teacher on-site that day.

This role might include:

- updating and managing access to child protection records through CPOMs
- liaising with the offsite DSL (or deputy)
- liaising with children's social workers where they require access to children's information or to carry out statutory assessments at the school or college.



It is important that all Hunslet Carr Primary School staff have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

This will always be either Martin Lumb, Andy Hinchcliffe, Polly Sidebottom or the Assistant Head Teacher on-site that day.

All onsite staff should be made aware of the children's services education safeguarding team consultation line number (0113 3789685) should a DSL be unavailable, and they require safeguarding advice.

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

The senior DSL will ensure that operational staff with designated safeguarding responsibilities, access regular supervision, which can be undertaken remotely through electronic communications e.g. skype, mobile communications etc.

Reporting a concern

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 and formally recording concerns on CPOMs, which can be done remotely.

Staff are reminded of the need to report any concern immediately and without delay, this includes stepping away from the group you are helping to care for and writing the CPOM as soon as you become aware of the concern.

Where staff are concerned about an adult working with children in the school, they should contact **Martin Lumb** either in person, on 07891 450002 or via email at martin.lumb@hunsletcarr.co.uk. /principal/interim Headteacher (add name, contact number and email).

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

Unless the concern is about either Martin Lumb, Elisa Whitfield or Gary Lumb. In which case you should contact the Chair of Governors, Jon Hairsine on 07971 142587 or via email at Jon.hairsine@hunsletcarr.co.uk

All staff must follow Part 4 of Keeping Children Safe in Education (2019) and the local authority model safeguarding model child protection policy (section 10.2) guidance for managing allegations against staff.

The case manager 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/provider/contact. The completed LADO notification form must be sent to 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) will continue to offer support in the process of managing allegations.

Safeguarding Training and induction

DSL training has been cancelled until further notice.

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, Hunslet Carr Primary School, will continue to provide an effective safeguarding induction process.

Upon arrival, they will be given a copy of the school's safeguarding and child protection policy, guidance for safer working practice for staff working in educational settings, online safety policy including acceptable use and confirmation of local processes and confirmation of DSL arrangements. Furthermore, they will be given a copy of the school's handbook which sets out the school's expectations for how a member of staff conducts themselves at work.

Hunslet Carr Primary 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.

Hunslet Carr Primary 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/ will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Hunslet Carr Primary 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 school

Hunslet Carr Primary 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 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).

Hunslet Carr Primary 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 with online learning:

- Under no circumstances is it deemed acceptable to use a webcam to communicate with any child
- Under no circumstances is it deemed acceptable to speak to a child on the phone or via voice chat on the computer as part of their online learning
- Lessons/activities will be set using the online learning portal 'ClassKick'
- Lessons/activities will be appropriate for the children in your class
- Language used in your lessons/activities must be professional and appropriate, including any language used to give feedback
- Under no circumstances can staff use another system to communicate with their class or to set lessons/activities other than 'ClassKick'
- Staff should note that all lessons/activities and interactions undertaken through 'ClassKick' are recorded and stored for Child Protection and Safeguarding reasons.

Supporting children not in school

Hunslet Carr Primary 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 plan is in place for that child or young person.

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

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

Hunslet Carr Primary 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.

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

Supporting children in school

Hunslet Carr Primary School is committed to ensuring the safety and wellbeing of all its students.

Hunslet Carr Primary 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.

Hunslet Carr Primary 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.

Hunslet Carr Primary 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 Hunslet Carr Primary 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.

Peer on Peer Abuse

Hunslet Carr Primary 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 on CPOMs and appropriate referrals made.

Mental health and Well-Being

Hunslet Carr Primary 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 or www.childline.org.uk

The NHS: www.nhs.uk

MIND a mental health charity: Mind.org.uk

Government advice at this time:

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

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

The Headteacher has taken the decision to allow staff who have no alternative but to bring their own children to school as their usual school or childcare is not available.

In these circumstances we will inform Leeds City Council through our daily register.

In these circumstances the parent of the child should be aware that they will still be expected to follow the school's procedures for looking after children i.e. the use of physical chastisement is NOT allowed, even on your own child whilst at school.

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 of this age.



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.