



**Safeguarding and Child Protection
Policy
COVID-19 school arrangements for
Heltwate School**

School Name: Heltwate School
Policy owner: Education Safeguarding team, Cambridgeshire County Council
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Amended for purpose by: D Shaw

Covid-19 Phased Return

From 20th March 2020, parents were asked to keep their children at home wherever possible and where it was safer to do so to try to slow the spread of Covid-19 pandemic.

Many children will continue to remain at home during the initial stages of the phased return to school. However, from 1st June 2020, we expect to be able to welcome more children back to Heltwate School. Priority will continue to be given to providing school places for 'key worker' children (those children of workers critical to the Covid-19 response) and those classed as vulnerable (this may indicate that they are supported by Children's Social Care).

During week commencing 18th May 2020, the opinion of parents and carers was sought by an online survey and by phone call where required, so that school leaders could better understand and anticipate the numbers of students in all year groups throughout our community who would be returning to school in early June 2020.

The phased return of children back to school following the enforced closure since 20th March 2020 has been carefully planned with reference to Department for Education guidance:

- Actions for Education and Childcare Settings to prepare for wider opening from 1st June 2020
- Implementing Protective Measures in Education and Childcare Settings
- Covid-19 Safeguarding in Schools, Colleges and Other Providers

Students whose parents have indicated that they would like their child to return to school, will be forthwith individually risk assessed to ensure that their personal needs and SEND do not pose additional risks to others. The Risk assessment template has been specifically developed for this task and purpose alone.

This revised addendum of the Heltwate Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements during this time, to protect all children, whether attending school or remaining at home, from harm and abuse.

Heltwate School is committed to ensuring the safety and well-being of all of its students. The following safeguarding principles remain unchanged:

- 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 to report a concern to when students are on site;
- 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.

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Mr Adam Brewster	(01733) 262878	a.brewster@heltwate.net
Deputy Designated Safeguarding Lead	Mrs Alison Ashworth	(01733) 262878	a.ashworth@heltwate.net
Other Safeguarding Personnel	Mrs K Phillips (Asst Head teacher)	(01733) 262878	k.phillips@heltwate.net
	Mrs K Cole (Asst head teacher)	(01733) 262878	k.cole@heltwate.net
	Mrs S England (KS4 teacher)	(01733) 262878	s.england@heltwate.net
	Mrs D Shaw (Welfare Manager)	(01733) 262878	d.shaw@heltwate.net
Headteacher	Mr Adam Brewster	(01733) 262878	As above
Chair of Governors	Mr C Marshall	(01733) 262878	cmarshall@heltwate.net
Safeguarding Governor / Trustee	Mr B Pearmain	(01733) 262878	bpearmain@heltwate.net
Designated Teacher – Looked After Children	Mrs Alison Ashworth	(01733) 262878	As above

Supporting Children in School (relocated from later in original appendix)

Heltwate School is committed to ensuring the safety and well-being of all of its students.

We will refer to the Government guidance for Education and Childcare Settings on how to implement protective measures including social distancing: [implementing protective measures in education and childcare settings](#)

The school will continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of Covid-19.

Heltwate School will continue to be a safe space for all children and young people to attend and flourish. We recognise that for some children the return to school after an extended period of time at home will be challenging and staff will support children to adjust to the necessary changes to the school environment and routines.

Supporting pupil well-being will be at the forefront of our approach and school staff will seek to provide reassurance to pupils as we manage the transition period. Staff

will talk to the children about the changes to the school day in an age appropriate manner and according to their individual needs, and they will acknowledge and listen to pupil anxieties and support all students to understand the altered routines.

Heltwate School recognises that the current circumstances may adversely affect the mental health of children and their parents. School staff will be alert to any changes in behaviour or in a child's emotional state, which could range from being excessively clingy, fearful, withdrawn or aggressive as more children return to school. As always, pupil well-being is at the heart of our work, and school staff will seek to provide appropriate and empathetic support for pupils both in school and where required by referral to and advice from specialist services.

We recognise that for some students, home may not be a safe space and that there may be children who are relieved to return to school. School staff continue to respond sensitively to pupils' differing experiences during the period of school closure.

Our staff will remain particularly vigilant as more children start to return to school and will be alert to signs and indicators that a pupil may have experienced abuse or neglect whilst the school was closed.

School staff have already been trained about how to handle a disclosure from a child, and understand that any safeguarding concerns, including those that relate to the period of school closure, must be referred immediately to the Designated Safeguarding Lead (or deputies) in the usual way.

Prior to children returning to school, parents and carers will be asked to ensure that all personal details held by the school, such as emergency contact numbers are correct, and we will ask for any additional emergency contact numbers where they are available or required.

At this time of transition, parents and carers will also be asked to advise the school if there are any changes regarding the child's welfare, health and wellbeing that it would be beneficial for school to be aware of.

Where the school is aware of particular circumstances affecting a child or family, such as bereavement, a relationship breakdown, an incident of domestic violence, this will be shared with staff on a need-to-know basis so that children can be best supported.

Supporting Children Not in School (relocated from later in original appendix)

Heltwate School is committed to ensuring the safety and well-being of all children and young people in its care.

We recognise that some children will not be eligible to return to school immediately due to the phased nature of re-opening, that they will continue to be shielded at home because of their complex medical needs, and that some parents/carers of children eligible to attend may choose not to send them to school at this time.

We further recognise that school is a protective factor and environment for children and young people, and the current circumstances can affect the mental health of pupils and their parents/carers. Teachers at Heltwate School are aware of this when setting academic expectations of pupils' work where they remain at home.

Where the DSL has identified concerns about a pupil who is not currently open to children's social care services, 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 will be recorded, alongside a record of all contacts made in the child's safeguarding records.

Heltwate 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 or where necessary.

If we are unable to contact a child about whom there have been concerns after a reasonable number of attempts, we may need to seek further advice about safe and well checks.

The school will share safeguarding messages on its website and social media pages.

Vulnerable children

All 'vulnerable' children will continue to be considered as eligible to attend school on a full-time basis during the period of phased opening.

As a SEND provision, all students at Heltwate School have an EHC plan. We acknowledge therefore that the demand for places may initially be greater than the capacity to accommodate our entire community. If the school leaders find it necessary, vulnerability will be agreed and decided with parents and carers by a risk assessment, which has been specifically designed for this purpose.

Vulnerable children include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan in place for safeguarding purposes, a child protection plan or who are a looked-after child
- 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 school and local authority's discretion

Senior leaders, especially the Designated Safeguarding Lead and his/her deputy know who our most vulnerable children are. They have the flexibility to offer a place to those about whom there have been concerns but who are not currently open to Social Care services.

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

Heltwate 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 Peterborough Local Authority Virtual School Head (VSH) for looked-after and previously looked-after children. The lead person for this will be Mrs Alison Ashworth.

There is an expectation that vulnerable children who have a social worker will attend an education setting, unless the child/household is shielding and is clinically vulnerable, or their parents have expressed a preference that they remain at home.

In circumstances where a parent does not want their child to attend an education setting, and their child is considered vulnerable, the social worker and school leads will explore the reasons for this directly with the parent. Heltwate School and social workers will agree with parents/carers whether children in need should be attending school – we will then follow up on any pupil that they were expecting to attend, and who does not.

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

We will encourage our vulnerable students and young people to attend school and actively participate in education including remotely if required.

In all circumstances where a vulnerable child does not take up their place at school, or does not attend, Heltwate School will notify their social worker as soon as possible.

Attendance monitoring

Heltwate School will resume taking attendance registers from 1st June 2020 or a yet to be agreed opening date as required, and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending:

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

We will also continue to send this information as required and requested to the Local Authority via local survey to inform local planning for children in Cambridgeshire and Peterborough

Heltwate School will continue to follow up on the same day with any parent/carer if they were expecting the child to attend and they subsequently do not attend school.

Non-attendance will be followed up in line with the school's normal attendance protocols.

Heltwate School will continue to inform Children's Social Care services if a child with a Social Worker does not attend school as expected.

Designated Safeguarding Lead Arrangements

Heltwate School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Mr Adam Brewster

The Deputy Designated Safeguarding Lead is: Mrs Alison Ashworth.

Other designated safeguarding personnel are: Mrs K Phillips, Mrs K Cole, Mrs S England & Mrs D Shaw.

We will endeavour to have a trained DSL (or deputy) available on site when our students are in site.

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.

It is important that all Heltwate School staff and volunteers have access to a trained DSL (or deputy). All staff on site will be made aware of who that person is and how to contact them if required.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which are currently being held remotely.

Heltwate School recognises the dual challenge of maintaining contact with vulnerable children not attending school, and the potential for increased referrals as staff members raise concerns about those children now returning to school.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy.

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 according to the Safeguarding and Child Protection Policy. In the event that the head teacher is away from school, concerns will be shared verbally and immediately with the deputy head teacher and followed up with an email to the headteacher and deputy head teacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Mr C Marshall at cmarshall@heltwate.net

Safeguarding Training and Induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. In the interim period, the Designated Safeguarding Lead and deputy will continue to keep themselves up to date with safeguarding developments through updates from the Education Safeguarding Team, by accessing the Knowledge Hub and via the Safeguarding Children Partnership Board communications and website.

For the period where additional COVID-19 measures are required and 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.

The Local Authority Education Safeguarding Team is providing advice and guidance, where needed, to schools through a dedicated helpline.

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2019). The DSL will communicate any new local arrangements to staff, so they know what to do if they are worried about a child's well-being.

Where new staff are recruited, or new volunteers enter Heltwate School, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the school's current Safeguarding and Child Protection Policy, guidance on local processes and confirmation of DSL arrangements.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are deemed unsuitable are not allowed to enter the children's workforce or gain access to children in school. When recruiting new staff, Heltwate 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.

In the unlikely event that 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

There is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during partial school closures. If for any reason the school has concerns about an individual, new checks will be obtained in the usual way.

When utilising the support of 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.**

Heltwate School will continue to follow its 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.

We will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and consult the TRA's 'Teacher misconduct advice for making a referral, if required.

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, Heltwate School will continue to keep the single central record (SCR) up to date, as required.

The SCR will log everyone that will be working or volunteering in school on any given day, including any staff who may be on loan from other institutions. The SCR will log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

Online safety in schools and colleges

Heltwate School will continue to provide a safe environment for our students, including when they are online. This continues to include 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 and college

It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

School closures bring lots of challenges for both school staff and parents, and both are increasingly looking to the benefits of technology to continue delivering some form of learning experience for children.

As always, there are huge benefits to be gained from the appropriate use of technology and accessing learning resources whilst at home is a great example of this. However, parents (and teachers) need to be aware of the potential risks that go along with this.

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

Peer on Peer Abuse

Heltwate School recognises that during the closure a revised process may have been required for managing any report of such abuse and in support of victims.

Where our school receives a report of peer on peer abuse, we will follow the principles as set out in Part 5 of KCSIE and of those outlined within of the Safeguarding and 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 will be recorded, and appropriate referrals made as required.

Radicalisation

Our school staff have received training about Prevent. Our Prevent Lead is Mr. Adam Brewster.

All school staff are aware of the need to treat concerns about radicalisation as a safeguarding concern, and immediately share them with their Designated Safeguarding Lead (or deputies). DSLs continue to refer concerns about radicalisation to partner agencies, including Channel Panel which remains operational, in line with usual procedures.

The Department for Education has also published information here on [prevent management support for schools and colleges](#).

Children moving schools

Where new children permanently join our school from other settings, we will seek confirmation from the DSL of their former school if they have a safeguarding file.

This file must be provided securely before the child begins at our school and a call made from our DSL or a deputy to the placing school's DSL to discuss how best to keep the child in question, safe.

In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed social worker and where required, for the relevant Virtual School Head.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

This policy has been remotely approved by Governors on 25th May 2020 and is available on the school website at www.heltwate.co.uk

With grateful thanks to the Stowe Valley MAT Central Team for the use of their template