



Heltwate School

Safeguarding and Child Protection Policy COVID-19 school arrangements

School Name: Heltwate School
Policy owner: Cambridgeshire Education Safeguarding Team
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Adapted by: D Shaw

This revised addendum of Heltwate School's Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements when schools need to close due to a lockdown, to protect all children from harm and abuse, whether they are attending school or remaining at home.

Heltwate School is committed to ensuring the safety and wellbeing of all of our students and will ensure compliance with Keeping Children Safe in Education (KCSIE), which remains in force throughout the national response to coronavirus (COVID-19).

The following safeguarding principles therefore 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.
- 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 Leads	Mrs Alison Ashworth	(01733) 262878	a.ashworth@heltwate.net
	Mrs Kim Phillips	(01733) 262878	k.phillips@heltwate.net
	Mrs Sam England	(01733) 262878	s.england@heltwate.net
	Mrs Kerry Cole	(01733) 262878	k.cole@heltwate.net
	Mrs Debbie Shaw	(01733) 262878	d.shaw@heltwate.net
Headteacher	Mr Adam Brewster	(01733) 262878	a.brewster@heltwate.net
Chair of Governors	Mr Chris Marshall		Care of clerk@heltwate.net
Safeguarding Governor	Dr Brendan Pearmain		Care of clerk@heltwate.net
Designated Teacher – Looked After Children	Mrs Alison Ashworth	(01733) 262878	a.ashworth@heltwate.net
	Mrs Debbie Shaw	(01733) 262878	d.shaw@heltwate.net

Supporting Children in School

Heltwate School is committed to ensuring the safety and wellbeing 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 continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of the spread of Covid-19.

Heltwate School will continue to be a safe space for children to attend, flourish and reach their individual potentials.

We recognise that returning to school as 'vulnerable' children or the children of critical workers will be challenging for some of our learners, and our staff will support them to adjust to the necessary changes to the school environment and routines.

Supporting pupil wellbeing will be at the forefront of our approach and school staff will seek to provide reassurance to pupils in a way they can process and understand as we manage the transition period.

Staff will communicate with the children about any changes to their school day in an age-appropriate manner, and according to their individual communication needs. Responses will be acknowledged and any adverse pupil anxieties or resultant behaviours, supported as required so that our students can understand their altered routines and be comfortable and reassured within them.

Heltwate School recognises that the current circumstances may adversely affect the mental health of our children and their parents and extended families. School staff have been briefed to look out for and raise any concerns about changes in behaviour or with regards to a child's emotional state. Such signals could include but are not limited to their being excessively clingy, fearful, withdrawn or aggressive as more children return to school.

As always, pupil wellbeing is at the heart of our work, and school staff will seek to provide appropriate and individual support for pupils both in school and where required, from specialist services.

We also recognise that for some children, home may not be a safe space, and there may be children who are relieved to return to the safety of school. Our staff have been reminded of the need to respond sensitively to pupils' differing experiences whilst they have been away from education.

School staff have been asked to be particularly vigilant for signs and indicators that a child may have experienced or be experiencing abuse or neglect, and they have been trained to sensitively 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 our Designated Safeguarding Lead or deputies in the usual way.

We will ask parents and carers 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.

At this time, 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 helpful for us to be made aware of so that we can better support our students.

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

Supporting Children Not in School

Heltwate School is committed to ensuring the safety and wellbeing of all its children and young people.

We recognise that our school environment is a protective factor for children and young people, and that the current national circumstances can affect the mental health of pupils and their parents/carers. Our teachers at school are aware of this, when setting their expectations of pupil's work whilst they remain at home.

Where the DSL has identified a child about whom there have been concerns but who is not currently open to social care services, or who would normally receive pastoral-type support whilst attending school, they should ensure that a robust and appropriate communication plan is in place for that child or young person.

Details of this plan will be recorded, alongside a record of all contact made and responses received.

Heltwate School, its DSL and our safeguarding team 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 and/or his/her team will consider making appropriate referrals to public protection services such as the police and social care, as appropriate.

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 at www.heltwate.co.uk, our social media page and via the Class Dojo platform during this time.

Vulnerable children

All children identified as being 'vulnerable' will continue to be eligible to attend school full time during the period of lockdown.

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, a child protection plan or who are a looked-after or a child in the care of the local authority.
- have an education, health and care (EHC) plan and **it is determined that, following a review of their individual risk assessment, their needs can be more safely met by their attending an educational environment**
- have been assessed as otherwise 'vulnerable' by their educational providers or local authority (including by Children's Social Care services), and who would therefore benefit

from continued attendance in school. 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 any others who have been agreed as being vulnerable according to the school and/or the local authority's discretion.

Our senior leaders, especially the Designated Safeguarding Lead (and his/her deputies) know who our most vulnerable students 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 if required.

Eligibility for free school meals in and of itself will not be the determining factor in assessing a child's vulnerabilities nor their ability to access school during a national lockdown.

Heltwate School will continue to work with and support a child's social workers to help and protect the vulnerable children in our care. This includes working with and supporting allocated 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 Mrs Debbie Shaw.

There is an expectation that 'vulnerable' children who have an allocated social worker will be offered the opportunity to attend their education setting, unless the child or their household is shielding or in self isolation or is confirmed as clinically extremely vulnerable.

In circumstances where a parent does not want their child to attend their education setting, and the child is considered to be 'vulnerable', their social worker and Heltwate School staff will explore and discuss the reasons for their arriving at this decision directly with the parent.

School staff and social workers will agree with individual parents and carers if children 'in need' should be attending school – our school Attendance Officer will then follow up and speak to parents and carers on daily basis regarding any pupils that they were expecting to attend, but who do not subsequently do so, in accordance with our normal attendance expectations and policy.

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

Heltwate School will encourage our vulnerable children and young people to attend school, including remotely if needed.

In all circumstances where a vulnerable child does not take up their place at school, or their attendance fails, Heltwate School staff will notify their social worker of these concerns for their wellbeing.

Attendance monitoring

Heltwate School staff will continue to follow up by phone call with any parent/carer if they were expecting a child to attend and they subsequently do not do so. All unexpected and unadvised non-attendance will be followed up in line with the school's normal attendance protocols.

It therefore remains important that the school office, class teacher or the welfare manager are notified ASAP if a student who is expected to attend, will not do so because they are unwell, or are required to attend an appointment, for example. It remains important that all children offered a place to attend school during lockdown periods continue to do so on the basis that their place is offered

Heltwate School will continue to inform Children's Social Care services if a child with an allocated social worker does not attend school either in person or engage remotely with online learning.

Designated Safeguarding Lead and Safeguarding Team arrangements

Heltwate School has a Designated Safeguarding Lead (DSL), a Deputy DSL and an extended safeguarding team.

The Designated Safeguarding Lead and head teacher is Mr Adam Brewster

The Deputy Designated Safeguarding Lead and deputy head teacher is Mrs Alison Ashworth.

The safeguarding team further consists of our DSL, the deputy DSL, Mrs Kim Phillips and Mrs Sam England who are our assistant head teachers, Mrs Kerry Cole as KS5 lead and Mrs Debbie Shaw who is our Welfare Manager.

We will endeavour to have a trained DSL or deputy available at all times when students are on our sites. Where this is not possible, or during times which are 'out of hours', a trained DSL (or deputy) can be contacted at cp@heltwate.net. A member of the team will respond within 24 hours.

In emergency situations, a member of the safeguarding team can be contacted on **07395 797793**. If required to do so, please leave a message and the recipient will call you back imminently.

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 our sites.

It is important that all Heltwate School staff and volunteers have consistent access to all members of the safeguarding team. All staff across the school are already aware of who these colleagues are and how to contact them if needed, to raise a concern.

The Welfare Manager will continue to engage with social workers and attend all multi-agency meetings as required and requested, which are being held remotely.

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. In circumstances which are 'out of hours', staff are encouraged to contact the Welfare Manager using her school-based email address.

Staff are reminded of the need to report any concerns immediately and without delay. In doing so they are delegating their safeguarding responsibilities according to the school's policy.

Where staff are concerned about an adult working with children in the school, they should report their concern immediately to the Headteacher according to our Safeguarding and Child Protection and Whistle-Blowing Policies. If there is a need to raise such a concern with the headteacher whilst s/he is away from the school premises, this should be done verbally where possible, and then followed up with an email to the headteacher.

Any concerns regarding the Headteacher's conduct should be directed to the Chair of the Governing Board, Mr Chris Marshall via clerk@heltwate.net

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable or who pose a risk to children are not allowed to enter the school's workforce or gain access to our students. 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 (2020).

In response to the COVID-19 national pandemic, 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 highly 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 we will accept individual portability as long as the current employer confirms in writing to us 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.

Where Heltwate School agrees and permits the use and support of volunteers on our sites, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE (2020). Under no circumstances will a volunteer, work placement student or supply member of staff be left unsupervised or allowed to work in regulated activity with our students, in accordance with our usual stringent safeguarding practice and procedure.

Heltwate School will continue to follow the legal duty to refer anyone who has harmed or poses a risk of harm to a child or vulnerable adult to DBS. Full details can be found at paragraph 179 of KCSIE (2020).

We will further continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 143 of KCSIE (2020) and the TRA's 'Teacher misconduct advice for making a referral'.

During the COVID-19 pandemic 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 every 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 with our students. With this in mind, Heltwate School will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 164 – 171 in KCSIE (2020).

Online safety in schools and colleges

Heltwate School will continue to provide a safe environment, including when learning online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate adult 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 communications online, continue to look out for signs that might suggest that a child could be at risk.

Any such concerns should be dealt with according to our Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and if required, to the police.

School closures inevitably bring lot of challenges for both school staff and parents, and both are increasingly looking towards the benefits of technology to continue to deliver some form of meaningful learning experience for children.

We continue to recognise that there are huge benefits to be gained from the safe and appropriate use of technology, and access to 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 and systems is in line with privacy and data protection/GDPR requirements. For further information please see a copy of the Heltwate School 'Remote learning Strategy & Policy, September 2020.

Peer-on-Peer Abuse

Heltwate School recognises that during any closure, a revised process may be required for managing any report or concerns raised regarding such abuse and supporting victims effectively.

Where a school receives a report of peer-on-peer abuse, they will follow the principles as set out in part 5 of KCSIE (2020) and of those outlined within of the current Safeguarding and Child Protection Policy.

We 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 if needed.

Radicalisation

All school staff have received training about Prevent, both in person and by means of online learning modules. Our Prevent Lead is Mr Adam Brewster.

All school staff are aware of the need to treat any concerns about radicalisation as safeguarding concerns, and that they are required to share them immediately with the Designated Safeguarding Lead or his/her deputies. The DSL will continue to refer any concerns about radicalisation and extreme ideology to partner agencies, including Channel Panel which remains operational, in line with usual procedures.

The Department for Education has also published information which can be found by searching for [prevent management support for schools and colleges](#).

Children moving schools

As per our normal procedures, where children join our school from other settings, we will seek continue to seek confirmation from the DSL at their previous provision if they have a safeguarding file to be forwarded to us.

Ideally, this file must be provided securely before the child begins at our school and a call will be made from our DSL or a deputy to the placing school's safeguarding team to discuss how best to keep the child safe if this is needed.

In some unusual circumstance this may not be possible. Any information provided must include the name and current contact details for any appointed social worker and where relevant for the Virtual School Head of the placing authority, if the child has an 'In care or looked after' background.

In the unlikely event that a child is placed with us on an unexpected or short-term basis, any safeguarding information about them will be shared and recorded securely within our safeguarding system before they start to attend. Safeguarding information will be copied by the placing school's safeguarding staff. The DSL or his/her nominated member of staff will undertake a risk assessment in respect of any new information received, to fully consider how risks will be managed and which staff need to know about the information shared with us. This will be justified and recorded within the child's safeguarding file.

When the child eventually leaves us, their entire safeguarding information will be securely returned to the placing school so there is a continuous and portable safeguarding record for the child.

This policy has been remotely approved by the Chair of the Governing Board on 6th January 2021 and is available on the school website at www.heltwate.co.uk

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