**Addendum - April 2020**

**This guidance is to be read alongside the School Child Protection and Safeguarding policy and the Keeping Children Safe in Education 2019 -Statutory guidance for schools and colleges on safeguarding children and safer recruitment.**



**COVID-19 school closure arrangements for Safeguarding and Child Protection at**

**Greenbank High School**

**School Name: Greenbank High School**

**Policy owner:** Adele Gent-Jones, Designated Safeguarding Lead (DSL)

**Date: 1st April 2020**

**Date shared with staff: 2nd April 2020**

**Date shared with Governors: 2nd April 2020**

# Addendum to Child Protection and Safeguarding Policy available on the website and VLE.

# 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.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of our Child Protection and Safeguarding Policy contains details of our individual safeguarding arrangements as per Government guidelines and in keeping with the primary practise of Keeping Children Safe in Education.

# Key contacts

Headteacher Mr I Raikes

Designated Safeguarding Leads Mrs A N Gent-Jones

Mrs A Fitzgerald

Mrs H Howe

Chair of Governors Mrs C Buck

Safeguarding Governor link Mr G Hill

Site Manager Mr G Whittle

**Designated Safeguarding Leads Emergency contacts**

Mrs A N Gent- Jones gent-j\_a.te@greenbankhigh.co.uk

Mrs A Fitzgerald fitzgerald\_a.te@greenbankhigh.co.uk

Mrs H Howe (SENDCO) howe\_h.st@greenbankhigh.co.uk

Tracey McKeating LA Designated Lead Education Safeguarding [Tracy.mckeating@sefton.gov.uk](mailto:Tracy.mckeating@sefton.gov.uk)

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## Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with Education, Health and Care Plans.

Those with an EHCP will be risk-assessed in consultation with the Local Authority and parents, to decide whether they should remain in school provision in order to meet their needs, or whether they can safely have their needs met at home.

Those children who have a social worker include those on a Child Protection Plan, defined as a Child in Need and those who are Looked After by the Local Authority. The school will also identify other pupils who they consider vulnerable which can include Young Carers and those pupils who might not meet intervention thresholds or might have had previous social care support.

Senior leaders, especially the Designated Safeguarding Leads have profiled all vulnerable children in the school and have the flexibility to offer supervision to those who might need it. Greenbank will continue to liaise with professionals from the virtual school, social care and families to support vulnerable children and support all children through the pastoral team. All staff will be informed of new procedures regarding safeguarding measures.

**Children currently open to Early Help**

Children currently being supported by Early Helpwill largely not attend school during this period, however, if our school have any specific concerns regarding a child open to Early Help in the first instance schools should discuss any concerns they have with Tracy McKeating LA DSL Education Safeguarding who can be contacted on 07837863075 or at [tracy.mckeating@sefton.gov.uk](mailto:tracy.mckeating@sefton.gov.uk)

Support for Early Help can also be accessed from the Family Wellbeing Centres in Sefton.

|  |  |  |
| --- | --- | --- |
| North Locality | Talbot Street Family Well Being Centre  St Andrew Place PR8 1HR | 01704 534975 |

## Pupils working in school

When a vulnerable child has attended school, the appropriate social worker will be informed of contact made. These pupils not attending school regularly will receive two telephone calls per week from a member of the pastoral team, all these contacts should be recorded on Cpoms and take place on a school phone or through a withheld number. Those who deem hard to reach or are of heightened concern will be forwarded to the Local Authority for home visits. A central document should be maintained so in the event of sickness of a member of the pastoral staff, children contacts can be transferred amongst the team. This is to be shared with Safeguarding Team and Senior Leadership Team (SLT).

Attendance procedures will be adapted and will be reported to the DFE daily. Any child who is expected to attend and does not, parents will be contacted by the member of SLT on duty, should a child leave school early this can only be done with permission from the parent. All records should be up to date with relevant emergency contact details. Support will remain in place to those children of critical workers. SLT will ensure that staff on site are appropriate and staff to pupil ratio numbers are adhered to. In the event of the DSL not being in school there will be a member of Senior Leadership who will act as the DSL and make safeguarding decisions regarding those pupils in school accordingly. All SLT are aware of safeguarding practices.

Greenbank 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 hand washing and other measures to limit the risk of spread of COVID19. Where Greenbank has concerns about the impact of staff absence – such as our Designated Safeguarding, the Deputy DSL will take over. Any further concerns will be immediately discussed with the Deputy Headteacher and in their absence the Headteacher.

The safeguarding team will not be expected to attend any face to face meetings - they should seek whether this can be done remotely or send a report in place of attendance. Home visits where possible should be conducted by the Local Authority and not a member of staff unless there was an extreme cause for concern of the welfare of a child.

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## Safeguarding Training

Safeguarding Training and DSL training will not take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, a DSL who has been trained will continue to be classed as a trained DSL 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.

## Reporting a concern

Where staff have a concern about a child they should try and follow procedures outlined in the Child Protection and Safeguarding Policy however the following adaptations have been made to ease this process considering remote reporting.

In the event of an emergency, the police 999 or 111 should be contacted if a child is in danger. The MASH team 01515 934 4657 (inside office hours) or 01510151 934 3555) (outside office hours) can be contacted for advice by any adult and a referral can be made. All staff should be familiar of making a referral through the MASH website.

Should the concern be a non-emergency, a referral can be made to the [safeguardingteam@greenbankhigh.co.uk](mailto:safeguardingteam@greenbankhigh.co.uk) which is checked daily by the team, there is also a facility to contact the DSL or deputy DSL’s via telephone call. This email address is also found on the website and answer phone message for parents. Any safeguarding lead would be expected to take action on the working day with the DSL or if not able the deputy DSL’s where possible taking action outside of working hours. 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 Head teacher. If there is an issue concerning the Headteacher then the Chair of Governors should be contacted. All staff should follow the working from home guidelines with regards to safeguarding themselves and children.

Where staff are concerned that an adult working, including volunteering, with children in the school has:

* Behaved in a way that has harmed, or may have harmed, a child
* Possibly committed a criminal offence against, or related to, a child
* Behaved towards a child or children in a way that indicates he or she may pose a risk of harm

they should use a Local authority Designated Officer (LADO) referral form to report the concern to the head teacher. If there is a requirement to make a notification to the head teacher whilst away from school, this should be done verbally and followed up with an email to the head teacher.  The referral to LADO must be made within 24 hours of the allegation being made.  The LADO in Sefton is Tracey Holyhead and she can be contacted on 0151 934 3783 Mobile:  07814059604

Email: [Tracey.Holyhead@sefton.gov.uk](mailto:Tracey.Holyhead@sefton.gov.uk)

## Deployment of staff

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

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 on-going disciplinary investigation relating to that individual.

When recruiting new staff, Greenbank 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). 7

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.

Where Greenbank 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.

Greenbank 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 as per paragraph 163 of KCSIE.

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, Greenbank will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges Greenbank will continue to provide a safe environment, including online. This includes the use of an online filtering system. Parents will be informed regarding any current social media and malicious use of computer networks through regular Parent Mails, it is the parent’s responsibility to manage and supervise their own child’s online use whilst at home.

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 and Safeguarding Policy and where appropriate referrals should still be made to children’s social care and as required, the police.

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

The following may be of use to parents and carers in ensuring that the children are safe whilst online at home: (add your own if you wish)

* [Internet matters](https://www.internetmatters.org/?gclid=EAIaIQobChMIktuA5LWK2wIVRYXVCh2afg2aEAAYASAAEgIJ5vD_BwE) - for support for parents and carers to keep their children safe online
* [Net-aware](https://www.net-aware.org.uk/) - for support for parents and carers from the NSPCC
* [Parent info](https://parentinfo.org/) - for support for parents and carers to keep their children safe online
* [Thinkuknow](http://www.thinkuknow.co.uk/) - for advice from the National Crime Agency to stay safe online
* [UK Safer Internet Centre](https://www.saferinternet.org.uk/advice-centre/parents-and-carers) - advice for parents and carers

## Considerations for online/virtual lessons

Until discussed further, there should be no video or virtual lessons whereby the teacher presents to the class. Should this be agreed, safeguarding procedures will be identified and teachers will be informed.

## Emotional health of teachers and pupils

Greenbank 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 and Greenbank are committed to ensuring the safety and wellbeing. Teachers at Greenbank need to be aware of this in setting expectations of pupils’ work where they are at home. Pupils have been signposted to online support networks such as Kooth.com and ChildLine to support emotional health. Pupils will also be given support weekly from their head of year on how to structure their day and keeping routines.

Leaders will contact each staff member weekly and must bear in mind expectations when families might be self-isolating or have younger children who they are required to home school. Initially volunteers will be sort for contact sessions within school and this will continue depending upon absences.

The Government has issued guidance for parents and carers in relation to children and young people’s mental health and well-being. This can be found at

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

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## Peer on Peer Abuse

Greenbank recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Children can report peer on peer abuse through the VLE. 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 the Child Protection and Safeguarding Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded and appropriate referrals made. Support from the Local Authority if available to provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

Our school will promote the use of Bully Busters. Currently the Service will not be visiting schools to deliver anti bullying sessions, but they will continue to provide advice and guidance to anyone concerned about bullying. They can be contacted by email [bbusters@localsolutions.org.uk](mailto:bbusters@localsolutions.org.uk). The Helpline will remain open: 3-6pm Monday – Friday – 0800 1696928

**Domestic Abuse - Coronavirus (COVID-19): support for victims of domestic abuse**

At our school we acknowledge that the order to stay at home can cause anxiety for those who are experiencing or feel at risk of domestic abuse. Domestic abuse is unacceptable in any situation, no matter what stresses you are under. For anyone who feels they are at risk of abuse, it is important to remember that there is help and support available to you

<https://www.gov.uk/government/publications/coronavirus-covid-19-and-domestic-abuse/coronavirus-covid-19-support-for-victims-of-domestic-abuse>

We will, as a school, contact Sefton Women’s and Children Aid (SWACA) to access free confidential support for women, children and young people throughout Sefton who are experiencing domestic abuse. Due to COVID 19 they are offering support via phone and email.

**Tel:** 0151 922 8606  
**Text:** 07779745594  
**Email:** [help@swaca.com](mailto:help@swaca.com)

The team is available **Monday, Tuesday & Thursday** 9.30am – 5.00pm  
**Wednesday** 9.30am – 7.00pm **Friday** 9.30am – 3.00pm

**Merseyside Police**

Greenbank continues to work in partnership with Merseyside Police. We are committed to publishing information produced by Merseyside Police in relation to COVID 19 to protect and safeguard our school community. We will also be reporting to the Police any information we receive as a school that may involve any criminal activity that is taking place including anti-social behaviour outside of school.

# Support from Trust and Senior Leadership in School

The Senior Leadership Teams in the schools and Trust Leaders will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The Senior Leadership and Trust Leadership Team will also provide regular group and individual supervision sessions. This may take the form of an online meeting.

The LA Designated Lead for Education, Tracy McKeating will provide direct support for Designated Leads across all schools in Sefton.

# Useful Contacts:

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| **NAME** | **TELEPHONE NUMBER** |
| Addaction | **0707983430995** |
| Bully Busters | 0800 169 6928 |
| CAMHS (single point of access) | 0151 282 4527 |
| CATCH 22 CE | 0151 934 2535 |
| Channel Co-ordinator Claire Wright | 0151 777 8328 |
| Children Missing Education Co-ordinator Carole Blundell | 0151 934 3181 |
| Virtual Head teacher | 0151 934 2226 |
| Education Safeguarding Tracy McKeating | 07837863075 |
| Housing Options | **0151 934 3541** |
| Independent Domestic Abuse Advisors | **0151 934 5142** |
| Local Authority Designated Officer (LADO) Tracey Holyhead | 0151 934 3783  Mob: 07814059604 |
| LSCB Administrator Donna Atkinson | 0151 934 4706 |
| LSCB Business Manager Deb Hughes | 0151 934 4706 |
| Merseyside Police | 101/emergency 999 |
| Multi-Agency Safeguarding Hub (MASH) | 0151 934 4013/ 4481. |
| Out of Hours Service | 0151 934 3555. |
| Parenting 2000 | 01704 380047/0151 932 1163 |
| Rape & Sexual Abuse Centre [RASA] Sefton | 0151 558 1801 |
| Sefton Women & Children’s Aid (SWACA) | 0151 922 8606 |
| SEND Debra Vis | 0151 934 2462 |
| VENUS | **0151 474 4744** |

**Contacts for children who go to school in Sefton but live in neighbouring Local Authorities**

|  |  |  |
| --- | --- | --- |
| **Local Authority** | **Telephone number** | **Out of hours** |
| Knowsley MASH | 0151 443 2600 | 0151 443 2600 (same as MASH) |
| Lancashire Care Connect | **0300 123 6720** | 0300 123 6722 |
| Liverpool Care Line | 0151 233 3700 | 0151 233 3700 (same as Care Line) |

**The Department for Education COVID-19 helpline, is available to answer questions.**

#### **DfE coronavirus helpline**

**Email**[**DfE.coronavirushelpline@education.gov.uk**](mailto:DfE.coronavirushelpline@education.gov.uk)

**Telephone 0800 046 8687**

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

Schools must have thier unique reference number (URN or UK PRN) available when calling the hotline.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Children’s guide to coronavirus which aims to answer children’s questions about coronavirus, tell children how to stay safe and protect other people and how to help them make the best of their time at home. This can be found at <https://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/>

Sefton LSCB for the most up-to-date safeguarding information. You can access this at <https://seftonlscb.org.uk/lscb>