

Appendix to
Safeguarding and Child Protection Policy

Covid-19 school closure
arrangements for safeguarding and
child protection

Updated 6th January 2021

1. Context

From 6th January 2021, 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 the Hollygirt safeguarding and child protection policy 2020-21 contains details of our collective safeguarding arrangements in the following areas:

Key contacts

Headmistress	Mrs Pamela Hutley	0115 958 0596	Headmistress@hollygirt.notts.sch.uk
Senior School (Lead DSL)	Mr Craig Dean	0115 958 0596 Ext 202	craigdean@hollygirt.notts.sch.uk
Junior School (Deputy DSL)	Mrs Victoria Wright	0115 958 0596 Ext 211	victoriawright@hollygirt.notts.sch.uk
EYFS (Deputy DSL)	Mrs Rosalind Heatlie	0115 958 0596 Ext 225	rosalindheatlie@hollygirt.notts.sch.uk
Safeguarding Trustee	Reverend Sally Baylis	sally504@btinternet.com	
Deputy DSL	Mrs Naomi Howlett	0115 958 0596	naomihowlett@hollygirt.notts.sch.uk
Deputy DSL	Mrs Kate George	0115 958 0596 Ext 220	kategeorge@hollygirt.notts.sch.uk

2. 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 (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan (CPP) 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 Hollygirt School, the local authority and parents, to decide whether they need to continue to be offered 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.

Senior leaders in Hollygirt School, especially the Designated Safeguarding Lead (and the deputy designated safeguarding leads) know who our most vulnerable children are. In addition to those children on a child protection plan (CPP), or who are child in need (CIN), or a looked after child (also referred to as 'CLA'), or a home carer. Hollygirt School expects staff to provide a safeguarding check to those on the edge of receiving children's social care support.

The Hollygirt School safeguarding team 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.

Hollygirt School will encourage our vulnerable children and young people to attend the provision on offer, including remotely if the home supports the technology. Hollygirt School will provide online learning resources for their respective cohorts during the period of closure.

3. 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. Hollygirt School records the daily attendance of vulnerable children and/or the children of key workers. This daily attendance sheet will be submitted to the Department for Education.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Hollygirt School safeguarding staff will notify the child's social worker.

4. The role of the Designated Safeguarding Lead

During the period of covid-19 closure, the Designated Safeguarding Lead and/or Deputy Designated Safeguarding Lead(s) role, will update and manage ongoing and new safeguarding referrals and meet weekly remotely to discuss caseload.

It is important that all staff and volunteers have access to a trained Designated Safeguarding Lead (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The Designated Safeguarding Lead will continue to attend all multi-agency meetings, which are likely to be conducted remotely.

5. Reporting a concern

Where Hollygirt School staff have a concern about a child, they should continue to follow the process outlined in the Hollygirt School safeguarding policy.

Hollygirt School staff are reminded of the need to report any concern immediately and without delay.

Normal safeguarding whistleblowing protocols are applied.

Concerns around the Designated Safeguarding Lead should be directed to the Headmistress.

Concerns around the Headmistress should be directed to the Chair of Trustees.

Hollygirt School will continue to offer support in the process of managing allegations.

6. Safeguarding training and induction

Designated Safeguarding Lead training is very unlikely to take place whilst there remains a threat of the covid-19 virus.

For the period covid-19 measures are in place, a Designated Safeguarding Lead (or deputy) who has been trained will continue to be classed as a trained Designated Safeguarding Lead (or deputy) even if they miss their refresher training.

All existing academy staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The Designated Safeguarding Lead will 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, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of Designated Safeguarding Lead arrangements.

7. Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, Hollygirt School will continue to follow the relevant safer recruitment processes for their settings, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020) (KCSIE).

In response to covid-19, the DBS has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Hollygirt 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.

Hollygirt 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 academy hub is aware, on any given day, which staff/volunteers will be on site, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Hollygirt School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8. Online safety

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

Where students are using computers, appropriate supervision will be in place.

9. Children and online safety away from Hollygirt 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 safeguarding and 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 Hollygirt School code of conduct.

Hollygirt School leaders, in conjunction with IT personnel 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 when delivering virtual lessons, especially where webcams are involved:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas.
- Any live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by Senior Leaders to communicate with pupils.



Be prepared

Check Satchel: One for the session start time and length
Have any resources to hand



Be punctual

Sort any technical issues prior to the session
Be online a few minutes before the session



Be understanding

Remember this is a new experience for everyone
Engage in ways comfortable to you: video, audio, chat or the recorded session



Be a good pupil

Mute your microphone until invited to speak/remain quiet
Post any questions in the chat



Be safe

Each session is recorded by the teacher
Dress appropriately and do not display personal information or cause offence



Be patient

Allow others time to resolve any issues

Rules for Microsoft Teams



10. Supporting children not in school

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

Where the Designated Safeguarding Lead 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.

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

The Designated Safeguarding Lead 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 Designated Safeguarding Lead will consider any referrals as appropriate.

Hollygirt School will share safeguarding messages on its website and social media channels.

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

11. Supporting children in school

Hollygirt School is committed to ensuring the safety and wellbeing of all its students.

Hollygirt School will continue to be a safe space for all children to attend and flourish. The Headmistress will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Hollygirt 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 covid-19.

Hollygirt School will ensure that where we care for children of critical workers and vulnerable children in our school and will ensure appropriate support is in place for them. This will be bespoke to each child and recorded on 3sys/safeguarding record.

12. Peer on peer abuse

Hollygirt School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where Hollygirt 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 the safeguarding and child protection policy.

The safeguarding lead 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 3sys and appropriate referrals made.