



Heston

COMMUNITY
SCHOOL



SAFEGUARDING POLICY COVID ADDENDUM

COVID-19 school closure arrangements for Safeguarding and Child Protection at
Heston Community School

Written: January 2021

Awaiting Governor Ratification

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1.0 Context

In 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, as well as children deemed to be vulnerable.

This addendum to Heston Community School's Safeguarding Policy contains details of our individual safeguarding arrangements during this time.

2.0 Definition of Vulnerable Children

Vulnerable children and young people include those who:

- Are assessed as being in need under Section 17 of the Children Act 1989, including children and young people who have a Child in Need Plan, a Child Protection Plan or who are a Looked After Child
- Have an Education, Health and Care Plan [EHCP]
- Have been identified as otherwise vulnerable by educational providers or local authorities, including Children's Social Services, and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from Children's Social Services or in the process of being referred to children's services
 - Adopted children or children on a special guardianship order
 - Those at risk of becoming NEET [not in employment, education or training]
 - Those living in temporary accommodation
 - Those who are young carers
 - Those who may have difficulty engaging with remote education at home [for example due to a lack of devices or quiet space to study]
 - Care leavers
 - Others, at the provider and local authority's discretion, including students who need to attend to receive support or manage risks to their mental health.

Eligibility for free school meals is not, alone, a determining factor in assessing vulnerability.

Senior leaders and, in particular, the Designated Safeguarding Lead and Deputy have knowledge of the most vulnerable children and have the flexibility to offer a place to those on the edge of receiving children's social care support. The 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 head of the Virtual College for looked-after and previously looked-after children.

There is an expectation that vulnerable children who have a social worker will attend an education setting, 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 School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, the School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The School will encourage our vulnerable children and young people to attend school, including remotely, if this is the best option for the child.

3.0 Attendance Monitoring

From January, all students will be taught the full timetable virtually, with the exception of PE, Drama and Dance at KS3. Students attending School will also follow their daily timetable, as delivered virtually. The School, in conjunction with social workers, will discuss with parents/carers whether children in need should be attending school. The School will monitor vulnerable students for attendance both at School and at home for attendance at their virtual lessons. All absences will be monitored and parents/carers contacted, should students not attend. Where a vulnerable child does not take up their place at school, or discontinues, the School will inform their social worker.

The School has a designated Lockdown Team [DLT] who monitor attendance and engagement with virtual learning daily. Where a student has not been engaging with lessons, a welfare call is made to the home to inform parents and offer support. Should the School be unable to make contact with the home, established procedures for reporting Children Missing in Education to the Borough will be followed. If, after five days, contact has still not been established, the Safer Schools Officer [PC Ian Franks] will visit the home.

4.0 Safeguarding on Site

Usually, both the Safeguarding Lead and the Deputy Safeguarding Lead will be available on site during opening hours. Where this is not the case, a trained DSL [or deputy] will be contactable via phone, for example when working from home. Should neither be on site, a member of SLT will assume responsibility for co-ordinating safeguarding on site. All members of the Senior Leadership Team have completed Designated Safeguarding Lead training.

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

5.0 Reporting a Concern

Where staff have a concern about a child, they should continue to follow the School's process for referrals. This must be logged by 16:00 on the day the concern is raised.

If a concern is raised out of hours, the staff member should report the concern via email to the Safeguarding Lead [mcurrie@hestoncs.org] as soon as possible. Staff are reminded of the need to report any concern immediately and without delay.

Where staff have a concern about an adult working with children in the School, the procedure outlined in the Whistle-Blowing Policy should be followed.

6.0 Safeguarding Training and Induction

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education [2020]. The DSL will communicate to staff any new local arrangements, should these change.

Where new staff are recruited, Safeguarding and GDPR training will be completed, as per usual. Upon completion of this training, new members of staff will be given access to the Staff Shared Area where School Policies are available.

7.0 Safer Recruitment

When recruiting new staff, the School will continue to follow the School's Safer Recruitment procedures, including, as appropriate, relevant sections in Part 3 of Keeping Children Safe in Education 2020.

The 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.

The 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'.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff will be in school.

The School will continue to keep the Single Central Record [SCR] up to date as outlined in paragraphs 148 to 156 in KCSIE.

8.0 Online Safety

The 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.

All staff who interact with children, including online, must continue to look out for signs a child may be at risk. Any such concerns should be referred, as per the Safeguarding Policy. Where appropriate, the DSL and SLT will make referrals to Social Services and the Police.

Online teaching should follow the same principles as set out in the School's Protocols. The School will ensure any use of online learning tools and systems is in line with privacy and data protection [GDPR] requirements.

Below are the Safeguarding Protocols for delivering virtual lessons:

- All permissions have been activated to ensure that only Heston students and staff have access to the Microsoft Teams lessons
- 'Computeach' have been commissioned to audit the setting of permissions and train the Network Team to manage the Microsoft Teams software
- Lessons will be livestreamed and not recorded
- Staff must always have their webcam turned off so that they are not visible to students
- When using a visualiser, staff must ensure that the camera only points at the work
- Students will be reminded to turn their cameras and microphones off. If students do not follow this request they will be removed from the lesson
- Before sharing their desktop, staff should have watched the video: 'How to share your desk top safely' so that only the appropriate application is shared
- All resources shared in MT should be stored in the class materials folder so they cannot be edited
- Unsupervised 'Breakout' rooms should not be used
- Any safeguarding concerns should be reported in line with the School's Safeguarding Policy

9.0 Supporting Children Not in School

Heston Community School is committed to ensuring the safety and well-being of all its children and young people. Heston 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. Where the DSL identifies a child as being on the edge of social care support, or someone who would normally receive additional emotional support in school, a referral will be made to either the Learning Mentor or the School Counsellor.

10.0 Supporting children in school

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

The School will continue to refer to the Government guidance for education and childcare settings and follow the advice from Public Health England on all measures to limit the risk of spread of COVID-19.

Awaiting GB Ratification