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

**School Name: Hillcrest School**

**Date of policy: 5th January 2021**

**Date of Review: 12th February 2021**

**Section 1 - Context**

This addendum of our Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements during periods of student, class and/or year group isolation at home.

**Section 2 - Key Contacts**

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| **Role** | **Name** | **Email** |
| Designated Safeguarding Lead | Steven Connor-Hemming | [sconnor-hemming@hillcrest.bham.sch.uk](mailto:sconnor-hemming@hillcrest.bham.sch.uk)  safeguarding@hillcrest.bham.sch.uk |
| SENDCO | Julie Penn | jpenn@hillcrest.bham.sch.uk |
| Deputy DSL | Mary Bunce (Looked After Child Co-ordinator) | mbunce@hillcrest.bham.sch.uk  safeguarding@hillcrest.bham.sch.uk |
| Deputy DSL | Yvette Preston | ypreston@hillcrest.bham.sch.uk  safeguarding@hillcrest.bham.sch.uk |
| Deputy DSL | Nayah shaw | [nshaw@hillcrest.bham.sch.uk](mailto:nshaw@hillcrest.bham.sch.uk)  safeguarding@hillcrest.bham.sch.uk |
| Deputy DSL | Kirsty Ankiah | [kankiah@hillcrest.bham.sch.uk](mailto:kankiah@hillcrest.bham.sch.uk)  safeguarding@hillcrest.bham.sch.uk |
| Headteacher | Julie Davies | jdavies@hillcrest.bham.sch.uk |
| Safeguarding Governor | Dee McIlmurray | dmcIlmurray@hillcrest.bham.sch.uk |
| Oaks Well-Being Co-ordinator | Danielle Haslam | danielle@circlewellbeingservices.co.uk |

**A member of the safeguarding team will be available to contact on the main school telephone number (0121 4643172) during school hours (9.00am-3.00pm Monday-Friday).**

**Section 3 - Vulnerable children**

As outlined by the DFE on 30th January 2020, vulnerable children 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 (EHC) plan
* have been identified as otherwise vulnerable by educational providers or local authorities (including children’s social care 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 care 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 pupils and students who need to attend to receive support or manage risks to their mental health

Those with an EHC plan will be risk-assessed by the DSL/SENDCO, in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school 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.

Eligibility for free school meals in and of itself will not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead and Deputy Safeguarding Leads, know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children’s social care support.

Hillcrest 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 local authority virtual school head (VSH) for looked-after and previously looked-after children. **The lead person for this is Steven Connor-Hemming (DSL).** However, if the DSL is not available at any stage, parents/carers and agencies can contact any member of the safeguarding team at [safeguarding@hillcrest.bham.sch.uk](mailto:safeguarding@hillcrest.bham.sch.uk)

There is an expectation that vulnerable children who have a social or family support worker will attend school, where possible, so long as they do not have underlying health conditions that put them or others at 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 Hillcrest School will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, Hillcrest School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. If all parties involved agree it is not appropriate for a vulnerable child to attend any form of educational setting, it will be agreed that the child will work remotely at home and a member of the safeguarding team will contact the parent/carer twice each week and speak to the pupil on each occasion to monitor their well-being and academic progress (see section 10).

Hillcrest School may decide it is not appropriate to open the school to pupils due to staffing shortages or due to an actual/suspected outbreak of Covid-19. In this event, the school will explore opportunities for vulnerable and children of frontline workers to attend another Oaks hub or alternative local school. Under these circumstances, the Designated Safeguarding Lead (and deputies) will contact the parent/carer and relevant support worker to confirm arrangements and agree plans to ensure the child can get to and from the designated school each day.

If Hillcrest School are unable to provide education at school or another Oaks hub/local school, the Designated Safeguarding Lead (and deputies) will contact the parent/carer and relevant support worker to explain the reasons behind this decision and agree appropriate monitoring provision with the social or family support worker, as outlined in section 10 of this policy. Appropriate work will be set for the pupil remotely on Show My Homework and other forms of remote learning.

The DSL will also work closely with relevant support agencies to support families in ensuring children return to school, as currently planned, on 22 February 2021 and appropriate support mechanisms are in place to facilitate their child’s return and successful engagement in their learning.

**Section 4 - Attendance monitoring**

Local authorities and education settings do not need to complete their usual day-today attendance processes to follow up on non-attendance. Hillcrest School and social workers will agree with parents/carers whether any vulnerable children should be attending school – Hillcrest School will then follow up on any pupil that they were expecting to attend, who does not. Hillcrest school will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend. The same process will apply to vulnerable children without social care or family support intervention.

To support the above, Hillcrest School will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Hillcrest School will notify their social worker and plan appropriately to meet their academic and welfare needs.

**Section 5 - Designated Safeguarding Lead**

When Hillcrest School is open to pupils, we will endeavour to ensure a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or email.

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. This might include updating and managing access to child protection online management system (CPOMS), liaising with the offsite DSL (or deputy) and, as required, liaising with children’s social workers where they require access to children in need and/or to carry out statutory assessments at school.

When school is open, staff on site will be made aware of safeguarding provision and how to contact team members for advice. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

All staff have access to the DSL (or deputy) when working remotely from home. Staff will set work for pupils on Show My Homework(SMHW) and form tutors will communicate with all pupils in their form group, as a ‘Check-In’, on a fortnightly basis via SMHW. The ‘Check-In’ message will be prepared by the DSL to reflect general welfare issues and needs at the time of the ‘Check-In’ cycle. The Form Tutor messages will also signpost pupils to relevant external support agencies, ie – KOOTH.

Staff will not have any contact with pupils through email, phone or any form of Apps. Pupils will be allowed to send messages to their teachers through Show My Homework if they are find any aspect of the work set difficult. Staff will follow standard safeguarding procedures on CPOMS if this communication indicates any potential safeguarding concerns and a member of the safeguarding team will follow up the concern and take appropriate action. The same principles apply if a pupil sends an email to a member of staff whilst working from home. Staff are not encouraged to communicate with a pupil through email and should refer their concerns to a member of the safeguarding team immediately.

**Section 6 - Reporting a concern**

As above, where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead at [safeguarding@hillcrest.bham.sch.uk](mailto:safeguarding@hillcrest.bham.sch.uk)

This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay. The safeguarding team will follow standard safeguarding guidance to make a decision on the most appropriate course of action, including referrals, as required.

Where staff are concerned about an adult working with children in the school, they should report the concern immediately to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally (where possible) and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Dee McIlmurray.

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

**Section 7 - Safeguarding Training and induction**

DSL 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 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.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child. All staff will be directed to complete on-line safeguarding CPD during the lockdown period, ie – online-safety and PREVENT training.

Where new staff or volunteers are recruited, Hillcrest School will ensure they receive appropriate on-line safeguarding training as part of their 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 ongoing disciplinary investigation relating to that individual.

Upon arrival, as well as receiving on-line safeguarding training, they will be given a copy of our Child Protection policy, confirmation of local processes and DSL arrangements.

**Section 8 - 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, Hillcrest 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) (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.

When we 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.

Hillcrest 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.

Hillcrest 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](mailto: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, Hillcrest School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

**Section 9 - Online safety**

Hillcrest 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 or at another local school, appropriate supervision and monitoring 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 a child may be at risk. Any such concerns should be dealt with as per the 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 Hillcrest School staff code of conduct and Child Protection policy. Further guidance is available in our ‘Remote Learning’ policy.

Hillcrest school 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 any form of live and virtual lessons;

* No 1:1s, groups only
* Staff and children must wear suitable clothing, as should anyone else in the household.
* Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
* Any on-line class lesson should be pre-recorded so that if any issues were to arise, the video can be reviewed.
* Language must be professional and appropriate, including any family members in the background.
* Any Live Learning must be authorised by the Headteacher and monitored by the Deputy Headteacher for ‘Teaching and Learning’.
* Staff must only use platforms provided by Hillcrest School to communicate with pupils (Show My Homework)

Parents/Carers receive safeguarding guidance on a weekly basis through ParentMail. Online safety is a key feature of the safeguarding information we share with parents/carers, along with updated guidance on the school website. Parents/carers are signposted to updated government online safety guidance.

<https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online>

**Section 10 - Supporting children not in school**

Hillcrest School is committed to ensuring the safety and wellbeing of all its Children and Young people. Information has been added to the school website about how children and parents/carers can contact the safeguarding team if they have any concerns during this period.

The school website contains guidance on various on-line support they can access during this time, i.e. – The Waiting Room, Forward Thinking Birmingham, KOOTH, PAUSE, Anna Freud Centre, Emerging Minds, Trussel Trust, CRUSE, Barnardo’s, ChildLine, Spurgeons. Links are made to specific organisations in weekly safeguarding mails sent to all parents via ParentMail.

Members of the safeguarding team will email or phone specific parents/carers with links to sources of support as required (i.e. – Local Food Banks/Housing support/Resilience Funds/Early Help Location Teams)

Prior to the government’s decision to close schools, the safeguarding team at Hillcrest School identified our most vulnerable children and devised a support plan for each pupil. All social workers and family support workers were contacted during wb 4th January 2021 and notified of methods of communication with the safeguarding team. All contact details of social/family support workers, and other key agencies involved, were added to a centralised contact list that is accessible to all members of the safeguarding team. This list will be reviewed and updated on a weekly basis. Details of all contact with key support workers have been recorded on CPOMS.

During the wb 4th January 2021, the safeguarding team contacted the parents/carers of all vulnerable pupils to check contact details and those of second/third contacts. Any changes to contact details were recorded on Progresso and parents/carers were advised to contact the safeguarding team via the school safeguarding email address during the period of closure if they required any additional or specific support.

As outlined in BCC guidance, the safeguarding team will endeavour to follow the guidance below, if the student does not attend school during the period of lockdown:

***Children on a Child Protection Plan***

* Telephone contact will be made by a member of the safeguarding team twice a week. During these conversations, the child should be spoken to.
* Any concerns raised during these conversations, will be referred immediately to the allocated social worker
* If there is the need for a home visit, the DSL (or deputy) will contact the Social Worker and agree plans to visit the family home, if deemed necessary to do so. Alternatively, our Educational Welfare Officers will undertake home visits.
* Where possible, children should be seen weekly by a professional. This can be at a safe distance on the doorstep but only where a risk assessment has been completed in line with most up to date Public Health guidelines.
* Where families are self-isolating due to illness and direct contact is not possible, sight of the child through a window may be necessary.

***Children on a Child in Need Plan***

* Telephone contact will be made by a member of the safeguarding team twice a week. During these conversations, the child should be spoken to where appropriate.
* Any concerns raised during these conversations, will be referred immediately to the allocated social worker
* If there is the need for a home visit, the DSL (or deputy) will contact the Social Worker and agree plans to visit the family home, if deemed necessary to do so. Alternatively, our Educational Welfare Officers will undertake home visits.
* Where necessary or possible, children should be seen weekly by a professional. This can be at a safe distance on the doorstep but only where a risk assessment has been completed in line with most up to date Public Health guidelines.
* Where families are self-isolating due to illness and direct contact is not possible, sight of the child through a window may be necessary.

***Children with a Family Support Worker***

* Telephone contact will be made by a member of the safeguarding team twice a week. During these conversations, the child be spoken to where appropriate.
* Any concerns raised during these conversations, will be referred immediately to the allocated family support worker
* If there is the need for a home visit, the DSL (or deputy) will contact the Family Support Worker and agree plans to visit the family home, if deemed necessary to do so. Alternatively, our Educational Welfare Officers will undertake home visits.
* Where possible, children should be seen weekly by a professional. This can be at a safe distance on the doorstep but only where a risk assessment has been completed in line with most up to date Public Health guidelines.
* Where families are self-isolating due to illness and direct contact is not possible, sight of the child through a window may be necessary.

**Vulnerable Children without a Social Worker/Family Support Worker**

* It is advised that families are contacted by telephone once a week and the pupil spoken to where appropriate to do so.
* If any concerns are identified the safeguarding team will discuss any appropriate follow up actions. This may involve increased telephone monitoring or a member of the safeguarding team visiting the family home if the family **are not** being required to self-isolate through illness. Alternatively, our Educational Welfare Officers will undertake home visits.
* Where families **are** self-isolating due to illness and direct contact is not possible, conservation with the parent/carer and sight of the child through a window may be necessary.
* The safeguarding team will decide on the most appropriate course of action as a result of this communication, i.e. – direction to appropriate on-line support agencies, signposting to Food Banks, referral to police, Early Help assessment, referral to Children’s Social Care, referral to Early Help Location Team, completion of funding applications, signposting to financial support organisations to help with tax/benefits/furloughing, etc

We would advise that staff use school phones but appreciate that this may not always be possible. If staff need to use their mobile phones they should turn off “show my caller ID” in the phone setting of your smart phone so that your number is protected. Alternatively, they should can 141 in front of the pupil number, and this will withhold your home number if calling from a landline.

In addition, the school will ask our Educational Welfare Officers to support the safeguarding team in trying to make contact with vulnerable families and undertake home visits if we are unable to make contact at least once a week with any of our vulnerable families. The Educational Welfare Officers will follow the Public Health guidance outlined above.

We will endeavour to maintain contact with the families of children on Child Protection and Child in Need plans during the summer holidays. Additionally, we will ensure a member of the safeguarding team participates in any CP/CIN/LAC meetings during the summer holidays and respond to any information requests from CASS, Early Help and/or police. All social workers and family support workers, along with parents, have been given the details to contact our safeguarding team directly during the summer holidays if required.

Parents/Carers have been signposted to ‘Early Help Location Teams’ on our school website if they require any financial or family-based support during the summer holidays, as well as to local foodbanks, financial support and mental health agencies across Birmingham.

**All children**

Hillcrest 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 need to be aware of this in setting expectations of pupils’ work where they are at home. If a member of staff reports a concern about a pupil’s emotional well-being or physical safety, or of the child makes a direct disclosure, the safeguarding team will follow standard safeguarding procedures and the DSL will consider any referrals as appropriate, ie – FTB.

**Section 11 - Supporting children in school**

Hillcrest is committed to ensuring the safety and wellbeing of all its pupils.

We will continue to be a safe space for all children to attend and flourish (this may be at Hillcrest school or another Oaks hub / alternative local school). The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

If any pupil attends a hub / alternative local school to access their education, the Headteacher will ensure relevant information is shared with the hub school about the pupil in advance (i.e. – parent contact details, health information and any medication required, FSM information, appropriate safeguarding information and contact details of support workers/DSL at Hillcrest, etc). The Headteacher will ensure appropriate staff from Hillcrest school attends/visits the hub/alternative local school to support and monitor the pupil.

Whether a pupil accesses their education at Hillcrest or an Oaks hub / alternative local school, we 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 COVID19.

We will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them. This will be individual to each child and recorded on CPOMS.

Where the Headteacher has concerns about the impact of staff absence on the ability of the school to provide access to education on site or at a hub/alternative local school – such as our Designated Safeguarding Lead, other members of the leadership or pastoral teams, first-aider – the Headteacher will discuss concerns with Chair of Governors to agree the most appropriate course of action to best meet the needs of vulnerable or children of critical workers. Under these circumstances the Headteacher may explore provision in part of the city.

**Section 12 - Peer on Peer Abuse**

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

If we receive 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 our Child Protection and Anti-Bullying policies. 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 on CPOMS and appropriate referrals made as required, ie – Community Police.

Guidance has been sent to students in all year groups about how to protect themselves online as part of the weekly form tutor task and through emails sent directly by the DSL.

**Section 13 – Mental Health and Emotional Well-Being**

Our Emotional Well-Being Co-ordinator, Danielle Haslam, will continue to monitor pupils she is working with and maintain weekly telephone contact with pupils and their families. She will also continue to do this for any pupils she has worked with during the academic year.

Danielle will continue to provide the school link to Forward Thinking Birmingham during this time and will participate in any multi-agency meetings via telephone and video links. In addition, Danielle will provide the safeguarding team with advice and guidance if the team have any concerns about the emotional well-being of any pupil during this time.

Guidance will be sent to pupils through Show My Homework and parents/carers through ParentMail about on-line and local support that can be accessed to support mental health and emotional well-being, ie – KOOTH, Emerging Minds, CRUSE, FTB. Our school website is regularly updated with relevant support agencies and a summary of the types of support they can offer.