



# Annex to Child Protection Policy

## COVID-19 changes to our Child Protection Policy

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| <b>Title</b>                 | Annex to Child Protection Policy   |
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| <b>Owner of Policy</b>       | Peter Petrou (Goffs) and Sarah Baker (Goffs-Churchgate)                      |
| <b>Committee Responsible</b> | Pastoral   |
| <b>Trustee Link</b>          | Kathy Dunnett  |
| <b>Review Date</b>           | On the lifting of current Covid19 restrictions and how they apply to schools |

**Enquiries & comments:**

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## **Appendum Review**

This appendum will remain in place until such times as schools are reopened fully and return to normal day to day working.

Updates of this appendum will be made as necessary to incorporate recommendations from the Department of Education and Herts County Council. The appendum was created in April 2020 in line with the DFE guidance document Coronavirus: safeguarding in schools, colleges and other providers, published 27<sup>th</sup> March 2020



Signature

Date: 31<sup>st</sup> March 2020

**Alison Garner, Executive Principal**



Signature

Date: 31<sup>st</sup> March 2020

**Andrew Clarke, Chair of Board of Trustees**

## 1. 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 the Generations Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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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 (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan 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 the Local Authority and parents, to decide whether they need to continue to be offered a school or college 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 should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) 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.

Generations MAT 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 will be: Sarah Baker (Goffs-Churchgate) and Peter Petrou (Goffs)

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 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 name will explore the reasons for this directly with the parent.

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

Generations MAT will encourage our vulnerable children and young people to attend a school, including remotely if needed.

## **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.

Generations MAT staff and social workers will agree with parents/carers whether children in need should be attending school – the MAT will then follow up on any student that they were expecting to attend, who does not. Generations 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.

To support the above, Generations MAT staff 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, school name will notify their social worker.

### **Designated Safeguarding Lead**

**The Designated Safeguarding Lead are:** Sarah Baker (Goffs-Churchgate)  
s.baker@goffschurchgate.herts.sch.uk Peter Petrou (Goffs) ppe@goffs.herts.sch.uk

### **The Deputy DSLs for Goffs-Churchgate are:**

Lyndsay Johnson [l.johnson@goffschurchgate.herts.sch.uk](mailto:l.johnson@goffschurchgate.herts.sch.uk)  
Cheryl Goodchild [c.goodchild@goffschurchgate.herts.sch.uk](mailto:c.goodchild@goffschurchgate.herts.sch.uk)  
Dave Emmott, [d.emmott@goffschurchgate.herts.sch.uk](mailto:d.emmott@goffschurchgate.herts.sch.uk)  
Sharon Robson, [s.robson@goffschurchgate.herts.sch.uk](mailto:s.robson@goffschurchgate.herts.sch.uk)  
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Liz Allum [l.allum@goffschurchgate.herts.sch.uk](mailto:l.allum@goffschurchgate.herts.sch.uk)

### **The Deputy DSLs for Goffs are:**

Sue Pressney – [spr@goffs.herts.sch.uk](mailto:spr@goffs.herts.sch.uk)  
Mark Holding – [mho@goffs.herts.sch.uk](mailto:mho@goffs.herts.sch.uk)  
Fran Grote - [fgr@goffs.herts.sch.uk](mailto:fgr@goffs.herts.sch.uk)  
Karen Lawrence - [kla@goffs.herts.sch.uk](mailto:kla@goffs.herts.sch.uk)  
Kelly McBride - [kmc@goffs.herts.sch.uk](mailto:kmc@goffs.herts.sch.uk)

The optimal scenario is to have 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 online video - for example when working from home.

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 and 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 the school or college.

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

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely

### **Reporting a concern**

#### **Goffs-Churchgate Academy:**

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 Safeguarding Team which includes the DSL. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay.

**Goffs Academy:**

Where staff have a concern about a child, they should call one of the safeguarding team on the numbers listed below. Staff member will then be asked to email the safeguarding member they spoke to with details of: student name and concern.

|                    |                           |
|--------------------|---------------------------|
| Peter Petrou (DSL) | Sue Pressney (Deputy DSL) |
| 07387 659170       | 07796 715488              |
| Mark Holding       | Karen Lawrence            |
| 07394 561491       | 07519 043128              |
| Fran Grote         | Kelly McBride             |
| 07796 715478       | 07796 715481              |

In the unlikely event that a member of staff cannot speak to a member of the safeguarding team via a phone call, they should email the Safeguarding Team (Goffs\_safeguarding@goffs.herts.sch.uk) which includes the DSL. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay.

**The following is the information issued from HCC on reporting and advisory arrangements**

Temporary Closure – The Consultation Hub for Child Protection Advice in Response to COVID-19

As part of continued efforts to manage the ongoing concern of COVID-19, Hertfordshire County Council (HCC) is implementing Business Continuity Plans. We want to assure you that in Children’s Services we are working to ensure we maintain service delivery wherever possible, whilst managing the impact on our staff and the children and families we are supporting.

In light of this, we have taken the decision to temporarily close the Consultation Hub for Children Protection Advice from 18 March 2020 until further notice.

In the absence of the ‘office based’ Consultation Hub service, we are asking schools to seek advice directly from Child Protection School Liaison Officers (CPSLOs.) If you have a concern about a child that you believe has suffered significant harm or is at risk of harm and therefore will warrant a child protection referral to Children’s Services, please phone the CPSLO for advice.

**Please note: where you are concerned that a child may be at imminent risk of significant harm, please call 999 for Police and make a Child Protection Contact Referral by either calling the Customer Service Centre on 0300 123 4043, and/or complete and submit a Child Protection Contact Referral online. The form will be located online at [www.hertfordshire.gov.uk/childprotection](http://www.hertfordshire.gov.uk/childprotection)**

There will be an expectation that before you call CPSLOs for advice, you continue to consult the Continuum of Need and HSCB Child Protection Procedures and your designated safeguarding lead.

The CSPLOs team will provide a consultation service:

- Mondays to Thursdays 9.00am – 5.00pm and 9.00am – 4.00pm on Fridays
- Will be operational during term-time only, for as long as schools remain open

The contact details for each CPSLO and the duty rota is as follows:

Paula Hayden: 01992 556710

Viv Hammond: 01992 588800

Freya Rymer: 01992 588182

John Mairs: 01992 555298

Kassiane Papageorgiou – Team Manager - 01992 556979

Referrals to LADO should be made on the LADO referral form and sent to:

LADO.Referral@hertfordshire.gov.uk.

If the LADO referral is out of office hours please ring 0300 1234043 or the police on 101

Where staff are concerned about an adult working with children in the school, they should use a yellow form to report the concern to the Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email to the Principal.

If staff members have concerns about another staff member, then this should be referred to the Principal. Where there are concerns about the Principal or Executive Principal, this should be referred to the Chair of the Board of Trustees. Staff may consider discussing any concerns with the school's Designated Senior Person and make any referral via them.

The Chair of the Board of Trustees in this school is:

NAME:

Email:

Andrew Clarke

[Andrew.Clarke@goffs.herts.sch.uk](mailto:Andrew.Clarke@goffs.herts.sch.uk)

In the absence of the Chair of the Board of Trustees, the Vice Chair should be contacted.

### **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 (2019).

The DSL should 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, or new volunteers enter the Trust, they will continue to be provided with a safeguarding induction. If staff are deployed from another education or children's workforce setting to our schools, 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

For movement within the Trust, schools should seek assurance from the Multi Academy Trust (MAT) HR Manager that the member of staff has received appropriate safeguarding training.

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

### **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, Generations 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).

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 Generations 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.

Generations 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. Generations MAT 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, Generations 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**

Generations 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.

### **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, to the police.

Online teaching should follow the same principles as set out in the MAT code of conduct. Generations 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 if delivering 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
- The live class should be recorded so that if any issues were to arise, the video can be reviewed
- 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 provided by Generations MAT to communicate with students
- Staff should record, the length, time, date and attendance of any sessions held

### **Supporting children not in school**

Generations MAT is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL 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.

Details of this plan must be recorded on CPOMS, as should a record of the contact made. The communication plans can include: remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Generations and its DSLs will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan must be reviewed regularly (at least once a fortnight,) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website.

Generations recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of students and their parents/carers. Teachers at Generations need to be aware of this in setting expectations of students' work, where they are at home.

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

### **Supporting children in school**

Generations MAT is committed to ensuring the safety and wellbeing of all its students.

Schools within the Generations MAT will continue to be a safe space for all children to attend and flourish. The Principals will ensure that appropriate staff are on site, and staff to student ratio numbers are appropriate, to maximise safety.

Generations MAT 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.

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

### **Peer on Peer Abuse**

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

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 of the Child Protection 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 on CPOMS and appropriate referrals made.