



# HAGLEY CATHOLIC HIGH SCHOOL



## Appendix 1: COVID-19 school arrangements for Safeguarding and Child Protection at Hagley Catholic High School



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## 1. Context

From 20th March 2020 parents were asked to keep their students at home, wherever possible, and for schools to remain open only for those students 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 students - students who are vulnerable, and students whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

### Key Contacts:

Role	Name	Email
Designated Safeguarding Lead	Ms N Hackett	<a href="mailto:nhackett@hagleyrc.worcs.sch.uk">nhackett@hagleyrc.worcs.sch.uk</a>
Deputy Designated Safeguarding Lead(s)	Mrs K Morris Mrs L Imrie	<a href="mailto:kmorris@hagleyrc.worcs.sch.uk">kmorris@hagleyrc.worcs.sch.uk</a> <a href="mailto:limrie@hagleyrc.worcs.sch.uk">limrie@hagleyrc.worcs.sch.uk</a>
Principal	Mr J Hodgson	<a href="mailto:jhodgson@hagleyrc.worcs.sch.uk">jhodgson@hagleyrc.worcs.sch.uk</a>
Board Safeguarding Link	Mr G Taylor-Smith	<a href="mailto:gtaylor-smith@stnicholasowen-mac.org.uk">gtaylor-smith@stnicholasowen-mac.org.uk</a>
SENDCO	Mrs L Imrie	As above
Safeguarding and Inclusion Officer	Ms M Cleland	<a href="mailto:mcleland@hagleyrc.worcs.sch.uk">mcleland@hagleyrc.worcs.sch.uk</a>

### Who are 'Vulnerable students'?

Vulnerable students include those who have a Social Worker and those students and young people up to the age of 25 with education, health and care (EHC) plans. Those who have a Social Worker include students 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 Students 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 students 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 students are. They have the flexibility to offer a place to those on the edge of receiving students's social care support.

Hagley Catholic High School will continue to work with, and support, students's Social Workers to help protect vulnerable students. This includes working with, and supporting, students's Social Workers and the local authority virtual school head (VSH) for looked-after and previously looked-after students.

The lead person(s) for this will be: **Ms N Hackett and Mrs L Imrie**

There is an expectation that vulnerable students 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 Hagley Catholic High School will explore the reasons for this directly with the parent.



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## 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.

Hagley Catholic High School and Social Workers will agree with parents/carers whether students in need should be attending school – Hagley Catholic High School will then follow up on any pupil that they were expecting to attend, who does not. Hagley Catholic High School will also follow up with any parent/carers who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, Hagley Catholic High School will, when communicating with parents/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, we will notify their Social Worker.

## Staff Presence

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, Safeguard and liaising with the offsite DSL (or deputy) and as required liaising with students's Social Workers where they require access to students in need and/or to carry out statutory assessments at the school or college.

It is important that all Hagley Catholic High School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of 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

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 Safeguard.

In the unlikely event that a member of staff cannot access their Safeguard from home, they should email the Designated Safeguarding Lead and Deputy Safeguarding Leads. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with students in the school, they should email the Principal directly to report the concern. 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.

Concerns around the Principal should be directed to the Chair of Governors



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There is a new email address, managed by the DSL team, for the reporting and monitoring of any remote safeguarding issues that arise: [saferefuge@hagleyrc.worcs.sch.uk](mailto:saferefuge@hagleyrc.worcs.sch.uk)

## 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 Students 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 Hagley Catholic High School they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or students's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding students 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 students's barred list check
- there are no known concerns about the individual's suitability to work with students
- there is no ongoing disciplinary investigation relating to that individual

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 students's workforce or gain access to students. When recruiting new staff, Hagley Catholic High School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Students 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 Hagley Catholic High School 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.

Hagley Catholic High 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.

Hagley Catholic High 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)



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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, Hagley Catholic High School keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **Online safety in schools**

Hagley Catholic High School will continue to provide a safe environment, including where students work online. This includes the use of an online filtering system.

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

## **Students and online safety away from school**

There will be no live, or recorded lessons at this time. All work will be set and managed through Class Charts.

## **Supporting students not in school**

Hagley Catholic High School is committed to ensuring the safety and wellbeing of all its students 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, a robust communication plan is in place, taking monitored pupils from our safeguard system and cross referencing them against any LAC/SEN/EHCP pupils, or where concerns are genuine but do not reach any official threshold. A live spreadsheet is updated as calls are made.

“Communication” priorities phone calls but can include; remote contact, e-mail contact, door-step visits. Other individualised contact methods should be considered and recorded.

Hagley Catholic High School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan will 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 and social media pages. Hagley Catholic High School recognises that school is a protective factor for students and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. A ‘Hagley Wellbeing Hub’ has been created with a specific focus on mitigating any adverse mental health as a result of the current climate. Teachers at Hagley Catholic High School need to be aware of this in setting expectations of pupils’ work where they are at home.

## **Supporting students in school**

Hagley Catholic High School is committed to ensuring the safety and wellbeing of all its student and will continue to be a safe space for all students to attend.

The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.



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Hagley Catholic High 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.

Hagley Catholic High School will ensure that where we care for students of critical workers and vulnerable students on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on Safeguard when appropriate.

Where Hagley Catholic High School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the SLT.

All staff and students working in school will observe the government guidelines on social distancing.

## Peer on Peer Abuse

Hagley Catholic High School 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, and appropriate referrals made.

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