



Independent School for Girls Aged 2 to 18  
and Boys Aged 2 to 11

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## ADDENDUM TO CHILD PROTECTION POLICY COVID-19 SCHOOL WIDER REOPENING ARRANGEMENTS FOR SAFEGUARDING AND CHILD PROTECTION

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Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Sarah Parker

Governor Committee Review: Pupil Welfare

Next Review Date: September 2020

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## Addendum to Child Protection Policy

### 1. Context

From 20<sup>th</sup> 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 and for vulnerable pupils who cannot be safely cared for at home. This advice has now been revised and plans for the wider reopening of schools from the 1st June should now be considered for all eligible children outlined in the Department for Education guidance

- [DfE Guidance: Actions for education and childcare settings to prepare for wider opening from 1 June 2020 Updated 1 June 2020](#)
- [DFE Guidance Coronavirus \(COVID-19\): Safeguarding in schools, colleges and other providers Update 20th May 2020](#)

DfE safeguarding principles:

‘As more children return, a number of important safeguarding principles remain the same:

- the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children’s workforce and/or gain access to children
- children should continue to be protected when they are online’

This addendum of the School’s Child Protection policy contains details of our safeguarding arrangements in the following areas listed below:

The addendum will be reviewed by our designated safeguarding lead (DSL) or a deputy DSL as circumstances continue to evolve or following updated Department for Education advice or guidance. It has been approved by our governing board and is available on the school website

### 2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead and Prevent Lead	Sarah Parker	07833085557	sarah.parker@hlc.org.uk
Deputy Designated Safeguarding Lead/s	Susan Skinner	01423 537030	<a href="mailto:susan.skinner@hlc.org.uk">susan.skinner@hlc.org.uk</a>
	Michele Finnegan	01423 537060	<a href="mailto:michele.finnegan@hlc.org.uk">michele.finnegan@hlc.org.uk</a>
	Claire Whitaker	07827338397	<a href="mailto:claire.whitaker@hlc.org.uk">claire.whitaker@hlc.org.uk</a>
	Laura Brookes	07833444078	<a href="mailto:laura.brookes@hlc.org.uk">laura.brookes@hlc.org.uk</a>
	Sam Brown	01423 537030	<a href="mailto:sam.brown@hlc.org.uk">sam.brown@hlc.org.uk</a>
Principal	Sylvia Brett	01423 504543	<a href="mailto:sylvia.brett@hlc.org.uk">sylvia.brett@hlc.org.uk</a>
Chair of Governors	Francine Holroyd	01423 504543	c/o <a href="mailto:lucy.ingham@hlc.org.uk">lucy.ingham@hlc.org.uk</a>
Safeguarding Governor	Susan Jackson	01423 504543	c/o <a href="mailto:lucy.ingham@hlc.org.uk">lucy.ingham@hlc.org.uk</a>

**Anyone can make a can make a referral in exceptional circumstances to the NYSCP Customer Contact Centre number 01609 780780 and/or LADO contact number 01609 533080**

*This policy applies to all members of our school community, including boarders and those in our EYFS setting.*



### 3. 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 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, especially the Designated Safeguarding Lead (and deputies) 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.

Harrogate Ladies' College and Highfield will continue to work with and support children's social workers to help protect vulnerable children.

Attendance from vulnerable children is expected, where it is appropriate for them (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan, and they do not show or display signs of having contracted COVID 19), so that they can gain the educational and wellbeing benefits of attending. Vulnerable children, regardless of year group, that have not been attending in the recent period are expected to return to nursery, early years, school or college provision where this would now be appropriate for them to do so.

Harrogate Ladies' College and Highfield will encourage our vulnerable children to attend school, including remotely if needed.

### 4. Attendance monitoring

Harrogate Ladies' College and Highfield will resume taking the attendance register from 1 June and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending aligned to

- [DFE Guidance: Recording attendance during the coronavirus \( COVID-19\) outbreak Updated 28th May 2020](#)

The School will submit daily attendance figures to the DfE by 12 noon each day, using the educational settings form.

Harrogate Ladies' College and Highfield's attendance monitoring is informed by the principles which apply to this phase of wider opening included in the 'Approach: first phase of wider opening of educational and child care settings'

[DfE Guidance: Actions for education and childcare settings to prepare for wider opening from 1 June 2020 Updated 1 June 2020](#)

- Children and young people in eligible year groups are encouraged to attend (where there are no shielding concerns for the child or their household), so that they can gain the educational and wellbeing benefits of attending



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- vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so (for children with education health and care (EHC) plans this will be informed by a risk assessment approach)
- children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect people in this category to be attending school or college, and they should continue to be supported to learn or work at home as much as possible.
- a child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting
- if a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home
- staff and children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household

Families should notify their nursery/school/college as normal if their child is unable to attend. Schools should also continue to follow up with any parent or carer whose child has been expected to attend and doesn't.

### **5. Designated Safeguarding Lead**

Harrogate Ladies' College has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The key contacts are detailed at the start of this document.

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 files 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.

It is important that all Harrogate Ladies' College staff and volunteers have access to a trained DSL (or deputy).

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



### 6. Reporting a concern

Staff must be mindful that new concerns may be identified as children start to return to school following partial closures. Where staff have a concern about a child, they should continue to follow the process outlined in the school Child Protection Policy, this includes making a report to the DSL.

Staff are reminded of the need to report any concern immediately and without delay.

All relevant safeguarding and welfare information held on all children (including returning children) must remain as accurate as possible.

Where staff are concerned about an adult working with children in the school, they should 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.

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

### 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 (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 undertake work at Harrogate Ladies' College, they will continue to be provided with a remote safeguarding induction.

If staff are deployed from another education authority 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, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

### 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, Harrogate Ladies' College 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 Harrogate Ladies' College and Highfield 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.



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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.

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, Harrogate Ladies' College will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Ensure there is a record of which staff are onsite daily either on the SCR or separately.

### **9. Mental Health**

Harrogate Ladies' College and Highfield recognises that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of our children and their parents. With children of critical workers and vulnerable children on site, and/or more children returning to school from 1 June onwards, school name will ensure appropriate support is in place for them.

Harrogate Ladies' College and Highfield understands that mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess.

Support for pupils and students in the current circumstances will include existing provision in school, although this may be delivered in different ways, (for example over the phone for those children still not attending provision) or from specialist staff or support services.

Harrogate Ladies' College and Highfield will ensure that teachers are aware of the impact the current circumstances can have on the mental health of those students/pupils (and their parents) who are continuing to work from home, including when setting expectations of children's' work.

### **10. Online safety in schools and colleges**

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.

### **11. 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 school code of conduct.



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The School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

### **12. Supporting children not in school**

Harrogate Ladies' College and Highfield is committed to ensuring the safety and wellbeing of all its pupils.

The School will do what we reasonably can to keep all our children safe. Whilst more children return to school others will continue to stay at home and, in many cases, will be continuing to engage with school online.

School staff who interact with children, including online, will continue to look out for signs a child may be at risk. Any such concerns will be dealt with as per this child protection policy and where appropriate referrals will continue to be made to children's social care and as required the police. 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.

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

### **13. Supporting children in school**

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

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

The 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 COVID19. Please refer to the School's Covid Policy for further details.

The School 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.

### **14. Peer on Peer Abuse**

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

Where the School receives a report of peer on peer abuse, it 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 multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded and appropriate referrals made.

The School will be mindful that some peer relationships may have deteriorated over any closure period and if indeed any online peer on peer abuse has taken place that comes to light on the wider reopening of the school actions will be taken and support provided as outlined in the school's Child Protection Policy.