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16. **Background**

This appendix is intended to provide additional guidance to schools during this COVID-19 lockdown period. Currently, London is in Tier 4 of the restrictions and the contingency framework applies to Hackney schools. Schools are providing remote education for all pupils and onsite provision for pupils eligible through the criteria for vulnerable pupils or for critical worker families. Schools have a remote education strategy available on their websites.

The DfE has provided criteria for pupils categorised as vulnerable and for pupils eligible for onsite education as part of the critical worker scheme <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>.

 The LA has provided the guidance in the box below for Headteachers should they need to further prioritise places due to capacity issues.

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| **Critical worker and vulnerable children provision prioritisation in Hackney** We hope that schools and settings will be able to accommodate all vulnerable children and all critical worker’s children over the lockdown period. However, it may be, with places limited by robust safety measures and with some short-term staff shortages, that at times places will need to be prioritised. In this case schools and settings in Hackney should prioritise in order: 1. Vulnerable children\*
2. Critical workers’\* children in single parent/carer households
3. Critical workers’ children where both parents/carers are key workers
4. Critical workers’ children in two parent/carer households where one parent is a key worker

In order to manage demand schools may then offer other critical workers’ children a part time place so that more children get a place for two or three days during the week - however the management of bubbles in this instance needs careful attention. Headteachers will need to use their discretion when deciding which of the categories of vulnerable children apply in individual cases related to those highlighted in bold below. \*See guidance for definition. **Vulnerable children** includes 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**

Annie Gammon Director of Education 06-Jan-21  |

**KCSIE is statutory safeguarding guidance that schools should continue to have regard to as per their legislative duty. Early years providers must continue to follow the safeguarding requirements in section three of the**[**Early Years Foundation Stage framework**](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)**.**

It remains essential that as far as possible, schools continue to be safe places for children. The way schools are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

* with regard to safeguarding, the best interests of children must always continue to come first
* if anyone in a school 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 (this includes volunteers)
* children should continue to be protected when they are online

This is interim safeguarding guidance, it is under review and is updated when the DfE issues content guidance. Each iteration will be version numbered and dated. The Federation has an effective child protection policy in place reflecting business as usual. This guidance more accurately reflects the arrangements in response to COVID-19 but the safeguarding policy remains in place.

It is important that all staff and volunteers are aware of this policy appendix and are kept up to date as it is revised. Schools will produce their own in house guidance for staff which is specific to each site. This will include information such as:

* Named senior leader on site
* Named onsite DSL (or DSL arrangements)
* Who to contact if concerned about a pupil or member of staff
* Routines for contacting the school if staff members are unwell
* Arrangements for partnering or staying in contact with staff (details for Ed Mutual support)
1. **Help and support**

[Advice for the education sector](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings) is being updated daily. The Department for Education COVID-19 helpline, is available to answer questions.

**DfE coronavirus helpline**

EmailDfE.coronavirushelpline@education.gov.uk

Telephone 0800 046 8687

1. **Role of the local authority** The local authority has provided some guidance on the support for vulnerable pupils, this and other guidance from the LA has been included in this guidance.

For any concerns about safeguarding please contact:

James Sykes: james.sykes@learningtrust.co.uk

0208 820 7285 07717 581720

Billy Baker: billy.baker@learningtrust.co.uk

020 8820 7406

Kate Cracknell: katherine.cracknell@learningtrust.co.uk

020 8820 7773 07747631098

1. **Safeguarding in schools and clusters**

Some schools in the Federation may consider clustering. Where this is being planned, schools should take account of the guidance included in previous versions of this document.

1. **Designated safeguarding leads (DSLs)**

Wherever possible, a school providing care for children should have a trained DSL or deputy available on site.

Schools have had the opportunity to ensure staff can undertake the online DSL training provided through HLT. Therefore, there is a reasonable expectation that a DSL will be onsite in a school each day. Where this is not possible, it is the responsibility of the Headteacher to identify a DSL from a Federation school who is contactable by phone or through an online meeting platform to provide support if necessary.

If it not possible to arrange access to remote DSL support, a senior leader can take responsibility for this role. However, Headteachers should ensure senior leaders taking this responsibility have undertaken the DSL training (available in the Fed shared COVID folder) even if it is not possible for them to complete the assessment element. Whatever the arrangements, **all staff on site must know who to speak to if they are concerned about a pupil.** They must also know who to speak to if they **want to make a safeguarding allegation against a member of staff**. This should be the senior leader on site or the Headteacher responsible for the school site. Any allegations about a Headteacher should be raised with the Executive Principal or Chair of Governors according to the usual policy. Similarly, any safeguarding allegation concerning the Executive Principal should be raised with the Chair of Governors.

1. **Vulnerable children**

Ensuring that vulnerable children remain protected is a top priority for the government. Guidance on vulnerable children can be found here [guidance on vulnerable children and young people](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people). Please note, this guidance was written for the previous lockdown arrangements and has not been updated.

Local authorities have the key day-to-day responsibility for delivery of children’s social care. Social workers and VSHs will continue to work with vulnerable children in this difficult period and should support these children to access this provision.

**Pupils attending onsite provision in schools**

Please see the processes for pupils who will be attending onsite provision in school. These processes have been provided by the Local Authority:

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| **Child Protection (CP) and Child in Need (CIN) Plans** |
| For those children and young people on Child Protection (CP) and Child in Need (CIN) plans it is essential that DSLs inform Children and Families Services (CFS) and the named social worker about the school’s arrangements. If there are planned core group meetings schools should take advice from CFS as to whether these meetings will continue and attend if appropriate and in accordance with advice from government.It is strongly recommended that schools update social workers every day as to whether pupils in receipt of a plan have attended school or not.Please ensure you have contact numbers for the child’s social worker, the social work manager and unit coordinator. Please **copy all three contacts** into any email communication. |
| **Other plans including EHCP** |
| Children and young people with Education Health and Care Plans may experience additional vulnerability if they cannot attend school. Schools should liaise with appropriate professionals to ensure consistency of support, and ensure that all aspects of provision are in place.Please contact the relevant personal in the SEND team for advice and support if you have concerns that cannot be met through school based planning. For any concerns about this process please contact:jo.wilson@hackney.gov.uk Tel: 020 8820 7323 |
| **Children with a CP file in school but no social worker** |
| If you are concerned about a young person who has a CP file in school but a referral hasn’t been previously made, or a referral has been made that did not meet threshold, and you now have increased concerns due to the child not being able to attend school please contact FAST to discuss.Email: fast@hackney.gov.uk Tel:  020 8356 5500 Out of Hours: 020 8356 2710 |
| **Looked After Children** |
| Looked After Children fall under the guidance for vulnerable children and should attend school. Please contact Nick Corker if you have any queries.Nick Corker: nick.corker@hackney.gov.uk Tel: 07949212209 |

**Pupils not attending onsite provision in school**

Most vulnerable pupils will be attending onsite provision, however some vulnerable pupils might not be attending for a range of reasons. Schools will know the pupils that they are concerned about and will be keeping in touch with these families. We strongly recommend that this contact is at least twice a week, however we are aware that many that schools are doing this more frequently. Where possible this contact should be made directly with the pupil. We recommend that a record is kept of this contact.

We are aware that some pupils will become vulnerable during the period of time that schools are delivering remote learning. We recommend that contact is made with all pupils at least once a week, however we are aware that many schools are doing this more frequently. Where possible this contact should be made directly with the pupil. We recommend that a record is kept of this contact.

**First Access Screening Team (FAST)**

If you have concerns about the safety of a child, please contact FAST. Your referral will be processed in the usual way. The referral may involve some input from HLT if required, in order to ensure we provided a tailored rapid response.

Tel:  020 8356 5500

Out of Hours: 020 8356 2710

Email: fast@hackney.gov.uk The referral form and more information can be found at:

<https://hackney.gov.uk/child-protection>

While we are aware that all services are under pressure, please do not hesitate to escalate if you believe services are not responding to urgent concerns. The following email addresses have been provided by the LA:

James Sykes: james.sykes@learningtrust.co.uk

0208 820 7285 07717 581720

Billy Baker: billy.baker@learningtrust.co.uk

020 8820 7406

Kate Cracknell: katherine.cracknell@learningtrust.co.uk

020 8820 7773 07747631098

Contact the Executive Principal for guidance is further escalation is required.

1. **Home Visits**

Home visitsare not recommended. In the current lockdown, leaders will have less capacity to undertake more routine home visits due to the focus on the provision of remote learning. Schools should work with partners in other services including CSC to ensure the wellbeing or safety of pupils who are not in school.

In the following exceptional circumstances, a home visit might be considered:

* To deliver a package of work to a pupil unable to access online learning where the family is unable to collect it
* To contact a pupil the school has been unable to contact either online or on the phone for more than a week or for whom there is a safeguarding or wellbeing concern.

A home visit should only be undertaken with the permission of the Headteacher. In the absence of the Headteacher due to illness, permission should be sought from the Executive Principal.

* Under no circumstances should a member of staff carry out a home visit alone. Nor should a member of staff enter a home.
* A record of home visits must be kept
* If you have concerns following a home visit make a referral to the DSL
* Staff should observe social distancing between themselves and the pupil/family at all times
* Home visits arising from safeguarding or wellbeing concerns should be conducted in liaison with CSC.
1. **Attendance**

All pupils who are not eligible to be in school should be marked as Code X. They are not attending because they are following public health advice.

As vulnerable children are still expected to attend school full time, they should not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining). If the parent of a vulnerable child wishes their child to be absent, the parent should let the school know. The Department expects schools to grant applications for leave of absence given the exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

* We will follow up pupils who have not turned up to the provision if we are expecting them or if they have normally been attending. Contact will be made via phone call.
* It is helpful to set an expectation with families that pupils will be on site at the start of the provision (e.g. 9am). This will avoid calling families who are just late.

Schools and social workers should be agreeing with families whether children in need should be attending education provision – and the school should then follow up on any child that they were expecting to attend, who does not.

From today, Monday 11 January, the DfE is asking schools and colleges to resume completing a revised [educational setting status form](https://form.education.gov.uk/service/educational-setting-status).

1. **Peer on Peer Abuse**

We recognise that during the closure a revised process may be required for managing any report of peer on peer abuse and supporting victims. Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE, 2019 and of those outlined within our Safeguarding and Child Protection Policy. We will listen and work with children and young people, parents/carers and multi-agency partners to ensure the safety and security of the child/young person concerned. All concerns and actions will be recorded in line with our normal safeguarding processes and appropriate referrals made.

1. **Staff training and safeguarding induction**
* All staff must have read part 1 of KCSIE. Any volunteers or supply staff on site should read KSIE part 1 and sign confirming they have done so.
* Leaders will need to ensure staff are aware of any new local arrangements so they know what to do if they are worried about a child. In Federation schools, we expect concerns to be raised to the DSL, remote DSL or senior leader on site using the schools normal reporting processes.
1. **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. If schools are recruiting new staff, they should continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of 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](https://www.gov.uk/government/news/covid-19-changes-to-standard-and-enhanced-id-checking-guidelines) to minimise the need for face-to-face contact.

Where schools are utilising volunteers, they should continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Schools must continue to follow their 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.

Schools should 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](https://www.gov.uk/guidance/teacher-misconduct-referring-a-case). During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk. All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

1. **Mental health**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers should be aware of this in setting expectations of pupils’ work where they are at home. The department is providing separate guidance on providing education remotely.

Support is available for staff through Education Mutual. For any staff wanting to access counselling or physio, they can visit [www.educationmutual.co.uk](http://www.educationmutual.co.uk) and hover over healthcare and click get help.

This brings up a form to fill out and submit. Within 24 hours the staff member will receive a short call to arrange a triage call, this is to go through options best available and suited to the individual.  After this a recommendation will be put forward to the individual and sessions will be arranged local to them.

The DfE has issued guidance on [mental health and behaviour in schools](https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2).

1. **Online safety in schools**

It will be more important than ever that schools provide a safe environment, including online. Schools and colleges should continue to ensure that appropriate filters and monitoring systems (read [guidance on what “appropriate” looks like](https://www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring)) are in place to protect children when they are online on the school IT systems or recommended resources. We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

**Online teaching** should follow the same principles as set out in the school’s code of conduct. All staff are made aware of the remote learning guidance when delivering virtual lessons, especially where webcams are involved. This includes:

* Teaching to take place within normal school hours
* Staff must wear suitable clothing
* If staff are working from home, it is advised they blur the background if the platform facilitates this.
* Language must be professional and appropriate.
* Staff must only use platforms provided by their school to communicate with pupils
1. **Children and online safety away from school**

All schools should be doing what they reasonably can to keep all of their children safe. In most cases, the majority of children will not be physically attending the school or 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.

As a Federation we agreed to provide briefings to pupils, parents and teachers about online safety. These should be refreshed regularly via online homework, school websites etc. An online safety and screen time advisory note, specific to the current situation, has been produced by The Key safeguarding centre. This is saved in the Covid folder on Fedshare and can be sent out to all parents.

All schools should consider the safety of their children when they are asked to work online. The starting point for online teaching should be that the same principles as set out in the school’s staff behaviour policy or code of conduct. Staff should also refer to the acceptable use of the internet policy

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As part of the briefing given to pupils before schools closed, guidance was given about what a pupil should do if they were worried about themselves or someone in their household. This included the contact details for [Childline](https://www.childline.org.uk/?utm_source=google&utm_medium=cpc&utm_campaign=UK_GO_S_B_BND_Grant_Childline_Information&utm_term=role_of_childline&gclsrc=aw.ds&&gclid=EAIaIQobChMIlfLRh-ez6AIVRrDtCh1N9QR2EAAYASAAEgLc-vD_BwE&gclsrc=aw.ds). This guidance should be revisited along with the online safety guidance as part of the learning programme being offered to pupils.

* [UK Safer Internet Centre](https://reportharmfulcontent.com/) - to report and remove harmful online content
* [CEOP](https://www.ceop.police.uk/safety-centre/) - for advice on making a report about online abuse
1. **Contact with Parents/Carers**

Schools are likely to be in regular contact with parents and carers. Those communications should be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will asked to access and be clear who from the school or college (if anyone) their child is going to be interacting with online.

In their communications with parents and carers, schools should emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

* [Internet matters](https://www.internetmatters.org/?gclid=EAIaIQobChMIktuA5LWK2wIVRYXVCh2afg2aEAAYASAAEgIJ5vD_BwE) - for support for parents and carers to keep their children safe online
* [London Grid for Learning](http://www.lgfl.net/online-safety/) - for support for parents and carers to keep their children safe online
* [Net-aware](https://www.net-aware.org.uk/) - for support for parents and careers from the NSPCC
* [Parent info](https://parentinfo.org/) - for support for parents and carers to keep their children safe online
* [Thinkuknow](http://www.thinkuknow.co.uk/) - for advice from the National Crime Agency to stay safe online
* [UK Safer Internet Centre](https://www.saferinternet.org.uk/advice-centre/parents-and-carers) - advice for parents and carers
1. **Key School Information**

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| **Exec Principal**: Sian Davies, sdavies@primaryadvantage.hackney.sch.uk**Chair of Governors:** John Clark jclark@primaryadvantage.hackney.sch.uk**Vice Chair of Governors:** Ralph Eliot reliot@primaryadvantage.hackney.sch.uk |
| **St John & St James 0208 9852045****Headteacher**: Jo Smith jsmith@johnjames.hackney.sch.uk**Trained DSLs:** Jo Smith jsmith@johnjames.hackney.sch.ukMaisie Adamsdale madamsdale@johnjames.hackney.sch.ukSharon Rees, srees@johnjames.hackney.sch.uk**SENDCO:** Maisie Adamsdale, madamsdale@johnjames.hackney.sch.uk | **Holy Trinity 0207 254 1010****Acting Headteacher:** Catherine Thomas cthomas@holytrinity.hackney.sch.uk**Trained DSLs:**Angela Hunt ahunt@holytrinity.hackney.sch.ukCatherine Thomas cthomas@holytrinity.hackney.sch.ukChloe Wilson cwilson@holytrinity.hackney.sch.ukHannah Williams hwilliams@holytrinity.hackney.sch.ukPhilippa Hay phay@holytrinity.hackney.sch.ukSarah Mather smather@primaryadvantage.hackney.sch.ukSophie Lawes slawes@primaryadvantage.hackney.sch.uk**SENDCO** Angela Hunt ahunt@holytrinity.hackney.sch.uk |
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