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**Hawkley Hall High School**

**Safeguarding and Child Protection Arrangements for the phased reopening of school to Year 10 students**

**Devised in response to the widespread outbreak of**

**Coronavirus (COVID-19)**

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| **Date:** | **4th June 2020** |
| **Agreed by Governors:** |  |

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| **1.** | **Context** |

As of the beginning of June, 2020 schools across England remain closed to the vast majority of students due to the widespread outbreak of Coronavirus (COVID-19). Schools were advised by Government to close their doors for an indefinite amount of time in order to minimise social contact and therefore try to halt the spread of the disease.

Hawkley Hall has remained closed from Friday 20th March 2020 except for children of ‘Key workers’, those students who have an Education Health Care Plan and those with a Social worker who are considered as ‘vulnerable’(as directed by the DfE). This is provided that these groups of children could not be safely cared for at home. This number of students has risen slightly in more recent weeks as more parents have had to return to work and as some students have started to find being at home every day more of a challenge. We now have 20+ students accessing school provision on site on some days from various year groups. The year group with the most students on site is Year 7, most likely because they are younger.

HHHS has and will continue to review and offer places for our vulnerable children and for the children of key workers Every school will of course have different circumstances. The Local Authority has also sent updated lists of those that they deem to be classed as ‘vulnerable’ and we are monitoring this closely.

The government has now announced that from 1st June 2020 schools across England may partially reopen for some year groups. For secondary schools without a Sixth Form such as Hawkley Hall, the partial reopening applies to Year 10 however not all students will be on site at once and this will be limited to a few hours a week for the four weeks in the first instance.

Wigan’s Local Authority has expressed that schools should not rush to reopen and should only reopen when it is safe to do so. The LA has given a date of Monday 15th June as the date when they believe that schools could be potentially ready to start having Year 10 students on site at the same time as the Key/worker/vulnerable group however for Hawkley, this will only happen when leaders and governors are satisfied that everything is in place so that students and adults can be safe. School leaders have ensured that meticulous planning and Risk Assessment has taken place and we are also working with consultancy firm Arcadis. We also continue to keep abreast of the government’s updates on the five key tests which show whether the spread of the virus is slowing or not.

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| **2.** | **Purpose** |  |

The purpose of this policy is to guide staff, governors and parents/carers as we currently live and work in a unique set of circumstances of which we have not experienced before.

Our aim is to continue to effectively safeguard all of our students to the best of our ability, despite the fact that we do not know when we will see the vast majority our children again and this is because we do not know when we will be permitted to open the school fully and get back to ‘normal’.

This policy should be considered alongside the following documents which can be found on the school website: <https://hhhs.net/our-policies-key-documents/>

* The HHHS Anti-bullying policy
* The updated addendum to the behaviour policy and full behaviour policy
* The updated addendum to the medical policy

As well as this, the Risk assessment and phased reopening plan written by The Headteacher specifically for the partial reopening of school to Year 10 students should be read and fully understood by all staff and governors.

**It is important to remember that at this time, the vast majority of our students are at home rather than in school and this therefore poses even more of a safeguarding challenge than usual.**

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1. **Whole- school Safeguarding procedure for staff to follow whilst working from home.**

The DSL/Deputy DSL may also make a social care referral if necessary.

**The DSL/Deputy DSL will not carry out home visits at this time due to vulnerability related to social distancing and COVID-19. The LADO has advised that they use one of the phone numbers above instead.**

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| **4.** | **Vulnerable students already known to us** |

The Safeguarding team at Hawkley keeps detailed chronology of safeguarding concerns that have been passed to them. This then helps to provide a bigger picture of our vulnerable children throughout a child’s educational career. From this, a ‘Red Amber Blue’ list has been established.

During the COVID-19 school closures, both the DSL and the Deputy DSL, and other key safeguarding staff have divided up between them the most vulnerable children and are making contact with home (via phone) on a regular basis. Staff are now also speaking to the child directly rather than just the adult. Should staff become concerned, they will again contact the DSL who will then decide whether to inform Social Care or the LADO, as well as outside agencies that are already working with the child or family. HHHS will be continuing to offer school child care provision to the vulnerable families (where it is safe to do so) as the closure continues and this will be established through our regular liaison with their parents, carers and other professionals who work with these families.

Key safeguarding staff:

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| **Name** | **Role** | **Responsible for:** |
| Alison O’Brien | DSL | Contacting and liaising with the most vulnerable students known to us and this includes those on a CP plan and those classed as CiN**\*** |
| Cathy Serjent | Deputy DSL |
| Mark Ratcliffe | Engagement Coordinator | Contacting weekly CLA (Children Looked after – all of whom have a social worker)**\*** |
| Fiona Holmes and Joanne Jackson | Deputy DSL &Head of Inclusion/ DHO Inclusion | Contacting weekly Students with an EHCP\* |
| Claire Lambert | School Counsellor | DSL/Deputy DSL may ask the counsellor to make welfare calls for some of the pupils who were already being seen by school counsellor\* |

**\*Contact may be made during the school holidays as well as term time.**

When the government extended the school closures, a whole school welfare call strategy was implemented and key pastoral staff were able to speak to the overwhelming majority of students directly to check on their wellbeing. A small number of home visits have also been made by the attendance officer linked to Hawkley from the LA (Simon Wetton).

A second wave of welfare calls is now being undertaken by form tutors of Years 7, 8 and 9 who have been informed of specific protocols to follow when ringing parents and the students in their form. It is hoped that this will boost morale of the students by hearing a familiar voice. Once we know which Year 10 students will be accessing in-school provision, we will then start to phone those Year 10 students who are **not** in school in order to check on them again.

The school counsellor and Heads of Year have also set up regular weekly calls for those students who are struggling to cope in light of the forced school closure. The DSL and deputy DSLs continue to be in contact with outside agencies such as Social care, the police and Startwell in relation to specific students.

We will endeavour to compile a list of families that have been directly affected by COVID-19 in order to offer our support.

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| **5.** | **Concerns about a staff member** |

If staff become concerned about an adult working with children in the school or on social media platforms, they should contact the Headteacher [M.Klinck@hhhs.net](mailto:M.Klinck@hhhs.net) straight away. This is also the case if staff become worried about the mental health of another staff member during this difficult time.

Concerns around the Headteacher should be directed to the Chair of Governors, David Stainton. [D.Stainton@hhhs.net](mailto:D.Stainton@hhhs.net)

The LADO will continue to offer support in the process of managing allegations.

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| **6.** | **Attendance** |

The vast majority of our students are not attending school and are instead working at home in the care of their parents. Staff are setting work via the on-line learning platform ‘Show My Homework’ and regular checking of their engagement with this is monitored by members of the Senior Leadership team. Where disengagement has occurred, troubleshooting and contact home has and will continue to occur to ensure that no child is at a disadvantage due to lack of access to the internet or a suitable electronic device. Packs of work have been posted and will continue to be posted out and/or delivered to the homes of those students who have found it difficult to access online work. A number of children have been provided with the means to gain additional internet access at a cost to school. School is also now aiming to provide devices such as laptops to those who are having to share a device or who have no suitable device to access work electronically. This applies particularly to Year 10 students.

School and social workers have agreed with parents/carers whether children in need should be attending school and school has followed up on any student that they were expecting to attend, but did not. Social workers have been involved in the shared decision making about attendance of Children who are classed as Looked After. As was mentioned in section 4 of this policy, HHHS will continue to offer child care provision for vulnerable families. Should the numbers of children rise, school will ensure that measures are taken to ensure adequate student-staff ratio and to ensure safe social distancing measures.

Most recent guidance from the LA requires schools to record attendance for those students deemed as ‘vulnerable’ by submitting a weekly rather than daily spreadsheet to the LA stating which vulnerable students have attended school. The vulnerable students that have not attended continue to be contacted by school and a record of this is maintained.

The school attendance officer also submits the education status information to the DfE on a daily basis and here it is recorded how many vulnerable students school has on roll and how many students are attending school. These figures are broken down so that it is clear how many students attending have a social worker or an Education Health Care Plan (EHCP).

When the Y10 cohort phased return begins, registers on SIMS will be reopened and the following codes will be used:

# - all pupils who are not in an eligible year group or students that are in the vulnerable/key worker group

Y -  students that are shielding /Self isolating

I  - pupils who cannot attend due to illness

C - Pupils who do not attend school despite being eligible and not meeting one of the above criteria

Once Year 10 start to access school, absence calls will be made by pastoral staff on site to establish the whereabouts of a student who we were expecting in school but who has not arrived. In the unlikely event that a student walks off site, parents/ carers will be contacted straight away.

As the ever evolving situation continues to change and of we are given new advice from the Government/Dfe, school will continue to act on this advice.

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| **7.** | **Promoting Whole- School and community mental wellbeing at this difficult time** |

Whilst usually in school we run a wide ranging programme of activities to support mental health and wellbeing, our current circumstances have meant that we are having to finding alternatives. Our school website now contains a ‘Wellbeing’ tab which provides some helpful information. Please also navigate to the links below as a way of supporting mental health and wellbeing:

[COVID-19: guidance on supporting children and young people’s mental health and wellbeing](https://clicktime.symantec.com/3QCLg4csbgxyXRHQgLv7hBS6H2?u=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fcovid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing%3Futm_source%3D78c58a9f-893d-4d0c-bf1b-3e0bdb73a45a%26utm_medium%3Demail%26utm_campaign%3Dgovuk-notifications%26utm_content%3Dimmediate)

[https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19](https://clicktime.symantec.com/3AfK22NLK37F73i2CYnuM6f6H2?u=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fcovid-19-guidance-for-the-public-on-mental-health-and-wellbeing%2Fguidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19)

We have offered and will continue to offer bereavement and other advice and support for staff and for families via our school counsellor and via the information contained on the school website.

A student well being day was held the day before May half term and kind messages were put together from staff and shared with students via powerpoint. A time-capsule activity was also set for students.

When Year 10 begin to access school via our staggered approach, each student will complete a short survey of their mental wellbeing. These surveys will be used to identify students who are feeling overwhelmed with the current situation and appropriate action will be taken to provide via additional support mechanisms. Those Year 10 students who remain at home will be identified so that contact can be made by form tutors and/or pastoral staff. No family will be made to feel like they are being vilified if a parent or carer decides to keep their child at home during this time and fines for poor attendance will not be processed.

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| **8.** | **Keeping Safe online in and out of school** |

Hawkley will continue to provide a safe online learning environment. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place.

For those working on-line away from school, it is important that all staff who interact with children continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the flow chart above. The DSL/Deputy DSL will still make referrals to children’s social care and as required, the police.

Online teaching and learning should follow the same principles as set out in the school’s code of conduct. We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

For the vast majority of students, we will continue not to deliver any virtual lessons. Work set on-line for students can be uploaded and short, formal written acknowledgments by staff will be made. Staff should give a working week for students to complete work as advice states that work can take significantly longer to complete at home than with classroom resources and teacher support. Any lack of engagement should be reported to Line Managers and will be followed up by SLT as appropriate, not by the classroom teacher. SLT will contact families in a supportive fashion to ascertain if there are mitigating factors or barriers to learning that the school can address. Staff must only use platforms agreed by school to communicate with pupils and must not engage in emails or other Social media platforms.

We are aware of the anxiety for both staff and Year 10 students as they think about how much learning time has been lost as a result of the COID-19 pandemic. For this reason we will now be offering some online lessons for Year 10 for their various GCSE subjects as well as providing the opportunity for some face-to-face sessions in school. We feel that the year group is mature enough to engage in such on-line lessons. Staff have engaged in training sessions around how to use Microsoft Teams safely and effectively. Students have an online code of conduct to follow whilst they engage in the lessons (see addendum behaviour policy on school website) and they will not be able to see the teacher or see each other. Any student not adhering to the protocols will lose their right to join in with the lessons.

In terms of social media use, staff should ensure that their own social media platforms statuses are kept ‘private’ and in the event that a child tries to contact them, they must report this to the DSL/Deputy DSL via the process outlined in the flowchart.

Should any parent or child experience any instances of on-line abuse, **they should report it to the police using the number 101.** Parents and carers will have the primary responsibility for monitoring the on-line usage of children in their care during the COVID-19 closures. In terms of online-bullying, staff, students and parents/carers should familiarise themselves with the full anti-bullying policy on the school website.

**9. Ensuring safety as we open the school site to Year 10 students and more staff.**

We have ensured that we have planned meticulously for when we open the school site to more Year 10 students (provisional date Monday 15th June).

There will be a DSL or deputy DSL on site every day, as well as two first aiders.

All students with an ECHP have had a personalised Risk Assessment written for them even if they choose not to access the site and this includes all year groups. These have been checked by our Local Authority link Mark Butterworth and will be signed off by SLT and sent to parents and carers.

We will ensure that the Year 10 cohort is kept separate from the Key worker family and vulnerable cohort. They will have two separate entrances to school. They will be taught in separate blocks and in small ‘pods’ of no more than 9 students. We will take a staggered approach which includes start and finish times for them accessing the provision so as not to overwhelm the school site and to try to ensure that a ‘bottle neck’ is not created on Carr Lane. Site staff and cleaners are to be deployed on a rota and will be specifically directed to thoroughly clean the areas that need to be cleaned and on a much more regular basis. We have considered how toileting and hand washing will safely feasible.

All students and staff will be fully briefed on expectations for hygiene, safety and social distancing as well as behaviour expectations and Code of Conduct (full behaviour policy and expectations on school website). A video of the school site has also been made which shows the adaptations to the school site.

A revised medical policy addendum has been written and this covers what to do if we suspect that a child or adult has symptoms of COVID-19 or tests positive for the virus (see these policies in detail on school website). We also have care plans in place for those students with medical conditions and those who take medication. We have purchased adequate amounts of PPE should we have a situation where it is needed to be worn. Students requiring intimate care are well catered for. This includes trained staff wearing PPE to assist students who require help with toileting.

Parents and carers have had regular communication from school via Parentmail in relation to our reopening. Reception will be manned every day once we open to Year 10 so that parents and carers can phone up to speak to a member of staff if there is a query or an emergency. They can also send an email to the school email address ([admin@hhhs.net](mailto:admin@hhhs.net)). Parents and carers will not be permitted to wait in the reception area but a member of SLT will be on hand to deal with queries from a safe distance just outside the main entrance. All deliveries will be made via the back entrance near the gate near the training suite and A7.

Fire evacuation procedures have been considered and adapted to allow for social distancing and staff and students will be fully briefed on these.

**Full health, safety and hygiene measures and measures in relation to social distancing can be found in the full Risk Assessment and Phased reopening plan written by the Headteacher which has been checked by Arcadis.**

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| **10.** | **Parents and carers:** |

In light of school being partially closed to the vast majority of students, if a parent or carer has a welfare or safety concern about a child in their care or any other child then they should phone: 01942 828300 (Monday to Sunday, 24 hours). Additional helpful numbers include:

* Police: 0161 872 5050 or 999 in an emergency
* Parentline Plus: 0808 8002 222
* NSPCC: 0808 8005 000

<https://www.wigan.gov.uk/Resident/Health-Social-Care/Children-and-young-people/Child-protection/WorriedAboutAChild.aspx>

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| **11.** | **Safeguarding Training and induction** |

For those few children remaining in school, we have ensured that each day there is qualified ‘First Aider’ on site and that there is also an appropriate teaching staff to student ratio (including at least one member of the Senior Leadership Team) each day. School staff have undertaken Level 1 Safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). They have also undertaken recent Prevent training. In light of school closure being extended beyond the initial phase, where possible, staff members whose safeguarding training is up for renewal have now been engaging in online safeguarding training conducted by J.Rigby. A record of this is kept and updated regularly by HR on the Single Central Record.

The DSL/Deputy DSL are easily contactable by phone and email and as was previously mentioned there will be a DSL/Deputy DSLin school every day going forward in to the new ‘phase’. DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. All the school DSLs have training which is in date and has been refreshed within the last two years. Where this becomes up for renewal, we will endeavour to complete online DSL training courses.

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, re-deployed staff will be given a copy of the receiving setting’s child protection policy, KCSIE Part 1, confirmation of local processes and confirmation of DSL arrangements.

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| **12.** | **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, 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 (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.

Several new members of staff have been recruited during the school closure and will start in September 2020. Protocols have been followed in relation to their safer recruitment. Induction will occur during the Summer term to ensure that new staff are fully prepared and briefed of our expectations and policies and in particular related to behaviour, safeguarding and hygiene measures.

In the event that Hawkley uses 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.

Hawkley 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.

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

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| **13.** | **Peer on Peer Abuse** |

Hawkley 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 the school Safeguarding 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 via the process outlined in the flowchart above and appropriate referrals will be made by the DSL/Deputy DSL. Please refer back to the ‘keeping safe on-line’ section of this policy.

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| **14.** | **Free School Meals** |

Hawkley has followed the advice given by the Government on free school meals. We will continue to ensure that those students entitled to a free school meal have access to the means to purchase food. We have used a voucher system in order to do this which are supplied by an authorised 3rd party provider – Edenred. The school will liaise with the company to provide accurate information at all times. Vouchers are sent to families directly and are for use at a local supermarket to ensure accessibility.

This interim policy has been prepared with close reference to the most recent guidance from the government in respect of safeguarding in schools, college and other providers. The guidance can be found here: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

In light of current circumstances which are evolving on a daily basis, this policy will be reviewed in four weeks.