



Addendum to Safeguarding Policy



Date agreed: 1st September 2020

Review Date: 31 March 2021

COMMITTED TO
EXCELLENCE

GREENSHAW HIGH SCHOOL

Arrangements for Safeguarding and Child Protection at Greenshaw High School during COVID-19 restrictions

March 2021

This Addendum to the Greenshaw High School Safeguarding Policy adds to and qualifies the requirements of the Greenshaw High School Safeguarding Policy that was approved by the GB on 1st September 2020.

This Safeguarding Addendum follows the Schools coronavirus (COVID-19) operational guidance (February 2021) for full opening from 8 March 2021.

It applies to Greenshaw High School, and all governors and staff of the school and visitors to the school must abide by this policy that has been adopted in accordance with and pursuant to the Safeguarding Policy of the Greenshaw Learning Trust.

It is the responsibility of the governing body and Headteacher of the school to ensure that their school and its staff and visitors adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the GLT Designated Safeguarding Lead (the GLT CEO), the GLT Deputy Designated Safeguarding Lead and/or the Board of Trustees.

This policy is subject to the GLT Safeguarding Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Safeguarding Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the GLT CEO should be consulted.

This addendum will be reviewed periodically.

Approval and review:

This Addendum to the Safeguarding Policy is the responsibility of the Designated Safeguarding Lead (DSL).

It was approved by the Governing Body on: 1 September 2020.

It was reviewed and updated in line with the latest DfE guidance by the Greenshaw High School DSL on 8 March 2021.

It is due for review by: 31 March 2021.

Contents

1. Important contacts	Page 2
2. Introduction	Page 3
3. Principles	Page 3
4. Vulnerable children and young people	Page 4
5. Designated Safeguarding Lead	Page 4
6. Reporting a concern	Page 5
7. Attendance monitoring	Page 5
8. Safer recruitment of staff and volunteers	Page 6
9. Safeguarding training and induction	Page 6
10. Children and online safety away from school	Page 7
11. Supporting children not in school as they are following clinical or public health advice related to coronavirus (COVID-19)	Page 7
12. Supporting children in school	Page 8
13. Peer-on-peer abuse	Page 8

1. Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Lynda Wallace	lw Wallace@greenshaw.co.uk
Deputy DSL	Lisa Shaw	lshaw@greenshaw.co.uk
Other safeguarding leads	Annabel Ashworth	aashworth@greenshaw.co.uk
	Linda Radwan	lradwan@greenshaw.co.uk
Headteacher	Nick House	nhouse@greenshaw.co.uk
Local authority designated officer (LADO)	Sima Hirani	lado@sutton.gov.uk Telephone: 020 8770 4776
Safeguarding & Child Protection Governor	Mandy King	aking@greenshawlearningtrust.co.uk Telephone 07545 428606
Chair of Governors	Chris Raven	craven@greenshawlearningtrust.co.uk Telephone: 07956 146113

2. Introduction

This Addendum to the Greenshaw High School Safeguarding Policy applies during the period of dynamic blends of home and school learning arrangements due to COVID-19. It sets out changes to our normal child protection policy in light of the Department for Education's guidance and should be read in conjunction with that policy - see the Greenshaw High School Safeguarding Policy that can be found on the school website.

The safeguarding policies and procedures of Greenshaw High School continue to apply unless, added to, qualified by, and where appropriate overridden by, the terms of this Addendum.

This Addendum to Greenshaw High School's Safeguarding Policy will be kept under review and updated where necessary to reflect guidance from the DfE and from the relevant local authority and the 3 local safeguarding partners.

3. Principles

At Greenshaw High School, the safety and welfare of the school's pupils is of the highest importance.

Greenshaw High School places the highest importance on its duty to safeguard and promote the welfare and safety of all children in its care and will continue to have regard to the statutory safeguarding guidance, Keeping Children Safe in Education (2020) (KCSIE).

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children, and has a role to play in identifying concerns, sharing information and taking prompt action.

All school staff and volunteers have a duty to safeguard and promote the welfare of the school's students (*those under 18 years of age*) under the Education Act 2002 and Children Act 1989 through identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

Because of their contact with students, school staff are well placed to observe the outward signs of abuse. The culture of vigilance within the school ensures that all adults working in the school know that they must protect students from harm and abuse and be aware that any pupil may be at risk of harm or abuse.

From 8 March, all pupils should attend school. The school will ensure that where we care for children on site, we have appropriate support in place for them.

The school will take advice from and work with the local safeguarding partners.

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 coronavirus.

4. Vulnerable children and young people

Vulnerable children and young people include children 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.

Children who have an education, health and care (EHC) plan and children who 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, children at risk of becoming NEET ('not in employment, education or training'), children living in temporary accommodation, children who are young carers or car leavers.

Children who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study) and other children at the school and local authority's discretion, including pupils and students who need to attend to receive support or manage risks to their mental health

Greenshaw High School 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 Designated Safeguarding Lead will be responsible for this.

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

Greenshaw High School will encourage all pupils to attend a school.

5. Designated Safeguarding Lead

Greenshaw High School has a Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead - see section 1 above.

Greenshaw High School will aim to have a trained member of the Safeguarding Team available on site or available to be contacted via phone or online video - for example when working from home.

Where a trained member of the Safeguarding Team is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site - see section 1 above.

This will include liaising with the offsite Safeguarding Team 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.

So that all Greenshaw High School staff and volunteers have access to a trained DSL (or deputy), the Headteacher will ensure that 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. 4

6. Reporting a concern

All Greenshaw High School staff, volunteers and governors must continue to follow the principles set out in Keeping Children Safe in Education and act immediately on any concerns they have.

Anyone who has a safeguarding concern relating to a child at the school or on the school roll, a member of staff, paid or unpaid of the school, a volunteer or contractor at the school, or anyone visiting or using school premises; or relating to an incident that took place at the school, **should report the matter to the School DSL** and it will be dealt with in accordance with the School Safeguarding Policy.

Where the subject of a safeguarding concern is a member of staff of the school the **School DSL must report the matter to the school Headteacher**, and it will be dealt with under the Trust Staff Disciplinary Policy. The school Headteacher must inform and take advice from the GLT Head of HR.

Staff are reminded of the need to report any concerns about a child immediately and without delay.

Where staff have a concern, they should continue to follow the process outlined in the school Safeguarding Policy, which involves contacting a member of the Safeguarding Team by telephone or in person without delay.

Where a member of staff has concerns about the possible impact on safeguarding of staff absence – such as absence of the DSL or first aiders – they should raise them immediately with the DSL, deputy DSL or Headteacher; who should themselves raise any concerns with the GLT DSL or GLT Deputy DSL.

7. Attendance monitoring

Greenshaw High School expects all pupils to attend school.

Parents/carers are expected to contact the school on the first day of illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence. We expect parents/carers to make contact to make us aware of the status of any COVID-19 tests that have become necessary and to update the school on the welfare of the pupil.

From 8 March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils.

A small number of pupils will still be unable to attend because, in line with public health advice to self-isolate, they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.

Children self-isolating, quarantining or shielding will be coded as 'code X'.

In compliance with the Remote Education, Temporary Continuity Direction, Greenshaw High School will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).

Also, Greenshaw High School will offer pastoral support to pupils who are:

- self-isolating
- shielding
- vulnerable (and off-school)

The Department for Education expects schools to grant applications for leave in exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school), unless another authorised absence code is more applicable.

Greenshaw High School will refer to the Government guidance for education and childcare settings on elective home education (page 63).

8. Safer recruitment of staff and volunteers

To ensure that people who are unsuitable are not allowed to enter the children's workforce or gain access to children, when recruiting new staff all GLT schools will continue to follow the relevant safer recruitment processes, including part 3 of Keeping Children Safe in Education (2020) (KCSIE).

Where a Greenshaw Learning Trust school is utilising volunteers, it 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.

Mixing of volunteers across groups should be kept to a minimum, and they should adhere to the system of controls in place.

Each GLT Headteacher must ensure that they know, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. All schools will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. Safeguarding training and induction

All staff at Greenshaw High School should use the online courses from Educare to keep up-to-date with Safeguarding training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). 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 Greenshaw High School, they will be provided with a safeguarding induction.

If staff are deployed to Greenshaw High School from within the Greenshaw Learning Trust, Greenshaw High School will seek assurance from the GLT Head of HR that the member of staff has received appropriate safeguarding training.

Upon arrival, all staff will be given a copy of the school's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

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. They will use the online courses from Educare to keep up-to-date.

10. Children and online safety away from school

Attendance will be mandatory for all pupils of compulsory school age from 8 March. Where a class, group or small number of pupils need to self-isolate or where clinically extremely vulnerable children are to shield, Greenshaw High School will ensure they have access to remote education as soon as reasonably practicable.

Where Greenshaw High School staff are interacting online with children outside school they will follow the appropriate GLT and school safeguarding policies and procedures and the GLT Staff Code of Conduct.

Greenshaw High School staff will make sure that parents/carers are aware of the potential risks and the importance of staying safe online; know what the school is asking children to do online and who they will be interacting with from the school; and know where else they can go for support in keeping their child safe online.

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

Group lessons and use of pre-recorded videos are acceptable, but must comply with the following criteria:

- Pre-recorded videos should be sent to groups only, no one-to-ones.
- Staff must wear suitable clothing.
- Any computers used should be in appropriate areas, for example not in bedrooms.
- Pre-recorded videos should be kept to a reasonable length of time.
- Language must be professional and appropriate.
- Staff must only use platforms provided by Greenshaw Learning Trust to communicate with pupils.
- Staff must record the length, time, date and attendance of any sessions held.

11. Supporting children not in school as they are following clinical or public health advice related to coronavirus (COVID-19)

Greenshaw High School is committed to ensuring the safety and wellbeing of all children and young people in its care.

Where pupils who are self-isolating are within the government definition of vulnerable, the DSL will notify their social worker (if they have one) and the DSL and the social worker will agree the best way to maintain contact and support. The DSL will:

- Check if a vulnerable pupil is able to access remote education support
- Support them to access it (as far as possible)
- Regularly check if they are accessing remote education

12. Supporting children in school

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

Greenshaw 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.

Greenshaw High School will ensure that appropriate support is offered to all students with respect to their mental health.

13. Peer-on-peer Abuse

Where Greenshaw High School receives a report of peer-on-peer abuse, the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy will be followed.

Greenshaw High School will listen to 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 by the Safeguarding Team on MyConcern and appropriate referrals made.