



COVID-19 school closure arrangements for Safeguarding and Child Protection at the Minster Hub

School Name: The Minster Hub

Date: 08/04/20

Date shared with staff:

This is subject to change depending on updated government guidance and clarification.

The Minster Hub is responsible for:

- **A safe environment**
- **Keeping children safe**
- **Safer recruitment staff and volunteers**
- **Risk assessments.**

I. Context

From 20th 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 - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the Minster School Safeguarding and Child Protection policy is relevant for all staff working on site at The Minster School maintaining a provision for pupils during school closures and contains details of our individual safeguarding arrangements in the following areas:

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A DSL will always be on site or available by phone. Where the DSL is not on-site the Hub lead will become the on-site safeguarding lead. In the event that a DSL is not available onsite or by phone the Government state a member of senior staff (Hub lead) should take on the role.

A list of all DSL's from schools within the Hub is located at reception and the office in the Junior School.

Key contacts

School	Name	Email
The Minster School	Phil Rowson	p.rowson@minster.notts.sch.uk
The Minster school	John Partridge	j.partridge@minster.notts.sch.uk
The Minster school	Rhod Price	r.price@minster.notts.sch.uk
The Minster school	Harley Cox	h.cox@minster.notts.sch.uk
The Minster school	Izzy Clarke	i.clarke@minster.notts.sch.uk
Holy Trinity	Jemma Hughes	jhughes@southwellholytrinity.notts.sch.uk
Holy Trinity	Marie Thompson	head@southwellholytrinity.notts.sch.uk
Caunton	Lisa Leach	lleach@cauntondeanhole.notts.sch.uk
Caunton	Audrey Dean	adean@cauntondeanhole.notts.sch.uk
Caunton	Marie Thompson	head@southwellholytrinity.notts.sch.uk
Lowes Wong Infants	Aly Speed	head@loweswong-inf.notts.sch.uk
Lowes Wong Infants	Alix Peacock	a.peacock@loweswong-inf.notts.sch.uk
Farnsfield	Louise Carpenter	head@st-michaels.notts.sch.uk
Farnsfield	Rob Fry	rfry@st-michaels.notts.sch.uk
Farnsfield	Deb Taylor	dtaylor@st-michaels.notts.sch.uk
Halam	Tracy Francis	tracy.francis@halam.notts.sch.uk
Kirklington and Averham	Tracy Burn-Smith	head@kirklington.notts.sch.uk
Lowes Wong Juniors	Mike Follen	head@loweswong-jun.notts.sch.uk
Lowes Wong Juniors	Tim Buckley	
Bleasby	Sam Mensah	head@bleasby.notts.sch.uk
Bleasby	Sarah Smith	ssmith@bleasby.notts.sch.uk

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.

The Minster Hub will provide provision for children already registered with the member schools and vulnerable students where a social worker or EHC professional has approached us to do so.

Those with an EHC plan will be risk-assessed, 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. Many children 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 children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

The Minster Hub 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. There will be a lead person for each school in the Hub.

There is an expectation that vulnerable children who have a social worker will be able to attend the education setting if it is felt appropriate that they do so. This decision will be made by the school, social worker and family working together. In cases where the child does not attend, the school will make regular contact with the family and child.

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

The Minster Hub will encourage our vulnerable children and young people to attend a school, including remotely if needed.

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.

If The Minster Hub has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

The Minster Hub and social workers will agree with parents/carers whether children in need should be attending school – The Minster Hub will then follow up on any pupil that they were expecting to attend, who does not. The Minster Hub will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

A call will be made before 10.30 that is on by staff on duty for any student that has signed up to attend but hasn't arrived on site.

To support the above, the Minster Hub will, when communicating with parents/carers and 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, The Minster Hub will notify their social worker.

Designated Safeguarding Lead

The Minster Hub has a Designated Safeguarding Leads (DSL) and a Deputy DSL's from all schools within the Hub. This information is in the key contacts section 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/Hub lead will assume responsibility for co-ordinating safeguarding on site.

This might include 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 or college.

It is important that all Minster Hub staff and volunteers have access to a trained DSL (or deputy). The contact information for them will be kept at reception.

The Minster Hub 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 their school Safeguarding Policy. For any safeguarding concerns received on site staff should also alert the on-site Hub lead.

If a member of staff from the child's home school is not on site then the on-site hub lead must be informed **and** contact made with the home school DSL.

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

Where staff are concerned about an adult working with children in the school, they should report the concern to their headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher.

Online safety in school.

The Minster Hub will continue to provide a safe environment, including online. This includes the use of an online filtering system within school and this will be monitored by the DSL using SenSo alerting software.

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

Children and online safety away from school.

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's code of conduct.

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

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- All virtual lessons need to be in line with the school's policy
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms;
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

The Minster Hub is committed to ensuring the safety and wellbeing of all its Children 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, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on individual schools recording systems, as should a record of contact have made.

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

The Minster Hub and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

The Minster Hub will share safeguarding messages on its website and social media pages.

The Minster Hub recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at The Minster Hub need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

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

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

The Minster Hub 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.

The Minster Hub 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. This will be bespoke to each child and recorded on schools safeguarding reporting systems.

Where the Minster Hub has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the all parties.

Peer on Peer Abuse

The Minster Hub 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 multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded by the Hub and appropriate referrals made, this will be in line with each school's policy and overseen by the relevant DSL.

Safeguarding Training and induction

DSL training is very unlikely to take place 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 enter The Minster Hub, they will continue to be provided with a safeguarding induction.

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

A copy of the receiving setting's child protection policy and confirmation of DSL arrangements will be available in reception.

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, The Minster Hub 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.

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- 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

Where the Minster Hub 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.

The Minster Hub 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 Minster Hub 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

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. The registers of staff expected on site will be kept in reception, staff will then provide ID before being allowed into school. Prior to this a letter of comfort will be received from the staff's education setting, outlining the relevant checks on their staff have been carried out.

Minster Hub Safeguarding protocol: Staff on Site.

Member of staff has concerns about a child's welfare

- Be alert to signs of abuse and question unusual behaviour



Where a child or young person discloses abuse or neglect

- Listen to what they say, keep calm, reassure they are right to tell and you will take action to help keep them safe. **DO NOT DELAY take any immediate necessary action to protect the child**
- Inform them you need to share the information and what you are going to do next
- Do not promise confidentiality, you will need to share/ report the information onwards
- Do not question further, or inform the alleged abuser



Discuss concerns with the relevant DSL :

- Report any safeguarding concerns through the usual channel identified in your schools child protection policy. A list of the all DSL's and contact details is located at the schools reception.



Inform the on-site Hub Lead there has been a safeguarding concern raised :

Reception will identify the hub lead for information to be passed on to. This is for additional information only and the concern should still be reported by the person taking the disclosure to the relevant schools (the school the child making the disclosure attends) DSL



If you are unable to contact any DSL and feel the child is at risk then refer directly to the MASH team.



Children's Social Care
During Office Hour, Monday to Friday
Multi Agency Safeguarding Hub (MASH)
Tel:- 0300 500 80 90 If the child is at immediate risk dial 999 and ask for assistance



Out of hours Contact:-
Emergency Duty Team (5.00pm – 8.30m)
Tel: 0300 456 4546

Contacts: For any allegations/concerns regarding an adult who works with (in either paid/ voluntarily) employment with children contact the Head teacher of your School

This flow chart is intended as a brief guide. Please refer to your schools Child Protection Policy on the school Website