Pownall Hall School

Pownall Hall School is committed to co-education and aims to provide a caring, disciplined, safe and secure family environment, where all pupils are enabled and encouraged to maximise on their academic, sporting, musical and creative potential.

The School aims to instil traditional values of courtesy, good manners, mutual respect, tolerance and compassion in its pupils and help them develop self discipline and good working habits for the future. The all round personal development of each and every pupil lies at its heart.

F 3a Part (iii) Addendum to Safeguarding Policy during COVID-19 Closure

***This is a whole school policy; it refers to and includes EYFS, after school care
and holiday clubs held on our premises. Please see section 10 for EYFS.***

This policy complies with government legislation and is regularly updated in accordance with current guidance and the ISI Regulatory Standards for Independent Schools (0916). Copies are on the school's website and are available to parents and prospective parents on request.

The health, safety and welfare of all the pupils at Pownall Hall School are of paramount importance to all adults who work at the school and govern it. All our children have the right to protection and to have their safety guarded. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pownall Hall School will safeguard and promote the welfare of children who are pupils at the school, in compliance with DfE Guidance 'Keeping Children Safe in Education' (September 2019), 'Working Together to Safeguard Children' (2019) and 'HM Government: Revised Prevent Duty Guidance for England and Wales (July 2015)

1. **Context**

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open to provide child care for a limited number of children. These children being those of workers critical to the COVID-19 response who cannot be cared for at home and for children who are vulnerable; these being children with an Education Health and Care Plan (EHCP) and children who are subject to Child in Need (CIN) plans, Child Protection (CP) plans and those who are Cared for Children who cannot be safely cared for at home.

This addendum of the Pownall Hall School Safeguarding and Child Protection policy outlines our practice during the current crisis; should this change over time it will be updated to reflect those changes. This addendum contains details of our individual safeguarding arrangements in the following areas:
• Vulnerable Children
• Attendance monitoring
• Designated Safeguarding Lead
• Reporting a concern
• Safeguarding Training and induction
• Safer recruitment/volunteers and movement of staff
• Online safety
• Supporting children not in school
• Peer on Peer Abuse

Key contacts Role Name Contact number Email Address
Designated Safeguarding Leads at Pownall Hall School

The whole-school designated leads at Pownall Hall School are the Headmaster or Deputy Head:
Mr David Goulbourn : headmaster@pownallhallschool.co.uk
Mrs Louise Edwards : ledwards@pownallhallschool.co.uk

The designated lead for the Prep School at Pownall Hall School is:
Miss Lindsey Birchall : lbirchall@pownallhallschool.co.uk
The designated lead for Pre-Prep at Pownall Hall School is:
Miss Katherine Lowther : klowther@pownallhallschool.co.uk

The designated safeguarding lead for the Early Years Foundation Stage is the
EYFS Coordinator:
Mrs Beryl Spence : bspence@pownallhallschool.co.uk

The designated Governor for Safeguarding is:
Miss Lukhvinder Kaur

Cheshire East Emergency Contact Numbers
Cheshire East Consultation Service - ChECS: 0300 123 5012
Children's Assessment Team (Children's Social Care) : 0300 123 5012
(Mon-Thurs 8.30 a.m. – 5pm or Fri 8.30 a.m. – 4.30 pm)

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Cheshire East Consultation Service - ChECS: Out of Hours Emergency Team: 0300 123 5022
SCiES - Safeguarding Children in Education Settings - Kathryn Hill (Representative)
Out of Hours Service: 0300 123 5022
LADO Service: (allegations against staff) 01606 288934
Police: 0854 458 0000; 999 (emergency); 101 (non-emergency)
OfSTED: 0300 123 4666

2. **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.

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/ Deputy DSL and Safeguarding team, 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.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Pownall Hall School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, Pownall Hall School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Pownall Hall School will encourage our vulnerable children to attend a school, including remotely if needed.

3. **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.

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If Pownall Hall School 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-attendancerecording-for-educational-settings

If the school has closed, we will complete the return once, as requested by the DfE.

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

This will be agreed through a discussion with social workers and parents/carers. Class teachers will contact these vulnerable children regularly to ensure their safety.

To support the above, Pownall Hall School 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, Pownall Hall School will notify their social worker and school will continue to carry out the usual checks e.g. phone calls etc.

4. **Designated Safeguarding Lead**

Pownall Hall School school has designated safeguarding leads as listed in section 1.

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL or the Safeguarding Governor will be available to be contacted via phone or online video link - for example when working from home.

Where a trained DSL or Safeguarding Governor is not on site, in addition to the above, a senior leader will assume responsibility for coordinating safeguarding on site. All staff working on that day will be made aware of the senior leader who is assuming responsibility for coordinating safeguarding on site.

This might include updating and managing access to safeguarding records, 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 Pownall Hall School staff and volunteers have access to a trained DSL (or deputy).

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On each day, the staff on site will be made aware of who that person is and how to contact them. The Pownall Hall School will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

5. **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes verbally recording and making a written record of the concern to a DSL and the school child concern log.

In the unlikely event that a member of staff cannot access the Record of Concern Form from home, they should email the Headmaster at headmaster@pownallhallschool.co.uk and the Deputy Head at ledwards@pownallhallschool.co.uk. This will ensure that the concern is received.

All 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 concerns to the Headmaster. If there is a requirement to make a notification to the Headmaster whilst away from school, this should be done verbally and followed up with an email to the Headmaster.

Concerns around the Principal should be directed to the Chair of Governors: Eileen MacCaulay

6. **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).

All existing school staff have had safeguarding training, read the school safeguarding and child protection policy 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 Pownall Hall School, they will continue to be provided with a safeguarding induction.

7. **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, Pownall Hall School will continue to follow the relevant safer recruitment processes for our setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

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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. 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

Where Pownall Hall School 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. Pownall Hall 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.

Pownall Hall 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

Whilst acknowledging the challenge of the current National emergency it is essential, from a safeguarding perspective, that we as a school are aware, on any given day, which staff/volunteers will be in school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Pownall Hall School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8. **Online safety in schools and colleges and for those children working at home**

Pownall Hall 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. 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 Safeguarding and 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 Pownall Hall School staff code of conduct, the Pupil and Teacher Expectations and Pupil Online Rules documents.

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

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Below are some things to consider when delivering online lessons, the use of webcams and live lessons **will not** be used:

• No 1:1s, groups only.

• 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; and the background should be blurred.

• Recordings of lessons should be kept safely so that if any issues were to arise, the video can be reviewed.

• 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 lessons held via the Attendance and Work Submission Register.

• Staff should also record whether any safeguarding issues were noted on the school Record of Concern and Behaviour the appropriate persons notified.

If concerns were reported/observed record detail and the date/time these were shared with the DSL as per normal safeguarding reporting processes.

9. Supporting children not in school

Pownall Hall School is committed to ensuring the safety and wellbeing of all its children.

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 communication plan will be recorded in the safeguarding file under CV Action Folder, and a record of contact will be made.

The communication plans will be considered and recorded by the DSL's and SLT. Pownall Hall School and its DSL's will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan will be reviewed regularly (at least once a fortnight) and, where concerns arise, the DSL will consider any referrals as appropriate.

Pownall Hall School will share safeguarding messages on the online learning platforms, on its website, social media pages and emailed out to parents.

Pownall Hall School recognises that school is a protective factor for children and the current circumstances can affect the mental health of pupils and their parents/carers. Teachers at Pownall Hall School need to be aware of this in setting expectations of pupils' work where they are at home. Resources for parents and children to support mental-health and well-being will be provided by the Head of Pastoral Care.

10. Supporting children in school

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Pownall Hall School is committed to ensuring the safety and wellbeing of all its pupils. Pownall Hall School will continue to be a safe space for all children to attend and flourish.

The Headmaster will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. Pownall Hall 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 hand washing and other measures to limit the risk of spread of COVID-19.

Pownall Hall 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. Where Pownall Hall School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Headmaster..

11. **Peer on Peer Abuse**

Pownall Hall School 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 our Safeguarding and Child Protection Policy.

The school will listen and work with the child, parents/carers and any multi-agency partner required to ensure the safety and security of that young person. Concerns must be shared with the Designated Safeguarding Lead as per normal safeguarding reporting processes and actions recorded.

This updated policy presented to Governors for their approval – May 2020

Approved:

Mrs. Eileen MacAulay, Chair of Governors   *Date: May 2020*

Review date: May 2021

A copy of this Policy is available to Parents on request and is on the school's website. This policy references and supports the following school documents:

F3a Part 1	Safeguarding Policy
F 3i	Data Protection Policy
F3 & F13	Welfare, Health and Safety Policy
F3a Part 2	Safer Recruitment Policy

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F3b	Guidance Policy Abuse Against an Adult in School
F3c	Interaction With Pupils – Model Code Of Conduct
F3d	Induction of New Staff in Safeguarding
F 3d Part 2	Induction Information for Helpers in School
F3e	Taking, Storing and Using Images of Children
F5j	School Attendance Policy