



**HEDINGHAM SCHOOL  
AND SIXTH FORM**  
ACHIEVEMENT & EXCELLENCE

**Addendum to Child Protection and Safeguarding Policy: COVID-19 Related Changes**

| <a href="mailto:safe@hedingham.essex.sch.uk">safe@hedingham.essex.sch.uk</a> |   |
|--|---|
| <b>DESIGNATED SAFEGUARDING LEAD</b>  | David Nash - Assistant Headteacher<br>07522 358791<br><a href="mailto:Hed.nashd@hedingham.essex.sch.uk">Hed.nashd@hedingham.essex.sch.uk</a>  |
| <b>DEPUTY DESIGNATED SAFEGUARDING LEAD</b>                                   | Chelsea Newland – House Leader<br>07764339971<br><a href="mailto:Hed.newlandc@hedingham.essex.sch.uk">Hed.newlandc@hedingham.essex.sch.uk</a>   |
| <b>HEAD OF SIXTH FORM</b>  | Rory Hyde – Head of Sixth Form<br>07764339972<br><a href="mailto:Hed.hyder@hedingham.essex.sch.uk">Hed.hyder@hedingham.essex.sch.uk</a>   |
| <b>SENCO</b>   | Susan Goodwin<br><a href="mailto:Hed.goodwins@hedingham.essex.sch.uk">Hed.goodwins@hedingham.essex.sch.uk</a>   |
| <b>OTHER TRAINED SAFEGUARDING OFFICERS</b>                                   | Andrew Wright – House Leader<br><a href="mailto:Hed.wrighta@hedingham.essex.sch.uk">Hed.wrighta@hedingham.essex.sch.uk</a><br>Mark Woodley – House Leader<br><a href="mailto:Hed.woodley@hedingham.essex.sch.uk">Hed.woodley@hedingham.essex.sch.uk</a> |
| <b>SAFEGUARDING LEAD IN SCHOOL</b>   | Andy Harvison – Headteacher<br>Paul Finch – Deputy Headteacher<br>David Nash – Assistant Headteacher<br>John Pearson – Assistant Headteacher  |

|   |                   |
|---|-------------------|
| <b>Last reviewed on:</b>  | <b>30/03/2020</b> |
| <b>It was ratified by the Chair of Governors and Inclusion Governor on:</b> | <b>30/03/2020</b> |
| <b>Next review date: In response to Government guidance on COVID-19</b>     |                   |

## Contents

|   |   |
|---|---|
| 1 | <b>Context</b>  |
| 2 | <b>Specific Safeguarding issues</b> <ul style="list-style-type: none"><li>i. Mental Health</li><li>ii. Children and online safety away from school and college</li><li>iii. Peer on peer abuse</li><li>iv. Staff Code of Conduct for on-line teaching</li></ul> |
| 3 | <b>Process for raising a concern</b>  |
| 4 | <b>Attendance</b>   |
| 5 | <b>Vulnerable Groups</b>  |

## I. Context

**N.B. The school continues to have regard for Keeping Children Safe In Education (2019) and the Hedingham Child Protection and Safeguarding Policy.**

This addendum reflects new arrangements in response to COVID-19.

## 2. Specific Safeguarding Issues

### Mental Health

The current circumstances will affect the mental health of staff, students and parents. The school has provided support by:

#### **Students**

- Assemblies on 19 March 2020
- Home Learning Guidance
- Technical Support Centre: [hedicttech@hedingham.essex.sch.uk](mailto:hedicttech@hedingham.essex.sch.uk)
- Current (30.03.19) Government Guidance on cancellation of GCSE & A-Level Exams - : <https://www.gov.uk/government/news/further-details-on-exams-and-grades-announced>
- Safe support card given to students and emailed to students (see Annex A)
- Academic support emails at two points each day
- Covid-19 health & safety advice on school website
- Support numbers sent to students by email and also available on school website and Facebook site
- [Childline](#) - for support
- [kooth.com/](http://kooth.com/) - for support
- [samaritans.org/](http://samaritans.org/) - for support
- 101 Non- Emergency Police/ Ambulance/ Fire

#### **Parents**

- Consistent communication from Headteacher
- Home Learning Guidance
- Technical Support Centre: [hedicttech@hedingham.essex.sch.uk](mailto:hedicttech@hedingham.essex.sch.uk)
- Current (30.03.19) Government Guidance on cancellation of GCSE & A-Level Exams - : <https://www.gov.uk/government/news/further-details-on-exams-and-grades-announced>
- Safe support card & academic support contacts communicated to parents
- Covid-19 health & safety advice on school website

#### **Staff**

Support for staff is through the usual Line Management structure. In addition to this, there is two contact points for email communication each day as well as the emergency numbers provided.

- Education Support Partnership – 08000 562 561
- **Children and online safety away from school and college**

#### **Students**

The school has made students aware of how to report a concern with regards to their own or another student's well-being, including on-line safety. The school has signposted students to age appropriate practical support.

#### **Parents**

The school has made parents aware of the addendum to the Child Protection and Safeguarding Policy. Parents and carers may choose to supplement the school or college online offer with support from online companies and in some cases individual tutors. It is important parents secure 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](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

The Headteacher has also communicated to parents and students the expectations of remote school work.

### **Peer on Peer Abuse**

Hedingham 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 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.

### **Staff Code of Conduct for on-line teaching**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Staff continue to follow the code of conduct, acceptable use of technologies and guidelines on communication with students remotely.

### **3. Process for raising a concern**

If anyone in a school or college has a safeguarding concern about any child, they should continue to act immediately. The DSL and Deputy DSL as well as the Head of Sixth Form are available on the following numbers.

Mr Nash 07522 358791 (Designated Safeguarding Lead)  
 Mrs Newland 07764339971 (Deputy Designated Safeguarding Lead)  
 Mr Hyde – 07764339972 (Head of Sixth Form)

### **The system of phoning the Designated Safeguarding Leads replaces the Red Card system until school returns to ‘normal.’**

In their physical absence from school, the Senior Leader will take responsibility for coordinating safeguarding on-site. Appropriate training has been provided by the Designated Safeguarding Lead. The Designated Safeguarding Lead, Deputy Safeguarding Lead and Head of Sixth Form are available to be contacted via telephone throughout each working day. The Designated Safeguarding Lead is contactable throughout non- term time.

### **4. Attendance**

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If Hedingham 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-attendance-recording-for-educational-settings>

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

Hedingham School and social workers will agree with parents/carers whether children in need should be attending school. Hedingham School 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.

To support the above, Hedingham 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, Hedingham School will notify their social worker.

## **5. Vulnerable Groups**

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. This also includes Children in Care. 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 school has also identified other individuals it has judged to be vulnerable.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

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 or college 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.

Hedingham School will continue to work with and support children's social workers to help protect vulnerable children. This includes working with the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: David Nash.

There is an expectation that vulnerable children who have Social workers 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 Hedingham School will explore the reasons for this directly with the parent.

Hedingham School currently has the flexibility to offer a place to those on the edge of receiving children's social care support or those we have identified as vulnerable. This will continue as long as Hedingham School can safely staff the supervision of students.