Annex 1

Version 1

COVID-19
Addition to
Safeguarding and Child Protection Policy

School Name: Holy Family and St Michael's Catholic Primary School
Policy owner: Claire Cade
Date: 2nd April 2020
Date shared with staff:

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 and

children who are vulnerable and cannot be safely cared for at home.
This addendum of the Holy Family and St Michael's Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Certain basic principles remain unchanged;

- the best interests of children must continue to come first. Safeguarding is everyone's responsibility. Professional curiosity remains important.
- if anyone in a school or college has a safeguarding concern about any child they should continue to act immediately and follow policy in recording, reporting and information sharing.
- a DSL or deputy should be available and arrangements made to continue to communicate regularly with each other as a safeguarding team.
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when online

- communication within school and between agencies is vital

As far as is reasonably possible we will continue to provide a safe environment for children and to have whole school regard to the statutory guidance Keeping Children Safe in Education 2019. KCSIE

Current COVID 19 government guidance.

https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings

Key contacts

Role	Name	Contact number	Work mobile number	Email
Designated Safeguarding Lead	Claire Cade	01977 798303	07554721808	headteacher@hfsm.bkcat.co.uk
Deputy Designated Safeguarding Leads	Matthew Harris	01977 798303	07385600043	mharris@hfsm.bkcat.co.uk
Headteacher	Claire Cade	01977 798303	07554721808	headteacher@hfsm.bkcat.co.uk
Chair of Governors	Michael Dougan			Chair @hfsm.bkcat.co.uk
Safeguarding Governor / Trustee	Michael Dougan	07961955025		Chair @hfsm.bkcat.co.uk
Other safeguarding contact (s)	Keeley Waddington	01977 798303	07385601275	kwaddington@hfsm.bkcat.co.uk
Other safeguarding contact (s)	Louise Matthews	01977 798303	07385600486	lmatthews@hfsm.bkcat.co.uk
Other safeguarding contact (s)	Kerry Murphy	01977 798303	07385601386	admin@hfsm.bkcat.co.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 on Child Protection CP, those who are Child in Need CIN and those who are Looked After Children LAC or Children in Care CIC in West Yorkshire.

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. 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. However, the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They will use professional judgement and will have the flexibility to offer a place to those not currently with a social worker but who the school deem as vulnerable.

We will continue to work with agencies to help protect vulnerable children. This includes working with and supporting children's social workers, Children First Hub CFH workers and the local authority virtual school head (VSH) for CIC and previously CIC.

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 Holy Family and St Michael's will explore the reasons for this directly with the parent.

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

We will encourage all our vulnerable children and young people to attend school.

Communication with other agencies will be vital in this period.
Please see local Cluster contacts if there are any issues with communication.

Pontefract & Knottingley

Locality Service Manager - Jane Wood (jewood@wakefield.gov.uk)

Children First Hub Manager - Karen Wilkinson (karenwilkinson@wakefield.gov.uk)

School Improvement Advisor - Sarah Wright (sawright@wakefield.gov.uk)

Allocated workers can visit a child on school site as long as social distancing protocol is followed.

Where vulnerable children move schools we will ensure all required, information regarding safeguarding is available to the new settings DSL/senior leader. As a minimum, the reason the child is vulnerable and any arrangements to support them i.e. access to plans and the key workers contact details. This information is shared on a need to know basis and kept securely. We will inform key agencies e.g. social workers/ virtual school of any move.

Attendance monitoring

Adapted from various sources including Stowe Valley Trust

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

If we have any children in attendance 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

This information will also be submitted to the LA after collation in the BKCAT office.

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

In cases open to allocated workers, the social worker/CFH worker and school will agree with parents/carers whether children should be attending school. We will then follow up regularly with any pupil that we were expecting to attend, who does not. We 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.

In all circumstances where a child known to social worker does not take up their place at school, or discontinues, we will notify their social worker.

This information will also be reported to the LA as part of the weekly spreadsheet, which we are required to complete and submit to Wakefield Families Together at Wakefield.gov.uk

To support the above, we 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.

A daily register of everyone on site will be taken.

Designated Safeguarding Lead

See named contacts above

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 will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to recording systems/ child protection online management system CPOMS and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers.

In certain circumstances, it may be possible to use DSL's in other schools for support and advice.

It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL will continue to engage with social workers and other agencies, and attend all multi-agency meetings, which can be done remotely.

Those trained as DSL's will continue in the role even if training is due to expire. DSL teams should continue to regularly keep in touch with each other, via skype etc.

Reporting a concern

Where staff have a concern about a child, including those they feel require any additional support during this period, they should continue to follow the process outlined in the school Safeguarding Policy.

If the school uses CPOMS in the unlikely event that a member of staff cannot access their CPOMS from home, they should phone then email the Designated Safeguarding Lead and/or deputy. This will ensure that the concern is received.

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

If there is any issue contacting the DSL a senior member of the leadership team can be contacted.

If this cannot be done Wakefield children's social care/MASH can be consulted directly on 03458503503. Inform the DSL immediately afterwards.

Reporting to MASH arrangements will operate as usual.

Where staff are concerned about an adult working with children in the school, they should immediately report the concern to the 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.

Concerns around the Headteacher should be directed to the CEO and Chair of Governors.

Concerns around the Trust Central Team (excluding the CEO) should be directed to the CEO.

Concerns around the CEO should be directed to the Chair of the Trust Board (Safeguarding Trustee).

Reporting to LADO arrangements will operate as usual please see
https://www.wakefieldscp.org.uk/education/allegations-against-staff/

Safeguarding Training and induction

Full DSL training is very unlikely to take place unlikely to take place whilst there remains a threat of the COVID 19 virus. If there is no DSL availability in school and you cannot seek advice from sister schools etc. Please contact the safeguarding advisor for education for alternative training arrangements.

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 which may arise, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter our school, they will continue to be provided with a safeguarding induction. Volunteers will be risk assessed as per usual guidance.

If staff are deployed from another education or children's workforce setting to our school, we 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.

Staff from other settings are expected to be up to date in basic safeguarding training.

Upon arrival, they will have access to the receiving setting's child protection policy, staff code of conduct, confirmation of local processes and confirmation of DSL arrangements.

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, we 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).

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.

Where we 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.

We will continue to follow the LADO referral pathway and then the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult.

The case holder 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

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, we will continue to ensure all staff on site are appropriately checked, risk assessed if required and we will seek assurances from their employers of these checks.

Online safety in schools and colleges

We 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.

DSL's will consult with the national Professional Online Safety Helpline 0344 3814772 if required.

Children and online safety away from school and college

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.

Online teaching should follow the same principles as set out in the code of conduct and Safer Working Practice guidelines for those working in education settings.

We 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
- 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.
- 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.

Our students are aware of external support such as Childline and Kooth these have been communicated and are available on our website.

We will continue to inform parents of online safety resources such as Parent Info. NSPCC Net Aware and advice when using tutors etc. through our website and current parental communications.

Supporting children not in school

We are committed to ensuring the safety and wellbeing of all our students.

For those children with an allocated worker, regular communication and joint planning must take place. We will work closely with all other involved agencies to encourage the child to school and maximise the effectiveness of any plan.

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, we will ensure that a plan and regular communication is in place for that child or young person. We will seek advice from Children First Hubs if necessary.
Details of this plan must be recorded, as should a record of any contact made.
The communication can include; remote contact, phone contact, door-step visits etc.
Home visit tips are available on the safeguarding webpage.
This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

We recognise 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 need to be aware of this in setting expectations of pupils' work where they are at home. Staff will be alert to signs of decreasing mental health and refer accordingly.

It is also recognised that other safeguarding issues are like to rise in these unprecedented circumstances including but not limited to;

Neglect
Sexual abuse
Physical abuse
Emotional abuse
Domestic Abuse – including coercive control
Parental conflict
Substance misuse
Online issues – including gaming, gambling, grooming and radicalisation

Further information and resources are available – including neglect toolkit
https://www.wakefieldscp.org.uk/education/education-resources/

The school will continue to share safeguarding messages and signpost to support organisations on its website and social media pages.

Supporting children in school

We will continue to be a safe space for 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.

We 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.

We 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.

Where school has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with SLT and the LA.

Peer on Peer Abuse

We recognise 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 and appropriate referrals made.

Support from the Local Authority

The local authority cluster contacts will provide support and guidance as appropriate to enable the school to carry out our safeguarding role effectively.

Regular communication from Wakefield Director of Education is available on the website Wakefield Its Learning https://wakefield.itslearning.com/

The Safeguarding Advisor for Education regularly updates the Education resource webpage on Wakefield Safeguarding Children Partnership webpage for DSL's.
https://www.wakefieldscp.org.uk/education/education-resources/
This includes staff emotional support websites and helplines.