Addendum

COVID-19 School Closure Arrangements for Safeguarding and Child Protection at St Mary's Catholic First School

08/01/2021

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1. Context

From Tuesday 6 January 2021 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for vulnerable children and 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 St Mary's Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

2. Key Contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead			
Deputy Designated Safeguarding Lead			
Headteacher			
Trust Safeguarding Lead	Kevin Butlin	DDI: 01752 977682 Mob: 07513 136390	Kevin.butlin@plymouthcast.org.uk
Chair of LGB			
Safeguarding Director	Jacqueline Vaughan		jmevaughan28@gmail.com
Local Authority Designated Officer			

Any additional school-specific contacts.

3. Vulnerable children

Vulnerable children and young people include those 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
- have an education, health and care (EHC) plan
- 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
- those at risk of becoming NEET ('not in employment, education or training')
- those living in temporary accommodation

- those who are young carers
- those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
- care leavers
- others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

Those children 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, subject to government COVID-19 guidance and legislation. 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. Where an identified vulnerable child is not offered, or does not take up an offered place, the school will carry out an individual risk assessment to establish control measures that will be put in place to support the safety and welfare of the child ie daily/twice weekly telephone contact with parents/carers etc

St Mary's 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 lead person for this will be: Charlotte Targett

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 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 St Mary's will explore the reasons for this directly with the parent.

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

St Mary's will encourage our vulnerable children and young people to attend school

Where the Social Worker/parent/carer agree that a vulnerable child should be cared for at home, St Mary's will record the reasons for the decision, the control measures that have been agreed, and ask for the Social Worker to confirm this in writing/by email.

4. Attendance Monitoring

During this exceptional period, schools will complete their usual day-today attendance as outlined in line with government guidance. St Mary's will complete and return all attendance reporting information required by the DfE, Plymouth CAST, and the Local Authority.

St Mary's and social workers will agree with parents/carers whether children in need should be attending school – St Mary's will then follow up on any pupil that they were expecting to attend, who does not. St Mary's 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.

St Mary's will immediately follow up the absence from school of any child who was due to attend the provision and did not arrive at school.

5. How will this Look in Our School?

To support the above, St Mary's 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, St Mary's will notify their social worker. Where the Social Worker/parent/carer agree that a vulnerable child should be cared for at home, St Mary's will record the reasons for the decision, the control measures that have been agreed, and ask for the Social Worker to confirm this in writing/by email.

6. Designated Safeguarding Lead

St Mary's has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is:

The Deputy Designated Safeguarding Lead is:

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. Where a DSL (or deputy) is not available in person or remotely, the Headteacher/senior leader will contact the Trust Designated Safeguarding Lead who will arrange for DSL cover from another Plymouth CAST school.

This might include updating and managing access to child protection online management system, CPOMS and 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 St Mary's staff and volunteers have access to a trained DSL (or deputy). Staff who are on-site each day will be made aware of who that person is and how to speak to him/her.

All staff who are working from home and engaged with home-learning with pupils/students will be made aware of who the DSL is and of how to speak with him/her.

The DSL will continue to engage with social workers and engage remotely with all multi-agency meetings as required.

7. 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 making a report via CPOMS, which can be done remotely.

In the event that a member of staff cannot access CPOMS from home, he/she should email the Designated Safeguarding Lead, Headteacher and the Trust Safeguarding Manager. This will ensure that the concern is received.

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 immediately to the DSL and headteacher.

Concerns around the Headteacher should be directed to the Education & Standards Manager, Helen Brown, and Trust DSL, Kevin Butlin.

All staff working from home and engaging in home-learning with children/students should be reminded of their responsibilities under the school's Safeguarding and Child Protection Policy, as well as the School's Acceptable Use Policy, to report any safeguarding concerns about a child through the normal school processes. Where staff who are working from home have a safeguarding concern about a child, but do not have remote access to CPOMS, they should immediately contact the DSL/Deputy DSL by email and telephone to report their concerns.

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

8. Safeguarding Training and Induction

Face to Face DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. Plymouth CAST Schools should use the online SSS Suite of Safeguarding training as required.

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 will 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 St Mary's, 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 headteacher confirms in writing/by email 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

- the individual has undertaken all required Safeguarding training, including reading and understanding Keeping Children Safe in Education Part One

Where this information is unavailable the Trust HR Manager Adelle Pope adelle.pope@plymouthcast.org.uk DDI: 01752 977680 - Mobile: 07590881434 and Trust DSL, Kevin Butlin must be contacted for support.

An employee from another educational establishments must carry his/her staff identification badge from their current employer.

An appropriate person from the receiving school will check the person's identification on arrival.

Upon arrival, staff from other schools will be given a copy of St Mary's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

9. 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, St Mary's will continue to follow the relevant safer recruitment processes for the setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020) (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.

Where St Mary's is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

St Mary's 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 179 of KCSIE.

St Mary's will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, St Mary's will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE.

A daily log of staff attending St Mary's will be kept.

10. Online Safety in Schools and Colleges

St Mary's 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.

Pupils must not be permitted to use mobile phones or personal tablets etc within school due to the risk of inappropriate content and use.

The school's E-Safety Policy and Code of Conduct/Acceptable Use Policy must be followed by all staff, volunteers and children.

11. 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 that a child may be at risk.

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the event that a member of staff cannot access CPOMS from home, he/she should email the Designated Safeguarding Lead, Headteacher and the Trust Safeguarding Manager. This will ensure that the concern is received.

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

Online teaching should follow the same principles as set out in the school's code of conduct and the School's Acceptable Use of Live-Streamed Lessons Policy

St Mary's will ensure that 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:

- Pupils and staff can only take part in
- 1:1 video calls with pupils will not take place.
- Video calls and meetings will only take place during normal school hours.
- Daily *screen-time* will be reasonable and proportionate for pupils and staff
- Live-streaming of lessons will be used as part of a blended approach to remote learning in which non-screen-time-work has equal value.
- The member of staff will record the length, time, date and attendance for the lesson, and a note of anything of concern that happens in the lesson.
- Parents must be aware that the video call is happening.

- Parents must provide written consent to allow their child to take part in a live streamed lesson. By completing the permissions the parent is providing consent for his/her child to participate in live-streamed lessons that the parent is aware of.

- Parents have the right to withdraw their consent for their child to take part in remote lessons at any time. This will be done in writing/by email to St Mary's at office@stmarysdorchester.dorset.sch.uk

- Staff, children and other members of the household must wear suitable clothing.

- Staff will only use school accounts and devices for live-streaming.

- Staff will only use platforms provided or authorised by the school.

- Devices used by participants, including the member of staff, should be in appropriate areas, for example not in bedrooms; and where possible be against a neutral background.

- Language, behaviour and conduct must be appropriate, and consistent with normal school expectations, including that of any family members in the background.
- At the start of the lesson the member of staff will establish clear ground rules e.g. when and how students can speak. All participants will conform to these.

- Any poor behaviour towards the teacher or other pupils; or misuse of the system will be dealt with under the school's behaviour/discipline policy

- Parents will not interact with the member of staff during the lesson unless invited to do so by the member of staff. Any concerns will be raised with the member of staff outside the live-streamed lesson

- The member of staff will be sensitive to the needs and feelings of all children including those with SEND.

- Pupils/parents will not share usernames, passwords or access codes with anybody else.

- Only content agreed by the teacher will be shared in the live-streamed lesson.

- Video calls should have the prior agreement of a member of SLT. Calls will only take place at a pre-arranged time. The times of video calls will be published for parents and pupils in advance

- Entry to a live-streamed lesson will only be through a link for the meeting/videocall distributed by the school. Only people invited by the member of staff are permitted to *enter* the lesson

- Parents/children/third parties will not share the lesson link with anyone else

- Video calls will be recorded by the school and stored on Google Drive or similar so that the video can be reviewed if the need arises.

- Parents, children and other third parties will not record the lesson by any direct or indirect means without the permission of the teacher/member of staff leading the lesson.

- The member of staff will have control over all participants' microphones and cameras

- The member of staff will understand how to immediately end the lesson for all participants, and will do so in the event of unsuitable behaviour, language or content being shared/observed.

- The member of staff will remove any pupil from the live-streamed lesson without warning if he/she deems it to be necessary

- Safeguarding concerns will be dealt with through the school's Safeguarding Policy and procedures

- live streaming if the School's Acceptable Use of Live-Streamed Lesson policy has been agreed to.

12. Supporting Children not in School

St Mary's 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, he/she should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on CPOMS, as should a record of any contact they have made.

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

St Mary's and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a week) and where concerns arise, the DSL will consider any referrals as appropriate.

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

St Mary's 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 St Mary's need to be aware of this in setting expectations of pupils' home-learning.

St Mary's 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 CPOMS.

13. Supporting Children in School

St Mary's is committed to ensuring the safety and wellbeing of all its children/students.

St Mary's 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.

St Mary's 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.

St Mary's 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 CPOMS as necessary.

Where St Mary's has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the school's Education Standards Manager Helen Brown or the Trust's Director of Education, Kevin Butlin.

14. Peer on Peer Abuse

St Mary's recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Whilst setting and *marking* on-line home learning, an interacting with children/students online, staff must be cognizant of opportunities for and incidents of peer on peer abuse.

Where the school receives a report of peer on peer abuse, it will follow the principles as set out in part 5 of KCSIE and of those outlined within our school's Child Protection Policy.

Staff will listen 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 on CPOMS and appropriate referrals made.

15. Children from St Mary's attending Provision at Other Schools

St Mary's will work with Plymouth CAST, local school and the LA to support hub and shared arrangements where required.

Arrangements will only be made with other Plymouth CAST, Local Authority or other Multi Academy Trust schools – private arrangements will not be undertaken.

Where established and known local private holiday club provision is utilised for St Mary's children, the Headteacher will confirm that an appropriate Child Protection/Safeguarding Policy is in place, and supported by effective practice. Parents/Social workers will be advised to confirm their confidence with the provision.

In advance of any shared arrangement St Mary's will produce a *one sheet summary* for each child attending the school's provision. This should include: Home School Name and contact details; name of pupil; home address; parent/carer contact phone numbers; social worker contact details; name and contact details for Home School DSL; medical information (including allergies); any Special Educational Needs information; any specific child protection information. Attached to this should be any Education Health Care Plan; Child Protection Plan; Personal Education Plan etc.

St Mary's will check that all contact, medical and SEND details are correct and up-to-date.

The *one sheet summary* will be provided to the receiving school at the point of transfer; this will be in addition to any local requirements for information from parents of the receiving school

Whilst attending alternative provision, the child will be the responsibility of the Senior Leader and DSL of the host school.

Where a child protection/safeguarding concern is identified/reported for a St Mary's child attending provision at a different school, the concern will be logged manually locally at the host school, and immediately shared with/reported to the DSL at St Mary's.

The host school's Child Protection/Safeguarding Policy will be followed.

16. Children from Other Schools attending St Mary's

The above information will be required for all children attending SCHOOL NAME from other schools.

Whilst at St Mary's, a child from a different school will be subject to the protection of the St Mary's Child Protection/Safeguarding Policy.

St Mary's Headteacher, DSL and SENCo will be responsible for meeting the child's needs whilst in the school.

Where a child protection/safeguarding concern is identified/reported for a child attending St Mary's from a different school, the concern will be logged manually locally at St Mary's and immediately shared with/reported to the DSL for the home school.

St Mary's Child Protection/Safeguarding Policy will be followed.

17. Support from Plymouth CAST

The Trust's Safeguarding Lead, Kevin Butlin, Education Standards Managers and HR Team will provide support and guidance as appropriate to enable the Headteacher and her/his team to ensure that provision for all children is as safe as possible during the coronavirus crisis.

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