

Child Protection and Safeguarding: COVID-19 Addendum and any Incidence of Unprecedented School Closure

St Joseph's Catholic Primary School
'Following Jesus in all we do'



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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mrs Louise Bury	LBury@st-josephs-pri.worcs.sch.uk
Deputy DSL	Mrs Lauren Jackson	LJackson@st-josephs-pri.worcs.sch.uk
Other contactable DSL(s) and/or deputy DSL(s):	Mrs Joanne McDonagh Mrs Alex Cree Mrs Tracy Eaborn	jmcdonagh@st-josephs-pri.worcs.sch.uk acree@st-josephs-pri.worcs.sch.uk teaborn@st-josephs-pri.worcs.sch.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Mrs Leona Dean Mrs Abi Hackley	LDean@st-josephs-pri.worcs.sch.uk AHackley@st-josephs-pri.worcs.sch.uk
Headteacher	Mrs Louise Bury	LBury@st-josephs-pri.worcs.sch.uk
Local authority designated officer (LADO)		
Chair of governors	Mr Chris Bills	CBills@st-josephs-pri.worcs.sch.uk

1. Scope and definitions

This addendum was developed and applied during the period of school closure due to COVID-19, and reflects updated advice from our local authority (LA) Worcestershire County Council. It sets out changes to our normal school safeguarding policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Its creation will mean that it can be applied in any future unprecedented closure.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
- With a child protection plan
- Assessed as being in need
- Looked after by the local authority
- Have an education, health and care (EHC) plan

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education 2019](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum. If our DSL (or deputy) can't be in school, they can be contacted remotely by: **LBury@st-josephs-pri.worcs.sch.uk**.

We will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be either, **Miss L Dean or Mrs A Hackley You can contact them by: LDean@st-josephs-pri.worcs.sch.uk, AHackley@st-josephs-pri.worcs.sch.uk**

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

6. Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

- Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

With effect from the 1st June 2020 school will resume completing it's attendance register and will continue to the Department for Education's daily online Educational Setting Status

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately by recording any concerns using 'MyConcern'

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately by recording any concerns using 'MyConcern'

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 Contact plans:

We will ensure contact is made with our most vulnerable pupils in these times of unprecedented uncertainty. This includes a government enforced school closure or when a child has been absent for an extended period of time. We will match each child to a level of risk and will then monitor each child's welfare by contacting parents and pupils. This will be recorded by completing a daily 'At risk' register.

This register has three categories:

Red: pupils who are at most risk of harm or neglect and have the fewest protective factors (e.g. those with a child protection plan)

Amber: pupils who are at a moderate risk of harm, with some protective factors (e.g. pupils identified as a 'child in need', and those with a social worker)

Blue: you have some concerns, or the pupil has previously been at 'red' or 'amber' and still needs to be monitored

School will:

- Decide how often we will contact each pupil, which will likely be at least once or twice a week especially for higher risk pupils.
- St Joseph's will allocate key workers to contact pupils, this may be by phone, in person or both.
- Contacts will be recorded on the "At risk" register and via the school's online safeguarding system.
- If the school is unable to make contact and concerns escalate, we will contact the child's social worker (if appointed) or Worcestershire 'Children first'
- All information will be forwarded to the appropriate agencies involved with the child.
- Making contact with pupils:

School will:

- Make contact with the parents and speak directly to the child via phone.
- Phone calls will be made by School phones. (landline or mobile devices owned and registered by school)
- Home visits will only take place if concerns escalate. If home visits are to take place 2 members of staff will attend and following the school's home visits policy and Lone Worker procedures. Visits are to take place 2 members of staff will attend and following the school's home visits policy.

10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online (see section 11 below).

11. Online safety

11.1 In school

We will continue to have an appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, our contingency plan is Capita Integrated Business Solutions will provide off site support via remote access.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy .

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

school will ensure that the use of any online learning tools and systems are in line with the school's privacy and data protection requirements.

11.2.1 Virtual Lessons and Live streaming

There is no expectation for teachers to live stream or provide pre-recorded videos, however the school will select the best approach to ensure lessons meet the needs of our children.

Where staff are providing a live stream or a pre-recorded lesson they should:

- Record or live stream in a quiet room or area
- Consider what will be in the background.

11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online via the school website and the school's messaging service.
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school via the school website and the school's messaging service.
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides via the school website and the school's messaging service.
- Know where else they can go for support to keep their children safe online via the school website and the school's messaging service.

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Please refer to the school's 'Mental Health Policy'

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

13.2 Staff 'on loan' from other schools

We will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. [Add who will do these risk assessments.]

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

13.3 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction

- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1
- We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:
 - A copy of our child protection policy and this addendum
 - Confirmation of local processes
 - Confirmation of DSL arrangements

13.4 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

We will use the single central record to log:

- Everyone working or volunteering in our school each day, including staff 'on loan'
- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

14. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Monitoring arrangements

This policy will be reviewed as guidance from the LA and or DfE is updated, and as a minimum. At every review, it will be approved by the full governing board.

16. Specific links with other policies – see also the list on the school Safeguarding policy

This policy links to the following policies and procedures:

- School Safeguarding policy
- Staff Code of Conduct
- Staff Wellbeing Policy
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Mental Health Policy
- SEND Policy