



ST PETER'S CATHOLIC PRIMARY SCHOOL

COVID-19 ADDENDUM TO THE SAFEGUARDING AND CHILD PROTECTION POLICY

All staff should have access to this addendum and sign to the effect that they have read and understood its contents

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Key Contacts

Role	Name	E-mail
Headteacher/DSL	Angela Heyes	head@st-peters-pri.lancs.sch.uk
Deputy Headteacher/DSL	Cath Kelly	c.kelly@st-peters-pri.lancs.sch.uk
Assistant Headteacher/SENCO/LAC/	Jennifer Hazeldine	jhazeldine@st-peters-pri.lancs.sch.uk
Learning Mentor	Katy Seed	Katy.s@st-peters-pri.lancs.sch.uk
Chair of Governors	Ian Gili-Ross	thegiliross@btinternet.com

SECTION 1: **CONTEXT**

From the 5th January 2021 parents/carers 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 for children who are regarded as vulnerable.

Keeping Children Safe in Schools 2020 remains the key statutory document for schools. As the DfE have issued interim guidance during the coronavirus outbreak this will be taken into account and this policy reviewed.

Government guidance can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf

SECTION 2: **VULNERABLE CHILDREN AND SUPPORTING PUPILS**

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.

St Peter'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. Staff at St Peter's need to be aware of this in setting expectations of pupil's work where they are at home.

RISK ASSESSING INDIVIDUAL CHILDREN:

It is important that vulnerable pupils, where there are or have been safeguarding concerns are risk assessed. School may wish to extend this assessment to include SEND students. This assessment should be led by DSLs and the Learning Mentor, with input from class teachers.

- Red – most at risk of harm or neglect and fewest protective factors (would include those with a child protection plan or are LAC)
- Orange – a moderate risk of harm, but with some protective factors (would include those identified as 'Child in Need' and those with an Early Help plan.)
- Yellow – some concerns escalating or with unmet needs; or have been red or orange previously and need monitoring.

If any student is deemed at significant risk or harm, St Peter's will refer to their MASH team and follow the advice of the safeguarding team.

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

SUPPORTING PUPILS:

St Peter's is committed to ensuring the safety and well-being of all its pupils. This includes ensuring that all students who are learning from home during the school closure know where to find help and have an opportunity to discuss any concerns with school staff.

The Wellbeing Blog will be updated regularly and provides a direct contact to the Learning Mentor for family, individual and pastoral support.

The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to ensure safety.

St Peter'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 Peter'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.

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

St Peter's will encourage our vulnerable children to attend school or engage fully with remote learning.

CONTACTING PUPILS:

- St Peter's should have at least two named parent/carer contacts recorded on SIMS. This must include both a contact number and an email address for each.
- All communication should only take place on official (monitored) school systems. Personal email addresses, text messaging or calls from personal phones, interacting via social media, must not be used for these communications.
- If it is necessary to use a personal device to call a family, make sure your number is hidden by enabling 'No Caller ID' or by using 141 before you dial.
- Any pastoral text message or email contact must be sent from the school messaging system (and not from a personal mobile phone.)
- Any academic email correspondence between pupils and teachers must be via school accounts, which are monitored in line with school policy.
- Pastoral contact (phone or email) with all parents/carers to 'check in' with pupils should be logged.
- All general contact with vulnerable children and families should be logged on the CPOMs system.
- It may be necessary to see a child at home. In this instance you may suggest a video call with parent and pupil (which you can record on MS Teams) if the parent consents to this.
- St Peter's will decide on the frequency of telephone calls to vulnerable families and include this in the risk assessment.
- For any pupils with a social worker, other professionals should be kept informed if a concern arises from a call or if you are unable to make contact.
- Staff should attend/send a report for CP and CIN meetings, wherever possible.

- Staff should not be expected to conduct home visits.

RECORDING USING CPOMS:

Our approach to recording pastoral and child protection concerns remains the same as when school is open as normal. All staff should continue to record any concern about any child in the same way as usual.

CPOMS is a cloud-based system which can be accessed from all browsers. This means that staff should not have any difficulty in accessing it from home. Given the levels of remote working at this time, staff must be mindful of the confidential nature of entries and to take care when working at home. For example locking screen if leaving iPad unattended, especially if sharing a workspace with others.

PAEDIARIC FIRST AID:

The usual requirement must be followed:

- There is always an appropriately qualified member of staff on site, i.e. paediatric trained first aider.
- The Headteacher will ensure that there is always at least one person on site trained to this level.

SEND:

Those with an EHC Plan will be risk-assessed in consultation with the Local Authority and parents/carers, 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 might include, if necessary and possible, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can remain at home.

SECTION 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.

RECORDING ATTENDANCE:

The DfE have shared instruction on how to record attendance over the coming weeks and months. In addition, we want to ensure that we are maintaining a record of which students are attending each week during this period.

1. Use # code for all AM and PM registers for all pupils in the school until we are told otherwise by DfE.

2. Complete the DfE daily attendance record as per the guidance provided, which would include Key Worker and Vulnerable children attending the school.

WHAT TO DO IF A REGISTERED PUPIL DOES NOT ATTEND?

While there is no requirement of families of vulnerable pupils to ensure their attendance at school, our safeguarding responsibility extends to us feeling assured around these decisions.

If risk assessed (see guidance above) vulnerable pupil is registered to attend but does not attend the Key Worker Group, you should contact the parent/carer and understand the reason for non-attendance. If you are unable to make contact with the family then refer to the Headteacher who may contact the local authority.

In either scenario then you should record any emerging pastoral or CP concerns on CPOMS in the usual way.

SECTION 4: DESIGNATED SAFEGUARDING LEAD

St Peter's has a DSL and a Deputy DSL. Contact Details on Page 1 of this addendum.

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 – for example working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, the Headteacher or a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating CPOMS, 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 St Peter's staff and volunteers have access to a trained DSL. On each day staff on site will be made aware of who that person is and how to make contact with them.

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

SECTION 5: SAFEGUARDING TRAINING AND INDUCTION

DSL training is very unlikely to take place whilst there remains a threat of the COVID19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classes as a trained DSL even if they miss their refresher training.

All existing 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, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter St Peter's they will continue to be provided with a safeguarding induction.

SECTION 6: ONLINE SAFETY IN SCHOOLS

St Peter's will continue to provide a safe environment, including online, through existing online safety policies. This includes the use of an internet filtering system through BTLS and monitoring of pupil activity.

Where pupils are using computers in school, appropriate supervision will be in place to support them in making positive choices around their activity online.

SECTION 7: CHILDREN AND ONLINE SAFETY AWAY FROM SCHOOL

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.

Support for home learning should follow the same principles as set out in St Peter's code of conduct.

St Peter's 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 live online lessons, especially where webcams are involved:

- All live lessons should be recorded where possible, and never 1:1 between a teacher and pupil.
- 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; with the background blurred if the room contains any materials that are identifiable to others (e.g. photos of family members, inappropriate posters, etc.)
- The live class should be recorded so that if any issues were to arise, the video can be reviewed. Everyone on the video must be made aware that it is being recorded, and the option given for pupils to switch off their cameras.
- Live classes should be kept to a reasonable length of time (emerging practice would suggest 20-30 minutes).
- Language must be kept professional and appropriate, including any family members in the background.
- Staff should record, the length, time, date and attendance of any sessions.

SECTION 8: PEER ON PEER ABUSE

St Peter's recognises that during the school closure there is a risk of increased peer to peer abuse, particularly but not limited to bullying, cyberbullying, sexual harassment, sexting over the internet. All staff must be clear about our policy and procedures with regards to peer on peer abuse.

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 the Child Protection Policy.

Angela Heyes

January 2021