



ADDENDUM

COVID-19 school closure arrangements for Safeguarding and Child Protection at St Vincent's Catholic Primary School March 2020

Adopted on:03.04.2020

Ratified by: LAC



1. 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.

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 does not replace the school's Safeguarding and Child Protection policy and should be read in conjunction with the main policy.

During the enforced shut down of our school we will be offering the most vulnerable children along with the children of key workers provision at St Martin de Porres Catholic Primary School, Pastures Way, Luton LU4 0PF.

Schools and colleges should, as far as is reasonably possible, take a whole school approach to safeguarding. This will allow them to satisfy themselves that any new policies and processes in response to COVID-19 are not weakening their approach to safeguarding or undermining their child protection policy.

Key safeguarding contacts

Role DSL	Name Adrienne Azzopardi	Contact number 07788986656	Email aazzopardi@stvincentshr.org
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Contingency safeguarding contacts

Role Head Teacher Deputy DSL	Name Karen Armstrong	Contact Number 07855173295	Email head@stvincentshr.org
Role SENDco	Name Sarah Ball	Contact number 07786175540	Email sball@stvincentshr.org

Safeguarding partners

With effect from Monday 23rd March 2020, the Safeguarding Hub at CBC will hold virtual safeguarding meetings. Where possible staff from St Vincent's will be available for conference calls or any other telecommunication application that specialises in providing video calls.

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 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.

Those with an EHC plans 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.

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

The senior leaders, Designated Safeguarding Lead and deputy know who the most vulnerable children are. The school will have the flexibility to offer a place to those on the edge of receiving children's social care support.

The school 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 Lead for looked-after and previously looked-after children. The staff member responsible for this is Miss Adrienne Azzopardi.

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/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and the school will discuss the reasons for this directly with the parent. The school will share the names of those attending with allocated social workers to discuss their views on attendance/non-attendance. The school will put in place measures to ensure there is regular contact with non-attending children, this contact should be recorded and information shared as appropriate.

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

The school will encourage vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

The school does not need to complete the usual daily attendance processes to follow up on non-attendance.

The school and social workers will agree with parents/carers whether children in need should be attending school. The school will follow up on any pupil that they were expecting to attend, who does not. All children with an allocated social worker, will be contacted by a member of the safeguarding team. The Deputy DSL (Karen Armstrong) will update social workers of any changes.

To support the above, the school will, when communicating with parents/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, the school will notify their social worker.



Ideally, a trained DSL (or deputy) will be on the school site. Where this is not possible, a trained DSL (or deputy) will be available to be contacted via phone or online video. Where a trained DSL is not on site a senior leader will be responsible for coordinating safeguarding on site, which will include accessing child protection files.

If and when we have St Vincent's children in attendance at St Martin de Porres, there will be at least one member of the teaching staff along with a member of the support staff working directly with the children and a member of the Trust SLT will also be in attendance at the school during this time. The ratio of staff to children will be closely monitored by the SLT and more staff will be asked to attend as needed. The children will have the opportunity to access all the work that their classmates would be doing in this time as well as have regular and routine breaks.

There is a designated DSL on site every day any children are in school, this DSL may be St Vincent's or a St Martin's staff member and they follow the same Trust safeguarding policy and procedures. St Vincent's DSL and Deputy DSL are contactable every day even if not on site to deal with concerns and referrals in line with normal practice. All CPOMs logs are still routinely checked throughout the day and actioned as per normal safeguarding procedures.

All staff and volunteers will be made aware of who is responsible for safeguarding and how to contact them.

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

Whilst schools must continue to have appropriate regard to data protection and GDPR, this does not prevent the sharing of information for the purposes of keeping children safe. However, schools must be mindful of how this information is shared. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy.

Staff must report any concern immediately and without delay. Where staff are concerned about an adult working with children, they should continue to follow the school policy.

Safeguarding Training and induction

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).

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

Where new staff are recruited, or new volunteers enter the school, they will continue to be provided with a safeguarding induction. This may be conducted remotely.



'Hub' School - staff

If staff are deployed from another education or children's workforce setting to a 'hub' school, the school 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 employer confirms in writing that:-

- the individual has been subject to an enhanced DBS, DBS number, date the check was undertaken and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing safeguarding disciplinary investigations relating to that individual

Upon arrival, they will be given a copy of the school's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

Home School

The school will ensure that any change of school for looked-after children will be led and managed by the Virtual School Lead with responsibility for the child. The school will ensure that they provide relevant information to the hub school such as the reason the child is vulnerable and any arrangements in place to support them. As a minimum the hub school should, as appropriate, have access to a child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal support plan and know who the child's social worker (and, for looked-after children, who the responsible VSL is). The school should ensure that this ideally happens before a child is transferred to the hub school and, where that is not possible as soon as reasonably practicable. Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational need Disability coordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case, senior leaders should take responsibility.

For those children not attending St Martin de Porres the school has set up the online learning platform 'Class Dojo' and has sent to every child the paperwork to be able to access this at home. For children in families without access to internet paper-based tasks have been posted and this will continue to be reviewed on a weekly basis to ensure that these children have access to the same learning as their peers. 'Class Dojo' has a messaging facility and this will be used by all class teachers to regularly be in communication with children and parents. This is in line with GDPR and keeps the safe practice of electronic communication between pupils, parents and staff and removes the need for staff emails being shared.

The SLT has compiled a list of both vulnerable and SEND children for whom it is important at this time to monitor. This list has been shared securely with all members of the SLT and the SENDCo. A member of the SLT or the SENDCo is calling these families once a week to ensure that their needs are being met as well as liaising via the DSL with any outside bodies who may be involved with these families.

Phone calls made to these families are being logged both on the list as well as via the usual method of safeguarding recording that is via CPOMs. Any issues arising from these phone calls will be dealt with in the usual way with the DSL making referrals to the appropriate agency as needed or the deputy DSL as is needed due to staff illness.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable to work with children are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, the school 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) (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 the school are using 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.

The school 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 163 of KCSIE.

The school 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

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, the school will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

The school 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.

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 and where appropriate referrals should still be made to children's social care and as required, the police.

Supporting children not in school

The school is committed to ensuring the safety and wellbeing of all its students.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive support in school, they should ensure that a plan is in place for that child or young person.

Supporting children in school

The school is committed to ensuring the safety and wellbeing of all its students.

The school 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.

Peer on Peer Abuse

The school recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the 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.

Peer on Peer Abuse - Hub Schools (where appropriate)

The school will ensure that pupils are socialising with appropriate age ranged children whilst on the school site.

Concerns and actions must be recorded and appropriate referrals made.

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>