

Appendix 1



This document is an appendix to Sacred Heart Catholic Primary School and Nursery Child Protection Policy

COVID-19 school closure arrangements for Safeguarding and Child Protection at Sacred Heart Catholic Primary School and Nursery

School Name: Sacred Heart Catholic Primary School and Nursery

Policy owner: V Moore

Date: 01/04/2020 Updated January 2021

Date shared with staff:

1. Context

From 4th January 2021 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, who absolutely need to attend, and for children categorised as vulnerable.

During the period of national lockdown, schools, alternative provision (AP), special schools, colleges and wraparound childcare and other out-of-school activities for children should allow only vulnerable children and young people and the children of critical workers to attend (recognising that the characteristics of the cohorts in special schools and alternative provision will mean these settings continue to offer face to face provision for all pupils, where appropriate). All other pupils and students should not attend and should learn remotely until February half term.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

This addendum of the Sacred Heart School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Vulnerable children
3. Attendance monitoring
4. Designated Safeguarding Lead
5. Reporting a concern
6. Safeguarding Training and induction
7. Safer recruitment/volunteers and movement of staff
8. Online safety in schools and colleges
9. Children and online safety away from school and college
10. Supporting children not in school
11. Supporting children in school
12. Peer on Peer Abuse

Key contacts

Role	Name	Contact details
Designated Safeguarding Lead	Vicky Moore	01702 534546 safeguarding@sacredheart.southend.sch.uk
Deputy Designated Safeguarding Leads	Janet Mullally/ Larry Bragard	01702 534546 safeguarding@sacredheart.southend.sch.uk
Headteacher	Janet Mullally	01702 534546

2. Vulnerable children

The definition of vulnerable children and young people includes children who have a social worker, an education, health and care plan (EHCP) or who may be vulnerable for another reason at local discretion (“otherwise vulnerable”).

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 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. 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.

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.

Sacred Heart 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: Vicky Moore

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 Sacred Heart will explore the reasons for this directly with the parent.

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

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

3. Attendance monitoring

Attendance monitoring will follow governmental guidance with procedures in place to log, track and follow up any attendance issues for all pupils whether accessing remote learning or on site. This includes the use of SIMS and reporting to the local authority.

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

Sacred Heart will phone home to any child if they do not attend whether this be via remote learning or when they have pre booked to attend.

For vulnerable children where it has been agreed they will not attend, a phone call from the Safeguarding team once a week will be carried out, and logged.

To support the above, Sacred Heart 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, Sacred Heart will notify their social worker.

4. Designated Safeguarding Lead

Sacred Heart School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Vicky Moore

The Deputy Designated Safeguarding Lead is: Janet Mullally/Larry Bragard

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 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 child protection online management system, Safeguard 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 Sacred Heart staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

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

5. 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 Safeguard, which can be done remotely.

In the unlikely event that a member of staff cannot access Safeguard from home, they should email the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or Headteacher. 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 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 to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Simon Quigley.

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

During this period of restricted school attendance, if it is not possible to have a Designated Safeguarding Lead (or Deputy) on school site, there will always be access, via phone or online video, to a trained Designated Lead or Deputy, either from our school, or another school.

Where a trained Designated Safeguarding Lead (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site. This might include updating and managing access to the child protection online management system and liaising with the offsite DSL (or deputy) and 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.

If a concern is raised out of hours, the staff member should record the concern and alert the Designated Safeguarding Lead/Head using the contact details outlined in this policy.

In the unlikely event that a member of staff cannot contact a DSL or the Head, they should email the Designated Safeguarding Lead, Headteacher and, if there is risk of immediate harm, refer directly to **Children's Social Care (01702 215007(option 1 - option 3) MASH+ (Multi-agency Safeguarding Hub))** or **(Emergency Duty Service (after 5.30 (4.30 on Fridays) and weekends) 0345 606 1212 and/or the Police (999/111).**

6. Safeguarding Training and induction

DSL training is likely to take place remotely whilst there remains a threat of the COVID 19 virus.

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 due to issues around COVID 19.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). 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 Sacred Heart School, 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 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

For movement within the Trust, schools should seek assurance from the Multi Academy Trust (MAT) HR Manager that the member of staff has received appropriate safeguarding training.

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

7. 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, Sacred Heart 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 (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 Sacred Heart are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Sacred Heart 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.

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

8. Online safety in schools and colleges

All staff members are made aware of the boundaries of appropriate behaviour and conduct and the principles in our Staff Code of Conduct still apply during this emergency period. We have adapted our policies to reflect the current arrangements to ensure they cover online / remote learning.

Sacred Heart 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.

9. Children and online safety away from school and college

We recognise that most children will not be physically attending school and that it is likely they will be spending longer periods of time online. We know that children and young people use the internet to access information and support, but that they are also vulnerable online in terms of:

- **Content** - exposure to illegal, inappropriate, or harmful material. For example, pornography, fake news, racist or radical and extremist views;
- **Contact** - subjection to harmful online interaction with other users. For example, commercial advertising and adults posing as children or young adults;
- **Conduct** - personal online behaviour that increases the likelihood of, or causes, harm. For example, making, sending and receiving explicit images, or online bullying.

It is important for parents to be vigilant about their child's online activity and to inform the school of any concerns they may have about their child in this respect.

We have provided parents and students with information about online safety and resources to support them to keep safe. Particularly useful websites are:

- [CEOP](#) (Child Exploitation and Online Protection)
- [Childnet](#)
- [Internet Matters](#)
- [Net Aware](#)
- [NSPCC](#)
- [Parent Info](#)
- [Safer Internet](#)

It is important that all staff who interact with children, including online, continue to look out for any 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.

Staff are aware that children are vulnerable to being bullied or groomed for abuse or radicalisation online. Staff will be vigilant to any signs that this may be occurring and report any concerns in the usual way.

Teachers understand how to keep children safe online during remote learning.

Online teaching follows the same principles as set out in the staff code of conduct.

There are clear rules for behaviour during remote lessons which pupils and teachers know and teachers monitor and enforce, including:

- In circumstances where 1:1 support is necessary, these safeguarding measures must be in place;
- Staff and children must wear suitable clothing, as should anyone else in the household;
- Any computers used should be in appropriate areas, for example, preferably not in bedrooms and the background where possible should be neutral and in an environment free of distractions.
- 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.

We will ensure that the use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

We shall review our remote education provision in accordance with government guidelines and feedback from children, parents and staff, paying particular attention to pupil safeguarding and wellbeing issues.

10. Supporting children not in school

Sacred Heart 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, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on Safeguard, as should a record of contact made.

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

Sacred Heart 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 fortnight) 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.

Sacred Heart 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 Sacred Heart need to be aware of this in setting expectations of pupils' work where they are at home.

Sacred Heart 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 for vulnerable children, recorded on Safeguard.

11. Supporting children in school

Sacred Heart is committed to ensuring the safety and wellbeing of all its students.

Sacred Heart 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.

Sacred Heart 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 COVID-19.

Sacred Heart 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 implemented accordingly.

Where Sacred Heart has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – it will discuss them immediately with the trust and/or local authority.

12. Peer on Peer Abuse

Sacred Heart 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 multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on Safeguard and appropriate referrals made.

13. Safeguarding Training and Induction

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The Designated Safeguarding Lead 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 school, 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 consider 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 and children's barred list check;
- there are no known concerns about the individual's suitability to work with children; and
- there is no ongoing disciplinary investigation relating to that individual.

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust HR Manager that the member of staff has received appropriate safeguarding training.

Upon arrival, new staff will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of Designated Safeguarding Lead arrangements.