

ST VINCENT'S CATHOLIC PRIMARY SCHOOL



Addendum to Safeguarding and Child Protection Policy during COVID-19 – April 2020

School closure arrangements for Safeguarding and Child Protection at St Vincent's Catholic Primary School.

Policy Date: 2nd April 2020

Date shared with staff: 2nd April 2020

Policy Review: April 2021

Mission Statement

Caritas Christi Urget Nos

The love of Christ urges us to care for each other and strive for excellence in everything we do.

St Vincent's Catholic Primary School

Required Actions from Coronavirus Update

Action	Responsibility	Completed
Complete Covid-19 addendum summarising key changes.	DSL/DDSL	Yes
Identify vulnerable children and ensure regular welfare checks are in place and recorded.	DSL/DDSL	Ongoing
Monitor attendance to school and submit to DFE	School Office	Ongoing
Ensure DSL/DDSL is available on site or contactable by phone	DSL/DDSL	Yes
Ensure staff training and safer recruitment practice observed	SLT	Ongoing
Monitor Online Safety and promote online safety to pupils at home	DSL/DDSL/All Staff	Ongoing
Ensure staff recognise how to report safeguarding concerns	_DSL/DDSL/SLT	Ongoing
Monitor Peer on Peer abuse	DSL/DDSL	Ongoing
Ensure staff are aware of this updated addendum and that the addendum is available publicly	_DSL/DDSL/SLT	Ongoing

Context

From the 20th March 2020 parents were asked by the government 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 – where the safe provision of their child is not available. 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 Vincent's Catholic Primary School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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 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. 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. St Vincent's Catholic Primary School will continue to work with and support children's social workers to help protect vulnerable children. The lead person for this will be Marie Touhy. St Vincent's Catholic Primary School will encourage our vulnerable children and young people to attend school, including remotely if needed.

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. If St Vincent's Catholic Primary School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon:

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-foreducational-settings>.

If the school has closed, we will complete the return as requested by the DfE. St Vincent's Catholic Primary School and social workers will agree with parents/carers whether children in need should be attending school – St Vincent's Catholic Primary School will then follow up on any pupil that they were expecting to attend, who does not. St Vincent's Catholic Primary School 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. To support the above, St Vincent's Catholic Primary School 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.

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 unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead and mark the email as high priority with 'Urgent' in the subject line. This will ensure that the concern is received promptly. 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 Head teacher. We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education. 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.

If there is a requirement to make a notification to the Head teacher whilst away from school, this should be done verbally over the phone and followed up with an email to

the Headteacher. Concerns about the Headteacher should be directed to the Chair of Governors: Michael Gradwell via office@stvincents.barnet.sch.uk

Staff Recruitment, Safeguarding Training and Induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, DSL (or DDSL) who has been trained will continue to be classed as a trained DSL (or DDSL) even if they miss their refresher training. All existing school staff have had basic safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any updates or changes to 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. Vincent's Catholic Primary 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.

Upon arrival, they will be given access to the school's Safeguarding Policy which includes Child Protection Policies and procedures, confirmation of local processes and confirmation of DSL arrangements. We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

Peer on Peer Abuse

St Vincent's Catholic Primary School 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.

Where St Vincent's Catholic Primary School receives a report of peer-on-peer abuse, we will listen and work with the young person, parents/carers and any multi-agency partner required, ensuring the safety and security of that young person. Concerns and actions must be recorded on CPOMS and appropriate referrals made.

Online Safety in Schools and Colleges

St Vincent's Catholic Primary School will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where pupils are using computers in school, appropriate supervision will be in place.

Children and Online Safety Away from School

Online teaching should follow the same principles as set out in the St Vincent's Catholic Primary School code of conduct and adhere to our Acceptable Use Policy. St Vincent's Catholic Primary School will ensure any use of online learning tools and systems is in line with Data and Privacy protection and GDPR requirements.

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 Staff will continue to 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.

Supporting Children who are not in School

St Vincent's Catholic Primary School 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 CPOMS, as should a record of contact that has been made. The communication plans can include; remote contact, phone contact, home visits. Other individualised contact methods should be considered and recorded. St Vincent's Catholic Primary School and its DSL team 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. St Vincent's Catholic Primary School 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 Vincent's Catholic Primary School need to be aware of this in their expectations and setting of pupils' work when they are working at home.

Monitoring arrangements

This policy will be reviewed as guidance from the local safeguarding partners in line with the LA or DfE updates, and as a minimum every 3-4 weeks by Marie Tuohy-*(Headteacher and Designated Safeguarding Lead)*. At every review, it will be approved by the full governing board.

Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff behaviour policy/code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy

Important contacts

Role	Name	Contact details
Designated safeguarding lead (DSL)	Marie Tuohy	Tel: 0208 959 3417 head@stvincents.barnet.sch.uk
Deputy DSL	Liz Wolfenden	Tel: 0208 959 3417 deputy@stvincents.barnet.sch.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Kerry Malone	Tel: 0208 959 3417 sendco@stvincents.barnet.sch.uk
Headteacher	Marie Tuohy	Tel: 0208 959 3417 head@stvincents.barnet.sch.uk
Local authority designated officer (LADO)	Barnet Local Authority Designated Officer)	Tel:0208 359 6056 or Via MASH Team
Chair of governors	Michael Gradwell	Tel: 0208 959 3417 office@stvincents.barnet.sch.uk