

## Covid-19 Addendum to the School / Academy Safeguarding and Child Protection Policy

September 2020

### Emergency contact details:

| Named personnel with designated responsibility for Safeguarding: |  |             |        |
|--|--|-------------|--------|
| Name   | Email                                      | Telephone   | Mobile |
| Louise Nealings  | Louise.nealings@stcharles.newcastle.sch.uk | 07715664932 |        |
| Carrie Higgins   | Carrie.higgins@stcharles.newcastle.sch.uk  | 07912262446 |        |
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|  |  |             |        |

## The Guidance Document: Key Messages

**KCSIE 2020 must still be adhered to** Schools/academies must continue to

- provide a safe environment
- keep children safe
- ensure staff and volunteers have been appropriately checked and risk assessments carried out as required

### Key safeguarding principles remain unchanged

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

## Appendix M to Existing Policy in Response to Additional DFE Guidance Issued on 27<sup>th</sup> March 2020

### Context

Our existing school policy continues to be compliant and fit for purpose. It recognises and responds to the key guidance documents

- ✓ Keeping Children Safe in Education 2020
- ✓ Working Together to Safeguard Children 2018
- ✓ Existing Local Authority / Safeguarding Partnership Advice and Guidance
- ✓ Additional Guidance in response to the Coronavirus Pandemic was published by the DFE on March 27<sup>th</sup>, and this annex to our existing policy reflects the advice contained within this document.

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 - who absolutely need to attend. 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 Charles' Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

## Advice from our Local Safeguarding Partners

St Charles' will continue to respond and act upon the guidance and advice provided by our 3 Local Safeguarding Partners during the period that new arrangements are in place. We will review any updated advice, share with appropriate staff and ensure school / academy practice reflects new guidance.

## Advice from the Local Authority

Where the Local Authority issues further advice and guidance regarding the following areas of our activity, we will review our practice, share with appropriate staff and ensure school / academy practice reflects this new advice.

Areas to consider:

- Pupils with EHC plans
- Advice from the L.A.D.O / Children's Social Care
- Reporting concerns where issues are identified
- Changes in referral thresholds
- Response to those identified as Children in Need

## Responding to concerns regarding a pupil.

All staff at St Charles' are expected to follow all existing procedures for responding to concerns. This includes:

- ✓ any newly shared guidance developed as a consequence of the Coronavirus pandemic. Updates will be followed on:  
<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>
- ✓ 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 staff should not solely rely on CPOMS but should ensure direct contact is made with the DSL either face to face or by telephone.
- ✓ There is a school contact log on the teachers drive where records of some contact with families (e.g. telephone calls to a full class) and who are not vulnerable. Only vulnerable pupils contact needs to be logged on CPOMS or communication that would usually be recorded on CPOMS for SLT to be aware of.

Where staff have a concern it is expected that this information will be shared with a named DSL to ensure appropriate advice is given and actions taken to safeguard the pupil. All staff and volunteers must act immediately on any safeguarding concerns which may be identified. **See flow diagram.**

### **DSL (and deputy) arrangements**

All staff have been advised of the arrangements we have in place, and contact details for the identified DSL / Deputy DSL during the period of this pandemic.

In the case of all DSL staff not being on site:

Mrs Nealings, Mrs Higgins and Mrs Binney's mobile numbers are listed in the staffroom or they can be emailed if it is non urgent. They will access CPOMS remotely.

### **See flow diagram.**

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 or online video - 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 onlinemanagement system, CPOMS 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 St Charles' staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who 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 can be done remotely.

### **Looked After and Previously Looked After Children**

St Charles' recognise the vulnerability of any of our pupils identified as LAC or previously LAC Key staff will continue to support and liaise with Children's Social Care staff, and the Virtual Head of School for LAC to ensure that the educational and support needs of all LAC pupils continue to be met during this period.

### **Peer on Peer abuse**

We recognise that during the period where new working arrangements are in place, some pupils may be potentially vulnerable to different forms of abuse, including Peer on Peer abuse. St Charles' will continue to respond to any concerns which may arise. Staff must follow existing reporting arrangements, discuss concerns with a DSL and continue to follow the guidance set out within our existing policy / KCSIE Part 5.

### **Responding to concerns regarding staff conduct / behaviour**

All staff are aware of their responsibility to report any concerns regarding the conduct or behaviour of colleagues. Our Whistleblowing Policy clearly sets out the reporting process, and this reflects the key messages set out in Part 4 of KCSIE 2020.

Should staff have any concerns they must follow existing school /academy procedures.

## Vulnerable Pupils

Vulnerable children include:

- ✓ those who have a social worker
- ✓ those children and young people up to the age of 25 with education, health and care (EHC) plans.
- ✓ those who have a social worker including children who have a Child Protection Plan
- ✓ 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.
- ✓ New vulnerable pupils are pupils identified by staff and with information gathered from the parent surveys.

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 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.

St Charles' 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: **Louise Nealings**

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 St Charles' will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, St Charles' or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. St Charles' will encourage our vulnerable children and young people to attend a school, including remotely if needed.

## Supporting all Pupils

St Charles' recognise our ongoing responsibility to provide advice, support and guidance to all our pupils and our staff are in regular contact with all pupils on our roll. Safeguarding these pupils remains **everyone's responsibility**.

We continue to seek to communicate with, and provide advice and information to all pupils. Staff will make telephone calls, using Tapestry, Class Do Jo, Teams and email to communicate regularly with all families.

Our staff are aware of their responsibility to seek advice regarding any issue which causes concern and are expected to continue to adhere to existing school reporting and recording procedures for any potential safeguarding issue.

### **Supporting children not in school**

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

St Charles' 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.
- ✓ St Charles' 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 Charles' need to be aware of this in setting expectations of pupils' work where they are at home.
- ✓ St Charles' 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 recorded on CPOMS.
- ✓ We will follow the CES contact with families during COVID-19 guide.

### **Online safety**

During the period where new working arrangements are in place St Charles' recognises that our pupils may be using a range of technologies and using on line materials, as well as potentially accessing a range of different sites as part of their home learning programme.

We will share appropriate and recognised on-line learning materials with our pupils and we will ensure we continue to reinforce our expectations regarding safe on-line behaviour for all pupils during this period. E-safety units will be incorporated into home learning for pupils.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- ✓ No 1:1s, groups only
- ✓ 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; and the background should be blurred.
- ✓ The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- ✓ 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 provided by St Charles' to communicate with pupils
- ✓ Staff should record, the length, time, date and attendance of any sessions held and add record in the home learning folder on the teacher's drive.

Where staff have a concern, then they must follow existing school reporting procedures and our on-line safety policy.

### School attendance procedures

Local authorities and education settings **do not** need to complete their usual day-to-day attendance processes to follow up on non-attendance. The procedures will be as follows:

- ✓ school and social workers will agree with parents/carers whether children in need should be attending school.
- ✓ school will then follow up on any pupil that they were expecting to attend, who does not.
- ✓ 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, we 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, St Charles' will notify their social worker.
- ✓ The school completes the DfE register daily.

### Staff 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, 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. In order to support staff and keep children safe:

- ✓ All existing school staff should have read part 1 and annex A of Keeping Children Safe in Education (2020).
- ✓ The DSL will 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 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:

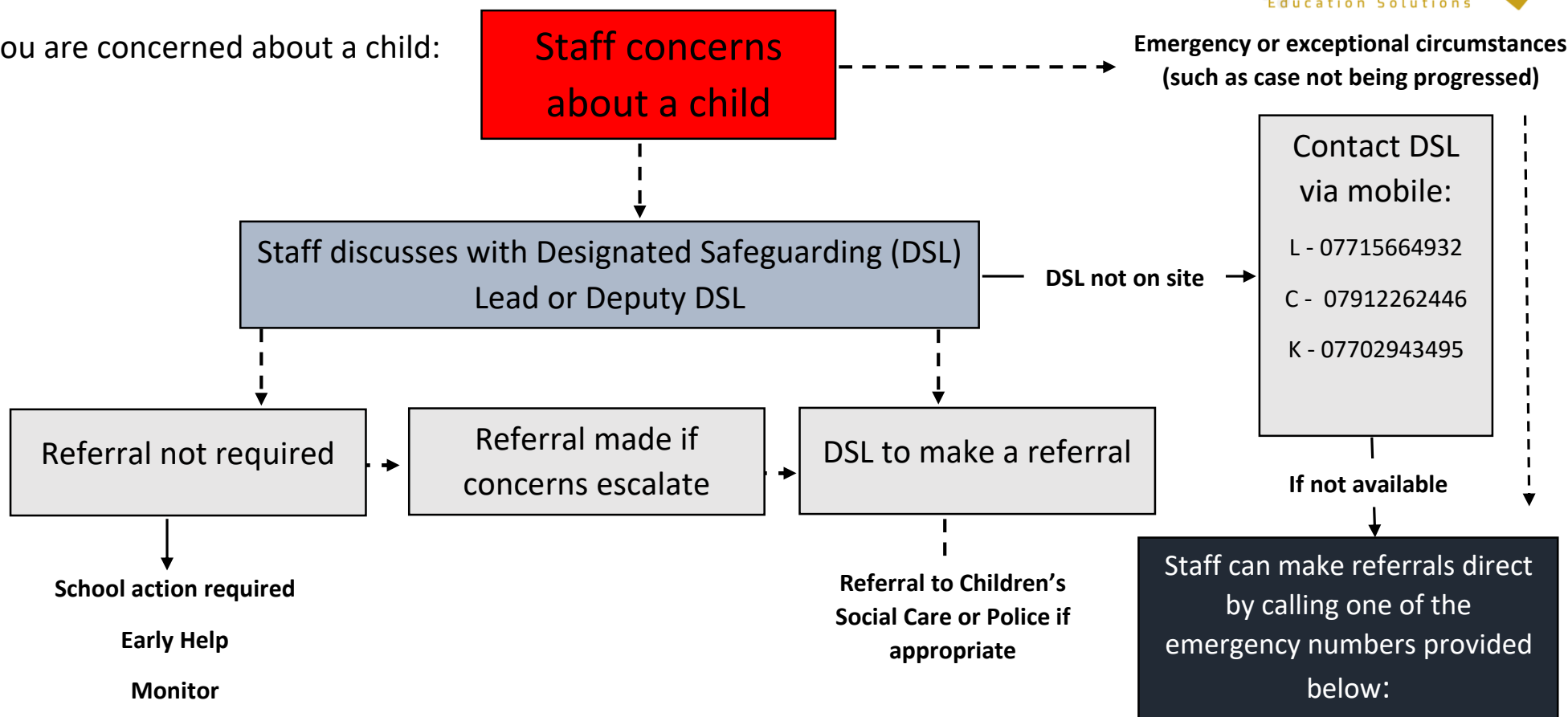
- ✓ the individual has been subject to an enhanced DBS and children's barred list check
- ✓ there are no known concerns about the individual's suitability to work with children
- ✓ there is no ongoing disciplinary investigation relating to that individual
- ✓ For movement within Catholic trusts, schools should seek assurance from the Head Teacher or 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.

### **Safer Recruitment and procedure for movement of staff and volunteers**

- ✓ St Charles' recognise that this situation requires us all to work in different ways and respond to new and emerging circumstances.
- ✓ We remain committed to the principles of Safer Recruitment practice and guidance as described in KCSIE 2020 Part 3.
- ✓ Should volunteers be permitted to support the school, we will continue to undertake all appropriate vetting and checking procedures and ensure we are compliant with the principles of regulated activity.
- ✓ We will ensure that our Single Central Record is maintained and all required elements are compliant.

**It is important that all staff and volunteers are aware of the new policy and are kept up to date as it is revised. The revised policy should continue to be made available publicly.**

If you are concerned about a child:



**EMERGENCY:** If a child is in immediate danger call the **POLICE** on 999

**EMERGENCY:** To make an **URGENT** referral call Children's Social Care on 0191 277 2500

To make a **NON URGENT** referral, contact Children's Social Care using the online referral form <https://nccportal.newcastle.gov.uk/forms/referral/public>

Unsure how to respond or for **ADVICE** and guidance call a Clennell Education Solutions Safeguarding Consultant on 0191 2146724

## Contact with families during COVID-19

During the COVID-19 outbreak it is imperative that we continue to record contact made with children and their families. We should be aware that our families are going to be under increasing stress which may increase the risk of harm.

Here are some top tips to keep us all safe:

### Top Tips when recording

- ✓ Make sure you record the **time** and **date** of contact made not the date you record the contact
- ✓ The record should include the **name of the person** who made contact should we need to discuss this with them at a later date
- ✓ Details should be **factual**, **accurate** and do not include opinion
- ✓ Remember to include **your actions**, what you said or advised
- ✓ Information is **clear** and understandable to others
- ✓ Include full names not in the record to avoid any confusion
- ✓ For vulnerable pupils **ask to speak to the child**. Tell the parent you are carrying out 'pupil motivational calls' and record you have spoken to them.
- ✓ If a parent indicates they are sick and unable to come to the phone / get out of bed then we need to consider whether the children are safe? Who is looking after them? Is there another adult available? What is their age / maturity? **Inform the DSL immediately.**

### Hand-written records

- ✓ Written records are legible (readable and makes sense)
- ✓ Entries are written in black permanent ink
- ✓ Errors are scored through with a single line, are dated and signed, and remain legible

### If working from home

- ✓ If working on a computer ensure the screen is positioned not to be in view of others within the home (CPOMS)
- ✓ If using an online teaching package, consider the location of your computer and any recorded lessons do not compromise your position
- ✓ Staff should only use online systems agreed by the school.
- ✓ There are a number of serious concerns about using Whatsapp for school communications. First, Whatsapp says it **should not be used** for business; it is against their terms and conditions. Second, it is **not compliant** with **GDPR**. Third, there is no way that a school can access the content should it need to; there is no audit trail whatsoever.

## Phone calls to parents / pupils

- ✓ Record the call on CPOMS or tracker (schools current recording system)
- ✓ If calling from home protect your number by dialing 141 first
- ✓ If leaving a message ensure there is no personal information in the voicemail
- ✓ If any concerns arise during the conversation ensure you follow your safeguarding procedures

## Emails to parents / pupils

- ✓ Never use personal emails to contact parents or pupils
- ✓ Remember you are representing the school and the emails may be used in legal cases.
- ✓ Do not mention personal details on emails
- ✓ Include a signature strip on your emails, including school, address, contact details and job title so they can be traced at a later stage
- ✓ Check who you are sending it to before you click send
- ✓ If you send an email by error containing student information. Inform your line manager as soon as possible
- ✓ If you receive an inappropriate email inform your line manager of the time, date, content and sender details

## Considerations for DSLs

- ✓ Risk levels of each child and whether COVID-19 will increase risk to that child
- ✓ How often staff should make contact with home (For example: Red – daily, Amber – twice a week, Green – weekly)

## How to make contact:

- ✓ Text systems are good for short whole school messages
- ✓ Websites are good for longer whole school messages
- ✓ Home visits are good to check the welfare, appearance, whether a family is coping. Reasons to visit: Food parcel, work pack delivery (Ensure lone working procedures are followed and the outreach worker adheres to a 2 metre distance, through window)

## Which member of staff should make contact with home?

- ✓ Preferably **someone who knows the child** and therefore would recognise any changes in behaviour or risk factors

- ✓ **Additional needs:** Would the SENCO / teaching assistant be best placed to make contact as they can advise the parent on coping strategies and would recognise any difficulties they may be facing
- ✓ Where possible the **same member of staff** has the regular contact with the family
- ✓ As staff may be absent due to illness has a main key contact been identified or a **cover contact person** appointed?
- ✓ If there are **siblings** make a call to the whole family and record on the sibling's record also. (Linked students on CPOMS / click monitor)
- ✓ Share contact details for further support.

| If you have a concern...   |  |
|--|--|
| If a child is in immediate danger call the <b><u>POLICE</u></b>  | <b>Police 999</b>  |
| To make an <b><u>URGENT</u></b> referral i.e. child is likely to suffer or is suffering significant harm call Children's Social Care | <b>Children's Social Care (CSC)</b><br><b>Call 0191 277 2500</b>   |
| To make an <b><u>NON URGENT</u></b> referral, contact Children's Social Care using the online referral form                          | <b>Children's Social Care</b><br><a href="https://nccportal.newcastle.gov.uk/forms/referral/public">https://nccportal.newcastle.gov.uk/forms/referral/public</a> |
| To raise a concern and ask advice about <b><u>EXTREMISM</u></b> (also Children's Social Care)  | <b>PREVENT DUTY</b><br><b>Call: 0191 277 2500</b>  |
| Unsure how to respond or for <b><u>ADVICE</u></b> and guidance call a CES Safeguarding Consultant                                    | <b>Clennell Education Solutions (CES)</b><br><b>Call: 0191 214 6724</b>  |
| For <b><u>ADVICE</u></b> and guidance on cases who do not meet the threshold for CSC   | <b>EARLY HELP</b><br><b>Call: 0191 211 5805</b>  |
| For raising concerns and ask for guidance in relation to <b><u>CODE OF CONDUCT</u></b> of someone who works with children            | <b>Local Authority Designated Officer (LADO): Melanie Scott</b><br>Phone: 0191 2116730<br>Email: melanie.scott@newcastle.gov.uk                                  |
| Support for professionals who are <b><u>WORRIED</u></b> about how child protection procedures are being handled in their workplace.  | <b>NSPCC Whistleblowing helpline</b><br><b>Call: 0800 028 0285</b>   |
| For further information on safeguarding procedures in your <b><u>Local Authority</u></b>   | <b>LOCAL SAFEGUARDING PARTNERS</b><br><a href="https://www.nscb.org.uk/">https://www.nscb.org.uk/</a><br><b>0191 277 3658</b>                                    |