



Annex to Child Protection and Safeguarding Policy – version 1.0

Name of School: Sacred Heart Catholic School

Child protection during the COVID-19 measures

Context

The way the St John Paul II Multi Academy is currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. Most children are no longer in a school setting and staff numbers have been affected by the outbreak.

The schools in the Academy have been asked to provide care for children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This Annex to our Child Protection policy sets out details of our safeguarding arrangements for:

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Version control and dissemination

This is version 1.0 of this annex. It will be reviewed by our LAG (Leadership Advisory Group) and DSLs on a regular basis as circumstances continue to evolve or following updated Department for Education advice or guidance and any changes will be emailed to staff.

We will ensure that on any given day all staff and volunteers in attendance will be aware of who the DSL and deputy DSLs are and how staff and volunteers can speak to them.

Safeguarding priority

During these challenging times the safeguarding of all children at our school – whether they are currently at home or in attendance – continues to be our priority. The following fundamental safeguarding principles remain the same:

- the best interests of children continue to come first
- if anyone in our school has a safeguarding concern, they will act immediately
- a designated safeguarding lead (DSL) or deputy DSL will always be available
- no unsuitable people will be allowed to gain access to children
- children should continue to be protected when they are online.

Current school position

All schools in the academy are currently open with Secondary colleagues supporting staff ratios of Primary schools when necessary.

All staff and volunteers attending on site from outside our school will complete an induction to ensure they are aware of safeguarding risks and know how to act if they have concerns.

Safeguarding partners' advice

We continue to work closely with our safeguarding partners, and we will ensure this annex is consistent with their advice. This will include expectations for supporting children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need.

Roles and responsibilities

The roles and responsibilities for safeguarding in our school remain in line with our Child Protection Policy.

If possible, there will be a DSL on site during the school day. Where this is not possible, we will:

- have a trained DSL or deputy DSL available by phone and/or online video; or
- ensure we have access to a trained DSL or deputy DSL from another school by phone and/or online video.

Where our DSL or a deputy DSL cannot be on site, then in addition to one of the above options we will also ensure a senior leader from the school takes responsibility for co-ordinating safeguarding on site.

The designated safeguarding lead (DSL) for child protection is Gail Elliott

The deputy designated leads are Gerry O'Hara and Dawn Cooper

Contact details: email: enquiry@sacredheart-sch.net tel: 01213564721

Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with 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.

There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.

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 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.

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

Senior leaders in our school, especially the DSL (and deputies) know who our most vulnerable children are, and they have the flexibility to offer a place to those on the edge of receiving children's social care support.

We will continue to work with children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

Increased vulnerability or risk

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils' work where they are at home. Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff and volunteers will be aware of the mental health of children and their parents and carers and will contact the DSL or a deputy if they have any concerns.

Emergency Safeguarding Procedures during school closure to Safeguard Vulnerable Pupils and all others during Covid 19 Closure

Contact to be maintained with the following categories

Category	Allocated person	Contact
Child Protection Plan	Gail Elliott	enquiry@sacredheart-sch.net
Child in Need Plan	Social Worker-Lizzie Simpson	Gerry O'Hara/Gail Elliott/Dawn Cooper-call parents on Monday weekly and social worker on Thursday weekly
Educational Health Care Plan		No concerns – child kept at home due to mum being vulnerable
Vulnerable (DV)	Family support worker-Gemma	Gerry O'Hara/Gail Elliott/Dawn Cooper-with support from Sharon Craig (TA) as interpreter-call parents on Monday/Thursday
Vulnerable (DV)	Family Support worker-Kamilah Burgundy	Gerry O'Hara/Gail Elliott/Dawn Cooper-with support from Sharon Craig (TA) as interpreter-call parents on Monday/Thursday
Vulnerable (DV)	Support from women's aid - Anne Derbyshire	Anne from the refuge will contact school if there are any issues. Family settled.
Vulnerable (poverty)	Support from family support workers Karen Cutler/Clare Shakespeare and Father Mark	Gerry O'Hara/Gail Elliott/Dawn Cooper-call parents on Monday/Thursday
All other pupil		

Supporting Vulnerable Children - Children on a Child Protection Plan (CP)

School should be in contact with the allocated Social Worker and it would be best practice to share visiting responsibilities.

Every pupil and parent/carer is spoken to each week by an allocated member of support staff.

All calls are logged and information from the call stored on a question spreadsheet for each pupil. Checks are made regarding physical health, access to food, access to exercise, access to education (online and offline), mental well-being, access to funds/benefits. Any safeguarding concerns are logged

Where possible, children should be seen weekly by a professional. This can be at a safe distance on the doorstep but only where a risk assessment has been completed in line with most up to date Public Health guidelines. Where families are self-isolating due to illness and direct contact is not possible, sight of the child through a window may be necessary.

Telephone contact should also be made by a named person twice a week. The child should be spoken to where appropriate.

ACTIONS

- A DSL makes calls to all vulnerable families every week (or more often if necessary).
- They speak to the parent/s and children to ensure they are safe and well.
- The register is completed to record the date, time and who they spoke to is completed.
- The DSL records the log CPOMS. If there are any concerns arising from any conversations, these are recorded on CPOMS and shared with the lead DSL so that usual safeguarding procedures are followed, with conversations taking place over the phone if more detail is required.
- DSLs keep in regular contact with social workers via email and phone calls.

Vulnerable families have their social worker/family support worker numbers should they need to gain further support.

Children on Child in Need Plan (CIN)

School should be in contact with the allocated Family Support Worker and it would be best practice to share visiting responsibilities. Where possible children should be seen weekly by a professional. This can be at a safe distance on the doorstep. Where families are self-isolating due to illness and direct contact is not possible, sight of the child through a window may be necessary. Telephone contact should also be made by a named person once a week. The child should be spoken to where appropriate.

Vulnerable pupils without an allocated social worker/ family support worker

School will inevitably have pupils who they deem as vulnerable, who are not receiving statutory social care intervention, but who will be on their "Pupils with a Safeguarding Vulnerability" list.

Using Right Help, Right Time, schools should make a judgement as to the nature of those vulnerabilities and plan accordingly. It is advised that families are contacted by telephone twice a week and the pupil spoken to where appropriate to do so.

If any concerns are identified by staff, they should inform a DSL

Vulnerable pupils with SEND without an allocated social worker/ family support worker

School should make a judgement as to the nature of those with SEN vulnerabilities and plan accordingly. It is advised that families are contacted by telephone twice a week and the pupil spoken to where appropriate to do so

Welfare Checks (all other children)

Telephone contact should be made every two weeks. The child should be spoken to where appropriate. All contact or support with children and families should be recorded on the register (Date/ who you spoke to and a general comment – i.e. all good).

Please turn off “show my caller ID” in the phone setting of your smart phone so that your number is protected. Alternatively, you can put 141 in front of the pupil number and this will withhold your home number if calling from a landline. Please check that this is active before calling parents by checking on another familiar number.

For all concerns following a contact

- Staff who are visiting and making phone calls must record the contact and report back to the Lead DSL, and named social worker if there are any concerns.

Attendance

Where a child is expected but does not arrive at school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSL or a deputy DSL will be informed.

School staff will attempt to contact the parents through various methods, such as telephone, FaceTime, Skype or by contact a relative in the first instance. If contact cannot be made or if the DSL or a deputy DSL deems it necessary, we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any such visit is made to ensure staff the family are not put at risk.

Where a vulnerable child does not take up their place, we will notify their social worker.

Reporting concerns about children or staff

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our Child Protection procedures and advise the DSL of any concerns they have about any child, including those who are not attending school.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our Allegations Against Staff Policy.

Staff training and induction

For the duration of the COVID-19 measures, our DSL and deputy DSLs are unlikely to receive their refresher training. In line with government guidance, our trained DSLs and deputy DSLs will be classed as trained even if they cannot receive this training.

All current school staff have received safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education. When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Child Protection Policy.

If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- the individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any caused for concern
- there are no safeguarding investigations into the conduct of that individual
- the individual remains suitable to work with children.

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, we will continue to follow our Safer Recruitment policy.

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.

For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.

Peer on peer abuse

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our Child Protection Policy, which can be accessed [here](#).

Online safety

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguarding and support children.

Our staff will follow the process for online safety set out in our Child Protection Policy.

Staff who interact with children online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the DSL or to a deputy DSL.

New children at the school

Children may join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.

For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is).

Ideally this will happen before a child arrives but where that is not possible it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/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 our school senior leaders will take responsibility.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.

Supporting children not in school

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support that child. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures.