



**COVID-19 arrangements
for safeguarding and child protection
at St Joseph's Catholic Primary School
v2**

School name: St Joseph's Catholic Primary School

Policy owner: Mrs C French

Date: 03/06/2020

Date shared with governors and trustees: 08/06/2020

Date shared with staff: 08/06/2020

Use of template adapted by Gavin Baker, Education Lead, MASH, Harrow Council

With thanks to Louis Donald, Trust Safeguarding Manager at the Stowe Valley Multi Academy Trust and Andrew Hall, <https://www.safeguardingschools.co.uk/andrew-hall> .

And Alison Beasley, Designated Officer and Manager of the Education Safeguarding Advisory Team
Oxfordshire Local Authority

This is also in line with DFE guidance <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<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>

This appendix of the St Joseph's Catholic Primary School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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

1. Context:

Government Update 1st June 2020

The government is now encouraging all eligible children to attend (i.e. children of workers critical to the COVID-19 response and for children who are vulnerable who are described as having a social worker or in receipt of an Education, Health and Care Plan (EHCP) – it is no longer necessary for parents of eligible children to keep them at home if they can. In particular, as per the existing guidance on vulnerable children and young people, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision so that they can gain the educational and well-being benefits of attending where it is appropriate for them to do so.

From the week commencing 1 June 2020, the government is also asking primary schools to welcome back children in Nursery, Reception, year 1 and year 6, alongside priority groups.

As more children return to school, a number of important safeguarding principles remain the same:

- The best interests of children must always continue to come first
- If anyone in school has a safeguarding concern about any child, they should continue to act and act immediately
- A DSL or deputy should be available on school site and /or accessible by phone / email
- 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

2. Key contacts:

Role	Name	Phone	email
Designated Safeguarding Lead (DSL)	Mrs Carrie French	0208 863 8531	frenchc@stjosephs.harrow.sch.uk
Deputy Designated safeguarding lead (DDSL)	Mr Chris Briggs	0208 863 8531	cbriggs21.310@lgflmail.org
Chair of governors/trustee	Mrs Anna Whittaker	0208 863 8531	Awhittaker5.310@lgflmail.org
Safeguarding governor/trustee	Mrs Alison Panacides	0208 863 8531	apanacides1.310@lgflmail.org
Safeguarding governor/trustee	Mr John Fay	0208 863 8531	jfay2.310@lgflmail.org

2. Vulnerable children:

Vulnerable children for the purposes of continued attendance during the coronavirus outbreak are those across all year groups who:

- are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan and it is determined, following risk assessment ([risk assessment guidance](#)), that their needs can be as safely or more safely met in the educational environment
- have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion

Read more in the guidance on [vulnerable children and young people](#)

Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and virtual school heads will continue to work with vulnerable children in this difficult period. School staff (supported by the DSL or deputy) should continue to work with and support children's social workers, virtual school heads and any other relevant safeguarding and welfare partners to help protect vulnerable children.

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

The Headteacher (Deputy DSL) and Designated Safeguarding Lead 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 Joseph's Catholic Primary 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's Virtual School Headteacher (VSH) for looked-after and previously looked-after children. The lead person for this is Mrs French.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as there are no shielding concerns for the child or their household and / or following a risk assessment for children with an EHC plan. 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 the School will explore the reasons for this directly with the parent. We, as a school, will ensure that all professionals involved with these vulnerable children, (e.g. social workers, SEND case workers, Early Support worker etc) are fully informed around the current attendance of the child (attending school or not) and if not attending school the arrangements that we have put in place around safeguarding this child.

Where parents 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.

St Joseph's Catholic Primary School will encourage our vulnerable children and young people to attend school as appropriate.

A brief summary of attendance expectations across the different groups of vulnerable children is as follows:

- for vulnerable children who have a social worker, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on [households with possible coronavirus infection](#) and [shielding and protecting people defined on medical grounds as clinically extremely vulnerable](#))
- for vulnerable children who have an education health and care (EHC) plan, attendance is expected where it is determined, following [risk assessment](#), that their needs can be as safely or more safely met in the educational environment
- for vulnerable children who are deemed otherwise vulnerable, at the school or local authority discretion, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on [households with possible coronavirus infection](#) and [shielding and protecting people defined on medical grounds as clinically extremely vulnerable](#))

In line with government guidance, parents and carers will not be penalised if their child does not attend educational provision.

4. Attendance monitoring:

In line with government guidance, St Joseph's Catholic Primary School will resume taking the attendance registers from 1 June and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending.

St Joseph's Catholic Primary School and social workers will agree with parents/carers whether children in need should be attending school and we will, as a school, then follow up on any pupil that we are expecting to attend, who does not.

This will be via a telephone conversation and / or doorstep visit.

To support the above, St Joseph's Catholic Primary 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, we will notify their social worker.

The attendance data for CP/ CIN and CLA will also be shared with the Local Authority as required.

5. Designated Safeguarding Lead:

St Joseph's Catholic Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Mrs Carrie French

The Deputy Designated Safeguarding Lead is: Mr Chris Briggs

A member of the DSL team will always be available during school hours. 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 designated member of staff will assume responsibility for co-ordinating safeguarding on site.

This might include 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.

It is important that all our staff and volunteers have access to a trained DSL (or deputy). 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.

6. Reporting a concern:

St Joseph's is committed to promoting the health and welfare of all our children. During the current situation, we are continually looking at ways to keep lines of communication open and accessible to our school community. To assist us in this work we have set up a dedicated e mail address. If you have any concerns about the health, safety or wellbeing of a child at St Joseph's School, please contact Mrs French via email at safeguarding@stjosephs.harrow.sch.uk . If you are unable to contact Mrs French, please contact Mr Briggs at the school. We continue to work hard to support the well-being of our children and Harrow have put together a number of well-being resources and links which you may find helpful <https://www.harrow.gov.uk/childwellbeing>

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

In the unlikely event that a member of staff cannot access our normal reporting systems from home, they should email/ contact the Designated Safeguarding Lead and the 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 continue to follow our normal procedures and alert the Headteacher immediately. The Headteacher will follow normal allegation management procedures as detailed in Keeping Children Safe in Education and liaise with Harrow's Local Authority Designated Officer; Janice Miller, as detailed in our main policy. 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: Mrs Anna Whittaker

7. Safeguarding Training and induction:

All DSL training has been suspended by the Harrow Safeguarding Children's Board (HSCB) and it 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.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019) and Appendix A. All school staff have had access to additional online safeguarding training during the period of school closure. 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 enter our 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 a copy of the school's safeguarding and child protection policy (which will be similar to their current setting if a Harrow school), confirmation of local processes and confirmation of DSL arrangements.

8. Safer recruitment/volunteers and movement of staff:

It remains essential that people who are unsuitable are not allowed to enter the workforce or gain access to children. When recruiting new staff, St Joseph's Catholic Primary School will continue to

follow the relevant safer recruitment processes for the 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 our School are utilising 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.

St Joseph's Catholic Primary 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, in line with advice from the LADO where appropriate.

St Joseph's Catholic Primary 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 and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, St Joseph's Catholic Primary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

9. Online safety in schools:

St Joseph's Catholic Primary 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.

10. Children and online safety away from school:

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

St Joseph's Catholic Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

All online learning is being set using websites and platforms that are known to be safe and monitored by class teachers and senior leaders. Parents have received communication from the school reminding them to continue to check their children's use of online social platforms to support the safety and well-being of their children. Parents are aware that they can email staff with concerns about their children's safety and wellbeing for further advice and guidance at the following e mail address

ict@stjosephs.harrow.sch.uk

It is important that all staff are aware of and have read this appendix to the Child Protection policy and are kept up to date of any further revisions. This appendix is available publically and can be found on the school website alongside the main Safeguarding and Child Protection policy.

All staff at the school will be reminded of the following policies:

- Staff code of conduct
- Acceptable users' policy
- Social media guidance
- Remote Learning Policy (reviewed monthly)

11. Supporting children not in school:

St Joseph's Catholic Primary School is committed to ensuring the safety and wellbeing of all its children.

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.

The communication plans can include; remote contact, phone contact, door-step visits.

St Joseph's Catholic Primary School 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 Joseph's Catholic Primary School recognises that school is a protective factor for children, and the current circumstances, can affect the mental health of pupils and their parents/carers.

Teachers at our school need to be aware of this in setting expectations of pupils' work when they are at home.

12. Supporting children in school:

St Joseph's Catholic Primary School is committed to ensuring the safety and wellbeing of all its pupils.

We 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.

We 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.

We will ensure that where we care for an increasing number of children including children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them, particularly in terms of supporting their emotional well-being.

13. Peer on Peer Abuse:

St Joseph's Catholic Primary School recognises that during partial school closure a revised process may be required for managing any report of such abuse and supporting victims. Where a 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 school Safeguarding and 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.

Concerns and actions must be recorded, and appropriate referrals made.

All staff and governors will be sent this additional Appendix v2 to our Safeguarding and Child Protection Policy to read and are asked to email the DSL Mrs Carrie French to confirm they have read it.