

Child protection and safeguarding: COVID-19 addendum

Cardinal Wiseman Catholic School



Approved by:	Dr. Penny Manford (Chair of Governors) and Claire Barnes (Safeguarding Governor)	Date: 5/1/2021
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Contents

Important contacts	
1. Scope and definitions	
2. Core safeguarding principles	
3. Reporting concerns.....	
4. DSL (and deputy) arrangements	
5. Working with other agencies	
6. Monitoring attendance	
7. Peer-on-peer abuse.....	
8. Concerns about a staff member, supply teacher or volunteer.....	
9. Contact plans	
10. Safeguarding all children	
11. Online safety	
12. Mental health	
13. Staff and volunteer recruitment	
14. Safeguarding induction and training	
15. Monitoring arrangements.....	
16. Links with other policies.....	

Important contacts

ROLE	NAME	CONTACT DETAILS
DSL Team	All DSLs	dsl@cardinawiseman.net
Designated safeguarding lead (DSL)	Anthony Beckett	abeckett@cardinalwiseman.net
Deputy DSL	Lauren Evitts Jake Allen Luke Beavan Dominic Kerr Danielle Taylor	levitts@cardinalwiseman.net jallen@cardinalwiseman.net lbeavan@cardinalwiseman.net dkerr@cardinawiseman.net dtaylor@cardinalwiseman.net
Headteacher	Robert Swanwick	rswanwick@cardinalwiseman.net
CASS (Childrens Advice and Support Service)	0121 303 1888	CASS@birminghamchildrenstrust.co.uk
Chair of governors	Penny Manford	pmandford@cardinalwiseman.net

1. Scope and definitions

This addendum applies from the start of the spring term 2021.

It sets out changes to our normal child protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus.

In this addendum, where we refer to vulnerable children, this means those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people 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
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- › The best interests of children must come first
- › If anyone has a safeguarding concern about any child, they should act on it immediately
- › A designated safeguarding lead (DSL) or deputies should be available at all times (see section 4 for details of our arrangements)
- › It's essential that unsuitable people don't enter the school workforce or gain access to children
- › Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home.

Here is a reminder about our procedures:

Staff should use CPOMS to electronically report concerns. Additionally, or in the event of issues with CPOMS, they can inform all DSLs by emailing dsl@cardinalwiseman.net.

Whilst school is open for pupils of keyworkers and vulnerable pupils the staffing timetable ensures that a DSL is onsite each day. If a child makes a disclosure in school then the member of staff should take the pupil to the DSL on site. In the event that DSL is not on-site they should inform the member of the SLT on-site. The SLT will contact the DSL via phone.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site every day – see plan. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be on site, they can be contacted remotely by emailing dsl@cardinalwiseman.net.

In the event that there is no DSL or deputy on site, the senior leader onsite will take responsibility for co-ordinating safeguarding. This will be SLT named in the plan.

The senior leader will be responsible for liaising with our off-site DSL (or deputy) to make sure they (the senior leader) can:

- Deal effectively with any safeguarding matters. In the first instance, they should contact Anthony Beckett (DSL). In the event that they cannot contact the DSL, they should contact other members of the DSL team
- Identify the most vulnerable children in school – see vulnerable register
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

5. Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority, about 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

6. Monitoring attendance

We will resume taking our attendance register in-line with guidance from the Department for Education on how to record attendance and what data to submit.

Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up on their absence with their parents or carers
- Notify their social worker, where they have one

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

7. Peer-on-peer abuse

We 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.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

8. Concerns about a staff member, supply teacher or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/supply teachers/volunteers working on site or remotely.

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.

9. Contact plans

We have contact plans (see Vulnerable Register – Spring 2021) for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home.

The vulnerable register sets out:

- How often the school will make contact – this will be at least once a week
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both

If we can't make contact, we will contact CASS and/or the police.

10. Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above.

Children are likely to be spending more time online during this period – see section 11 below for our approach to online safety both in and outside school.

See section 12 below for information on how we will support pupils' mental health.

10.1 Children returning to school

The DSL (or deputies) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before children return.

The DSL (and deputies) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

10.2 Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place on school devices.

Three of the DSLs, Anthony Beckett, Robert Swanwick and Luke Beavan receive notification from Smoothwall regarding inappropriate internet usage or online concerns. Anthony Beckett will liaise with the necessary people in the event of a graded capture and record the incident accordingly.

Anthony Beckett (DSL) will monitor, log and action where necessary the internet usage of pupils on school devices on a weekly basis.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct. Below is a list of safeguarding specific to online teaching:

- Only do online lessons during normal school hours.
- Staff must dress appropriately
- Be conscious of your background environment – pupils may be able to screen grab (screenshot or screen snip). They may also record the video on a mobile phone.
- Ensure that pupils know the basic expectations for video conference lessons prior to attending the lesson:
 - They need to understand that this is a lesson and expectations are high – like in school
 - They must be dressed appropriately – fully clothed
 - They must do their best to be in an appropriate place e.g. not in bed, in a room with the door left open
 - They must communicate respectfully
- Ensure as the host that you are in control of the screen
- Ensure that the content on your screen is suitable for pupils. Consider all tabs that are open.
- Learn how to mute and unmute all participants
- Do not do one-on-one lessons – this makes you vulnerable to accusations
- If you have an urgent/unexpected reason to stop the lesson at any point – inform pupils that you are going to do this and close the lesson
- Make sure that you are in healthy state of mind – you don't want to overwhelmed during an online lesson

If you have any safeguarding concerns you must follow our normal school procedures for safeguarding.

Staff will continue to be alert to signs that a child may be at risk of harm online, and 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.

11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online

- › Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school
- › Know where else they can go for support to keep their children safe online

Parents/carers will continue to be provided with a range of online safety guides throughout the period of school closure due to pupils potentially spending more time online.

12. Mental health

12.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. All pupils and parents/carers have received guides and tips about mental wellbeing during these unprecedented times. DSL will continue to provide information.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum.

13. Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 183-188 of Keeping Children Safe in Education.

14. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education.

15. Monitoring arrangements

This policy will be reviewed as guidance from Birmingham Safeguarding Children Partnership, the LA or Department for Education is updated. At every review, it will be approved by the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child protection policy
- Staff [code of conduct]
- IT acceptable use policy
- Health and safety policy
- Online Safety policy
- Whistle-blowing