

Safeguarding policy & practice in response to COVID-19

Appendix to Safeguarding including Child Protection policy

St Joseph's Catholic Primary School

Safeguarding policy and practice summary in response to Covid 19

Appendix to St Joseph's Safeguarding including Child Protection policy

During this period of partial school closure, we continue to have due regard for the statutory guidance 'Keeping Children Safe in Education (KCSIE)' as per our funding agreement requirements. Whilst the rationale and importance that sits within our safeguarding policy remains, the practices through which we implement this policy have changed as a result of the COVID-19 Pandemic. This document sits as an appendix to the Safeguarding including Child Protection policy. It outlines our practices to ensure we continue to undertake our duty to safeguard all children both onsite and currently educated at home.

Designated Safeguarding Lead (DSL) arrangements

- Where possible any school providing care for children is to have a trained DSL or deputy available on site
- When not on site a named DSL will be contactable during school opening hours. Please see your school rota for contact details -ADD IN DSL DETAILS
- If in the unlikely event that a DSL is not available, please contact
 - Lisa Lazell – llazell@cardwell.greenwich.sch.uk
 - Mash – 020 8854 8888

If you have concerns about a child:

- It is vital that if you have concerns about a child or family that you report them immediately
- Any concerns about a child who attends ST JOSEPH'S school should continue to be reported via cause for concern sheets and followed up with a conversation with a DSL.
- Any concerns about a child who may be attending your school, but not a pupil needs to be referred immediately to the DSL on the school site and a concern form will need to be completed – see appendix 1.
- If you feel the out of hours concern is an emergency, please contact the MASH help line directly on **020 8854 8888**

Concerns about staff and/or volunteers

- If you have a concern about a member of staff or volunteer please contact the Head of School immediately or the Executive Headteacher
- If there is an allegation or concerns raised against the Head of School the Executive Head must be contacted, or the Chair of governors
- Lisa Lazell – EHT – llazell@cardwell.greenwich.sch.uk
- Paul Drake – Chair of Governors – pdrake@stjosephs.greenwich.sch.uk

Interagency working

It is important that we remain in close contact with outside agencies during this period.

- Social workers of vulnerable children need to be informed of pupil attendance (those children on a child protection plan, or who are looked

after). If the parent/carer of the child has taken the decision for them not to attend the social worker must be informed.

- Any concerns raised need to be relayed to the social worker immediately
- Reports requested for child protection conferences will be sent within the requested timescales
- Where possible school will attend virtual meetings as requested

Updated advice received from Greenwich LA

- MASH will operate a S47 child protection service and Covid 19 related emergencies only.
- Referrers for children with other levels of need will be informed to re-refer if safeguarding concerns emerge or if concerns remain at the end of the crisis.
- Visits to the most vulnerable children and young people will be prioritised and video and voice calls will take place for those in need of a service.
- There will be no face to face meetings and initial child protection conferences will not be held but instead a Child Safety plan will be put in place following strategy discussions where child protection concerns are discussed.
- Review Child Protection Conferences and reviews for children in Greenwich's care will be virtual with input from agencies via email or telephone. Reports will still need to be submitted and partners have received instruction on how to do this via email.

Attendance

- Usual day-to-day attendance processes are no longer in use. It is important however that schools follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend.
- To support the above when communicating with parents and carers to 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 college, or discontinues, the school should notify their social worker.
- The DfE has introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school.

Children and families who are of concern but do not meeting government

'Vulnerable' criteria - see appendix 2

- A list of vulnerable children and families who require regular check-ins will be in place
- All families on the list will be made aware of the importance for the regular contact
- Vulnerable children will be spoken to on at least a weekly basis
- A log of all contact will be kept centrally -CPOMS
- Any concerns raised during these calls will be reported via a cause for concern and CPOMS and relayed to a DSL
- Where contact has not been successful schools will risk assess and either:
 - Try all other forms of contact expressing the need to urgently make contact
 - Undertake a home visit
 - Contact known family members/friends
 - If the family is still not contactable the decision to either request a police welfare check or make a mash referral will need to be considered

- It is important that the list is reviewed regularly and remains fluid throughout this period
- Any vulnerable child whose parents/carers have decided not to send into school needs to be added to the out of school contact procedures

Peer on Peer abuse

Peer on peer abuse can manifest itself in many ways. During this period of lock down there is a heightened opportunity for online peer-on-peer abuse to occur.

Prevention:

- Learning will continue to be set remotely that supports the development of Relationship and Health, Education at an age appropriate level

Where peer on Peer abuse is reported:

- Inform a DSL or member of SLT
- If on social media temporary or year email accounts restrictions on the child's account to inhibit their ability to chat to their peers

A DSL/Member of SLT will

- Contact the perpetrators parent/carer and discuss what has taken place
- Where possible speak to the child
- Speak to the victim and their parents
- Log the incident according to school policy

Online Safety

Online safety procedures will continue for those children who remain in school. Although the majority of children will not be physically attending the school, it is important that all staff who interact with them, including online, continue to look out for signs a child may be at risk.

Prevention:

- Learning will continue to be set remotely that supports children's understanding of online safety at an age appropriate level
- Information will be shared with parents to support their knowledge of online safety
- Regular updates to reinforce the importance of being safe online will be shared with parents and children

Reporting:

- Children are encouraged to report concerns to their parents in addition to reporting them directly to their teacher via the online learning platform in use
- Any concerns should be reported by staff via my concern in accordance with the Safeguarding policy
- DSL's/SLT will make contact with the child's parents to discuss the concerns raised
- Where appropriate referrals should still be made to children's social care and the police as required

GDPR

- All online learning tools and systems are in line with privacy and data protection/GDPR requirements.

Further separate guidance on providing education remotely is due to be released shortly. It will set out 4 key areas that leaders should consider as part of any remote learning strategy. This includes the use of technology

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents.

In order to support we will:

- Be aware of this in setting expectations of pupils' work where they are at home
- Provide online learning activities to support children's mental well being
- Ensure we are in regular contact with vulnerable children and parents
- Ensure parents have a means to make contact with the school
- Share websites and helplines to support children and parents

Children/Staff from alternative providers moving into our schools

Staff:

- The DBS details of all staff must be received prior to them being allowed onsite. Photo ID will be requested and checked
- Host school will provide safeguarding and health and safety induction

Children:

Prior to admission the home school shall provide:

- Parent/carer contact details
- Medical Care Plans
- Toileting and intimate care plans
- EHCP/IEP
- Pen portrait of child
- Brief family history/context/safeguarding indicators
- Details of social worker
- Shift/rota working
- Transfer and knowledge of previous safeguarding concerns
- Online learning logins
- Collection arrangements
- Lunch arrangements

GDPR does not prevent the collection of information necessary to safeguard children

Safer recruitment/ volunteers and movement of staff

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.

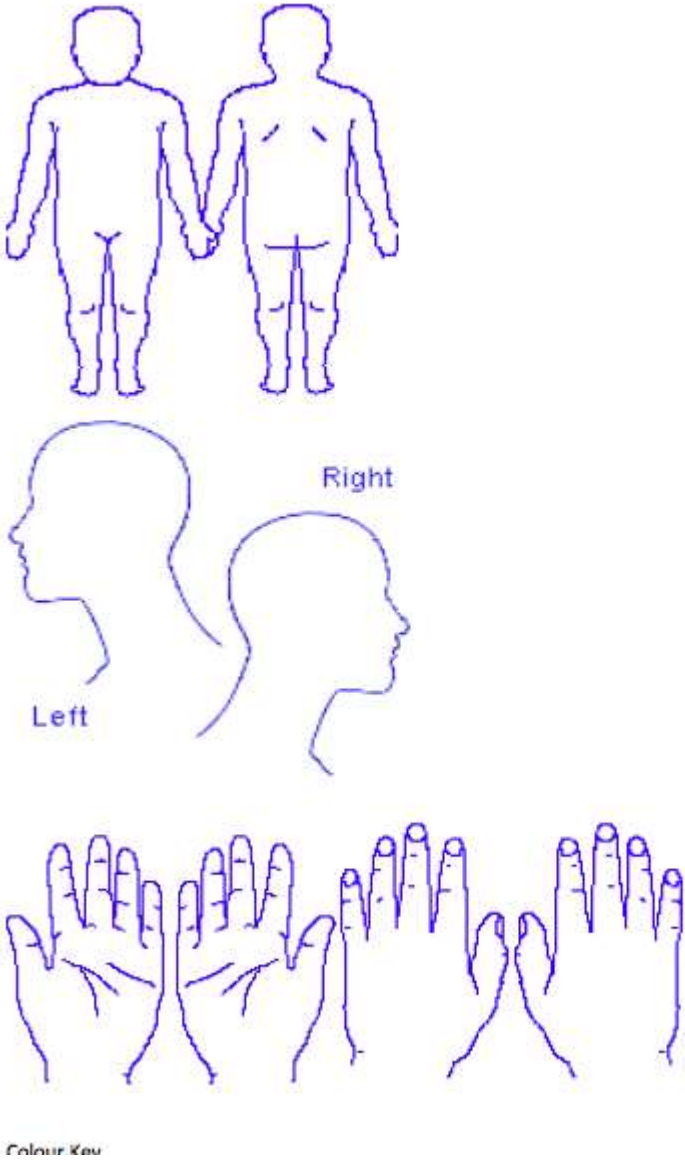
Where schools and trusts are utilising volunteers, they should continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Please note that under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Appendix 1

Covid 19 CHILD PROTECTION RECORD – Report of a Concern of non St Joseph's child			
Date of record:		Date of incident:	

Name of referrer:		Role of referrer:	
Child's name		D.O.B.	
Details of concern <ul style="list-style-type: none"> • use body map if appropriate (with advice of Designated Lead) • use initials for other children / young people involved, unless there is a specific need to name them in full • contemporaneous notes, if taken, may be attached to this form 			
Reported to:		Signed:	
To be completed by DSL Action Taken:			

Covid 19 CHILD PROTECTION RECORD – Report of a Concern – Body Map			
Date of record:		Date of incident:	

Name of referrer:		Role of referrer:	
Child's name		D.O.B.	
			

Appendix 2 – Support for vulnerable families

SUPPLEMENTARY SAFEGUARDING INFORMATION – plans for school closure

Identification of, and planning for, pupils at risk - Actions for DSL's

Review all children on vulnerable pupil list and identify those for whom school closure and a lack of contact with school staff would pose most risk.

Think about children on CP or CIN, all of whom will have identified risks, or consider those for whom home life is known to be particularly challenging or high risk, i.e. domestic abuse, substance misuse, parental mental ill health, high levels of neglect. Also think about pupils who are under assessment with Social Care, or those for whom you have recently submitted referrals which did not lead to further action. There is no definitive checklist to determine which children are on this list; schools make reasonable and proportionate decisions based on what they know about each individual pupil's risk.

Allocate each child at risk (as identified above) to a member of the DSL team.

Distribute the pupils identified as vulnerable or at increased risk from school closure equally across the DSL team. please create a back-up plan in the event of that DSL becoming sick.

Communicate with parents of identified children to explain the contact that a DSL will be making in the event of school closure.

This should be by face or phone rather than a letter, which can sound quite formal. You know your parents best so please do what is right.

Ensure pupil contact details are up to date and are remotely accessible by all DSLs.

In the event of school closure and all buildings being inaccessible, it is important that DSLs are able to contact parents remotely, both by email and by phone. This is possible via CPOMS or Sims. Ensure DSL's know how to withhold their own number when making calls

DSLs to make phone contact with each allocated child at least weekly to check safety and wellbeing, try to speak to the child as well as the parent. You may wish to make more regular contact with some families

In the absence of a member of the DSL team, responsibility for contacting vulnerable pupils may be re-allocated to another DSL, escalated to the HT or a member of SLT, or delegated to the class teacher (under SLT / HT guidance) In the event of significant staff sickness / shortage, contact all other worker(s) involved with the family to inform them that school are unable to complete regular check ins as previously advised.

DSLs to record summary of conversation on CPOMS / record sheet

It is important to record any unsuccessful contacts, as well as those that did take place. The DSL, or a Deputy DSL, should review CPOMS for vulnerable pupil check ins at the end of each week and escalate any concerns as required.

Prepare communication for Social Care and all other relevant professionals to explain contact that a DSL will be making with vulnerable pupils in the event of school closure.

This can be a blanket email that you prepare for all professionals currently involved with pupils in your school. Think about giving them a named school contact for the child / family with whom they are working, so that the responsibility doesn't just fall on one person.

Access to food

Contact parents for whom there are concerns about reliance on breakfast club / FSM or other sources of support for food, highlight and signpost local support.

Keep a record of all pupils / families accessing support with food during the period of school closure, either directly from school or from other agencies.

Where required, DSLs to make direct contact with local agencies offering food support and refer families to their attention.

As is already the case in a number of our schools at times like Christmas and Easter, some families may benefit from a referral being completed by school on their behalf for food support.

If not already receiving DSL contact (as above,) DSL to make phone contact weekly to check wellbeing and food provision.

Consider the need for this on a case by case basis – if families are accessing food support directly through school, then face to face check ins will be taking place so phone contact will only be required for those not already being seen by a member of school staff.

Reminder for all staff

Check staff remote access to email and CPOMS plan a letter / communication for staff re: logging safeguarding concerns in the event of school closure.

It is important that staff understand their responsibility for safeguarding pupils still continues despite school closure. Many of our staff live in the local community and may see pupils out and about. In the event of school closure, make sure staff are clear about how they can share a safeguarding concern with a member of the DSL team, through my concern. For those staff without access to the internet outside of school, phone number(s) for at least one member of the DSL team will need to be shared.