



# Temporary Policy Addendum:

## COVID-19 school closure arrangements for Safeguarding and Child Protection at

### St John Rigby Catholic Primary School

This Policy addendum is effective from 4<sup>th</sup> January 2020

Policy owner: Aoife Greaves

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## Context

To support public health efforts during the return to school in January, secondary schools will invoke a phased return to face-to-face provision at the start of term.

From 4<sup>th</sup> January 2020 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 John Rigby Catholic Primary School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

St John Rigby catholic Primary School is in Tier 4.

## Key contacts

<b>Role</b>	<b>Name</b>	<b>Contact</b>	<b>Email</b>
<b>DSL</b>	Aoife Greaves	07545652603	<a href="mailto:agreaves@stjohnrigby.org">agreaves@stjohnrigby.org</a>
<b>DDSL</b>	Mary McLoughlin Orna Webster Jennie Jepps	07802780976	<a href="mailto:mmcloughlin@stjohnrigby.org">mmcloughlin@stjohnrigby.org</a> <a href="mailto:owebster@stjohnrigby.org">owebster@stjohnrigby.org</a> <a href="mailto:jjjepps@stjohnrigby.org">jjjepps@stjohnrigby.org</a>
<b>Headteacher</b>	Michele McGettigan	01234 401900	<a href="mailto:mmcgettigan@stjohnrigby.org">mmcgettigan@stjohnrigby.org</a>
<b>Safeguarding Governor</b>	Ilona Bond		<a href="mailto:ibond@gov.olicatschools.org">ibond@gov.olicatschools.org</a>
<b>Chair of LAC</b>	Cathy Piotrowski		<a href="mailto:cpiotrowski@gov.olicatschools.org">cpiotrowski@gov.olicatschools.org</a>

## **Vulnerable children**

Vulnerable children and young people include 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

Eligibility for free school meals in and of itself is not a 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 John Rigby 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 virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: Jennie Jepps

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 increased 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 John Rigby Catholic Primary School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, St John Rigby Catholic Primary School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

St John Rigby Catholic Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

### **Critical workers**

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections. Children with at least one parent or carer who is a critical worker can go to school or college if required, but parents and carers should keep their children at home if they can.

#### Health and social care

This includes, but is not limited to, doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.

#### Education and childcare

This includes:

- childcare
- support and teaching staff
- social workers
- specialist education professionals who must remain active during the coronavirus (COVID-19) response to deliver this approach

#### Key public services

This includes:

- those essential to the running of the justice system
- religious staff
- charities and workers delivering key frontline services
- those responsible for the management of the deceased
- journalists and broadcasters who are providing public service broadcasting

## Local and national government

This only includes those administrative occupations essential to the effective delivery of:

- the coronavirus (COVID-19) response, and the delivery of and response to EU transition
- essential public services, such as the payment of benefits and the certification or checking of goods for import and export (including animal products, animals, plants and food), including in government agencies and arms length bodies

## Food and other necessary goods

This includes those involved in food:

- production
- processing
- distribution
- sale and delivery
- as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines)

## Public safety and national security

This includes:

- police and support staff
- Ministry of Defence civilians
- contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the coronavirus (COVID-19) outbreak and EU transition)
- fire and rescue service employees (including support staff)
- National Crime Agency staff
- those maintaining border security, prison and probation staff and other national security roles, including those overseas

## Transport and border

This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the coronavirus (COVID-19) response and EU transition, including those working on transport systems through which supply chains

pass and those constructing or supporting the operation of critical transport and border infrastructure through which supply chains pass.

Utilities, communication and financial services

This includes:

- staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure)
- the oil, gas, electricity and water sectors (including sewerage)
- information technology and data infrastructure sector and primary industry supplies to continue during the coronavirus (COVID-19) response
- key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services)
- postal services and delivery
- payments providers
- waste disposal sectors

### **Attendance monitoring**

In St John Rigby Catholic Primary School, an attendance register will be taken each morning for both in school and remote learning. This will be recorded on Bromcom and monitored by the AHT for Attendance and Office staff responsible for attendance.

Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school. These groups should have received an NHS letter.

St John Rigby Catholic Primary School and social workers, where appropriate, will agree with parents/carers whether children in need should be attending school. St John Rigby Catholic School will then follow up on any pupil that they were expecting to attend, who does not.

St John Rigby Catholic primary School will also follow up with any parent or carer who has arranged school attendance for their child(ren) and the child(ren) subsequently do not attend.

Phone calls will be made to the parents/carers in these circumstances.

To support the above, St John Rigby Catholic Primary School 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.

### **Designated Safeguarding Lead**

St John Rigby Catholic Primary school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

**The Designated Safeguarding Lead is:** Aoife Greaves

**The Deputy Designated Safeguarding Lead is:** Mary McLoughlin, Jennie Jepps, Orna Webster and Michele McGettigan (where other DDSLs are not available).

There will always be at least one Deputy DSL on site during the school day (8.30 – 3.30) and the DSL remains contactable via phone or online video or email.

In an exceptional circumstance, 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.

St John Rigby Catholic Primary School staff and volunteers will have access to a trained DSL (or deputy).

### **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this currently includes completing a Blue Form and contacting the Deputy DSL. This system will move to an online system, CPOMS, by Feb half term, which can be done remotely. These should be completed by 3.30 on the day the concern is raised to allow action to be taken if required.

If a concern is raised out of hours, the staff member should report the concern on a Blue Form or via CPOMS and alert the DSL using the contacts outlined above under Key Contacts.

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 report the concern to the headteacher without delay.

If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally over the phone and followed up with an email to the head teacher to confirm the discussion.

Concerns around the Headteacher should be directed to the Chair of Governors.

## **Safeguarding Training and induction**

All existing school staff have had safeguarding training and have read part 1 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 enter St John Rigby Catholic Primary School, they will continue to be provided with a safeguarding induction.

## **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, St John Rigby Catholic Primary School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020) (KCSIE).

In the unlikely event that 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

Where St John Rigby Catholic Primary 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 John Rigby 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.

St John Rigby 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.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity.



As such, St John Rigby Catholic Primary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **Volunteers**

St John Rigby Catholic Primary School will aim to keep its use of volunteers to a minimum during partial school closure and National Lockdown. Where they are utilised the checks above will be carried out and they will be expected to follow the school's Risk Assessment.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will follow safer recruitment processes.

## **Online safety in schools and colleges**

St John Rigby 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.

## **Children and online safety away from school and college**

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

Online teaching should follow the same principles as set out in the MAT code of conduct.

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

Below are some things to consider IF there are virtual lessons, especially where webcams are involved:

- Groups are preferable

- 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 where this is possible.
- 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 specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held, through the use of weekly timetables.

## **Supporting children not in school**

St John Rigby Catholic Primary School is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where a vulnerable child or family has been identified support will continue through the Family Worker. Staff will raise concerns regarding safeguarding as well as vulnerability to the DSL and Deputy DSL.

The communication plans can include remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

The DSL and Deputy DSL will liaise at least weekly to discuss safeguarding issues and vulnerable children

The school will share safeguarding messages on its website and social media pages where appropriate.

St John Rigby Catholic Primary School 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 John Rigby Catholic Primary School need to be aware of this in setting expectations of pupils' work where they are at home.

## **Supporting children in school**

St John Rigby Catholic Primary School is committed to ensuring the safety and wellbeing of all its students.

St John Rigby Catholic Primary School 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.

St John Rigby Catholic Primary School 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.

St John Rigby Catholic Primary School 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.

Where St John Rigby Catholic Primary School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with SLT and Governors.

### **Peer on Peer Abuse**

St John Rigby Catholic Primary School recognises that during the 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 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 by the DSL or Deputy DSL and appropriate referrals made.

## **Appendix**

### Amendment to Safeguarding Policy during Covid-19

1. Teacher has concerns or a child makes a disclosure on site.
  - a. Adult immediately speaks to the SLT member on site and puts concerns in an email \* to Aoife Greaves, Michele McGettigan and Mary McLoughlin.
  - b. SLT member to contact DSL: Aoife Greaves on 07545652603 (school mobile)
2. If a child makes a disclosure on DOJO or via any other communication method, the teacher needs to call Aoife Greaves on 07545652603 (sch mobile) immediately. (If Aoife Greaves becomes unwell we will update the contact details)

In all cases:

- Designated Safeguarding Lead (DSL) (Aoife) or other safeguarding leads to call the Integrated Front Door (formerly MASH) as required. 01234 718700 (office hours) or 0300 300 8123 (out of hours).
- DSL to liaise with SLT member on school site regarding way forward

\*Your name, the child's full name, class of child, teacher of child, what the child says in as much detail as possible and in their own words. Keep it factual based upon what the child has said, do not put your own opinions in the email.

### **How to respond to a disclosure:**

- Give the child or young person your full attention.
- Maintain a calm appearance.
- Don't be afraid of saying the "wrong" thing.
- Reassure the child or young person it is right to tell.
- Accept the child or young person will disclose only what is comfortable and recognise the bravery/strength of the child for talking about something that is difficult.
- Let the child or young person take his or her time.
- Let the child or young person use his or her own words.
- Don't make promises you can't keep.
- Tell the child or young person what you plan to do next. They need to know that you will be talking to another adult.
- Do not confront the perpetrator.

## **Safeguarding**

### **What is Safeguarding and Child Protection?**

Definitions:

#### **Safeguarding and promoting the welfare of children is defined as:**

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

Children includes everyone under the age of 18 Keeping Children Safe in Education and Working Together to Safeguard Children September 2019

#### **Abuse:**

a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change.

#### **What is my role and responsibilities?**

You are in a unique position to be able to observe signs of abuse or neglect, or changes in behaviour which may indicate a child, young person or young adult may be being abused or neglected.

You should make sure that you are alert to the signs of abuse and neglect, that you question the behaviour of children, parents, carers or colleagues and don't necessarily take what you are told at face value. You should make sure you know where to turn to if you need to ask for help.

All school and college staff have a responsibility to provide a safe environment in which children can learn.

All school and college staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation through to the teenage years.

In the first instance, staff should discuss early help requirements with the DSL. Staff may be required to support other agencies and professionals in an early help assessment.

## **What would I look for and how would I know a child, young person or young adult is at risk? Recognising concerns and signs of child abuse.**

Children may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their day-to-day lives. These threats can take a variety of different forms, including: sexual, physical and emotional abuse; neglect; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Whatever the form of abuse or neglect, practitioners should put the needs of children first when determining what action to take.

It is important to know the signs of abuse and to be alert to the need to consult further and to act if abuse is suspected or taking place.

### **Four recognised categories of abuse**

The following signs listed under the four recognised categories of abuse are not an exhaustive list. **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Annex A in Keeping Children Safe in Education contains important additional information about specific forms of abuse and safeguarding issues, these include:

- Children and the court system
- Children missing from education
- Children with family members in prison
- Child sexual exploitation
- Child criminal exploitation: County Lines/drugs
- Domestic Abuse • Homelessness
- So-called 'honour-based' violence (including Female Genital Mutilation and Forced Marriage)
- Preventing radicalisation
- Peer on peer Abuse
- Sexual violence and sexual harassment between children in schools and colleges
- Upskirting (Keeping Children Safe in Education)