



**Annex**

# **COVID-19 school closure arrangements for Safeguarding and Child Protection at School name:**

**Date: 31<sup>st</sup> March 2020**

**Date shared with staff: 1<sup>st</sup> April 2020**

**Updated: 1<sup>st</sup> June 2020**

## **1. Context**

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

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 school name Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

Role	Name	Contact	Email
DSL	Aoife Greaves	07545652603 (school mobile),	<a href="mailto:agreaves@stjohnrigby.org">agreaves@stjohnrigby.org</a>
DDSL	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:jjepps@stjohnrigby.org">jjepps@stjohnrigby.org</a>
Headteacher	Michele McGettigan	07545 652585 (school mobile)	<a href="mailto:mmcgettigan@stjohnrigby.org">mmcgettigan@stjohnrigby.org</a>
Safeguarding Governor	Ilona Bond		<a href="mailto:ibond@bedfordcatholicschools.org">ibond@bedfordcatholicschools.org</a>
Chair of LAC	Cathy Piotrowski		<a href="mailto:cpiotrowski@bedfordcatholicschools.org">cpiotrowski@bedfordcatholicschools.org</a>

## 2. Vulnerable children

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

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 or college 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.

Eligibility for free school meals in and of itself should not be the 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 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 people for this will be Aoife Greaves, Mary McLoughlin & Jennie Jepps (LAC)

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 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 school name 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 staff or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Aoife Greaves, Mary McLoughlin and Jennie Jepps will encourage our vulnerable children and young people to attend a school, including remotely if needed.

**Update 3<sup>rd</sup> June 2020**

Mrs J Jepps is completing risk assessments for relevant EHCP and SEND pupils. These are individualised and are discussed with parents/carers as well as class teachers and relevant support staff.

Staff have been asked to highlight any children for whom they have a concern and relevant risk assessment information is completed for these children. This information will be shared with teachers and with parents where appropriate.

### **3.Attendance monitoring**

Local authorities and education settings do not need to complete their usual day-today attendance processes to follow up on non-attendance.

St John Rigby and social workers will agree with parents/carers whether children in need should be attending school – St John Rigby SLT or FSW will then follow up on any pupil that they were expecting to attend, who does not. SLT or FSW will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, SLT or FSW 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.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, SLT or FSW will notify their social worker.

**Update 3<sup>rd</sup> June 2020**

Although attendance for Key Worker Children and Reception, Year 1 and Year 6 is not compulsory during wider opening, as a school we need to continue to follow our attendance procedures and complete the attendance register and returns as directed by guidance - School attendance: guidance for schools published on 29<sup>th</sup> May 2020.

### **4.Designated Safeguarding Lead**

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

The Designated Safeguarding Lead is: Aoife Greaves

The Deputy Designated Safeguarding Leads are Michele McGettigan, Mary McLoughlin, Orna Webster & Jennie Jepps

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. *At St John Rigby the DSL is available by phone every day and there is a member of SLT on site each day.*

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.

This might include updating and managing access to child protection online management system, CPOMS and 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. *This can all also be achieved remotely by the DSL.*

It is important that all St John Rigby staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to speak to them. *Aoife Greaves is available every day by phone, on the numbers above. SLT are on site each day.*

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Update 3<sup>rd</sup> June 2020

During the wider reopening of St John Rigby there will continue to be a Designated Safeguarding Officer on site each day. The Designated Safeguarding Lead can be contacted via email or phone due to shielding.

### **5.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 includes making a report via CPOMS, which can be done remotely. Please see appendix below.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, the Family Worker and the Headteacher. This will ensure that the concern is received. Please see appendix below.

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. 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:  
Cathy Piotrowski.

### **5.Safeguarding Training and induction**

DSL training 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). The DSL should 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, 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

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust (MAT) HR Manager that the member of staff has received

appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's Child Protection Policy, confirmation of local processes and confirmation of DSL arrangements.

#### **Update 3<sup>rd</sup> June 2020**

All staff, including those shielding or working from home will receive training via video link in the week beginning 1<sup>st</sup> June. All staff will complete online training with a focus on COVID-19. This is to be completed by 5<sup>th</sup> June 2020.

### **7.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 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 (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 St John Rigby 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 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 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](mailto: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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, St John Rigby will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **8.Online safety in schools**

St John Rigby 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.

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

St John Rigby 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 when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- 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.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- 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 provided by St John Rigby to communicate with pupils – Class Dojo (teachers & relevant support staff) Not individual staff emails.
- Staff should record, the length, time, date and attendance of any sessions held.

### Update 3rd June 2020

A Homelearning Policy Covid-19 has been developed and will be shared on the school website. The E-Safety policy has been updated and will be shared on the school website. (Both to be shared week beginning 8<sup>th</sup> June.)

## 10.Supporting children not in school

St John Rigby is committed to ensuring the safety and wellbeing of all its children and young people.

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 or young person.

Details of this plan must be recorded on CPOMS or in Inclusion minutes, as should a record of contact have made.

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

St John Rigby 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, social media pages and Dojo. St John Rigby 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 school name need to be aware of this in setting expectations of pupils' work where they are at home.

St John Rigby 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.

## 11.Supporting children in school

St John Rigby is committed to ensuring the safety and wellbeing of all its pupils.

St John Rigby 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 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 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. This will be bespoke to each child and recorded on CPOMS.

## **12. Peer on Peer Abuse**

St John Rigby 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 multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded on CPOMS 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.