



COVID-19 Safeguarding and Child Protection Policy Addendum at St.Helen's CE Primary: Updated January 11th 2021. Version 1

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Context

From 5th January 2021, 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 St.Helen's CE Primary Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas for the current lockdown. This safeguarding addendum has been developed considering the following Government guidance that has been developed:

Guidance

Actions for schools during the coronavirus outbreak

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Restricting attendance during the national lockdown: schools document.

Contingency framework: education and childcare settings (excluding universities)

Updated 7 January 2021

www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities#safeguarding-and-designated-safeguarding-leads



Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Kelvin Chappell	01454 866530	sthelensprimary@sgmail.org.uk
Deputy Designated Safeguarding Leads	Andrew Spens	01454 866530	sthelensprimary@sgmail.org.uk
Headteacher	Kelvin Chappell	01454 866530	sthelensprimary@sgmail.org.uk
Chair of Governors	Neil Martin	01454 866530	Neil.Martin@sgmail.org.uk
Safeguarding Governor	Hannah Straine-Francis	01454 866530	governors.sthelensprimary@gmail.com

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 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. This will be recorded and continually reviewed, with parents/carers, in line with the principles behind co-production.

Many children and young people with EHC plans can safely remain at home. Eligibility for free school meals in itself should not be the determining factor in assessing vulnerability, however as a school we will use our knowledge of our families to make a decision around this. Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are, and will make this decision, alongside teachers and staff members. They have the flexibility to offer a place to those on the edge of receiving children's social care support. St.Helen's CE Primary 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: **Kelvin Chappell Head of School.**

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 St.Helen's CE Primary will explore the reasons for this directly with the parent. This will be risk assessed and reviewed.

Where parents are concerned about the risk of the child contracting COVID19, St.Helen's CE Primary or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. St.Helen's CE Primary will encourage our vulnerable children and young people to attend a school, including remotely if needed.



Attendance monitoring

Local authorities and education settings will need to complete their usual day-to-day attendance processes to follow up on non-attendance for any children who we have in school as part of the critical workers plan. St.Helen's CE Primary and social workers will agree with parents/carers whether children in need should be attending school – Kelvin Chappell will then follow up on any pupil that they were expecting to attend, who does not. Kelvin Chappell will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) and subsequently do not attend who do not seem to be engaging with any remote education that is being provided. Teachers will monitor the engagement of the children, and report which children do not seem to be accessing the daily check ins and check outs, and uploading any work.

To support the above, St.Helen's CE Primary 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 St.Helen's CE Primary will notify their social worker.

Designated Safeguarding Lead

St.Helen's CE Primary has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Kelvin Chappell

The Deputy Designated Safeguarding Lead is: Andy Spens

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 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 or college. Kelvin Chappell as DSL is available for contact at all times whilst other trained leaders are in school.

It is important that all St.Helen's CE Primary 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.

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

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school's Safeguarding Policy, this includes making a report via CPOMS which can be done remotely. In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, or Executive – 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 report the concern to the DSL. If there is a requirement to make a notification to the DSL whilst away from school, this should be done verbally and followed up with an email to the DSL or executive head teacher.

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

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 (2020). 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 school name, 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 receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

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.Helen's CE Primary 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 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 school name are utilising volunteers, we will continue to follow the checking and risk assessment process as set out KCSIE 2020. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

St.Helen's CE Primary 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. 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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, St.Helen's CE Primary will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 in KCSIE 2020.

Online safety in schools and colleges

St.Helen's CE Primary will continue to provide a safe environment, including online. This includes the use of an online filtering system. As a school, we are utilising pre-recorded videos that are being added to you tube. Parents are aware of this, and are reminded of the need to supervise their children. 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 LA code of conduct.

St.Helen's CE Primary 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. If a staff member is holding a live session online, and there is not another member of staff, then the meeting must be held with the parent present, this has been communicated to parents of children with an EHCP.
- 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 or a plain background.
- Live classes and check in should be kept to a reasonable length of time,
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by St.Helen's CE Primary to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held this will be contained on the class timetable.



Supporting children not in school

St.Helen's CE Primary 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 is in place for that child or young person. Details of any communication must be recorded on CPOMS, which will act as a record of contacts made. Other individualised contact methods should be considered and recorded. St.Helen's CE Primary and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. (See below appendix) 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.Helen's CE Primary recognises that school is a protective factor for children and young people, and the current circumstances, it can affect the mental health of pupils and their parents/carers. Teachers at St.Helen's CE Primary need to be aware of this in setting expectations of pupils' work where they are at home.

St.Helen's CE Primary 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 and additional recording.

Supporting children in school

St.Helen's CE Primary is committed to ensuring the safety and wellbeing of all its students. St.Helen's CE Primary 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.Helen's CE Primary 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.Helen's CE Primary 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 as appropriate. Where St.Helen's CE Primary has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the LA.

Peer on Peer Abuse

St.Helen's CE Primary 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.

Support from the Local Authority

The Local Authority Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. This may take the form of an online meeting and webinars.

Appendix: Contact of families during the lockdown.

A number of different mediums will be used to communicate with all families at home, and in particular those families that the school has deemed vulnerable. The criteria for vulnerable children in accordance for government guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

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

As a school, we have provided an opportunity for all children at home, including those children, who are classed as vulnerable to hold a Zoom meeting check in and check out, with their class teacher every day. Teachers will record which children are accessing this, and this will be monitored, and if the class teacher believes that the family and child is not engaging contact will be made by the DSL and a record of this conversation recorded on CPOMS.

Class dojo will also act as the main form of communication. 100% of St.Helen's families are on Class Dojo, and this enables all staff members to be able to communicate directly with all families. For those vulnerable families, additional contact will be made, via text messaging via Class Dojo, and weekly phone calls from the DSL. Records of any conversations that we feel are really important will be recorded and shared on CPOMS when the need arises.

The DSL will keep a chronological record of the times, contact is made to all families and those particular vulnerable families. Whilst we know that class teachers, will also be having their own day to day interactions, any key conversations will be recorded on CPOMS.

For those EHCP children who have been risk assessed as staying at home safely, or whose parents have decided not for them to return to school, in this present climate, Zoom meetings, will also be held daily with the TA, to make contact and to offer sessions of work.

In each newsletter, a safeguarding reminder will be written about to signpost parents/carers to key agencies and to key telephone numbers such as ART. Mental health agencies and key message about support for well-being will also be signposted to parents such as numbers for the school nursing organisation.