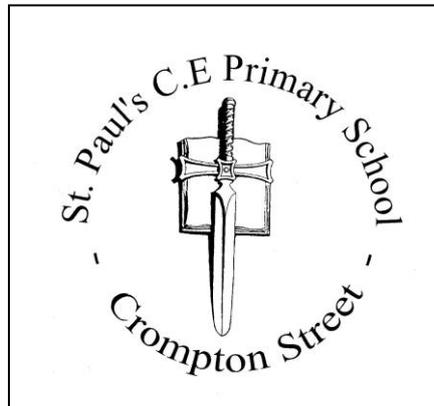# Safeguarding and Child Protection Policy Annex

Coronavirus (COVID-19): Safeguarding in Schools

School Name: St Paul's C of E Primary School

Policy owner: Headteacher

Date: 08/02/2021

Date shared with staff:

Policy Content

This addendum of the St Paul's Safeguarding and Child Protection policy contains details of our school's individual safeguarding arrangements in the following areas:

1.   **Context**
2.   **Vulnerable Children**
3.   **Attendance Monitoring**
4.   **Designated Safeguarding Lead**
5.   **Reporting a Concern**
6.   **Safeguarding Training and Induction**
7.   **Safer Recruitment/Volunteers and Movement of Staff**
8.   **Remote Education**
9.   **Online Safety in School**
10.   **Children and Online Safety away from School**
11.   **Supporting Children not in School**
12.   **Supporting Children in School**
13.   **Peer on Peer Abuse**
14.   **Children's Mental Health**
15.   **Children Moving School**

1.   **Context**

In response to the coronavirus (COVID-19) outbreak, from 20th March 2020 parents were asked to keep their children at home, wherever possible. Schools were asked to remain open only for those children who are vulnerable and the children whose parents are critical to the COVID-19 response and could not make alternative arrangements to have their child cared for at home. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak . This situation lasted for the remainder of the academic year but occurred again from the 5th January 2021

The interim policy will be kept under review and updated with further guidance and updates released from:
- The Department of Education
https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19
- Salford Safeguarding Children Partnership (SSCP)
https://safeguardingchildren.salford.gov.uk/
- Salford City Council
https://www.salford.gov.uk/cvschools
- Salford Children's Service regarding children with education, health and care (EHC) plans or on a plan under social care, the local authority designated officer, and, any arrangements to support children the school are concerned about who do not meet the 'vulnerable' definition.

St Paul's will complete the Interim Safeguarding Guidance Action Plan Checklist to help monitor the progress of the implementation of the COVID-19 Safeguarding Policy Annex

- An Operational Risk Assessment is in place and under regular review. The Operational Risk Assessment and Health and Safety risk assessments are appropriately linked to the school's safeguarding and child protection policy.

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 Plans (EHCP).
Those who have a social worker include children who have a Child Protection Plan or a Child in Need Plan, those who are looked after by the Local Authority and those recently leaving the care system.
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
- are on the edge of receiving support from children's social care services,
- are adopted
- are at risk of becoming NEET ('not in employment, education or training')
- are living in temporary accommodation
- are young carers

Children with an EHCP should be offered a school place and strongly encouraged to attend. Where parents and carers do not wish to take up a school place, 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 ensure their needs can be as safely or more safely met in the educational environment, 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.
Education and childcare settings: national lockdown from 5 January 2021 (publishing.service.gov.uk)

Children with a social worker must be offered a place in school and should be strongly encouraged to attend. If a child's parents or carer does not want the child to take up a school place, the social worker must carry out a risk assessment in consultation with the school, to ascertain whether school or home is the safest place to be during this time. Each child will have a different set of circumstances and these must be taken into account, whilst understanding that a place must be offered for all children with a social worker.

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 Paul's 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 and any other relevant safeguarding and welfare partners.

Children defined as Vulnerable including children working with the Early Help Service and, vulnerable children without a Statutory Plan will receive regular Welfare Checks by staff at St Paul's.

Children, not in school, with an EHC Plan will be contacted at home at least twice a week.

For children with a Statutory Plan and/or an EHC Plan who are attending school, St Paul's will contact the child's Social Worker on the day if the child has not arrived at School/ unable to make contact/the welfare check causes concerns.

Vulnerable children without a Statutory Plan:
Welfare checks will still be made for children who are on St Paul's school based vulnerable list. St Paul's will contact these children at least once per week if they are not attending school during the phased return.

St Paul's will follow the recommended process detailed in the embedded:
- Guide to Welfare Checks during School Closures
- Flow chart for concerns raised or unable to contact a family whilst contacting families for welfare check during the Covid-19 (coronavirus) closures.

guidance for welfare check during

School and EYs Flow Chart - Copy to

Schools One Page Welfare checks guid

The lead person responsible for the checks will be Headteacher/Assistant Headteacher.

3.   **Attendance Monitoring**

School will use the normal registering system, **as well as** continuing to record the daily attendance of the children who are attending school on the DEF's Education Setting Status form. St Paul's will, in line with Government guidance, submit the daily attendance sheet to the DfE - https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

There is an expectation that vulnerable children who have a social worker will attend the school, 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 Paul's will explore the reasons for this directly with the parent. Vulnerable children – regardless of year group – that have not been attending in the recent period are expected to return to nursery, early years, or school where this would now be appropriate for them to do so. St Paul's in partnership with other relevant partners will work with and support the relevant families and pupils to return to school or college, where attendance is appropriate.

Where parents are concerned about the risk of the child contracting COVID-19, St Paul's or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

St Paul's will strongly encourage our vulnerable children and young people to attend school. St Paul's will follow up on any child that is expecting to attend school but does not and in all circumstances where a vulnerable child does not take up their place at school, or discontinues, St Paul's will notify their social worker. St Paul's will also notify the Virtual School (for all Looked After Children) at virtualschoolteam@salford.gov.uk;

St Paul's 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, St Paul's will endeavour to ensure that relevant safeguarding and welfare information held on all children (including returning children) remains accurate. St Paul's will be doing all it reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns. St Paul's will also confirm with parents/carers, that emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

4.   Designated Safeguarding Lead

The Designated Safeguarding Lead for St Paul's is: Mr Gareth Elswood (Headteacher)

The Deputy Designated Safeguarding Lead(s) are: Mr Daniel Hunter and Mrs S O'Reilly (Assistant Headteacher)

In accordance with Keeping Children Safe in Education 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 files and recording systems and liaising with the offsite DSL (or deputy). This may require 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.

It is important that all St Paul's staff and volunteers have access to the school's DSL (or deputy). Each day, the staff on site will be made aware of who that person is and how to contact them through email, Zoom video call or phone.

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

The DSL (or deputy) will provide support to school coordinators, teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not yet returning to school or college. Where possible staff will liaise with the school coordinator or try and speak directly to children to help identify any concerns.

5.   Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy, this includes making a careful report of their concerns or what was said using CPOMs and informing the DSL and this can be completed remotely.

Where a member of staff cannot access the reporting system to complete a report in the normal way, the Designated Safeguarding Lead, and Headteacher should be informed.

Staff are reminded that in accordance with Keeping Children Safe in Education (paragraph 42), if they have any concerns about a child's welfare, they should act on them immediately and without delay.

Staff will be aware and alert to identifying any new safeguarding concerns with all the children that are returning to and attending the school and act immediately on these concerns

Where staff are concerned about an adult working with children in the school, they should follow the school's procedure of reporting to the DSL to 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 as soon as possible with an email to the Headteacher.

Concerns related to the Headteacher should be directed to the Chair of Governors:

Staff are reminded that if they have concerns about the way a Safeguarding concern is being handled they can follow the school's Whistleblowing procedures. Referrals to the Local Authority Designated Officer can be made via https://safeguardingchildren.salford.gov.uk/professionals/managing-allegations-against-adults-who-work-with-children/

The DSL will communicate to staff any new, or change in, local arrangements. This will ensure they know what to do if they are worried about a child or have a safeguarding concern regarding an adult through email or staff meetings/briefings.

6.   Safeguarding and Child Protection Training and Induction

As 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.

DSLs (and deputies) will continue to do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

All existing school staff have had safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education (KCSIE) (2020).

Where new staff are recruited, or new volunteers enter St Paul's, they will continue to be provided with a safeguarding induction which will include providing the new staff with all the relevant policies as listed in the school's Safeguarding and Child Protection Policy and Part One of KCSIE.

If staff are deployed from another education or children's workforce setting to St Paul's, upon arrival, they will be given a copy of the receiving setting's Safeguarding and Child Protection Policy, confirmation of local processes and confirmation of DSL arrangements.

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 Paul's will continue to follow the school's relevant Safer Recruitment processes, 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.   In urgent cases where it is not possible to follow the normal identity checking guidelines of the ID checker being face to face and in physical possession of the original documents so they can be checked for indicators of fraud, to ensure that the necessary DBS checks can still be carried out, the DBS ID checking guidance will be changed for a temporary period. The Home Office and Immigration Enforcement have also temporarily adjusted the right to work checks due to the coronavirus outbreak.

The change will enable:
• ID documents to be viewed over video link
• scanned images to be used in advance of the DBS check being submitted
The new member of staff will then need to present the original versions of these documents when they first attend their employment or volunteering role.
https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines

If staff are deployed from another education or children's workforce setting to St Paul's, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic. This guidance states that there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school or college to support the response to coronavirus. Therefore the school 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 Paul's are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

St Paul's 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 where:
• the harm test is satisfied in respect of that individual;

- the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and
- the individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

(Paragraph 179 of KCSIE 2020).

St Paul's 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

Whilst acknowledging the challenge of the current National Emergency, it is essential from a safeguarding perspective that the school is aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out. This is especially important for anyone engaging in regulated activity. As such, St Paul's will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

By adding a COVID-19 page to the SCR the SCR will be used to record everyone that will be working or volunteering in the school or college on any given day, including any staff who may be on loan from other institutions. The SCR will be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

8.   Remote Education

From 5 January 2021 whilst vulnerable pupils and students, and the children of key workers, can continue to be educated in person, DfE expects schools and colleges to immediately offer all other pupils and students access to remote education.

Remote education will include recorded or live direct teaching time and time for pupils to complete tasks and assignments independently
Remote learning can be:
Remote education: a broad term encompassing any learning that happens outside of the classroom, with the teacher not present in the same location as the pupils
Digital remote education: often known as online learning, this is remote learning delivered through digital technologies.
Blended learning: a mix of face-to-face and remote methods. An example would be the 'flipped classroom', where main input happens remotely (for example through video), while practice and tutoring happen in class.
Synchronous education: this is live; asynchronous education is when the material is prepared by the teacher and accessed by the pupil at a later date.

DSLs will liaise with the senior leader who has overarching responsibility for remote learning. The DSL should ensure that the remote learning policy and procedures consider vulnerable children and how the school will:
- ensure that they are able to access remote education support,
- have identified how to support them to access remote education
- regularly monitor (as far as possible) if they are doing so
- consider how the remote learning policy is shared with and accessible to all parents

- set guidelines for safe interactions for remote teaching and live sessions

The Remote Education lead in our school is: Headteacher or Assistant Headteacher

9. Online Safety in School

St Paul's will continue to provide a safe environment, including online. This includes continuing to ensure that appropriate filters and monitoring systems are in place to protect children when they are online in the school

Where students are using computers in school, appropriate supervision will be in place.

Safe IT arrangements will be maintained in the school by Headteacher

If Headteacher is not available Safe IT arrangements will be maintained by Assistant Headteachers.

10. Children and Online Safety away from School

Staff will remain mindful of the importance of continuing to look out for signs a child may be at risk when interacting with children, including remotely. Any such concerns should be dealt with in line with the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to Children's Social Care and as required, the Police.

Remote teaching should follow the same principles as set out in the school's Code of Conduct/ Staff Behaviour Policy.

St Paul's will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things staff at St Paul's consider when delivering virtual lessons, especially where webcams are involved:
- Staff might want to consider whether one-to-one sessions could be appropriate in some circumstances. For example, to provide pastoral care or provide support for pupils with special educational needs and disabilities (SEND). (This should be discussed and approved by the senior leadership team to assess any risks. There may be helpful solutions, such as including a parent or additional staff member in the call).
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any Computer/Tablet/Telephone used by staff to communicate with pupils, must be school or Local Authority equipment. **Under no circumstances** should staff use their personal equipment for communication with pupils.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by the school's senior managers and approved by our IT network manager / provider to communicate with pupils

- Staff record, the length, time, date and attendance of any group or individual sessions held.

St Paul's will take account of the Government guidance on safeguarding and remote education to support planning lessons safely. The school will consider the approaches that best suit the needs of the children and staff that need taking into account, where appropriate for :
- Video Conferencing Guidance from the National Cyber Security Centre on which video conference service is right for you and using video conferencing services securely
- Advice for real time online teaching at guidance from the UK Safer Internet Centre on safe remote learning
- platform specific advice from the London Grid for Learning safeguarding advice

11. Supporting Children not in School

St Paul's 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 will ensure that a robust communication plan is in place for that child or young person.

Details of this plan will be recorded in/on CPOMs .as will a record of any contact having been made.

The communication plans can include;
- remote contact details
- phone contacts
- email contact details
- door-step visits.

Where appropriate other individualised contact methods should be considered and recorded.

Parents will receive regular headteacher updates, letters and newsletters and staff have been issued with guidelines on remote learning and welfare checks.

> Parents and carers will be kept informed about:
> - who from the school (if anyone) their child is going to be interacting with online
> - the importance of securing online support from a reputable organisation/ individual who can provide evidence that they are safe and can be trusted to have access to children - if they choose to supplement support for their children from online companies or individual tutors
>
> - support that is available to keep their children safe online including:
>   - Childnet for a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
>   - Internet matters - for support for parents and carers to keep their children safe online
>   - London Grid for Learning - for support for parents and carers to keep their children safe online

- o [Net-aware](#) - for support for parents and careers from the NSPCC
- o [Parent info](#) - for support for parents and carers to keep their children safe online
- o [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- o [UK Safer Internet Centre](#) - advice for parents and carers
- o [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- o [support for parents and carers to keep children safe from online harms](#), Government advice about specific harms such as online child sexual abuse, sexting, and cyberbullying
- o [support to stay safe online](#) Government advice on security and privacy settings, blocking unsuitable content, and parental controls

Guidance for staff Includes:
- Use your staff email/Class Dojo account only for any contact with pupils - never use a personal email
- Do not interact on social media or add/ accept pupils or students to any social media accounts
- Do not direct pupils or students to third party websites other than those that are normally used in school for study
- Maintain professional language and boundaries at all times, particularly with regard to forms of address and sign-off. Staff will not encourage 'banter' – behaviour should replicate the behaviour of the classroom
- Copy your line manager into all correspondence with the pupils to safeguard yourself.
- If a pupil or student raises a safeguarding matter or a pastoral concern via email please report to the DSL or senior leader as would normally be done in the school.

Email during normal working hours as parents and pupils have been recommended to follow their timetables as a study routine.

St Paul's and the DSL(s) will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This communication plan will be reviewed regularly 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.

As part of the remote learning protocols, children who are being asked to work online will be provided with very clear reporting routes by Google Classroom/Class Dojo so they can raise any concerns whilst online.
In addition to providing the reporting routes back to the school the school will also provide signposting for the children to age appropriate practical support including:
- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

12.   Supporting Children in School

St Paul's is committed to ensuring the safety and wellbeing of all its students.

St Paul's 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 Paul's 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 COVID-19.

St Paul's will endeavour to ensure that (where resources allow) DSLs (and deputies) will have more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return to school.

Every school and college will face unique challenges at this time, including
- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

St Paul's 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.

Where St Paul's has concerns about the impact of staff absence – such as the Designated Safeguarding Lead or First Aider's – this will be discussed immediately with the Headteacher.

13.   Peer on Peer Abuse

St Paul's recognises that during the closure a revised process may be required for managing any report of peer on peer 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 in the Safeguarding and Child Protection - Peer on Peer Abuse Policy.

The school will listen and work with the young person's, parents/carers and any multi- agency partner required to ensure the safety and security of the young persons. Each individual report will be reviewed to inform of the approach deployed in managing any report of such abuse and supporting the victims

Concerns and actions will be recorded on the CPOMs and appropriate referrals made.

14.   Children's Mental Health

St Paul's 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 Paul's have been made aware of taking this into account during whole staff discussions when setting expectations of pupils' work where they are at home.

Staff will be advised to remain alert to the mental health and well being of all the children whether at home or at school. Appropriate support will be available for children, which will include:-
- existing provision in the school where possible.
- support over the phone or from specialist staff or support services.

Staff will be mindful of the guidance on mental health and behaviour in schools when providing or sourcing support for children in the current circumstances.

15. Children Moving School

If a child from St Paul's attends another setting, the school will do whatever we reasonably can and is practically possible to provide the receiving institution with any relevant welfare and child protection information before the child arrives at the receiving institution. St Paul's will endeavour to inform the DSL (or Deputy) and/or the SENCO or if this is not possible a senior leader of the receiving institution as appropriate of:
- the reason the child is vulnerable
- any arrangements in place to support them.
- a vulnerable child's EHC plan,
- child in need plan,
- child protection plan

In addition -for looked-after children:
- their personal education plan
- the child's social worker
- the Virtual School Headteacher (VSH)

For looked-after children, any change in school will be led and managed by the Virtual School Headteacher (VSH) with responsibility for the child.

Contact details for the VSH are Sue Johnson, sue.johnson@salford.gov.uk or virtualschoolteam@salford.gov.uk

St Paul's will, whilst having appropriate regard to data protection and GDPR, continue sharing information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 82-88 of KCSIE.

This addendum policy was adopted on: _____

It will be reviewed on a regular basis in the light of Government, DfE and Local Authority Advice throughout the COVID-19 outbreak.

The Government Guidance and advice about coronavirus (COVID-19) in educational settings for staff, parents and carers, pupils and students can be found at https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19

Signed _____   Role _____