

Appendix 3 - COVID-19 arrangements for safeguarding and child protection at St.Catherine's school



The best interests of the young people in our care must always continue to come first.

School name: St.Catherine's School, Bramley

Policy owner: Wendy Gibbs

Date: 01/04/2020

Date shared with governors: 08/04/2020

Date shared with staff:

Date shared with parents:

This is also in line with DFE guidance <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

1. Context	
2. Key contacts	
3. Vulnerable children	
4. Attendance monitoring	
5. Designated Safeguarding Lead	
6. Safeguarding Training and induction	
7. Safer recruitment/volunteers and movement of staff	
8. Online safety in schools and colleges	
9. Children and online safety away from school and college	
10. Supporting children not in school	
11. Supporting children in school	
12. Peer on Peer abuse	

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 who have a parent that is critical to the COVID-19 response and cannot be safely cared for at home.

As far as is reasonably possible St.Catherine's , will take a whole institution approach to safeguarding. This will allow us to satisfy ourselves that any new policies and processes in response to COVID-19 are not weakening our approach to safeguarding or undermining their child protection policy.

This, appendix 3, of the St.Catherine's School Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

2. Key contacts

Role	Name	Phone	email
Designated Safeguarding Lead (DSL)	Mrs.Wendy Gibbs	01483 899745	wendy.gibbs@stcatherines.info
Deputy Designated safeguarding lead (DDSL)	Kirsty Meredith	01483 899604	Kirsty.meredith@stcatherines.info
DDSL	Emily Jefford	01483 899667	emily.jefford@stcatherines.info
DDSL	Vic Alexander	01483 899642	vic.alexander@stcatherines.info

3.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 are subject to a Child Protection Plan, a Child in Need Plan and those who are looked after by the Local Authority.

St.Catherine's does not have any children who are in either of these categories at present.

The Headteacher and Designated Safeguarding Lead (and deputies) 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.Catherine's School will continue to work with and support children's social workers to help protect vulnerable children.

St.Catherine's School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

4. Attendance monitoring

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

The Department for Education has introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

5. Designated Safeguarding Lead

St.Catherine's School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Wendy Gibbs

The Deputy Designated Safeguarding Leads are: Kirsty Meredith, Emily Jefford, Vic Alexander

A member of the DSL team will always be available during school hours either onsite or 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 designated senior member of staff will assume responsibility for co-ordinating safeguarding on site.

It is important that all our 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 as and when necessary, which can be done remotely.

Refer to [guidance Changes to Child Protection Conferences](#)

6. Safeguarding Training and induction

All DSL training has been suspended by Surrey County Council Education Safeguarding Team and it is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

All St.Catherine's DSLs have attended recent update training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). 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 our School, they will continue to be provided with a safeguarding induction.

Current staff who are due to update their Child Protection training will be asked to complete the Child Protection Module via Educare.

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.Catherine's 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 (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 our 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.Catherine's 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, in line with advice from the LADO where appropriate.

St.Catherine's 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.

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.Catherine's School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. The SCR can also, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

8. Online safety in schools and colleges

St.Catherine's School will continue to provide a safe environment, including online. This includes the use of appropriate filters and online monitoring systems.

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

9. 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.

St.Catherine's 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 when delivering virtual lessons, especially where webcams are involved:

- 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.Catherine's School to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

All staff will be reminded of the following policies:

- Staff code of conduct
- IT acceptable use of digital technologies (including staff agreement)
- Child Protection

10. Supporting children not in school

St.Catherine's School is committed to ensuring the safety and wellbeing of all its Children.

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.

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

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.Catherine's 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.

Staff at our school need to be aware of this in setting expectations of pupils' work where they are at home.

The 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.

11. Supporting children in school

St.Catherine's School:

- is committed to ensuring the safety and wellbeing of all its students.
- 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.
- 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.
- will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them.

12. Peer on Peer Abuse

St.Catherine's 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, and appropriate referrals made.

All staff will be sent this additional policy to read and to will sign to say they have read and understood the content.

If staff are working from home, they will be asked to email confirming the above.