Addendum 4

COVID-19 school closure arrangements for Safeguarding and Child Protection at St Nicholas' School

Date: 14th May 2020
Updated 10/2/2021
Date shared with staff:

1. 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 St Nicholas' School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1.   Key contacts

Role	Name	Email
Designated Safeguarding Lead	Miss Claire Huyton	Huytonc@StNicholasschool.co.uk
Deputy Designated Safeguarding Lead	Mrs Caroline Egginton	eggintonc@st-nicholasschool.co.uk
Headmistress	Dr Olwen Wright	headmistress@st-nicholas.hants.sch.uk
Early Years	Mrs Julia Tiley	tileyj@st-nicholasschool.co.uk
Chair of Governors	Mr Stephen Mellor	
Safeguarding Governor	Mrs Shelia Cooper	

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.

Senior leaders, especially the Designated Safeguarding Lead know who our most vulnerable children are.

St Nicholas' 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: Mrs Claire Huyton.

3.   Attendance monitoring

Where it applies, St Nicholas' School and social workers will agree with parents/carers whether children in need should be attending school. Registration will take place twice a day:

Seniors AM 8.50am   PM 3.30pm
Juniors AM 9.00am   PM 3.30pm

The School Secretary will then follow up on any pupil that they were expecting to attend, who does not.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, St Nicholas' School will notify their social worker.

4.   Designated Safeguarding Lead

The optimal scenario is to have a trained DSL available on site. Where this is not the case a trained DSL will be available to be contacted via phone or email - for example when working from home.

See the Key Worker Rota – available on Sharepoint.

This might include updating and managing access to the child protection online management system and liaising with the offsite DSL 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.

It is important that all St Nicholas' School staff have access to a trained DSL. On each day staff on site will be made aware of who that person is and how to speak to them. (via the Key Worker Rota on Sharepoint).

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

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.

Staff are reminded of the need to report any concern immediately and without delay, this can be done remotely using CPOMS.

Where staff are concerned about an adult working with children in the school, they should email the concern to the Headmistress. If there is a requirement to make a notification to the Headmistress whilst away from school, this should be done verbally and followed up with an email to the Headmistress.

Concerns around the Headmistress should be directed to the Chair of Governors: Mr Stephen Mellor

6.   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 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 Nicholas' School, they will be provided with a safeguarding induction.

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 Nicholas' 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 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.

St Nicholas' 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 179 of KCSIE.

St Nicholas' School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) in accordance with 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, especially for anyone engaging in regulated activity. As such, St Nicholas' School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE.

8. Online safety in schools and colleges

St Nicholas' School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

See new policies re: remote learning.

Where students 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.

Online teaching should follow the same principles as set out in the IT Policy.

St Nicholas' 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.
- Some degree of flexibility should be allowed, to allow for individual circumstances.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use devices and platforms provided by St Nicholas' School to communicate with pupils
- Staff should record attendance of any sessions held.

10. Supporting children not in school

St Nicholas' School 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, as should a record of contact made.

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

St Nicholas' School and its DSL will work closely 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 and social media pages.

St Nicholas' 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 need to be aware of this in setting expectations of pupils' work where they are at home.

11. Supporting children in school

St Nicholas' School is committed to ensuring the safety and wellbeing of all its students.

St Nicholas' School will continue to be a safe space for all children to attend and flourish. The Headmistress will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

St Nicholas' 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 Nicholas' School will ensure that where we care for vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded.

Where St Nicholas' School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – it will be discussed immediately with the Headmistress.

12. Peer on Peer Abuse

St Nicholas' 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 and Anti Bullying Policies.

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 using CPOMS and appropriate referrals made.