

## St Joseph's Catholic Primary School, Goole



### **C19 ER School CP & Safeguarding policy COVID-19 addendum template.**

**With effect from 02/04/ 2020**

### **For the immediate attention of all staff and Governors**

*'Schools and colleges should, as far as is reasonably possible, take a whole institution approach to safeguarding. This will allow them to satisfy themselves that any new policies and processes in response to COVID-19 are not weakening their approach to safeguarding or undermining their child protection policy.'*

*'It is important schools and colleges (led by a DSL or deputy, wherever possible) review and revise their child protection policy and keep it under review as circumstances continue to evolve. In some cases, a COVID-19 annex/addendum that summaries any key COVID-19 related changes might be more effective than re-writing and re-issuing the whole policy'*

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers  
DfE 27/03/20

### **Context**

**In response to this school COVID guidance 27/03/20 the specific contingency plans and awareness raising measures are outlined in this addendum to the existing school Child Protection and Safeguarding (CP &S) arrangements. As such these contingency arrangements are obligatory and must be followed by all staff. We all have a shared responsibility for CP & S.**

Whilst the Child Protection & Safeguarding arrangements and responsibilities outlined in the school strategic policy remain in place, in the current context specific and vital additional strategies are required to be implemented to ensure that continuity of support for vulnerable children and others attending school at this time.

We will endeavour to do all that we can to continue to provide a safe and caring environment for all children and staff attending school and support children not attending as much as practicably possible.

We recognise that some of the children attending school are our most vulnerable who may be at even greater risk or stress at this time due to family problems or mental health concerns or other issues.

Staff are aware of the possibility of the effect of the current situation on **the mental health of children and young people** and to ensure that such concerns about children attending school and any indications gathered remotely online or by other disclosures about other children or families are recorded and brought to the attention of the DSL / Dep DSL so that early help may be sought.

The leadership team and Governors also are aware and sensitive to the pressures that staff including themselves, are under at this time and recognise that they require support in order to be able to support the children they care for at school. This is particularly the case for staff such as DSLs, SENDCO and Designated LAC teachers who have such an important role to play in our most supporting vulnerable children.

### **Health & Safety aspects**

We will follow the guidance issued by the LA H & S adviser '**SAFE WORKING METHOD**' to help maintain a safe environment for staff and children.  
(Attached for information for non- LA schools)

### **DSL & Vulnerable Children**

We will ensure that the DSL or Dep DSL are contactable by phone if one or other is not on site during the school day and for 60 minutes at the end of the day so that staff in school are able to seek advice if not able to during session time.

If the DSL or Dep DSL are not in school a senior member of Staff or experienced member of the Pastoral Team will be identified as the lead on dealing with CP issues if they arise and will liaise with the DSLs.

Staff in school are reminded that in cases where a child has suffered or may be at risk of immediate harm that contact is made immediately to the DSL or Dep DSL in line with existing procedures. Staffing levels will be sufficient to enable this to be done and not risk compromising current social distancing arrangements and safe supervision of pupils.

Staff will be made aware of and have available the contact arrangements to update or seek advice in the cases of urgent and immediate concerns if the DSL or Dep DSL cannot be contacted from:

- The attached Social Worker or YFS worker where the child has one
- The Early Help & Safeguarding Hub if it is a new concern choosing;
- EHaSH out of hours in either above case if an emergency

Staff will therefore have access to a list of children attending open to Social Care and their current SW and have contact phone numbers for the attached worker's office and email address.

All Staff also have access to the current Safeguarding Contact list containing the contact details for DSL / Dep DSL, LADO, Safeguarding Governor and Chair of Governors & EHaSH etc.

CP & Safeguarding concerns will continue to be recorded by staff using the school system. If the concern is of a child at risk of or who has suffered harm this recording will be in addition to rather than instead of a direct contact to the DSL or DDSL

If it is felt that the concerns are at a level of Early Help and support rather than CP or concerns about COVID 19 advice will be sought by the DSL, Dep DSL or other pastoral support staff via the current emergency Early Help arrangements by contacting the FISH team on;

**fish@eastriding.gov.uk**

### **Vulnerable Children - Operation Encompass - Domestic Abuse**

We will continue to liaise with and update allocated Social Workers or Youth and Family Support workers and other lead professionals who are involved with all children attending school.

We expect that children with a social worker and / or EHCP will attend, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.

We will ensure that contact details for all children eligible to attend are up to date and adequate.

We are aware that in this period that vulnerable families may be under increased risk of domestic abuse or stress. Operation Encompass notifications continue to be emailed to the 2 designated members of staff. Arrangements are in place to ensure that staff members in school are made aware of any such notifications relating to children attending school. So that the child can be supported in the normal way following such notifications.

Notifications involving children not attending school will be received and the DSLs will ensure that these are recorded on the pupils' files.

Staff are reminded of the need to be alert at this time to indicators or disclosures of domestic abuse which may not be notified to the police. If there are concerns that domestic abuse or related matters may develop in particular families of children attending school this must be recorded and brought to the attention of the DSL or Dep DSL who may seek Early Help or intervention.

### **Vulnerable children not attending**

We will make 'check in' calls each week to families who are eligible to attend who are not doing so and to any others that we feel are 'on the edge of social care' involvement, we have had an Operation Encompass alert concerning or if there are other such concerns, We will note these calls on the child's file and make CP or Early Help referrals if appropriate

### **Peer on Peer Abuse**

If there are incidents or allegations of peer on peer bullying, harassment or abuse (including online) we will follow the school procedures in investigating and dealing with them. If appropriate this may involve referrals to other agencies. Parents / Carers will be notified by phone or email or other virtual methods if possible. We would consider appropriate sanctions in the light of the current situation.

## **Attendance**

We will carry out first day absence calls to children expected to attend unless the parents/ carers or Social workers have indicated that they will not be attending. In either case we will notify Social Workers or Y&FS workers if the child does not attend.

For any vulnerable children not attending full time we will attempt to contact parents and carers to check on how the children are and remind them that the school is open for their child.

We will use the DfE [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 us to provide accurate, up-to-date data to the department on the number of children taking up places. The form is emailed to the LA each day at; [cfsinfo@eastriding.gov.uk](mailto:cfsinfo@eastriding.gov.uk) in-box

## **Staff training, induction and safer recruitment**

If we need to appoint new staff during before normal school arrangements are in place we will follow the usual safer recruitment procedures as outlined in KCSiE part 3.

The only exception will be that we would follow the specially revised [guidance on standard and enhanced DBS ID checking](#) which is now in place.

Any new staff appointed before the emergency arrangements or since will receive appropriate induction training to cover the usual and updated current safeguarding arrangements before starting work with children.

If members of staff are required to transfer as part of the current arrangements to another setting we will follow the advice in **DfE Guidance 27/03/20'**

If a member of staff or other professional is deployed to work at this school we will ensure that an appropriate induction is delivered and that the safeguarding arrangements are clearly explained and appropriate policies are provided

## **Volunteers**

We will not be using volunteers during the present arrangements. This policy will be reviewed at the appropriate time.

This is obviously a school decision but if volunteers are used they need appropriate briefing and supervision as per Safer Recruitment. (See DfE Guidance 27/03/20)

## **Online safety in schools and colleges**

We will continue to provide a safe environment, including online. This includes the use of online filtering & blocking of inappropriate material and interactions and constant monitoring by staff of children's online activity.

## **Children and online safety away from school and college**

All staff who interact with children, including online will continue to look out for signs a child may be at risk. Any such concerns should be dealt with following the Child Protection procedures as above and where appropriate referrals will be made to Children's Social care.

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

## **Safe & Appropriate Working & Allegations**

All new staff and existing staff are reminded that although the school is in an exceptional situation the requirement to follow the School Code of Conduct has not changed. Whilst interactions with children may be different appropriate and professional boundaries etc. will and must be maintained at all times. This includes any contact with pupils not at school online or by email as part of agreed remote teaching and learning activities.

If a member of staff has concerns about the safe and appropriate behaviour or practice of a colleague they will contact the Head or other senior member of staff to discuss these matters. If the concern is about the Head the Chair of Governors, another SLT member or the Local Authority Designated Officer should be contacted.

In the same way if there are concerns by a member of staff that other CP or Safeguarding concerns including those relating to the current C19 special

safety arrangements the above procedure must be followed in line with the school Safeguarding whistle blowing procedures.

### **Guidance and advice**

We will continue to ensure that updated advice and guidance from the East Riding Safeguarding Children Partnership, the Local Authority or Trust, the LADO and the Government departments are acted upon as appropriate to our school context.

### **Advice to parents**

We will maintain communication with parents and ensure that they are signposted via the school website to the following sources of advice particularly in respect of online safety at this time of increased use to support learning and social interaction.

- [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
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

### **Review of policy Addendum:**

We will constantly review the operation of this addendum and make adjustments if identified and on receipt of further Government, DfE, ERSCP, ER LA or other advice and updates etc.