

Addendum for St Benedict's Safeguarding and Child Protection Policy April 2020 regarding COVID-19 Coronavirus

Created: April 2020

Governor Review: April 2020

Next Review: Ongoing

Authorised and approved on behalf of the Local Governing Body by: Mrs. S. McVeigh and **on behalf of the Holy Family MAC Directors:** Mrs M Pearson.

This is designed to provide information about safeguarding our pupils in response to the Coronavirus (COFID-19) outbreak. This will be regularly reviewed and updated in line with guidance as issued to educational settings from the Government, Local Authority and the Police.

Our commitment to the safeguarding of our pupils will continue to be a priority and as such our safeguarding principles, as detailed in the main 'Safeguarding and Child Protection Policy' will remain the same.

Overarching Aims

- The school continues to follow the KCSIE statutory safeguarding guidance. The school must remain a safe place for the children who attend it. The addendum takes into account the additional guidance released by the UK Government in response to the Coronavirus Outbreak.
- The school is aware that it is currently operating in a different mode than usual due to the outbreak of the coronavirus, however the following principles still remain:
 - I. with regard to safeguarding, the best interests of children will always continue to come first
 - II. if anyone in a school has a safeguarding concern about any child they should continue to act and act immediately by following the process outlined below
 - III. a DSL or deputy DSL's will be available to answer any safeguarding concerns that a staff member may have
 - IV. it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
 - V. children will continue to be protected when they are online. In school, we will continue to use our existing structures and provide additional advice to parents/carers for online working at home.

St Benedict's Existing Safeguarding and Child Protection Policy

- The school will continue to keep in touch with the local arrangements outlined by the LA and use these when putting forward its own approach.
- The school will continue to act on any updated advice provided by the LA in response to EHCP, the LADO, children's social care, reporting mechanisms, referral thresholds and children in need.

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- We will continue to review this addendum in light of any further changes in response to the coronavirus outbreak.
- Staff will continue to follow their training and report any concerns that they have about a child through the usual mechanisms: they will email wheeler.k1@st-benedicts.org and where required, speak in person to the DSL, completing an electronic 'green form' as appropriate. They will follow the same guidance as they adhere to within the building, despite them predominantly working from home. All contact numbers and details are available within the existing policy or have been previously circulated to staff.
- Each day there will be an on-call DSL. This will be outlined on the staffing sheet for the day. A holiday rota will be set up, as per normal practice.
- Staff will continue to liaise with those working in social care by observing the additional guidance produced by the local authority. Staff will continue to liaise with them through the means that they already have available to them e.g: phone numbers and emails as required. Should there be limited response from social care, this will be escalated as per usual processes.
- If staff have a safeguarding concern regarding another staff member they should immediately alert the Headteacher (Acting) madden.a1@st-benedicts.org or Chair of the LGB, as per normal safeguarding protocols outlined in our policy, using the electronic version of the 'yellow form'.
- Arrangements are in place to keep children who are not physically attending the school safe through regular contact
- Arrangements are in place to inform both pupils and parents/carers regarding the risks that increased online access could pose.
- All other policies which link into the main safeguarding and child protection policies are still in place and must be adhered to with reporting mechanisms maintained.
- This updated addendum will be shared with all staff and updates noted to them in a separate email by the DSL.

St Benedict's is making provision for pupils with Education, Health and Care (EHC) plans in accordance with local authority guidelines.

Where school is providing care for the children of 'Key Workers', a DSL is on site together with a trained first aider and additional staff – numbers are adjusted daily depending upon the number and ages of the children on site.

Where school is providing care for the children of 'Key Workers' at a partner school, a DSL is on site together with a trained first aider and additional staff – numbers are adjusted daily depending upon the number and ages of the children on site. A member of SLT from St Benedict's remains available to the partner school for guidance and support in the event of any emergency or concerns raised. Parents are expected to book their place at the partner

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school 24hours in advance and to inform the school if the place is no longer required. Pupil contact details are shared as appropriate and in line with GDPR guidance.

Where appropriate, school continues to work with outside agencies to provide support and protection for vulnerable children.

At the point of school closure being announced by Government, parents were issued with detailed information about how they could support their children at home and educational activity packs and reading books were sent home.

Designated Safeguarding Leads (DSLs)

Our Designated Safeguarding Lead (Miss. Kim Wheeler) and Deputy Safeguarding Leads (Mr Keiran Alford; Mr Dave Martin; Mrs Jo Tarver and Mrs Donna Munford) will continue to support the school and pupils with any safeguarding queries and contact details are available in Safeguarding and Child Protection Policy and on the website.

- It may not always be possible to have these named staff in the building at all times, however, an on-call member of the team will always be on-call and highlighted on the staffing rota.
- The lead staff member will also take responsibility for coordinating safeguarding on site. They are aware that they can contact either the DSL or the named staff above. These staff will be able to oversee any liaison with children's social care.

Vulnerable children

- Vulnerable children are defined as those who have a social worker and those children and young people up to the age of 25 with EHC plans. (Further information is available in the [guidance on vulnerable children and young people](#) .)
- Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and VSHs (virtual school head) will continue to work with vulnerable children in this difficult period and should support these children to access this provision. The school staff will raise any concerns regarding this with the DSL and escalate this as above.
- Discussions with social workers and families will determine whether vulnerable children will attend the school and will explore whether or not this is in the best interests of the child.
- The school acknowledges that not every child who may be vulnerable falls under the categories above. The DSL will discuss each case individually.
- The school commits to continue to work with children's social workers to help protect vulnerable children.

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Attendance

- During this period, the school is not required to complete the usual day to day attendance processes to follow up on non-attendance.
- The school has a list of pupils whose parents/carers/social workers have indicated that they would benefit from attending school. If these children do not attend, a phone call will be made to these families by the lead teacher to ascertain where they are. If these children have a social worker, then they will also be informed. Should the whereabouts of these children not be known, our normal safeguarding procedures will be put in place.
- Arrangements have been made with parents who are 'key workers' to ensure that school is aware of who to expect on site, on a day to day basis. Arrangements have also been offered to these families to assist with travel arrangements as normal bus services are not in operation.
- The 'daily online attendance form' is completed in accordance with requirements of Department of Education and the Local Authority and these are shared with the HFMAC.

Safer Recruitment/Volunteers and Movement of Staff

- St Benedict's Catholic High School follows a rigorous and thorough checking procedure when recruiting staff and this is detailed in our 'Safeguarding Policy and Child Protection' and 'Safer Recruitment Policy'. These will remain in force.
- All existing staff have had the safeguarding training and have read relevant parts of KCSIE. They will receive this guidance as an update.

Children moving between schools

- If the school is made aware of any child who is moving to be educated in another institution, the school will make every effort to speak to the DSL at that school, should there be any safeguarding concerns. The relevant plans (EHCP, CP, CIN) will also be shared. This will be overseen by the DSL. All GDPR guidance will be followed as set out within these policies.
- At present, the school is not taking any children from other settings for educational purposes. Should this change, they will action the above, but with the child's named school, and if this information is not received they will be unable to accept the child.

Mental Health

St Benedict's Catholic High School takes great pride in educating and supporting pupils in understanding and looking after both physical and mental health. This current climate will inevitably put different pressures on individuals and as a school we are committed to:

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- Keeping in touch with everyone. Both academic work, social and emotional wellbeing resources are on the school website, through Class Charts and school/class emails and weekly newsletters.
- There is a programme in place for pupils to be contacted individually by telephone or email – 'welfare checks'.
- If a 'welfare check' alerts to a concern, this is being raised with the DSL and DDSL's to ensure that appropriate action is taken.

Online Safety

- The school continues to ensure that there are appropriate filters and monitoring systems in place to protect children when they are on the school site.
- The technical support for this will be overseen by Warwickshire ICTDS who can support should staff become unavailable.
- The school is aware of the [UK Safer Internet Centre's professional online safety helpline](#)

The school will share advice for parents/carers and remind pupils of the safety advice already offered as it understands that the majority of pupils will be accessing learning outside of the school and using online platforms for this. These will be available on the school website:

Staff will be provided with an overview of the expectations of them for online learning, see section below. They will be reminded of the need to continue to look out for signs a child may be at risk and report these as per the safeguarding policy.

- The school will take into account any further guidance released by the DfE and ensure that this informs their strategy going forwards.
- The school will take time to remind parents/carers about their obligation to ensure that they are using adequate measures to keep their child safe online.
- Online teaching operates within the same principles that are set out in the Staff Code of Conduct. Where it might be appropriate for school to consider developing the use of further online learning tools and systems, this will be in line with privacy and data protection/GDPR requirements and clear guidelines will be issued to staff and pupils.
- Procedures will be included to ensure that there is a clear reporting route back to school for any concerns as well as Childline/UK Safer Internet Centre/CEOP.

Protocols for working remotely during Covid-19 pandemic.

These protocols are St Benedict's Catholic High School Policy and are expected to be adhered to. The protocols are designed to support and protect staff and safeguard pupils.

- Communication between staff and pupils can only be through: School/Class e-mails; Microsoft Teams
- When using Microsoft Teams as a form of communication you must record these events.

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- Any safeguarding issue should be reported immediately to either the Headteacher or MASH

Peer on Peer Abuse

- Where the 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 Safeguarding 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 reported to the DSL or MASH.

Further support for parents and carers to keep their children safe online:

[Internet matters](#) – for support for parents and carers to keep their children safe online.

<https://www.cybersafewarwickshire.com/> – for support for parents and carers to keep their children safe online.

[Net-aware](#) – For support for parents and carers from the NSPCC.

[Thinkuknow](#) – for advice from the National Crime Agency to stay safe online.

[UK Safer Internet Centre](#) – advice for parents and carers.

[Parent Zone](#) – for resources to keep children safe online.