

**Addendum to Child Protection Policy
COVID-19 arrangements for Safeguarding and Child
Protection at
St Augustine of Canterbury RC Primary School**

Date: 2.2.2021

DRAFT

Context : - From 4th 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.

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mrs. Sinead Colbeck	head@st-augustines.lancs.sch.uk 01282 426938
Deputy DSL	Mrs. Nichola Pound	pastoral@st-augustines.lancs.sch.uk 01282 426938
Other contactable DSL(s) and/or deputy DSL(s):	Mr. Jamie Robinson (DSL Online Safeguarding) Mrs. Catherine Haworth (DSL SEND)	01282 426938 SENDCo@st-augustines.lancs.sch.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Mrs. Samantha Hartley (Deputy Headteacher) Miss. Abigail Nuttall (Assistant Headteacher)	01282 426938
Headteacher	Mrs. Sinead Colbeck	head@st-augustines.lancs.sch.uk 01282 426938
Local authority designated officer (LADO)	Lancashire County Council	01772 536694
Chair of governors	Mr. Peter Stec	Chair@st-augustines.lancs.sch.uk

St Augustine of Canterbury RC Primary School will ensure that all staff are aware that **anybody** can make a referral:-

MASH - 0300 123 6720 – **Emergency Duty Team** - - (Out of hours) 0300 123 6722

School Safeguarding Helpline – 01772 531196

Scope and definitions

This addendum applies from the start of the spring term 2021.

It sets out changes to our normal child protection policy in light of coronavirus and the national lockdown currently in place, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government or our local safeguarding partners may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to the attendance restrictions during national lockdown, or if they need to self-isolate when they would otherwise still be attending.

In this addendum, where we refer to vulnerable children, this means those who are assessed as being in need, including children:

- With a child protection plan
- With a child in need plan
- Looked after by the local authority
- Have an education, health and care (EHC) plan
- On the edge of receiving support from children’s social care services or in the process of being referred
- Adopted or on a special guardianship order
- Living in temporary accommodation
- Young carers

<p>DSL (and deputy) arrangements</p>	<p>We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the ‘Important contacts’ section at the start of this addendum.</p> <p>If our DSL (or deputy) can’t be on site, they can be contacted remotely by email or mobile phone.</p> <p>We will keep all school staff and volunteers informed by emailed staff briefings each week as to who will be the DSL (or deputy) on any given day, and how to contact them.</p> <p>On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Mrs. Samantha Hartley or Miss. Abigail Nuttall. You can contact them by email or via the office.</p> <p>The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:</p> <ul style="list-style-type: none"> • Identify the most vulnerable children in school • Update and manage access to child protection files, where necessary • Liaise with children’s social workers where they need access to children in need and/or to carry out statutory assessments
<p>Identifying and addressing any new safeguarding or welfare concerns and managing ongoing concerns</p>	<p>School staff, volunteers or all stakeholders may identify safeguarding concerns about individual children as they see them in person following partial school closures. St Augustine of Canterbury RC Primary School recognises that all safeguarding concerns must be reported and acted upon immediately, including new concerns when children are returning.</p> <p>The DSL or Deputy DSL will be given the resources and time that enable them to fulfil the role effectively, supporting staff and children with any new concerns. If there are special working arrangements in regards to the DSL or Deputies, St Augustine of Canterbury RC Primary School, will ensure that all staff are made aware of such arrangements. St Augustine of Canterbury RC Primary School will ensure all staff are aware of important numbers and understand that anybody can make a referral.</p>

	<p>St Augustine of Canterbury RC Primary School recognises the importance that all safeguarding and welfare records held on individual children remain accurate. It is in the best interests of the child that home and school communicate, to ensure that school is aware of any changes regarding welfare, health and wellbeing.</p> <p>We recognise the continued importance for school staff to work with and support children’s social workers, the local authority virtual school head for looked-after and previously looked-after children and any other relevant safeguarding and welfare partners. It is a priority that school will act upon any updated advice received from the local authority regarding children with education, health and care plans, the LADO and children’s social care, reporting mechanisms, referral thresholds. School will continue to input into the local arrangements working alongside partner agencies.</p> <p>We will follow the statutory safeguarding guidance, Keeping Children Safe in Education. We will always have regard for these important safeguarding principles:</p> <ul style="list-style-type: none"> • The best interests of children must come first • If anyone has a safeguarding concern about any child, they should act on it immediately • A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements) • It’s essential that unsuitable people don’t enter the school workforce or gain access to children • Children should continue to be protected when they are online <p>All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home. All concerns should be reported as usual to the DSL in school and via CPOMS. As a reminder, all staff should continue to work with and support children’s social workers, where they have one, to help protect vulnerable children.</p>
<p>Monitoring attendance</p>	<p>We will continue to take our attendance register. We will follow guidance from the Department for Education on how to record attendance (including for pupils learning remotely) and what data to submit.</p> <p>During the national lockdown, only vulnerable children and children of critical workers will attend school in person. Where any child we expect to attend school doesn’t attend, or stops attending, we will:</p> <ul style="list-style-type: none"> • Follow up on their absence with their parents or carers, by following our usual attendance protocols including text message, phone calls and where appropriate door step home visits. • Notify their social worker, where they have one <p>We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.</p>
<p>Contact Plans</p>	<p>We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home. Provision in school has been planned for all children who have a social worker.</p> <p>Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.</p>

	<p>Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns. They will act on concerns immediately in line with the procedures set out in above.</p> <p>The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary, they will use personal phones but they will withhold their personal number.</p> <p>Staff and volunteers will look out for signs like:</p> <ul style="list-style-type: none"> • Not completing assigned work or logging on to school systems • No contact from children or families • Seeming more withdrawn during any class check-ins or video calls
Online Safety	<p>We will continue to have appropriate filtering and monitoring systems in place in school.</p> <p>If IT staff are unavailable, our contingency plan is to seek support from another school or Romero Catholic Academy Trust.</p> <p>Where staff are interacting with children online, they will continue to follow our existing policies. All online safety procedures will be followed at all times. We use secure platforms on Google Classroom and Tapestry and systems are in place to ensure appropriate use by all.</p> <p>Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in this addendum</p> <p>We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.</p> <p>We will make sure parents and carers:</p> <ul style="list-style-type: none"> • Are aware of the potential risks to children online and the importance of staying safe online • Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school • Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides • Know where else they can go for support to keep their children safe online • Are aware how to report any concerns to us.
Mental Health	<p>If any pupil, parent or carer has concerns about mental health and wellbeing, they should contact the child's class teacher or Mrs. Pound, our Pupil and Family Support Lead. We will make sure pupils, parents and carers are aware of this.</p> <p>Staff and volunteers will be aware of the possible effects that this period may have on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.</p> <p>Additional resources and materials are available on the ELSA page of Google Classroom.</p> <p>We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.</p>

	<p>When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.</p> <p>Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in this addendum.</p>
<p>Managing Allegations against adults</p>	<p>Staff will continue to follow principles and guidance as in KCSIE Part 4 in view of reporting or acting upon any concerns surrounding an adult or volunteer who may pose a safeguarding risk to children. St Augustine of Canterbury RC Primary School will ensure that all staff are aware of reporting processes. Staff will ensure all concerns are reported in a timely manner to the DSL on site and recorded on CPOMS.</p> <p>Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/supply teachers/volunteers working on site or remotely. Concerns should be reported in the usual manner.</p> <p>We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS). We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.</p>
<p>Peer on Peer Abuse</p>	<p>St Augustine of Canterbury RC Primary School recognises that in cases of peer on peer sexual abuse or sexual violence, the principles of KCSIE 2020 should be followed but a revised process may be required for managing any report of such abuse and supporting victims, given the different circumstances schools and colleges are operating in. These circumstances should be taken into account when planning or revising any risk assessments.</p> <p>We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse. Staff should continue to act on any concerns they have immediately – about both children attending school and those at home. All allegations will be managed sensitively as they would be in school.</p>
<p>Children who are not yet returning to school</p>	<p>St Augustine of Canterbury RC Primary School will provide support to teachers and staff to ensure that contact is maintained with children (and their families) who are not yet returning to school. Staff will try (where appropriate) to speak directly to children to help identify any concerns. St Augustine of Canterbury RC Primary School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.</p> <p>St Augustine of Canterbury RC Primary 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 at St Augustine of Canterbury RC Primary School will to be aware of this in setting expectations of pupils' work where they are at home.</p> <p>School will continue to ensure a safe online environment for those who remain at home. We will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on Google Classroom.</p>

	All staff who interact with children, including online, will remain vigilant and continue to look out for signs a child may be at risk. Any such concerns should be escalated and reported.
Supporting Vulnerable children	For vulnerable children, attendance is expected, where it is appropriate for them to do so. (This may be following individualised risk assessments for children with an EHC Plan.) We will continue to liaise with, and notify social workers if a child is absent from school. Where children with a social worker do not attend when expected, school will follow this up by contacting a parent or carer..
Safer Recruitment, Staff movement & Staff training	<p>In the recruiting of new staff, St Augustine of Canterbury RC Primary School will continue to follow the relevant safer recruitment processes as detailed in KCSIE 2020.</p> <p>Where St Augustine of Canterbury RC Primary School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.</p> <p>It will remain that new staff or volunteers will receive a complete safeguarding induction. In the cases of staff who are moving between sites to support current and temporary arrangements, school will assess the level of induction required.</p> <p>Whilst acknowledging the challenge of the current situation, 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 Augustine of Canterbury RC Primary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.</p> <p>When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.</p> <p>We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 183-188 of Keeping Children Safe in Education.</p> <p>We will make sure staff and volunteers are aware of changes to our procedures and local arrangements. New staff and volunteers will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education.</p>
Consideration	Due to the changing circumstances, this policy will be reviewed as guidance from local safeguarding partners or the Department for Education is updated, and as a minimum every 3-4 weeks by Mrs. Sinead Colbeck. At every review, it will be approved by the full governing board.

Head teacher	S. Colbeck
Chair of Governors	P. Stec