



St Alban's Catholic Academy and St Luke's Catholic Academy

COVID-19 school closure arrangements for Safeguarding and Child Protection

Date shared with staff:	2.4.20
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Designated Safeguarding Leads:	AM Black, AM Kendal I Kendal S Crick, R Foster
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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 whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of Our Lady of Fatima Trust Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Vulnerable children
3. Attendance monitoring
4. Designated Safeguarding Lead
5. Reporting a concern
6. Safeguarding Training and induction
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8. Online safety in schools and colleges
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10. Supporting children not in school
11. Supporting children in school
12. Peer on Peer Abuse

1. Context

Key contacts

Role	Name	Contact
Designated Safeguarding Lead	Anne Marie Kendal	amkendal@ourladyoffatimatrust.essex.sch.uk 01279423499
Designated Safeguarding Lead	Anne-Marie Black	black@ourladyoffatimatrust.essex.sch.uk 01279425383
Deputy Safeguarding Lead	Ian Kendal	head@ourladyoffatimatrust.essex.sch.uk 01279425383 or 01279423499
Deputy Safeguarding Lead	Sinead Crick	crick@ourladyoffatimatrust.essex.sch.uk
Deputy Safeguarding Lead	Richard Foster	foster@ourladyoffatimatrust.essex.sch.uk

Whilst the phone numbers above are available during normal school hours the following number will direct you to a DSL in an emergency out of school hours.

Emergencies only out of normal school hours: 03337721738, a message can be left.

Chair of Governors: George Reynolds chair@ourladyoffatimatrust.essex.sch.uk

Safeguarding Link Governor: Barry Westgate

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.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) 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.

Our Lady of Fatima Catholic Academy Trust 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 people for this will be: Anne Marie Kendal and Anne-Marie Black.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and the trust will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, the trust or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

3. Attendance monitoring

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

The Trust and social workers will agree with parents/carers whether children in need should be attending school – the Trust will then follow up on any pupil that they were expecting to attend, who does not. The trust will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

How Will This Look In Your School?

To support the above, the school will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

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

4. Designated Safeguarding Lead

St Alban's and St Luke's has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Leads are: Mrs AM Black (St Albans) and Mrs AM Kendal (St Luke's)

The Deputy Designated Safeguarding Leads are: Mr I Kendal, (both schools) Miss S Crick, (St Luke's) and Mr R Foster (St Albans)

NB: whilst each DSL and DDSL have an allocated school they are able to work across the two schools if required.

The trust aims to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted 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 senior leader will assume responsibility for co-ordinating safeguarding on site. This person will be named for the day they are in attendance.

This will include updating and managing access to child protection online management system, Edaware and liaising with the offsite DSL (or deputy) 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 or college.

All Trust staff and volunteers have access to a trained DSL (or deputy).

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, this includes making a report via Edaware, which can be done remotely.

In the unlikely event that a member of staff cannot access their Edaware from home, they should TEAMS message the Designated Safeguarding Lead, and Executive Head teacher. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should inform the DSL on site immediately. A notification to the DSL should be followed up with a TEAMS message to the executive head teacher.

Concerns around the Executive Head teacher should be directed to the Chair of Governors: George Reynolds: email address

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

6. Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

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

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

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, school name 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 school name 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.

The trust 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.

The 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, the trust will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8. Online safety in schools and colleges

The trust will continue to provide a safe environment, including online. This includes the use of an online filtering system.

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 MAT code of conduct.

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

We currently do not permit videoing/ recorded virtual lessons, where webcams are involved:

If this is something that occurs the following are some things to consider when delivering recorded virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff must wear suitable clothing.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred. .
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms named by the school to communicate with pupils

10. Supporting children not in school

The Trust 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 in the TEAMS safeguarding channel. Record of contact made will be recorded on Edaware.

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

The trust and its DSL will work closely with all stakeholders 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 to parents in letters home.

The trust 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 the trust need to be aware of this in setting expectations of pupils' work where they are at home.

The trust 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. This will be bespoke to each child and recorded on Edaware.

11. Supporting children in school

The trust is committed to ensuring the safety and wellbeing of all its students.

The trust will continue to be a safe space for all children to attend and flourish. The heads of school will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The trust 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.

The trust 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. This will be bespoke to each child and recorded on Edaware.

12. Peer on Peer Abuse

The trust 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 multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on Edaware and appropriate referrals made.