

Addendum to our current CP Policy 2020-2021

COVID-19 school closure arrangements for Safeguarding and Child Protection at:



Key Safeguarding Personnel			
Role	Name	Tel.	Email
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Designated Safeguarding Lead (DSL)	Rebecca Overfield	01225 309528	rebove@st-laurence.com
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Nominated Governor	Lauren Ash	01225 309500	ash.ldjha@gmail.com
Chair of Governors	Kieran Kilgallen	01225 867331	kieran.kilgallen@gmail.com
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Context

- From 5th January 2021 parents were again 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. All schools and childcare providers were asked to

provide care for a limited number of children - children who are vulnerable (please see definition noted in section 3) and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the St Laurence School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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3. Vulnerable children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children’s social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children’s social care services or in the process of being referred to children’s services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET (‘not in employment, education or training’)
 - those living in temporary accommodation
 - those who are young carers

- those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
- care leavers
- others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

Those with an EHC plan will be risk-assessed by the school's SENCO 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, the Designated Safeguarding Lead (and DDSLs) 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.

St Laurence 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: Rebecca Overfield.

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 St Laurence School will explore the reasons for this directly with the parent.

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

St Laurence School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

4. Attendance monitoring

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

St Laurence School and social workers will agree with parents/carers whether children in need should be attending school. Once attendance has been agreed, for any students in the identified groups, St Laurence School will follow up the absence of any student who they were expecting to attend.

To support the above, St Laurence School will, when communicating with parents 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 their agreed attendance, St Laurence School will notify their social worker.

The government direct the following regarding recording attendance in schools:

As vulnerable children are still expected to attend school full time, they should not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining). Schools and colleges should encourage vulnerable children to attend but if the parent of a vulnerable child wishes their child to be absent from school, the parent should let the school know that the pupil will not be attending. The Department for Education expects schools and colleges to grant such applications for leave given the exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

As with vulnerable children, critical worker parents and carers should let schools know if their child will not be attending and, if not, schools should grant a leave of absence (code C) given the exceptional circumstances.

All pupils who are not expected to be in school should be marked as Code X. They are not attending because they are following public health advice.

We will report our attendance daily to Wiltshire LA.

5. Designated Safeguarding Lead

The optimal scenario is to have a trained DSL (or DDSL) available on site. Where this is not the case a trained DSL (or DDSL) will be available to be contacted via phone or online video - for example when working from home. Where a trained DSL (or DDSL) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site and liaising with the offsite DSL (or DDSL) as required.

The DSL/DDSL will continue to update and manage access to the school's child protection online management system, MyConcern. In addition, the DSL/DDSL will continue to liaise, as required, with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

All St Laurence School staff and volunteers have access to a trained DSL (or DDSL). Each day where there are students in school, staff on site will be made aware of the member of SLT on duty who will be based in the Headteacher or Deputy Headteacher's office.

In line with KCSIE 2020, if for any reason, none of the above are available, this should not delay appropriate action being taken. In these circumstances, any action taken should be shared with the DSL (DDSL) as soon as is practically possible).

Wiltshire Multi-agency Safeguarding Hub: 0300 456 0108

Out of hours Emergency Duty Service (5.00pm to 9.00am Weekdays 4pm Friday to 9am Monday):
0300 456 0100

If the child is in immediate risk dial 999 and ask for police assistance

The DSL/ DDSL 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's Child Protection Policy, this includes making a report via MyConcern, which can be done remotely.

In the unlikely event that a member of staff cannot access their MyConcern from home, they should email the Designated Safeguarding Lead, Deputy Designated Leads, SLT and the Headteacher. This will ensure that the concern is received. They should also inform IT.

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 report the concern to the Headteacher or the duty member of SLT on site. The SLT receiving the concern must discuss it with the Headteacher as soon as possible, in case a DOFA referral is required. If there is a requirement to make a notification to the Headteacher whilst the member of staff is away from school, this should be done verbally and followed up with an email directly to the Headteacher.

In line with usual procedures, any concerns about the Headteacher should be directed to the Chair of Governors.

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 DDSL) who has been trained will continue to be classed as a trained DSL (or DDSL) 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 (2020). If they were unable to attend training with the DSL, they have completed the NSPCC 3hr online training course. 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 Laurence School, 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, as confirmed in writing by the Headteacher / Principal of the home setting.
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, they will be given a copy of St Laurence School'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, St Laurence 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 the case of remote interviews for staff, a member of the panel must be Safer Recruitment trained.

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 St Laurence School 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.

St Laurence 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 163 of KCSIE.

St Laurence 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, St Laurence School 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

St Laurence school 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 document 'Guidance for Remote Working', the St Laurence School Code of Conduct and the COVID19 Online Learning Guidance.

Members of staff continue to be required to work **strictly** within the bounds of the St Laurence Code of Conduct in ALL activities. Any problem, technical or otherwise, which this appears to create MUST be discussed with the Headteacher.

St Laurence 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 for St Laurence School staff to consider when delivering live lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.

- Please ensure that all members of the household are aware that there is a live lesson happening.
- Any computers used should ideally be in public areas, for example, not in bedrooms; and the background should be blurred.
- Live classes should be kept 45mins.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by St Laurence School to communicate with students
- Staff and students should follow their timetable.
- The relevant named contact in St Laurence School will ensure that any alternative provision settings currently being accessed by students, will provide St Laurence School with a copy of their updated Child Protection policy including their online teaching and learning policy.

10. Supporting children not in school

St Laurence 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 additional pastoral-support in school, they should ensure that a robust communication plan is in place for that child or young person.

The communication plans can include; remote contact and phone contact. Other individualised contact methods should be considered and recorded. Details of the frequency of contact plan are stored SLS systems. Staff will keep a record of conversations on SLS but if they are concerned following their conversation, they must record that concern on My Concern.

St Laurence School, its DSL/DDSLs and Deputy Headteacher overseeing pastoral care 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 through its daily contact with staff, its regular contact with parents and carers and on its website.

St Laurence School recognises that school is a protective factor for children and young people, and that the current circumstances, can affect the mental health of students and their parents/carers. Teachers at St Laurence School need to be aware of this in setting expectations of students' work where they are at home.

St Laurence School will ensure that where we care for children of key worker and vulnerable children on site, we ensure appropriate support is in place for them.

11. Supporting children in school

St Laurence School is committed to ensuring the safety and wellbeing of all its students and will continue to be a safe space for all children to attend and flourish.

The Headteacher will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.

St Laurence 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 Laurence School will ensure that where we care for children of key workers and vulnerable children on site, we ensure appropriate support is in place for them.

Where St Laurence School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – it will be discussed immediately by SLT.

The current list of critical workers can be found [here](#).

12. Peer on Peer Abuse

St Laurence 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 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 recorded on MyConcern and appropriate referrals made.

13. Support from the Safeguarding Team and the SLT

The Safeguarding Team and the SLT will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction. Supervision may be accessed via online support.

Policy owner: Rebecca Overfield

Date: 05.01.2021

Date shared with staff: TBC