

Annex 1



ST MATTHEW'S CE PRIMARY SCHOOL

COVID-19 Annex for Safeguarding and Child Protection at St Matthew's CE Primary School

Policy owner: P Langridge, Headteacher

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Context

COVID-19 (commonly known as Coronavirus) has presented a huge challenge nationally to the normal running of education and child care provision.

Education and child care settings are still expected to remain open and this policy addendum is written to reflect the government guidance.

This appendix has been prepared to explain key changes and interim measures being taken within our setting to continue to meet our safeguarding requirements during these extraordinary times.

Status of this document

This is an appendix to the main body of our Safeguarding and Child Protection Policy and will be effective from March 2020 until the setting returns to business as usual, following the COVID-19 pandemic.

It has been formally agreed and signed off by Full Governing Body in December 2020 but will continue to be updated throughout the period it is required to reflect current practice.

Queries about the contents of this document should be directed to:

Name: Peter Langridge

Job Title: Head Teacher

Email: head@stmatthewsco.co.uk

Telephone: 0161 865 1284

All staff and volunteers working in school or those working remotely will be provided with a copy of this annex via email and be required to confirm to the DSL that they have read and understand this document.

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Key contacts

Role	Name	Contact Number	E-mail
Designated Safeguarding Lead	Stacey Cavanagh	*	s.cavanagh@stmatthewsce.co.uk
Deputy Designated Safeguarding Lead	Emma Tyrer	*	deputy@stmatthewsce.co.uk
Headteacher	Peter Langridge	*	head@stmatthewsce.co.uk
Co-Chair of Governors	Jane Horsfall	*	*
Safeguarding Governor	Emma Nichol	*	*
Trafford LA Liaison Officer	Alistair Black	*	*

*Redact personal details for publication

Designated Safeguarding Lead

St Matthew's CE Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Stacey Cavanagh

The Deputy Designated Safeguarding Lead is: Emma Tyrer

The optimal scenario and one we will strive to achieve is to have a trained DSL (or deputy) available on site.

Due to staff self-isolating, social-distancing or being physically unavailable for other reasons, it is recognised this may not always be possible, and where this is the case there are two options we will implement, the first being the preferred and second a backup option:

1. A trained DSL or deputy from the setting will be available to be contacted via phone or online video i.e. skype, if they are working off site
2. Sharing trained DSLs or deputies with Gorse Hill, Highfield, Kingsway or St Mary's and Davyhulme until our own trained DSL can return to work or be available.

Where a trained DSL (or deputy) is not on site, in addition to the above, a named provision leader will assume responsibility for coordinating safeguarding on site and contacting the trained DSL (or deputy) when necessary.

This might include updating and managing access to the child protection online management system, CPOMS and liaising with the offsite DSL (or deputy). This may also include liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

Our DSL, deputy DSL and others with designated roles are identified in the main body of our Safeguarding and Child Protection Policy. In the event one of the above scenarios is implemented and the DSL changes, this will be communicated to staff by email.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely. The DSL will continue to provide safeguarding updates to members of SLMT and other staff where applicable, via CPOMs, email, telephone and video calls meetings.

Contacting Trafford Children's First Response

Making referrals into Trafford Children's First Response will continue as usual, with referrals being made via the online referral form, and telephone consultations taking place when advice is required. Where possible the referral will be made by the DSL, however if the DSL is not available in person the senior leader who is co-ordinating safeguarding on site may be required to make the referral after getting advice from a suitably trained DSL.

- **Online Referral Form** – www.trafford.gov.uk/firstresponse
- **Telephone** – 0161 912 5125
- **Email** – FirstResponse@trafford.gov.uk

Contacting the Local Authority Designated Officer (LADO)

In the instance a referral to the LADO is necessary this will be actioned by the Headteacher within 1 working day of the allegation coming to light. Should they not be available then the Deputy Headteacher will make the referral.

Contact methods for the LADO will remain the same with all LADO referrals being made via the online referral form. Consultation by phone may be necessary in which case this will be done via Trafford Children's First Response (contact details above).

Online Referral Form –

<https://trafford-framework.egovhub.net/ALLEGATIONOFPROFESSIONALABUSE/launch>

Email – LADO@trafford.gov.uk

If it is decided that a LADO Meeting is necessary the setting will take part in this via Microsoft Teams which is the software being used by the LADO.

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 and children who the setting have otherwise identified as vulnerable.

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.

During a government-enforced school closure, and when instructed to, 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.

St Matthew's CE Primary 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: Designated Safeguarding Lead.

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 Matthew's CE Primary School will explore the reasons for this directly with the parent and consider alternative ways to monitor the risk of harm to the child, which may include phone calls and door-step visits.

Where parents are concerned about the risk of the child contracting COVID-19, St Matthew's CE Primary School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Vulnerable children may not be attending school for other reasons including self-isolation, social-distancing or for another reason, these will be monitored by the setting and contact with the child and their family will be maintained via twice weekly phone calls. When phone calls are not answered contact will be made via WEDUC and an opportunity given for parents/carers to respond. If contact cannot be established with a family, the setting will take the following measures:

- When required, the Vulnerable Children's Daily Log Attendance sheet will be completed and sent to Trafford Children's First Response by email.

Children of concern who do not meet the 'vulnerable' definition

The setting also has students about whom there are concerns, however they do not have a social worker or an Education, Health and Care (EHC) Plan so do not meet the criteria of a 'vulnerable' child. With these children the setting still feels that contact should be maintained to ensure safety and welfare can be monitored as best as practically possible. This will be agreed within SLT and those families will be contacted weekly if absent from school.

All other Children

The setting can continue to take their normal attendance register from 1st June 2020 in line with government requirements however the logistics of children attending school has to be carefully managed. To do this in the safest way possible the children have been split into teams and are asked to attend and leave school within their allocated time slots. All classes that are not isolating are expected to attend school daily unless there is an appropriate reason and school have been informed.

For those students/learners who are not physically attending the setting we still have a duty to keep them safe, including online. The following measures have been implemented to ensure that contact with children is maintained and setting staff can maintain oversight of their welfare as best as practically possible.

- Work to be set as laid out in St Matthew's CofE Primary Remote Learning Policy
- Class teacher will endeavour to contact children via phone at least once during their isolation period should this be greater than a week
- Weduc can be used by parent/carers and teachers to communicate regularly
- If staff have any concerns about children, they will follow the standard reporting procedure outlined in the main body of our Safeguarding Policy.

Attendance monitoring

Follow the agreed attendance addendum.

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 CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead and the Headteacher. This will ensure that the concern is received.

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

Where staff have a concern that a child is in immediate danger they must call 999.

Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher immediately. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally by phone and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Jane Horsfall. Trafford's LADO will continue to offer support in the process of managing allegations.

Safeguarding Training and induction

DSL training may be postponed or cancelled 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 due to unavoidable circumstances.

Safeguarding refresher training has already taken place within school this year and all staff have read Part 1 of Keeping Children Safe in Education (2020). 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 Matthew's CE Primary School, they will continue to be provided with a safeguarding induction and online safeguarding training.

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

For movement within schools in the local authority, assurance should be sought from the schools headteacher/DSL that the member of staff has received appropriate safeguarding training.

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.

When the setting is open it will be staffed appropriately and all staff will satisfy the training requirements

of 'Keeping children safe in education, September 2020', in that they will have had copies of the following policies and had them explained to them how they operate in the setting:

- Safeguarding and Child Protection Policy
- Positive Relationships and Behaviour Policy
- Staff Code of Conduct
- Safeguarding response to Children who go missing from education
- Part one and Annex A of Keeping children safe in education, September 2020.

In addition to the above all staff will have received appropriate safeguarding and child protection training. This will be delivered virtually if it is not possible in person. Further to this, all staff receive regular safeguarding updates, this is done in the following ways:

- Staff meetings (virtually)
- Weekly briefings (virtually)
- Weekly Senior Leadership meetings
- Appraisal
- Staff information board in staff room updated termly or when required
- Email bulletins
- Newsletters
- TSSP Safeguarding in Education Newsletter
- CPOMs

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 Matthew's CE Primary 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 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 Matthew's CE Primary 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.

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 Matthew's CE Primary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Allegations against Adults working with Children

Any staff member who works in the setting will be aware of the process for sharing concerns about colleagues or other adults who works with children in regulated activity. In our setting they will report these concerns directly to the Headteacher as soon as practically possible, ideally face to face, however during challenging times that may not always be possible, and a telephone call is also acceptable, but an email or text message is not acceptable as this may not be picked up in a timely manner.

It is made clear to staff in training, induction and in our Whistleblowing Policy that they should not consult or speak of the concern/allegation with other parties, without the expressed permission of the Headteacher so as not to damage the integrity of any potential investigation, nor tarnish the reputation of colleagues prior to any due process.

St Matthew's CE Primary 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 Matthew's CE Primary 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.

Online safety in schools and colleges

St Matthew's CE Primary School will continue to provide a safe environment, including online. We will continue to have appropriate filtering and monitoring systems in place in school. Where students are using computers in school, appropriate supervision will be in place. Acceptable use policies will be displayed in all classrooms.

Children and online safety away from school

Where staff are interacting with children online, they will continue to follow our existing code of conduct and acceptable use policy. 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 Safeguarding and 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 Code of Conduct 2020 and meet the criteria laid out in the Parent Contract for Video Communication St Matthew's CE Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

We expect staff to follow the following guidelines:

- Staff must only use platforms agreed by St Matthew's CE Primary School to communicate with pupils.
- Staff must have the permission of the headteacher to communicate directly with parents or children.
- Staff should not host any 1:1 video session unless absolutely necessary. For safeguarding calls, another adult should always be present with the child.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas and the background should be blurred if possible. Video conferencing involving children should be conducted from school unless in exceptional circumstances and with the direct permission of the headteacher.
- The live video should be recorded (if this is possible) so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff should record the length, time, date and attendance of any sessions held.

Any applicable guidance also applies to producing videos to share with pupils and parents.

Supporting children not in school

St Matthew's CE Primary School is committed to ensuring the safety and wellbeing of all its Children and Young people.

Should school close for a prolonged period, class teachers (or other appropriate members of staff) will call pupils not in school regularly and log these calls. Staff will share any concerns on CPOMs.

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 on CPOMS, as should a record of contact that has been made.

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

St Matthew's CE Primary School 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 on its website, parent app and social media pages.

St Matthew's CE 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 Matthew's CE Primary School need to be aware of this in setting expectations of pupils' work where they are at home.

SLMT should be aware that there may be an impact of the mental health on staff and volunteers and what support is available for them. St Matthew's will ensure that a plan is in place for how any bereavement may be handled, including obtaining any support services such as Winston's Wish, Grief Encounter, Childhood Bereavement Network or Hope Encounter.

Supporting children in school

St Matthew's CE Primary School is committed to ensuring the safety and wellbeing of all its students. St Matthew's CE Primary School 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 pupil ratio numbers are appropriate, to maximise safety.

St Matthew's CE Primary 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 COVID-19.

St Matthew's CE Primary School 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 recorded on CPOMs.

Where St Matthew's CE Primary School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – headteacher will discuss them immediately with the Local Authority.

Supporting children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, the headteacher will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

Peer on Peer Abuse

St Matthew's CE Primary 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 the Safeguarding and 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 CPOMs and appropriate referrals made.

Support from the Local Authority

St Matthew's CE Primary School remains in close contact with the local authority and will request any additional support required through their designated liaison officer.

Monitoring arrangements

This policy will be reviewed as guidance from the local safeguarding board, the LA or Department for Education is updated, and as a minimum every 4 weeks by DSL/Deputy DSL. At every review, it will be approved by the full governing board via the online forum.

Links with other policies

This policy links to the following policies and procedures:

- Safeguarding policy
- Staff code of conduct
- Attendance policy and addendum
- Remote learning policy
- IT acceptable use policy
- Health and safety policy
- E-safety policy