

**Addendum to the Child Protection Policy
(March 2020)**

**COVID-19 School Closure Arrangements for Safeguarding and Child
Protection at St Alban's CE Aided Primary School**

The Department for Education COVID-19 helpline, is available to answer questions.

DfE coronavirus helpline

Email: DfE.coronavirushelpline@education.gov.uk

Telephone: 0800 046 8687

If you have a query about coronavirus (COVID-19), relating to schools and other educational establishments in England contact our helpline.

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

Context

From 20th March 2020, parents were asked to keep their children at home, wherever possible, and schools were asked to remain open only for those children of workers critical to the COVID-19 response who could not be safely cared for at home.

Schools and all childcare providers were also asked to provide care for children who are considered to be vulnerable.

This addendum of the St Alban's CE Child Protection and Safeguarding Policies contains details of our individual safeguarding arrangements in the following areas:

Key Contacts

Vulnerable Children

Attendance Monitoring

Designated Safeguarding Lead

Reporting a Concern

Safeguarding Training and Induction

Safer Recruitment

Online Safety

Supporting Children not in School

Supporting Children in School

Peer on Peer Abuse

Key Contacts

Key contacts remain the same as for the current Child Protection Policy.

As the school office is closed and staff are often working remotely, school staff have the mobile phone numbers of the Designated Safeguarding Leads and individual email addresses to enable them to be contacted immediately should any concerns arise.

Anyone else needing to contact a DSL can do so via admin@st-albans.hants.sch.uk
This account is monitored regularly throughout the day.

As the school office is closed, the relevant Governors can be contacted via their individual email addresses (below).

Role	Name		
Designated Safeguarding Lead & Headteacher	Nicola Hordell	Deputy Designated Safeguarding Lead	Nickie Sadler
Deputy Designated Safeguarding Lead	Sharon James	Deputy Designated Safeguarding Lead	Jo Welton
Chair of Governors	Tracey Smith		t.smith@st-albans.hant.sch.uk
Safeguarding Governor	Hilary Herson		hilary.herson@st-albans.hants.sch.uk

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 Care 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 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 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.

St Alban's CE Aided Primary School

Senior leaders, especially the Designated Safeguarding Lead and Deputy DSLs 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 Alban's CE will continue to work with and support children's social workers to help protect vulnerable children. This includes working 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 Jo Welton (Deputy DSL and Home School Link Worker).

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 vulnerable, the social worker and St Alban's CE will explore the reasons for this directly with the parent.

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

St Alban's CE School will encourage our vulnerable children to attend school where the school's risk assessment identifies that it is safer for these pupils to attend rather than remaining at home. Where pupils do not attend, they will be supported to engage in remote online learning- We will maintain regular telephone (weekly) and email contact with the parents and carers of our vulnerable children and contact the children themselves. We will complete a weekly return to the Local Authority to inform them which children have attended school and any reasons for non-attendance.

We will ensure that any updated advice or arrangements from the Local Authority are followed and shared as appropriate.

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 Alban's CE School and social workers will agree with parents / carers whether vulnerable children should be attending school. We will then follow up on any pupil that we were expecting to attend, who does not. This will also be the case with any parent or carer who had arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, St Alban's CE School will confirm emergency contact numbers are correct and ask for any additional contact numbers where they are available.

In all circumstances where a vulnerable pupil does not take up their place at school or discontinues, St Alban's CE will notify the social worker.

The DfE has introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places. The Admin team at St Alban's CE will assume responsibility for submitting this on a daily basis.

Designated Safeguarding Lead

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

The Designated Safeguarding Lead is: Nicola Hordell

The Deputy Designated Safeguarding Leads are: Sharon James, Nickie Sadler and Jo Welton

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 telephone.

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. They will inform DSL and DDSL (Sharon James in the first instance) so that concerns and updates can be recorded on DSL Referrals log & Plan record and any referrals made if needed. As required, the senior leader will liaise with children's social workers where access to vulnerable children is needed and / or to carry out statutory assessments at school.

It is important that all staff at St Albans' CE School have access to a trained DSL or DDSL. All staff, including those on site, have been made aware of who that person is and how to contact them. The DSL will continue to engage with social workers and attend all multi-agency meetings, which can be done remotely.

Reporting a Concern

Where staff have a concern about a child, they should continue to follow the process outlined in the Child Protection Policy. However, as access to paper copies of the school's concern form (pink form) will be not possible during the shut down period while most staff are working remotely, concerns will be raised by email (and recorded/acted on in the same way as pink forms would be).

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 this to the Head teacher. If there is a requirement to make a notification to the Head teacher whilst away from school, this should be done verbally and followed up with an email.

Any concerns about the Head teacher should be directed to the Chair of Governors Tracey Smith.

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 received safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

If any new staff are recruited to St Alban's CE, they will continue to be provided with a safeguarding induction. Volunteers will not be used during this closure.

If staff are deployed from another education or children's workforce setting to our federation, 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 our child protection and safeguarding policies, confirmation of local processes and confirmation of DSL arrangements.

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 Alban's CE will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (KCSIE) (2019).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance of standard and enhanced DBS ID checking to minimise the need for face to face contact. We will not utilise volunteers during the closure.

St Alban's CE 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.

We 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 will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, St Alban's CE will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE (2019).

Children and Online Safety Away from School

Young people will be using the internet more during this period. The school will also use online approaches to deliver training or support.

Staff have been made aware of the signs and signals of cyberbullying and other online risks and will apply the same child-centred safeguarding practices as when children were learning at the school.

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 Code of Conduct. St Alban's CE School have ensured any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements. The school will continue to ensure appropriate filters and monitors are in place.

The school has taken on board guidance from the [UK Safer Internet Centre](#) on safe remote learning and guidance for [safer working practice](#) (paragraph 13) from the Safer Recruitment Consortium.

We have reviewed the code of conduct and information sharing policy accordingly - information will only be shared with school staff as necessary for the setting of work.

Staff must only use the platforms specified by St Alban's CE School to communicate with pupils. Staff/pupil communication through School 360, the school website, Purple Mash and Google Classroom is asynchronous and is visible to all staff.

Staff are aware of the need to maintain professional boundaries during this exceptional period and have been reminded of the school's code of conduct and importance of using school systems to communicate with children and their families. It is felt that live lessons are inappropriate for our pupils at the current time.

Children and young people accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the school, [Childline](#), the [UK Safer Internet Centre](#) and [CEOP](#). Links to the CEOP learning package will be made available to parents through our school website and newsletter.

Parents and carers have received information about keeping children safe online with peers, the school, other education offers they may access and the wider internet community. We have set out the school's approach, including the sites children will

be asked to access and set out who from the school (if anyone) their child is going to be interacting with online. Parents have been offered the following links:

- <https://www.onlinesafetyuk.com/> - for advice from Lee Hayward the school online safeguarding expert.
- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](#).

Supporting Children Not in School

St Alban's CE is committed to ensuring the safety and well-being of our pupils.

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, we will ensure that a robust communication plan is in place for that child.

The communication plan will include regular telephone contact and a record of all contact will be kept. [Staff may also refer pupils/families to be included on the school's vulnerable pupils list for regular communication if concerns are identified through routine teacher email communications.](#)

St Alban's CE and the DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. The plan will be reviewed fortnightly and where concerns arise, the DSL will consider any referrals as appropriate.

There are links to safeguarding information on the website.

We recognise that school is a protective factor for children, and the current circumstances could affect the mental health of pupils and their parents / carers. Teachers at St Alban's CE need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting Children in School

St Alban's CE is committed to ensuring the safety and well-being of all our pupils.

We will continue to be a safe place for all children to attend and flourish. The Head teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety of pupils on site and also to ensure that numbers remain low enough to contribute to the national effort to limit the spread of Covid-19.

We 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.

We will ensure that where we care for children of critical workers and vulnerable children on site, that appropriate support is in place for them and any concerns are recorded using our child protection procedures.

Where St Alban's CE has concerns about the impact of staff absence – such as our DSL, DDSL's, first aiders or paediatric first aiders – we will discuss them immediately with the Local Authority.

Peer on Peer Abuse

During the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE (2019) and those outlined within our Child Protection Policy.

We will listen to and work with any child, parents / carers and any multiagency partner required to ensure the safety and security of that child.

Concerns and actions must be recorded on DSL Referral and Log and appropriate referrals made.