

**Addendum to the Child Protection Policy  
(March 2020, **Reviewed January 2021 in light of further lockdown period**)**

**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](mailto: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 20<sup>th</sup> March 2020, **and again from 5<sup>th</sup> January 2021**, 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. The school office remains open and all staff, unless shielding or required to isolate for a particular reason, are working on the school site supporting pupils attending and remote learners. The main school email address is also monitored regularly ([admin@st-albans.hants.sch.uk](mailto:admin@st-albans.hants.sch.uk)) and staff are able to alert all DSLs to any concerns via CPOMs (electronic system).

## **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. The vulnerable child category has been expanded considerably in January 2021 and more children are therefore still able to attend school in the current lockdown period (January 2021) than previously. Further information can be found at this link:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>

Parents/carers of vulnerable children are strongly encouraged by the school to permit their child to continue attending (January 2021 onwards), although the Government have not made this compulsory and some parents have refused the offer of a school place. Where a parent of a vulnerable child refuses a school place (without a specific medical reason), and the school is concerned that their needs may not be met while learning at home, the school will work with social workers, family support workers and the family to continue to encourage attendance.

Where pupils do not attend, they will be supported to engage in remote online learning. The inclusion team will maintain regular telephone (weekly) contact with the parents and carers of our non-attending vulnerable children and contact the children themselves.

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

## **Attendance Monitoring**

Attendance will continue to be monitored in the same way as normal and any concerns reported. This will include monitoring the engagement of home learners (through daily class question, acting as registration and submission of assignments) and reporting any concerns (via CPOMs).

## **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.

In the unlikely event that 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 liaise with the DSL/DDSL remotely.

DSL/DDSLs 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 (CPOMs electronic reporting).

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 taking place remotely at this time, as is child protection training for staff.

All have received safeguarding training and have read the most recent version of part 1 of Keeping Children Safe in Education.

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

### **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, we will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (KCSIE).

## St Alban's CE Aided Primary School

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](mailto: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 the most recent version of KCSIE.

### **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 Office 365, the school website, Purple

Mash and Google Classroom, telephone calls when required to families/children learning remotely (during normal working hours).

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, and who has not been permitted by their parent/carer to continue to attend 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.

We 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.

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 these 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 KCSIE 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 CPOMS and appropriate referrals made.