

## **Addendum**

# **COVID-19 school closure arrangements for Safeguarding and Child Protection at Cardinal Wiseman Catholic School**

Date: **3<sup>rd</sup> April 2020**

Date shared with staff:

### **1. Context**

From 20<sup>th</sup> March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for Vulnerable children (those with a social worker or EHCP) and those children of Key workers critical to the COVID-19 response - who absolutely need to attend.

This addendum of The Cardinal Wiseman Catholic School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## **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 deputies) 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.

The Cardinal Wiseman Catholic 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: Lucy Glampson.

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 Cardinal Wiseman Catholic school will explore the reasons for this directly with the parent.

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

The Cardinal Wiseman Catholic School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

## **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.

The Cardinal Wiseman Catholic School and social workers will agree with parents/carers whether children in need should be attending school – we will then follow up on any pupil that they were expecting to attend, who does not. We 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.

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, Cardinal Wiseman will notify their social worker.

## **Designated Safeguarding Lead**

The optimal scenario is 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 e-mail - 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 might include updating and managing access to MyConcern 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.

It is important that all School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to 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 school Safeguarding 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 and the Deputies. This will ensure that the concern is received.

In addition to the regular channels for reporting concerns, staff are able to contact a member of the Safeguarding team on 07917 413 884; this number will be operational between the hours of 9a.m. and 3p.m. every school day during the enforced enclosure.

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

As per usual procedures concerns around the Headteacher should be directed to the Chair of Governors: Mrs M Pound (PoundM@wiseman.ealing.sch.uk)

## **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 will 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 Cardinal Wiseman Catholic 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
- 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.

### **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, The Cardinal Wiseman Catholic 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 (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 The Cardinal Wiseman Catholic 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.

The 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.

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

## **Online safety in schools and colleges**

The Cardinal Wiseman Catholic School will continue to provide a safe environment, including online. This includes the use of the online filtering system.

Where students are using computers in school, appropriate supervision will be in place both by the supervising member of staff(s) and through the school's on-line Securus data monitoring system.

## **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 school's staff code of conduct.

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

## **Remote teaching and learning – Safeguarding essentials**

The type of broadcast/platform used for delivery is important. Live streaming video/audio broadcasts pose a number of potential safeguarding concerns and are not endorsed by the teaching unions. As such, we will not be permitting any staff to use live streaming or interactive conference calls as a method of delivery. What we will allow is **short pre-recorded film/audio clips, uploaded on to Frog, with the option for students to ask questions through either the school e-mail account or Frog messaging service.** All video/audio clips will be screened first by the Head of Department/Curriculum Coordinator, before it can be uploaded on to Frog. The safeguarding team will have access to all video/audio content uploaded so that random sampling can be conducted to ensure safeguarding guidance is being applied.

## **Creating visual/audio film clips – safeguarding issues to consider**

- Staff must wear suitable clothing (how would you dress on a staff inset day)
- Language must be professional and appropriate
- Visual clips need to be filmed in appropriate surroundings, for example, not in bedrooms; and where possible be against a neutral background.
- Try not to give away any key details of where you live, such as road signs through a window, key landmarks, and so on;

- Avoid showing other family members in the background, either live or in photos (see below!)
- Audio and film clips should only be uploaded on to Frog, once they have been seen, checked and cleared by the relevant HoD/CC
- The School DSLs will be given administrator rights which will allow them to be able to check any visual/audio clip uploaded on to Frog. The DSLs will conduct random sample checks to ensure content is appropriate and meets all safeguarding expectations
- Clips should be kept to a reasonable length of time and no greater than fifteen minutes (they should not be the length of a regular lesson)
- Data Controllers need to reassure themselves that any teaching/learning software and/or platforms are suitable and raise no privacy issues; or use cases against the providers' terms and conditions (for example, no business use of consumer products)

### **Supporting children not in school**

The Cardinal Wiseman Catholic School is committed to ensuring the safety and wellbeing of all its Children and Young people.

The Safeguarding team has identified a number of children who are on the edge of social care support, or who would normally receive pastoral-type support in school, they are receiving weekly communications to ensure their ongoing welfare and safety needs are being met. All vulnerable students who fall in to this category, along with all students with social workers, have been provided with the school's Safeguarding contact number (07917 413 884); this number will be operational between the hours of 9a.m. and 3p.m. every school day during the enforce enclosure.

Details of this plan are stored securely and are updated by members of the safeguarding team weekly.

The communication plans include; remote contact and phone contact. Where contact can't be established, the school will liaise with local partners, including Police and social care.

The DSL team will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed weekly and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages with parents/carers and students through the school e-mail account and Schoolcomms.

The Cardinal Wiseman Catholic 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 need to be aware of this in setting expectations of pupils' work where they are at home.

Form tutors will send weekly well-being tasks and messages to their tutees. These will be prepared by the relevant Head of Year. This will provide a further (secure) platform for students to communicate any issues or concerns regarding their mental health or wellbeing.

We 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.

### **Supporting children in school**

The Cardinal Wiseman Catholic School is committed to ensuring the safety and wellbeing of all its students.

We 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.

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 COVID19.

We 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.

Where we have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – these will be discussed by the Headteacher and Deputy Headteachers during their weekly meeting.

### **Peer on Peer Abuse**

The Cardinal Wiseman Catholic 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 multiagency partner required to ensure the safety and security of that young person.

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