



St. Thomas More

CATHOLIC SCHOOL

Child Protection and Safeguarding: COVID-19 Addendum

Approved by:	Mrs Ann King, Chair of Governors
Date:	01 September 2020
Review:	Reviewed 04 January 2021 (Addition of DCC template policy)
Next review due by:	08 March 2021
Policy owner:	Mrs Aoife Galletly

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mrs Aoife Galletly (Deputy Head)	safeguarding@s-tm.co.uk 01298 23167
Deputy DSLs	Mr David Redfern (Headteacher) Mr Matthew Ryan Mrs Claire Keating Mrs Carolyn Walker	safeguarding@s-tm.co.uk 01298 23167
Designated member of senior leadership team if DSL (and deputy) can't be on site	Mrs S Waldron Mrs J Duncan	01298 23167
Headteacher	Mr David Redfern	
Local authority designated officer (LADO)	Mr Miles Dent	Referral Forms via E-mail to: Professional.Allegations@derbyshire.gov.uk Tel (for queries or support): 01629 533190
Chair of Governors	Mrs Ann King	01298 23167

1. Scope and definitions

This addendum applies from the start of the Advent Term 2020. It reflects updated advice from our local safeguarding partners Derby and Derbyshire Safeguarding Children Partnership (Derbyshire County Council, Derby City Council, Derby and Derbyshire Clinical Commissioning Group and Derbyshire Constabulary). It sets out changes to our normal safeguarding and child protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

In this addendum, where we refer to vulnerable children, this means those who:

Are assessed as being in need, including children:

- With a child protection plan
- With a child in need plan
- Looked after by the local authority
- Have an education, health and care (EHC) plan
- Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:
 - On the edge of receiving support from children's social care services
 - Adopted
 - At risk of becoming NEET ('not in employment, education or training')
 - Living in temporary accommodation
 - Young carers
 - Considered vulnerable by the school and/or LA

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, Keeping Children Safe in Education September 2020 (Jan 2021 Update).

In September 2020, the DfE published the revised Keeping Children Safe in Education – statutory guidance for schools and colleges. This guidance contains information on what schools, including academies, should do and sets out the legal duties with which they must comply. (This was updated in January 2021 following the EU exit).

We will follow all guidance set out in 'Derbyshire County Council Education Child Protection/Safeguarding Template Policy, Addendum December 2020 (Schools and Education Settings - The safeguarding arrangements for remote Learning and Summary of any key COVID-19 Mitigation Planning, safeguarding and child protection changes)'. (Please see Appendices 1a and 1b)

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important Contacts' section at the start of this addendum.

If our DSL (or deputy) can't be on site, they can be contacted remotely by telephone by the staff on-site.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. You can contact them at school on 01298-23167.

The senior leader will be responsible for liaising with our off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments
- Oversee the work of the pastoral team working on site

5. Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Derby and Derbyshire Safeguarding Children Partnership
- The local authority, about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

6. Monitoring attendance

We will resume taking our attendance register. We will also follow guidance from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up on their absence with their parents or carers, by telephone or, if necessary, by visiting the home
- Notify their social worker, where they have one

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible. All parents/carers will be asked to complete full data and contact sheets in September. These will be checked and all pupil records will be updated. Where a parent/carer has not provided an emergency contact, we will follow this up by phone.

7. Peer-on-peer abuse

We will continue to follow the principles set out in Part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

Investigations will be carried out by telephone and email. Support will be given in person in school for those attending and by telephone for those not in school.

Pupils records will continue to be updated using the usual school systems.

8. Concerns about a staff member, supply teacher or volunteer

We will continue to follow the principles set out in Part 4 of Keeping Children Safe in Education and to act according to the processes set out in our Safeguarding policy.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/supply teachers/volunteers working on site or remotely.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Contact plans

We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home.

Each child has an individual plan, which sets out

- How often the school will make contact – this will be at least once a week

- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both
- Names and contact details of social workers, virtual school, other professionals relevant to the child

We have agreed these plans with children’s social care where relevant, and will review them half-termlly.

If we can’t make contact, we will contact Starting Point, children’s social care or the police.

10. Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils’ mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above.

10.1 Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before children return.

They will also liaise with the school nurse(s) to gather relevant information about any support provided by school nursing services while children have not been in school.

The DSL (and deputy) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

10.2 Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

10.3 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.

In the event that restrictions are implemented and school cannot open fully to all pupils all of the time, the following protective measures will be put in place for vulnerable children:

Education Health and Care Plan

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 and young people with EHC plans can safely remain at home.

Children deemed to be vulnerable

Senior leaders, especially the Designated Safeguarding Lead and pastoral team know who our most vulnerable children are. They have the flexibility to offer a school place to those children who have a social worker or those who are on the edge of receiving children's social care support.

This list of students is shared with the Pastoral Team. Actions will be recorded on MyConcern and contacts will be logged on the contact tracker; these will be monitored by the Senior Designated Safeguarding Lead.

St Thomas More Catholic Voluntary Academy 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 the Designated Safeguarding Lead (DSL). 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 a member of the safeguarding team will explore the reasons for this directly with the parent.

Free School Meals

St Thomas More Catholic Voluntary Academy will follow the guidance of the Department for Education and the St Ralph Sherwin Catholic Multi-Academy Trust with regards to the provision of free school meals.

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, our contingency plan is to seek support from the St Ralph Sherwin Catholic Multi-Academy Trust.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing code of conduct and IT acceptable use policy.

Staff and pupil communication must take place via school email accounts, Satchel One (previously called Show My Homework), and in scheduled live lessons only. We are ensuring appropriate safeguarding practices in our approach to remote learning by issuing clear policy guidance to school staff, by training school staff and by setting and sharing a schedule for our live/online lesson provision. We follow the guidance of Derbyshire County Council and the St Ralph Sherwin Catholic Multi Academy Trust.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

We will communicate this information via the school website and by contacting parents to sign-post them to updates and advice.

12. Mental health

12.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed. Staff have received training. Our 'Recovery Curriculum' details our approach and the measures we will take, including drawing on the expertise of support agencies.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. A support plan will be drawn up once a concern has been raised and reviewed half-termly. Support may be offered over the phone instead of face-to-face.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum.

13. Staff and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and Part 3 of Keeping Children Safe in Education.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 183-188 of Keeping Children Safe in Education.

14. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education.

15. Monitoring arrangements

This policy will be reviewed as guidance from Derby and Derbyshire Safeguarding partnership, Derbyshire County Council, the St Ralph Sherwin CMAT, or the Department for Education is updated, and as a minimum every month by Aoife Galletly (Designated Safeguarding Lead). At every review, it will be approved by the Chair of Governors, Mrs Ann King, and the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- IT Acceptable Use Policy
- Health and Safety Policy
- Online Safety Policy

APPENDIX 1a



Derbyshire County Council Education Child Protection/Safeguarding Template Policy

Addendum December 2020

Schools and Education Settings - The safeguarding arrangements for remote Learning and Summary of any key COVID-19 Mitigation Planning, safeguarding and child protection changes

Name of school/college: St Thomas More Catholic Voluntary Academy

Addendum approved by:

Name	Role	Date
Mrs A King	Chair of Governors and Safeguarding Link Governor	08.01.2021
Date addendum published by the setting and made available on the website		08.01.2021

Addendum review dates and changes

Review date	By whom	Summary of changes made	Date implemented
27.01.2021	A Galletly	January 2021 update to KCSIE following exit from EU	27.01.2021

[This addendum supports a Schools/College current child protection and safeguarding policy, 2020/21. It is part of a series of additional templates that have been issued in 2020 in line with COVID-19 mitigation planning and responses to safeguarding arrangements:](#)

- [April 2020, Addendum,](#) Summary of any key COVID-19 Mitigation Planning, Safeguarding and Child Protection changes;
- [June 2020, Annex A,](#) The Safeguarding arrangements for the wider Opening of Education Settings to Children from June 1st.

[This addendum is new information Schools/Colleges need to address to support the Safeguarding arrangements in their School/College to cover for example, recent guidance issued by the Government on Remote Learning and on Local Safeguarding Arrangements as the pandemic continues.](#)

This Addendum also reflects any updated advice from Derby and Derbyshire Safeguarding Children Partnership and from Children's Social Care, Reporting Mechanisms, and updated and available support services.

[Key information is found here: https://www.ddscp.org.uk/coronavirus-safeguarding-arrangements/](https://www.ddscp.org.uk/coronavirus-safeguarding-arrangements/)

All leaders and including Governors will ensure that they will also keep up to date with changing National and Local arrangements:

<https://www.gov.uk/coronavirus>

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/coronavirus-information/coronavirus-information.aspx>

1. Vulnerable Children/reporting concerns

We will help identify vulnerable children and especially those children who continue not to be in school and use the available services, support and referring in arrangements, with particular reference to:

- The Derby and Derbyshire Safeguarding Children Partnership briefing on safeguarding children at a time of significant demand from September 2020:
Appendix 1.
- Community Health Advisors (Mental Health and Wellbeing):

<https://www.camhsnorthderbyshire.nhs.uk/specialist-community-advisors>

<https://www.derbyshirehealthcareft.nhs.uk/services/childrens-mental-health-services-camhs-derby-and-southern-derbyshire/im-professional/specialist-community-advisors>

Where a parent/carer does not want to bring their child to an education setting, and their child is considered vulnerable, we will agree with the Social Worker who will explore the reasons for this directly with the parent and wherever possible encourage attendance. This will include children with EHCP plans and we will liaise with the SEND Team. Any discussions will be communicated to the Social Worker.

If we must close our provision and we have children attending with a Social Worker, we will liaise with other provision in our area to see if they are open and if the child/ren can attend. We will then update the Social Worker and use contingency arrangements for information sharing and recording whilst the child is in the alternative setting.

We will ensure where possible that we have joint discussions with the Social Worker around reasons for any non-attendance and the risk this poses to the safeguarding and welfare of the child. Through this discussion we can plan any next steps to try and ensure the welfare of the child.

5. Home Educated Children

When parents/carers are considering Home Education and or have taken a decision to remove the child from our roll, we encourage an open line of communication and will arrange a discussion with the family. In doing this we will inform them of their legal duties and that they will be expected to provide a full-time suitable education. We will also explain that as part of the procedure for wanting to pursue Home Education, we will notify the Local Authority of their decision and the Local Authority will need to make further enquiries directly with them.

If this decision relates to COVID-19 and there are concerns about the physical or mental health of the child or other family member, we will try and continue to offer reassurances about the measures we have taken to protect their health and wellbeing.

The DfE has published advice for parents/carers considering Elective Home Education (EHE). It sets out clearly, the implications of withdrawing children from school for the purposes of home education. We will in our discussion with parents/carers hand out information and provide this link where the option of EHE is explored:

<https://www.gov.uk/government/publications/elective-home-education>

We will also provide additional information found here:

<https://www.derbyshire.gov.uk/education/elective-home-education/elective-home-education.aspx>

6. Remote Learning

This School/College is operating a mixture of In-School and Home Learning. If any of our children and their families need to self-isolate, for example, we will need to make provision to teach them remotely. In teaching face to face or in a virtual classroom it is important that we take steps to ensure children are protected.

Safeguarding and Child Protection remains as important in this environment as anywhere else, and our School/College will apply the School's Safeguarding Guidance to Remote Learning, just as they would to classroom working. Staff who become aware of any Child Protection concerns will continue to follow the

school's/college's safeguarding procedures and the local Derby and Derbyshire Children's Safeguarding Procedures.

When staff work remotely, we will ensure that the School's/College's Child Protection and Safeguarding Policy is adhered to, and the Managing Allegations Against Staff, Carers and Volunteers policy is followed.

Updated National Guidance provided by the DfE can be found on the following link:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19#virtual-lessons-and-live-streaming>

Derbyshire County Council's 'Education Data Hub' has published advice for Schools/Colleges on remote learning, November 2020, which is available on the following page:

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/coronavirus-information/information-and-advice-to-schools.aspx>

7. Monitoring Arrangements

This addendum will be reviewed and updated as Guidance from the Local Safeguarding Partners, other relevant agencies or DfE is received, and as a minimum every four weeks by Mrs A Galletly.

At every review, it will be read and approved by the full governing board.

Appendix 1b.

Final 27/09/20

Derby and Derbyshire Safeguarding Children Partnership Safeguarding our Children at a Time of Significant Demand

What Do We Know?

Between March and September 2020, many children and young people were not seen in their day care or school settings. We know that the lived experiences of children, young people and their families throughout the lockdown period may have been very different to normal; greater contact with family members and household pressures such as employment, financial concerns, home schooling and health, potentially contributing to an increase in domestic abuse and other concerns such as parental mental health and substance abuse and family breakdown. Children and young people are also likely to have had increased access to the internet, prompting concerns about an increase in online abuse and exploitation.

As children and young people begin to return to day care or school settings there is an understandable anxiety that significant concerns may come to light about their experiences over the last six months, and there is a need to ensure that children and families are able to access the appropriate level of help for their needs.

The messages from the data we have collected and analysed are clear; demand on all services will increase and all services must identify how they will respond, both individually and in coordination with other agencies

Responding to Emerging Concerns – Essential Questions to Ask

Circumstances for children and young people can be complex. Key to decision making will be your analysis of what you know and whether any new information which has been shared by the child, young person or about them raises specific concerns about abuse or neglect.

- Have you reviewed the threshold document and clarified all the information available to you, from your records and from your work with other agencies, to decide how serious the situation is for the child or young person?
- In all possible cases, have you discussed your concerns with the designated or named safeguarding lead in your organisation? This is an essential chance to reflect on what has been learnt and whether early help may be needed, or the situation is so serious that urgent action is required.

- If the situation does not require a referral to social care, what other services are available which could provide early and appropriate support?
- What action can/should you/your agency take which is appropriate to the identified needs of the child and family, by reference to the Threshold Guidance (e.g. Early Help, direct action from your agency or working alongside another agency).

You can also use the specific sections of the DDSCP Safeguarding Children Procedures to guide you through the process of making a referral.

Next Steps for Designated or Named Safeguarding Leads in all Agencies

Are you clear on:

- Your organisation’s internal procedures for safeguarding children and young people? Do these meet the current situation and availability of support/advice services?
- Where to get help with Early Help assessments and what tools are available to inform your assessment (such as the Graded Care Profile)?
- Where to go for advice on supporting children and young people with specific issues such as concerns around mental health or exploitation?
- All the information available to you, from your records and from your work with other agencies and consideration of the threshold document? Have you reached a conclusion based on all this information to decide how serious the situation is, and that it meets the criteria for a referral?

Further information on numerous topics is available to help you on the DDSCP Website.

Useful Contacts: Children’s Social Care

Area Referrals/front door Professional Advice

Derbyshire	01629 533190 (Starting Point)
Online referral	01629 535353 (8am – 6pm)
Derby	01332 641172 (First Response)

Online referral 07812 300329 (10am – 4pm)

Early Help:

Area	Telephone number
High Peak & Dales	01629 531232 (Glossop) 01629 533502 (Buxton)
North East & Bolsover	01629 533623 or 01629 537398
Chesterfield	01629 533557
Amber Valley	01629 533640 or 01629 533212
Erewash	01629 537820 or 01629 531576
South Derbyshire & Dales	01629 532617

CAMHS Telephone number

Chesterfield and North Derbyshire	01246 514412
High Peak and Derbyshire Dales	01298 72445
CAHMS Derby and South Derbyshire	0300 7900264