

**COVID-19 school closure arrangements for Safeguarding and Child Protection at
St Thomas More Catholic Voluntary Academy
(TO BE READ IN CONJUNCTION WITH ST THOMAS MORE'S MAIN POLICY)**

Updated 31st March 2020, in line with DfE Covid 19 safeguarding in schools, colleges and other providers guidance

[safeguarding in schools, colleges and other providers](#)

I. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum to St Thomas More Catholic Voluntary Academy Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements, taking into account the new safeguarding guidance published by the government on 27th March 2020.

Role	Name	Contact Number	Email
Designated Safeguarding Lead	Mrs Aoife Galletly	01298 23167 07561687728	agalletly@st-thomasmore.derbyshire.sch.uk
Deputy Designated Safeguarding Lead	Mr Brendan Hickey	01298 23167 07561688077	bhickey@s-tm.co.uk
Deputy Designated Safeguarding Lead	Mrs Jill Duncan	01298 23167 07561687717	jduncan@st-thomasmore.derbyshire.sch.uk
Headteacher	Mr Brendan Hickey	01298 23167	bhickey@s-tm.co.uk
Chair of Governors	Dr Susan Hardman	01298 23167	

2. 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 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.

St Thomas More Catholic Voluntary Academy will try to ensure that families on free school meals get the government vouchers but eligibility for free school meals in itself will not be the determining factor in assessing vulnerability. Students on the free school meal list will be assessed on an individual basis.

Senior leaders, especially the Designated Safeguarding Lead and pastoral team 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.

This list of students is shared with the Pastoral Team. Actions will be recorded on the spreadsheet and 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: **Aoife Galletly**

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 Aoife Galletly or a member of the pastoral team will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, staff at St Thomas More Catholic Voluntary Academy, or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. St Thomas More Catholic Voluntary Academy will encourage our vulnerable children and young people to attend a school, if it is felt that their needs would be better met in school.

3. 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 Thomas More Catholic Voluntary Academy and social workers will agree with parents/carers whether children in need should be attending school. St Thomas More Catholic Voluntary Academy will then follow up on any student that they were expecting to attend, who does not and log it on the attendance spreadsheet and on MyConcern. St Thomas More Catholic Voluntary Academy will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently does not attend.

St Thomas More Catholic Voluntary Academy will record and report attendance of the vulnerable children in school by returning the DfE spreadsheet by 12 noon each day.

4. Designated Safeguarding Lead

St Thomas More Catholic Voluntary Academy has a Designated Safeguarding Lead (DSL) and 2 x Deputy DSLs all of who are members of the senior leadership team.

The Designated Safeguarding Lead is: **Aoife Galletly (Deputy Headteacher)**

The Deputy Designated Safeguarding Leads are: **Brendan Hickey(Headteacher)**
Jill Duncan (SEnCo)

The optimal scenario is to have a trained DSL (or deputy) available on site every day that school is open. Where this is not the case, a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, a senior leader will assume responsibility for co-ordinating safeguarding on site. This will include making a written record of the incident and then liaising with the offsite DSL (or deputy.) The DSL will then record onto MyConcern and advise as necessary. The DSL will then, as required, liaise with children's social care, Starting Point and/or Call Derbyshire.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

5. Reporting a concern

Where staff have a concern about a child, they should follow the process outlined below.

If you are working in school and have a safeguarding concern: immediately inform the member of Senior Leadership Team running the school that day. They will contact a safeguarding lead. Follow up this conversation up by logging the information on MyConcern.

If you are working at home and have a safeguarding concern: phone Aoife on her mobile. Follow up with an e-mail and log on MyConcern. During school hours, you could also contact the member of the Senior Leadership Team running the school.

If you have an immediate safeguarding concern about a child, where there is an immediate risk of harm, and you cannot contact Mrs Galletly or other senior school staff, then you must contact Derbyshire Social Care on 01629 533190, or the Police on 101. This must also be logged in full on MyConcern.

Where staff are concerned about an adult working with children in the school, they should speak to the senior leader in school who will contact the Headteacher. This should be followed up with a written account emailed to the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the Headteacher. Any concerns around the Headteacher should be directed to the Chair of Governors:

The Headteacher (or Chair of Governors) will follow the usual referral to Miles Dent (LADO) using the online form.

6. Safeguarding Training and induction

DSL update training is very unlikely to take place whilst there remains a threat of the COVID 19 virus and some refresher courses have already been cancelled. 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 I of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

All new staff to St Thomas More Catholic Voluntary Academy have received safeguarding induction training. Any future new staff and/or volunteers to the school will continue to be provided with a safeguarding induction.

St Thomas More Catholic Voluntary Academy may work with St Anne's Primary Catholic Voluntary Academy and other schools within the Trust in order to offer a hub for vulnerable children, or the care of key worker's children. If this takes place, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will ensure 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 the school's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

7. 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 Thomas More Catholic Voluntary Academy 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 St Thomas More Catholic Voluntary Academy 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.**

St Thomas More Catholic Voluntary Academy 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 Thomas More Catholic Voluntary Academy 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/volunteers will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, St Thomas More Catholic Voluntary Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8. Online safety

St Thomas More Catholic Voluntary Academy will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place.

9. Children and online safety away from school

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 contact with students should only happen using a school email address. All work for students will be set using Show My Homework.

St Thomas More Catholic Voluntary Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Currently work will be set on Showmyhomework but if St Thomas More Catholic Voluntary Academy decided to host virtual lessons where webcams are involved the following principles will apply:

- No 1:1 teaching, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms and the background should be blurred.
- The live class should be recorded 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.

10. Supporting children not in school

St Thomas More Catholic Voluntary Academy is committed to ensuring the safety and wellbeing of all its children and young people. 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 will be shared with the Pastoral Team and must be recorded on MyConcern at the earliest opportunity. All contact with families and vulnerable children should also be recorded.

The communication plans include: remote contact, phone contact, door-step visits (when not in lockdown). Other individualised contact methods should be considered and recorded.

St Thomas More Catholic Voluntary Academy 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.

St Thomas More Catholic Voluntary Academy 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 students' work where they are at home.

St Thomas More Catholic Voluntary Academy 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. Any daily briefings will be held in the school hall (to allow social distancing) to make sure that all staff on site are aware of the plan for the day.

11. Supporting children in school

St Thomas More Catholic Voluntary Academy is committed to ensuring the safety and wellbeing of all its students. St Thomas More Catholic Voluntary Academy 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 student ratio numbers are appropriate, to maximise both the safety of the students and the safety of the school staff.

St Thomas More Catholic Voluntary Academy 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. All staff and students will wash their hands on entry to school.

12. Peer on Peer Abuse

St Thomas More Catholic Voluntary Academy 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.

USEFUL CONTACT NUMBERS

Starting Point: - 01629 533190

DUTY LADO :- 01629 533190

NSPCC :- 0808 800 5000

SUMMARY OF EMERGENCY SAFEGUARDING PROCEDURES DURING FULL SCHOOL CLOSURE

Aim:

- Where possible learning can continue at home through work provided.
- Staff continue to have an oversight of academic progress through monitoring.
- All vulnerable families have contact and support with any concerns reported and recorded.

Current child protection concerns:

- Phone contact twice a week
- Offer of food support through school
- Liaising with all necessary professionals as usual
- Attending any planned review meetings including virtual meetings, unless advised otherwise
- Use of My Concern to record and report (contact, observations, food offer, liaison with other professionals, meetings, reports)
- Spreadsheet here with all social worker contacts: S:\(SHARED FILES)\COVID 19 CLOSURE\Safe guarding

Vulnerable families:

- Phone contact once a week
- Offer of food support through school
- Use of My Concern to record and report (contact, observations, food offer, liaison with other professionals, meetings, reports)
- Spreadsheet here with all social worker contacts: S:\(SHARED FILES)\COVID 19 CLOSURE\Safe guarding

Teachers:

- No personal information of pupils to be taken from the premises (paper copies etc)
- Any cause for concerns to be recorded and reported through My Concern unless there is an immediate danger/ safety risk call to A Galletly/ B Hickey
- Observe provisions of the home visits policy to ensure personal safety

Logistics

- FSM allocation will be provided in e-vouchers
- Any home visits will be taken by two staff, at least one will be designated child protection, this will be doorstep visits but children MUST be seen
- Clear recording of families supported/ attending and available for home visits and support

It is essential that contact between staff is maintained.

Always seek advice if concerns are raised.



Personal numbers MUST NOT be shared with parents/carers.