



# COVID-19: School Opening Arrangements for Safeguarding and Child Protection at

Our Lady's R.C. Primary School

School Name:	Our Lady's R.C. Primary School
Policy owner:	Mr C Horridge
Date last reviewed:	12 <sup>th</sup> January 2021
Date shared with staff:	12 <sup>th</sup> January 2021

## **Safeguarding Addendum: National Lockdown January 2021 With effect from 11th January 2021**

### **Document Provenance**

This COVID-19 Addendum to Our Lady's R.C. Primary School Child Protection and Safeguarding Policy 2020 was approved by the Governing Body on 7.1.2021. It provides updated guidance in response to the Government and Department for Education (DfE) requirements in relation to COVID-19, found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950219/Education\\_Act\\_1996\\_-\\_school\\_attendance\\_offence\\_disapplication\\_notice\\_January\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950219/Education_Act_1996_-_school_attendance_offence_disapplication_notice_January_2021.pdf)

This Addendum document is to be used with immediate effect as it sets out our systems and processes pertaining to safeguarding children under the current COVID-19 national lockdown. The Senior Leadership team will review this Addendum and we will reissue as needed in response to further updates from the DfE.

## January 2020

**This guidance relates to Keeping Children Safe in Education (KCSIE) guidance September 2020 (which came into force on 1 September 2020 and at that point KCSIE 2019 will be withdrawn) and suggested updates. Schools and colleges should continue to refer to the Wigan Safeguarding Partnership Safeguarding Model Policy-COVID-19 which relates to KCSIE 2020. This can be found on the [WSCB website](#)**

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## 1. Background and Context

1.1 From 5th January 2021 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers who were critical to the COVID-19 (coronavirus) response - who absolutely needed to attend. The government made this decision in order to reduce the transmission of COVID-19, to protect the NHS and to save lives.

1.2 In January 2021, schools and all childcare providers were asked to provide care for a limited number of children - children who were vulnerable, and children whose parents were critical to the COVID-19 (coronavirus) response and could not be safely cared for at home. This included children with an Education, Health and Care (EHC) plan who were risk-assessed in consultation with the Local Authority and parents, to decide whether they needed to continue to be offered a school or college place in order to meet their needs, or whether they could 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, safely remained at home.

1.3 There was an expectation that vulnerable children who had a social worker or Start Well worker would attend an education setting, so long as they did not have underlying or complex health conditions that put them at risk. In circumstances where a parent did not want to bring their child into an education setting, and their child was considered vulnerable, the social worker and Our Lady's R.C. Primary School explored the reasons for this directly with the parent

1.4 This addendum of the Our Lady's R.C. Primary School Safeguarding Policy applies only whilst the ongoing COVID-19 (coronavirus) response is required to be in place.

1.5 This COVID-19 Appendix recognises the fluid nature of what the return to education for pupils within education settings involves and that both the Local Authority in line with DfE advice may change. The education setting will implement new approaches in line with LA advice and guidance and maintain / update links to the overarching model safeguarding policy as and when required.

## 2. Contact Numbers:

<b>Role</b>	<b>Name</b>	<b>Contact no and email</b>
Head teacher	Mr Horridge	01942832299 enquiries@admin.aspullourladys.wigan.sch.uk
Designated Safeguarding Lead (DSL)	Mr Horridge	01942832299 enquiries@admin.aspullourladys.wigan.sch.uk

Deputy Designated Safeguarding Lead (DDSL)	Mrs Teahan Formerly Miss Calvey	01942 832299 enquiries@admin.aspullourladys.wigan.sch.uk
Deputy Designated Safeguarding Lead (DDSL)	Miss Wright	01942 832299 enquiries@admin.aspullourladys.wigan.sch.uk
Deputy Designated Safeguarding Lead (DDSL)	Miss Whittingham	01942 832299 enquiries@admin.aspullourladys.wigan.sch.uk
Chair of Governors	Mrs C Massingham	01942 832299 enquiries@admin.aspullourladys.wigan.sch.uk
Safeguarding Governor	Mrs E Coffey	01942 832299 enquiries@admin.aspullourladys.wigan.sch.uk

### 3. Vulnerable children

3.1 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.

3.2 Those who have a social worker or Start Well 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 have otherwise been deemed to meet the definition in [Section \(17\) of the Children Act 1989](#).

3.3 Our Lady's R.C. Primary School will continue to work with and support children's social workers and other connected professionals to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) Rachel Clemow for looked-after and previously looked-after children. The lead person for this will be Mrs C Teahan.

3.4 Where parents are concerned about the risk of the child contracting COVID-19. The Headteacher Mr C Horridge or the child's social worker or Start Well worker will talk through these anxieties with the parent/carer following the [guidance for full opening for schools](#) set out by the Department of Education, which has been endorsed by Public Health England. Our school Our Lady's R.C. Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

### 4. Attendance monitoring

4.1 A member of staff from Our Lady's R.C. Primary School will follow up on any pupil that they were expecting to attend, who does not attend.

4.2 A member of staff from Our Lady's R.C. Primary School 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.

4.3 Schools need to complete the [DfE Attendance Recording daily](#) and send these with information on your contacts to the Local Authority. This will be completed by our Office manager Mrs T Ward or a member of SLT in her absence.

4.4 To support the above, Our Lady's R.C. Primary School will, then communicate with parents/carers, to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

4.5 In all circumstances where a vulnerable child does not take up their place at school, or discontinues attendance, Our Lady's R.C. Primary School will notify the child's social worker or Start Well Worker.

4.6 See DfE published [guidance for schools on attendance](#) for further details. The DfE has also produced a useful [checklist for school leaders to support full opening regarding behaviour and attendance](#)

## 5. Designated Safeguarding Lead

5.1 Our Lady's R.C. Primary School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Mr C Horridge

The Deputy Designated Safeguarding Lead are: Mrs C Teahan, Miss E Wright & Miss B Whittingham

5.2 The aim is to have a trained DSL (or deputy) available on site throughout the times that the school is re-opened under the COVID-19 arrangements and when schools are operating under reopened guidelines. Where this is not the case the DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

5.3 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. It is important that all school name staff and volunteers have access to a trained DSL (or deputy). On each day, staff on site will be made aware of who that person is and how to speak to them. The DSL will continue to engage with social workers and Start Well Workers, and attend all multi-agency meetings, which can be done remotely.

5.4 Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of

referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm (Department of Education, 27 July 2020)

5.5 Communication with school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school.

## 6. Reporting a concern

6.1 Where staff have a concern about a child, they should continue to follow the existing process outlined in the school Safeguarding Policy. To discuss any concerns please call the MAST for advice, but for any immediate risks, complete the usual referral process.

## 7. Safeguarding Training and induction

7.1 Training needs to be refreshed every two years, for both Designated Safeguarding Lead and Deputies

7.2 Where new staff are recruited, or new volunteers enter our setting, they will continue to be provided with a safeguarding induction.

7.3 If staff are deployed from another education or children's workforce setting to Our Lady's R.C. Primary School we will take into account the DfE guidance on fully reopening schools, early years and further education and KCSIE guidance, 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.

7.4 Upon arrival, any new staff will be given a copy of the Our Lady's R.C. Primary School safeguarding children policy.

## 8. Safer recruitment/volunteers and movement of staff

8.1 People who are unsuitable are not allowed to enter the children's workforce or gain access to children and this does not change under COVID-19 arrangements/school reopening arrangements. When recruiting new staff, we, Our Lady's R.C. Primary School, will continue to follow the relevant safer recruitment

processes for the setting, including, as appropriate, relevant sections in Part 3 of [Keeping Children Safe in Education \(KCSIE\)](#).

8.2 In response to COVID-19, the Disclosure and Barring Service (DBS) has advised that it has made temporary changes to its guidance on basic, standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

8.3 Where our school Our Lady's R.C. Primary School uses volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 186 to 188 of [KCSIE](#). **Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.**

8.4 Our Lady's R.C. Primary 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 179 of [KCSIE](#) and also see Part four of [KCSIE](#).

8.5 Our Lady's R.C. Primary School will continue to consider and make referrals to the [Teaching Regulation Agency](#) (TRA) as per paragraphs 166 and 172 of [KCSIE](#) and the [Teaching Regulation Agency's 'Teacher misconduct advice for making a referral'](#). All referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

8.6 Whilst acknowledging the challenge posed by the necessities of COVID-19 responses, Our Lady's R.C. Primary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in [KCSIE](#).

## 9. Remote Learning /Online safety in schools and colleges

9.1 Our Lady's R.C. Primary School 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. Remote Learning/Online Safety The academy will continue to prioritise the safety of all our pupils online.

9.2 Our Lady's Blended Learning Policy sets out the expectations on all staff in relation to content added online and live sessions. This includes an acceptable use agreement for children and parents/carers to adhere to. All classes log where content is added online and live sessions are recorded including the quality assurance that each SLT completes to ensure safeguarding guidance is adhered to.

9.3 Absence from planned virtual sessions will be followed up in line with absences for children attending on site (and as identified above within 'Attendance/Registration'). All teaching staff will record attendance of children in virtual sessions. If a child is not accessing virtual sessions then they will, by definition, become vulnerable and be expected to attend Our Lady's.

To support continued online safety:

- All children have received preventative guidance around how to stay safe online



- All children will receive signposting to the 'Pupil Concerns' reporting tool during live virtual registration sessions
- All pupils will receive a discussion around online safety during welfare checks (including signposting to additional guidance from academy websites and online (i.e. NSPCC, Childline, UK Safer Internet Centre, CEOP, SWGfL)

Parents/carers will be informed of content added online and planned virtual sessions including the lead member of staff for those sessions. This will be achieved through regular updates from Our Lady's in a variety of formats (e.g. website, social media updates, newsletters, Parentpay etc).

Parents/carers will also be informed of the requirement to update Our Lady's if their child will be absent from a planned virtual session.

## 10.Children and online safety away from school and college

10.1 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 Safeguarding Children Policy and where appropriate referrals should still be made to children's social care and/or to the police. See paragraphs 219-227 in KCSIE

10.2 Online teaching should follow the same principles as set out in Our Lady's R.C. Primary School code of conduct. Our Lady's R.C. Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Our Lady's R.C. Primary School internet use policy can be found here <https://www.aspullourladys.wigan.sch.uk/documents>

## 11.Supporting children not in school

11.1 Our Lady's R.C. Primary School remains committed to ensuring the safety and wellbeing of all its Children.

11.2 The School DSL will have contact details for the social worker or start well worker for any child who is open to those services and a communication plan between the school and those professionals specific to the COVID-19 arrangements period will be implemented.

11.3 Parents can contact school with regard to any need by emailing [enquiries@admin.aspullourladys.wigan.sch.uk](mailto:enquiries@admin.aspullourladys.wigan.sch.uk) or telephoning 01942 832299

## 12.Supporting children who are in school

12.1 The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

12.2 Our Lady's R.C. Primary School will refer to the Government guidance for schools, early years and further education 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.

12.3 Where there are concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – the Headteacher will discuss these concerns immediately with the Our Lady's R.C. Primary School Chair of Governors and / or the Local Authority.

### 13. Peer on Peer Abuse

13.1 Where a school receives a report of peer on peer abuse, they will follow the principles as set out in Part 5 of KCSIE (Child on Child Sexual Violence and Sexual Harassment) and of those outlined within of the existing Safeguarding Children Policy.

The school will listen and work with the young person, parents/carers and any multi-agency partners required to ensure the safety and security of that young person.

If abuse includes bodily contact or other physical contact (e.g. spitting) staff will follow Covid 19 safe hygiene protocols to minimise any risks.

### 14. Personal Development/Mental Health

14.1 We acknowledge that the impact of a national lockdown on mental health and wellbeing is significant. We will continue our focus on supporting children, parents/carers and staff with their mental health.

Children who are accessing on site provision will continue to receive the personal development curriculum in line with statutory expectations.

Children who are not on site will receive the personal development curriculum as part of remote learning through a combination of live sessions and content added online.

In addition to this, we will provide support by:

- Daily check-ins with pupils accessing on site provision
- Welfare checks with pupils at home to include a discussion around wellbeing and further signposting as necessary
  - Support from specialist staff (e.g. pastoral leads/mental health leads/play therapists/educational psychologists/counsellors)
- Delivery of wellbeing activities
- Signposting to mental health resources available online

- Referrals to external agencies where there are greater concerns around the wellbeing of a pupil (i.e. CAMHS) Support for staff around their wellbeing is also essential and this will be coordinated in line with our Wellbeing Policy. This includes through effective line management and accessing the employee assistance programme.

## 15. References

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