

## Addendum



# **Safeguarding and Safeguarding and Child Protection Policy COVID-19 school arrangements for St Felix RC Primary School**

Prepared by	<i>Andi Dodds - DSL</i>
Approved by the Committee/Governing body	<i>Chair's Action</i>
Signature of Chair of Governors	<i>Michael Bradshaw</i>
Date approved	<i>13.1.2021</i>
Review date	<i>April 2021</i>

From 5<sup>th</sup> January parents were asked to keep their children at home, wherever possible and where it was safer to do so. Schools are to remain open only for those children of workers critical to the COVID-19 response and children who are vulnerable, with an EHCP or have an allocated Social Worker.

This addendum of the St Felix Safeguarding and Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements during this time.

St Felix is committed to ensuring the safety and wellbeing of all its students

### Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Andi Dodds	01440 703775	<a href="mailto:Andi.dodds@st-felixrc.suffolk.sch.uk">Andi.dodds@st-felixrc.suffolk.sch.uk</a>
Deputy Designated Safeguarding Leads	Tracey Naylor	01440 703775	<a href="mailto:Tracey.naylor@st-felixrc.suffolk.sch.uk">Tracey.naylor@st-felixrc.suffolk.sch.uk</a>
Safeguarding Governor / Trustee	Michael Bradshaw		<a href="mailto:Michael.bradshaw@outlook.com">Michael.bradshaw@outlook.com</a>
Designated Teacher – Looked After Children	Tracy Anderson	01440 730775	<a href="mailto:Tracy.andersongent@st-felixrc.suffolk.sch.uk">Tracy.andersongent@st-felixrc.suffolk.sch.uk</a>

### 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 Plans (EHCP).

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.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those about whom there have been concerns but not currently open to Social Care.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

St Felix 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: Tracy Anderson

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 increased 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 St Felix will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, St Felix or the Social Worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

St Felix 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.

If St Felix has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the [daily attendance sheet](#) to the DfE by 12 noon

St Felix is also sending regular information to the Local Authority via a local survey to inform local planning for children in Suffolk.

If the school has closed, we will complete the return once as requested by the DfE.

St Felix and Social Workers will agree with parents/carers whether children in need should be attending school – St Felix will then follow up on any pupil that they were expecting to attend, who does not. St Felix 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.

## **HOW WILL THIS LOOK IN YOUR SCHOOL?**

To support the above, St Felix 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, St Felix will notify their Social Worker.

### **Designated Safeguarding Lead**

St Felix has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Andi Dodds

The Deputy Designated Safeguarding Lead/s is/are: Tracey Naylor

We will endeavour to have a trained DSL (or deputy) available on site. Where this is not possible due to self isolation, a trained DSL (or deputy) will be available to be contacted via phone or email.

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 St Felix staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL will continue to engage with Social Workers, and attend all multi-agency meetings, which are being held remotely.

### **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy. 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 the concern to the Head of School according to the Safeguarding and Child Protection Policy. If there is a requirement to make a notification to the head of school whilst away from school, this should be done verbally and followed up with an email to the head of school.

Concerns around the Head of School should be directed to the Chair of Governors:  
NAME. Michael Bradshaw

## **Safeguarding Training and induction**

DSL training is conducted online during Covid restrictions

The Local Authority Education Safeguarding Team is providing advice and guidance, where needed, to schools through a dedicated helpline.

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2020). The DSL should 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 St Felix, they will continue to be provided with a safeguarding induction.

Upon arrival, they will be given a copy of the receiving setting's Safeguarding and Child Protection Policy, guidance on 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, St Felix 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 Felix 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 Felix 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 Felix 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, St

Felix 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**

St Felix 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.

### **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 Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

School closures bring lots of challenges for both school staff and parents, and there is increased use of online technology

As always, there are huge benefits to be gained from the appropriate use of technology, and accessing learning resources whilst at home is a great example of this. However, parents (and teachers) need to be aware of the potential risks that go along with this.

St Felix will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Parent are advised to speak to their children and utilise the following:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse
- 

The following sites are an excellent source of support:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers 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

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

St Felix is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL has identified a child about whom there have been concerns but not currently open to social care, 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 recorded, as should a record of all contact made.

St Felix and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

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

If we are unable to contact a child about whom there have been concerns after a reasonable number of attempts, we may need to seek further advice about safe and well checks.

The school will share safeguarding messages on its website and social media pages.

St Felix 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 at St Felix need to be aware of this in setting expectations of pupils' work where they are at home.

### **Supporting children in school**

St Felix is committed to ensuring the safety and wellbeing of all its students.

St Felix will continue to be a safe space for all children to attend and flourish. The Head of School will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

St Felix 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.

St Felix 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.

### **Peer on Peer Abuse**

St Felix 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 Safeguarding and Child Protection Policy.

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

Concerns and actions must be recorded and appropriate referrals made.