CP Policy
COVID19 Appendix

APPENDIX 1

Child Protection COVID-19 arrangements
Annex Date: 05.01.21

Key contact details

	Name	Contact number & mobile phone	Email address
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Chair of Governors	Rev. Stuart Haynes		
Link Governor for Safeguarding	Carol Chapman		

This annex provides guidance to all adults working within the school whether paid or voluntary or directly employed by the school or by a third party.

Keeping Children Safe in Education is statutory safeguarding guidance we will continue to have regard to as per our legislative duty. The government has provided additional guidance to support governing bodies, proprietors, senior leadership teams and designated safeguarding leads (DSLs) in order that they can continue to have appropriate regard to KCSIE and keep their children safe. The additional guidance period can be found here:

https://www.gov.uk/coronavirus/education-and-childcare

This annex should be read alongside The Academy of St Nicholas Child Protection policy, Part 1 and Annex A of Keeping Children Safe in Education 2020, and in conjunction with Part 1 of the School Improvement Liverpool Schools Safeguarding Handbook which is made available to all staff and volunteers.

1.   **Context**

From the 5th January 2021 schools were instructed to move to remote learning for all pupils other than those children of key workers and vulnerable children. Government guidance to support schools to plan and risk assess can be found here:

https://www.gov.uk/coronavirus/education-and-childcare

Our school's risk assessment will be updated and review on an ongoing basis.

> During this time, The Academy of St Nicholas will do what it reasonably can in order to keep all of our children safe. In most cases, the majority of our children will not physically be attending the school. It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk or in need of additional support or services. Any such concerns will be dealt with in line with our main Child Protection Policy and local safeguarding arrangements. Where appropriate, referrals will still be made to children's services and as required, the police, **without delay**.

All staff and volunteers should be aware of the heightened risk to all children and specifically those who are no longer attending school on a daily basis, and should ensure they are familiar with the indicators of abuse set out within the school's main Child Protection Policy, including but not limited to, the key areas of:

- Domestic abuse
- Neglect
- Sexual abuse
- Criminal and sexual exploitation
- Radicalisation

2.   **Provision for children of key workers and those defined by the government as vulnerable.**

The school's plans and risk assessments will consider how provision is made for children of key workers and those defined by the government as vulnerable.

> **The government defines vulnerable children via the link below:**
>
> https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people

Our safeguarding team has identified any child that they consider to be vulnerable and has developed strategies to monitor their safety, wellbeing and welfare during this time should they not utilise their place in school. Their engagement with online learning will be monitored daily and escalated to the Head of Year in the first instance if there are concerns. A welfare call will be made as a follow-up and if necessary referred to the Designated Safeguarding Lead. Schools have flexibility and are able to offer

a place to those children they determine to be vulnerable, particularly those who are on the edge of receiving support or assessment from children's services, those unable to access remote learning and those at risk of experiencing mental health difficulties.

The Academy of St Nicholas will continue to work with and support children's services and other agencies to help protect vulnerable children.

3.   Designated Safeguarding Lead

Schools should ensure wherever possible there is always a trained DSL or deputy available on site. All safeguarding concerns should be **reported verbally and in writing without delay** to the school's Designated Safeguarding Lead/Deputy Designated Safeguarding Leads. It is recognised however that this may not be possible and where this is the case, we will consider the following option:

- A trained DSL or deputy is available to be contacted via phone, email or video call when working from home

If it is not possible to have a trained DSL or deputy on site, The Academy of St Nicholas will ensure that there is a senior leader who takes responsibility for coordinating safeguarding on site. This senior leader can also take advice from School Improvement Liverpool's School Improvement Officers for Safeguarding:

safeguarding@si.liverpool.gov.uk

> It is essential that all staff and volunteers have access to a trained DSL or deputy and are made aware of the arrangements on a daily basis regarding who that named person is and how to speak to them.

Staff should follow the procedures set out in the main Child Protection Policy for contacting and reporting concerns to the DSL and/or deputy. Parents, students and staff should use the 'report a concern' button on the school website should they have a concern.

> The safeguarding team will continue to engage with social workers and attend and contribute to all multi-agency meetings, as determined by the local procedures for remote meetings.

The DSL will ensure that the school is represented at all multi agency meetings in an appropriate way by identifying a secure and confidential space where virtual attendance at meetings can take place, without interruption. School will ensure there is access to appropriate technology to support this.

Safeguarding supervision for the safeguarding team will continue to take place in order to review actions and decisions made, and support emotional wellbeing. We will consider how this is managed should staff be required to work remotely, or on a rotational basis, to ensure all staff are able to participate in and have access to appropriate supervision.

4.   Safeguarding Procedures

Our school will continue to follow our child protection, managing allegations policies and staff code of conduct. The school will continue to follow normal Local Safeguarding Children Board Procedures. For children who continue to attend the school site, staff responsible for those children will be aware of children with specific safeguarding or health needs or disabilities. Medicines should be stored and administered safely. Everyone should be clear as to the setting's child protection and fire evacuation procedures and other key safeguarding policies. Those working on the school premises should know how to contact the on-site Designated Safeguarding Lead/Deputies and First Aiders. If staff are working on a rota basis, there should always be appropriately trained key personnel on site. The names of these staff should be displayed and updated as required.

Where staff in school have a concern about a child, they should continue to follow the process outlined in our main Child Protection policy.

This includes making a report via the agreed methods via CPOMS. Staff are reminded of the need to report any safeguarding concern immediately **both verbally and in writing, and without delay** to the school's Designated Safeguarding Lead/Deputy Designated Safeguarding Leads. The revised statutory guidance, Keeping Children Safe in Education (DfE 2020) emphasises the need to report **any safeguarding concerns related to a child's mental health** to the school's Designated Safeguarding Lead/Deputy Designated Safeguarding Leads.

If any member of staff believes a child is at risk of harm then the Designated Safeguarding Lead should ring Liverpool Careline on 0151 233 3700 (or the children's services department of the local authority where the child lives)**, without delay**. If the Designated Safeguarding Lead is unavailable then **any** member of staff should ensure Liverpool Careline is contacted without delay.

If a child is in immediate/imminent danger then staff should ring the police.

> School will continue to obtain the voice of the child to appropriately support assessment of the child's level of need.

Safeguarding-mate can provide additional key guidance to all staff regarding key safeguarding procedures.

Concerns regarding the conduct of any adult working on site **(staff member, volunteer, supply staff, other third-party staff**) should continue to be dealt with in line with the school's managing allegations policy and local safeguarding children partnership procedures.

5.   Attendance Monitoring

All staff should remain vigilant to poor or erratic attendance being an indicator of safeguarding concerns particularly neglect or child exploitation. School Improvement Liverpool has provided additional guidance and escalation processes for monitoring the attendance of vulnerable students including when children suddenly stop attending and cannot be contacted. In these circumstances the school will act, without delay, to establish the welfare of a child. School staff may conduct a door step visit to a child's home following all social distancing guidance. This can provide the opportunity to speak to a child and understand their needs and wishes, whilst maintaining social distancing. Attendance issues will continue to be discussed during safeguarding supervision meetings.

The Academy of St Nicholas will continue to monitor all vulnerable children by contacting them regularly and making home visits as required, if the family do not take up the offer of a vulnerable child place or the child stops attending. Online engagement with lessons will be monitored daily and regular welfare calls made.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, The Academy of St Nicholas will work with their social worker in order to overcome any barriers and ensure the child remains safe and well. 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.

Shielding advice is currently in place, therefore all children identified as clinically extremely vulnerable are advised not to attend school.

6.   Safer Recruitment

> It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. Schools should continue to follow the relevant safer recruitment processes for their setting, set out in part 3 of Keeping Children Safe in Education 2020.

The government introduced temporary changes to support the ID checking during the first national lockdown:

https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines

It is assumed these temporary changes may be reintroduced. In all cases all the DfE pre-employment checks set out in Keeping Children Safe in Education will need to have been completed including ensuring all original documents have been physically seen prior to the individual commencing work.

Where schools are using volunteers, they should continue to follow the checking and risk assessment process set out in Keeping Children Safe in Education. The Academy of St Nicholas will ensure that there are no circumstances where a volunteer who has not been checked will be left unsupervised with children or allowed to work in regulated activity. If new staff or volunteers are recruited, the usual Safer Recruitment processes will be followed, and they will also be provided with a safeguarding induction.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that our school is aware, on any given day, which staff and volunteers will be in the school 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 Keeping Children Safe in Education.

7.   Mental Health

It is acknowledged that the current circumstances surrounding lockdown and COVID-19 are particularly stressful and may cause increased anxieties and stress for all members of our school community. When children and staff are away from their usual routine and social contact, this can become a negative and stressful experience. The Academy of St Nicholas will ensure there is

appropriate support available for the whole school community at this time. Support can include existing provision in the school, or from specialist staff or support services.

- Kooth.com - online counselling service
- YPAS (for students accessing the resources at present
- CAHMS (for students involved with this provision
- Any other service or risk assessments relating to mental health

Support for staff will be directed by HR through normal line management procedures.

Where children of key workers and vulnerable children continue to attend the setting, appropriate support will be offered to them whilst on site.

All staff should be able to recognise behaviours in children that might suggest they are experiencing a mental health problem or be at risk of developing one. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken following the school's Child Protection Policy.

The school community can also be signposted to the government's advice on supporting children and young people's mental health during the COVID-19 outbreak, available here:

https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25

There are also a range of resources provided by the Liverpool Learning Partnership, available here:

https://www.liverpoollearningpartnership.com/resources-to-help-during-social-distancing-and-self-isolation/
https://padlet.com/jholder_llp/goingbacktoschool

Staff should also be aware of the mental health of their pupils and parents when setting expectations regarding pupil's work when they are at home.

8. Online Safety
School staff should continue to refer to the guidance for online safety in the main Child Protection Policy.

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.

Where the site remains open for key worker and vulnerable children, The Academy of St Nicholas will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems or recommended resources. Measures will be put in place to ensure safe IT arrangements and The Academy of St Nicholas will consider what the contingency arrangements are if the named IT staff become unavailable.

To support schools in delivering online remote learning, the DfE have produced safeguarding guidance for remote education, available here:

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

The UK Council for Internet Safety provides information to help governing boards and proprietors assure themselves that any new arrangements continue to effectively safeguard children online.

The UK Safer Internet Centre's professional online safety helpline also provides support for the children's workforce with any online safety issues they face

In the consideration of online safety the DfE have revised Annex C of Keeping Children safe in Education which now provides guidance in respect of education at home: where children are being asked to learn online at home the department has provided advice to support schools and colleges do so safely: **'Safeguarding in schools colleges and other providers'** and **'Safeguarding and remote education'**

The school will also take account of the following guidance:

Gov.uk
Teaching Online Safety in Schools
Advice for teachers and leaders on remote education during Covid-19
Get help with technology for remote education during coronavirus
https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19

LGfL
https://coronavirus.lgfl.net/safeguarding

SWGfL
https://swgfl.org.uk/resources/safe-remote-learning/
SWGfL – Safeguarding and privacy online
SWGfL guidance for schools re-opening

UK Safer Internet Centre
https://www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc
https://www.saferinternet.org.uk/advice-centre/safe-remote-learning-hub

NSPCC
NSPCC- Netware guidance around Zoom and other Apps
NSPCC: Online safety during the coronavirus
NSPCC: Undertaking remote teaching safely

Where children are not physically attending school, The Academy of St Nicholas will consider the safety of our children when they are asked to work online. The starting point for online teaching remains the same as the principles set out in our school's staff code of conduct. This policy includes acceptable use of technologies, staff/pupil relationships and communication including the use of social media. This policy applies equally to any existing or new online and distance learning arrangements which have been introduced. The principles set out in the guidance for safer working practice for those working with children and young people in education settings published by the Safer Recruitment Consortium alongside with the COVID addendum to this guidance should be adhered to by all staff.

Any online learning tools or systems recommended for use by The Academy of St Nicholas, are to be in line with privacy and data protection/GDPR requirements.

In addition, The Academy of St Nicholas has procedures to support online safety:
1. Online 'report a concern' button on the school website.
2. All work stored on the school network.
3. Filtering and monitoring in place.

Our school will also be in contact with parents and carers during this time. Communication with parents will reinforce the importance of children being safe online. Families will be made aware of what their children are being asked to do online, including the sites they will be asked to access and who their child is going to be interacting with online, including members of staff from our school.

The Academy of St Nicholas acknowledges that some parents and carers may choose to supplement the school's online offer with support from online companies and in some cases, individual tutors. We will raise awareness with parents the importance or only accessing online support from a reputable organisation or individual who can provide evidence that they are a safe organisation and can be trusted to have access to children. We will signpost parents to support such as Internet matters, London Grid for Learning, Net-aware, Parent info, Thinkuknow and the UK Safer Internet Centre.

9.   Operation Encompass

If a child, subject to an Operation Encompass notification, is not attending our school and is being cared for at home, we will risk assess the situation taking into consideration the history of the child and family. This information will be used in order to determine our response to each individual case. In all situations we would always aim to speak to the child.

If school receive a notification relating to a child who does not attend our setting, we will notify safeguarding.referrals@merseyside.police.uk.

Families at risk of Domestic Abuse can be signposted to the following resources:

https://www.gov.uk/guidance/domestic-abuse-how-to-get-help
https://www.womensaid.org.uk/covid-19-resource-hub/
http://thehideout.org.uk/
https://www.nationaldahelpline.org.uk/
https://safelives.org.uk/sites/default/files/resources/Safety%20planning%20guide,%20victims%20and%20survivors,%20COVID-19.pdf

10.   Peer on Peer Abuse

The Academy of St Nicholas recognises that during the Covid 19 period and given the potential for further school closures or partial closures a revised process may be required for managing any report of such abuse and supporting victims. Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within our main Child Protection Policy. We 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 will be recorded using the agreed methods and appropriate referrals made.

Our school will refer to the guidance detailed below:

https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people

11. Monitoring

The Academy of St Nicholas will develop arrangements to ensure all staff and volunteers are aware and have understood any additional safeguarding guidance set out in this addendum. This appendix and the school's safeguarding arrangements will be kept under ongoing review.