

## Appendix 6



# Kent Catholic Schools' Partnership (KCSP) COVID-19 academy arrangements for Safeguarding and Child Protection at St Thomas' Catholic School

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## 1. Key contacts

Role	Name	Contact number	Email
Academy Designated Safeguarding Lead	William Liddle	07548124935	wliddle@saintthomas.co.uk
Academy Deputy Designated Safeguarding Leads	Debra Whitehead	07891843912	dwhitehead@saintthomas.co.uk
Academy Executive Principal/ Headteacher	Claudia Aquilina	07985645405	headteacher@saintthomas.co.uk
Academy Principal/Deputy Headteacher	Geraldine Leahy	01732 453921	gleahy@saintthomas.co.uk
Academy Lead for Children who are Vulnerable	William Liddle	01732 453921	wliddle@saintthomas.co.uk
KCC Education Safeguarding Adviser	North Team	03000 412445/ 07971 531800	
Local Authority Designated Officer	Ali Watling	03000410888	kentchildrenlado@kent.gov.uk
Local Authority Virtual School Head	North Team	03000412777	Vskadmin.Worrall@kent.gov.uk
Trust Safeguarding Lead	Clive Webster	07718 424790 01794 301850	<a href="mailto:cwebster@kcsp.org.uk">cwebster@kcsp.org.uk</a>
Trust Safeguarding Director	Annabel Goodyer	Please use email address	<a href="mailto:agoodyer@kcsp.org.uk">agoodyer@kcsp.org.uk</a>
Trust Policy and Projects Officer	Rachel Bushell	07590 830832	<a href="mailto:rbushell@kcsp.org.uk">rbushell@kcsp.org.uk</a>
Trust CPD Coordinator	Catherine Fearn	07716 639572	<a href="mailto:cfearn@kcsp.org.uk">cfearn@kcsp.org.uk</a>
Integrated Front Door		03000 411111	For imminent harm
Police		999	
Safeguarding Advice	Sevenoaks	03000 412445	

## 2. Introduction

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

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

On 27 March 2020, the Government produced additional safeguarding guidance for academies, schools and colleges which can be found here:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

This addendum of the Safeguarding and Child Protection policy contains details of our additional safeguarding arrangements in the following areas:

- Key Contacts in the academy and Trust
- Children who are vulnerable
- Attendance monitoring
- Designated Safeguarding Lead arrangements
- Reporting a concern
- Safeguarding training and induction
- Safer recruitment including volunteers and movement of staff between sites
- Online safety in academies
- Online safety for children and young people learning at home
- Supporting children on site
- Supporting children at home
- Peer on peer abuse.

### **3. Children who are vulnerable**

Children who are vulnerable 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 and carers, to decide whether they need to continue to be offered an academy 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.

Eligibility for Free School Meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (DSL) (and deputy) 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.

We 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 is listed in the Key Contacts section on p.2.

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 a member of the DSL team at the academy will explore the reasons for this directly with the parent.

Where parents and carers are concerned about the risk of the child contracting COVID-19, a member of the DSL team at the academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

We will encourage our vulnerable children and young people to attend an academy, including remotely if needed.

#### **4. 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 we have any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are key workers) we will submit the daily attendance sheet to the Department of Education (DfE) by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

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

The academy DSL team and social workers will agree with parents and carers whether children in need should be attending – the academy will then follow up on any pupil that they were expecting to attend, who does not. The academy 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.

This is done as follows:

- a. The DSL team will contact the parents to discuss reason for non-attendance.
- b. If required DSL team contacts the family social worker
- c. If no contact can be made the police will be contacted.

To support the above, we will, when communicating with parents 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, the academy will notify their social worker.

#### **5. Designated Safeguarding Lead arrangements**

The academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL as listed in the Key Contacts section on p.2.

The optimal scenario is to have a trained DSL (or deputy) available on site. 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, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the academy.

It is important that all 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 can be done remotely.

## **6. Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the Trust Child Protection & Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead/Headteacher and the Trust Safeguarding Lead. This will ensure that the concern is received.

*The Trust Safeguarding Lead can be contacted via [office@kcsp.org.uk](mailto:office@kcsp.org.uk) Please copy all notifications to Rachel Bushell, Policy and Projects Officer at [rbushell@kcsp.org.uk](mailto:rbushell@kcsp.org.uk)*

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 academy, they should call or email William Liddle (07548124935 or [wliddle@saintthomas.co.uk](mailto:wliddle@saintthomas.co.uk)) to report the concern. The Designated Safeguarding Lead must also notify the Trust Safeguarding Lead Officer. If there is a requirement to make a notification whilst the Designated Safeguarding Lead is away from the academy, this should be done verbally and followed up with an email to the Deputy Safeguarding Lead Debbie Whitehead.

Concerns around the Designated Safeguarding Lead should be directed to the Trust Safeguarding Lead Officer.

## **7. Safeguarding Training and induction**

Face to face DSL training is very unlikely to take place whilst there remains a threat of the COVID-19 virus.

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. However, where possible, online training should be undertaken via the Trust CPD portal, contact details for the Trust CPD coordinator can be found in the Key Contacts section on p.2.

All existing academy staff have had safeguarding training and have read part 1 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.

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

If staff are deployed from another education or children's workforce setting to our Trust, we will take into account the DfE supplementary guidance on safeguarding children during the

COVID-19 pandemic 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

For movement within the Trust, academies should seek assurance from the relevant academy that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the child protection policy, confirmation of local processes and confirmation of DSL arrangements.

## **8. 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, we 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 (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.

If staff are deployed from another education or children's workforce setting to our Trust, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic 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.

Where the academy is 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.

We 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.

We 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 academy is aware, on any given day, which staff/volunteers will be in the academy, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the academy will continue to

keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **9. Online safety in the academy**

We will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where pupils are using computers in the academy, appropriate supervision will be in place.

## **10.Children and online safety away from the academy**

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 & Safeguarding Policy and where appropriate referrals will still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the Trust code of conduct.

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

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s. 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 must only use platforms specified by senior managers and approved by the IT network manager/provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

## **11.Supporting children attending the academy**

We are committed to ensuring the safety and wellbeing of all our children and young people. We will continue to be a safe space for all children to attend and flourish. The Executive Principal/Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

We 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 COVID-19.

We 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. This will be unique to each child and recorded on CPOMS.

Where we have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Trust.

## **12.Supporting children not attending the academy**

We are committed to ensuring the safety and wellbeing of all our 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 the academy, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on CPOMS, as should a record of contact have made.

The communication plans can include remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

The academy and 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.

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

We recognise that the academy is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents and carers. Teachers at the academy need to be aware of this in setting expectations of pupils' work where they are at home.

## **13.Peer on Peer Abuse**

We recognise that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the academy 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 & Safeguarding Policy.

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

Concerns and actions must be recorded on CPOMS and appropriate referrals made.