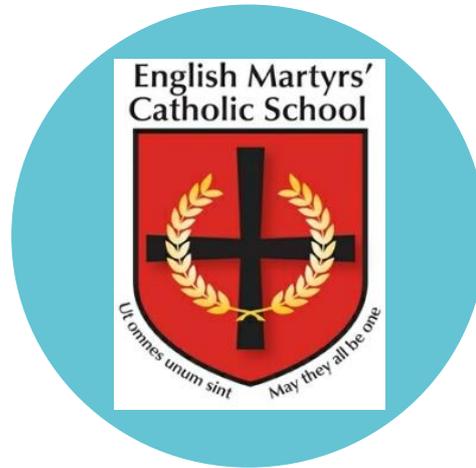


Annex 1



COVID-19 school closure arrangements for Safeguarding and Child Protection at English Martyrs Catholic School

School Name: English Martyrs School

Policy owner: M.Calen

Date: 9/06/20

Date shared with staff:10/06/20

1. 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 of the English Martyrs Catholic School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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This is version 2 of the addendum. It is reviewed by the Director of Safeguarding as circumstances continue to evolve or following updated Department for Education advice or guidance. This review takes account of the increase in pupil numbers due to wider opening of schools and reflects the need for staff to have a heightened awareness of new safeguarding concerns as children and young people return to school after 10 weeks in lockdown. It is available on the school website, and a copy is made available to all staff.

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Mathew Calen	01162428880	mcalen@englishmartyrs.org
Deputy Designated Safeguarding Leads	Tom Chambers Jane Higgitt Rebecca Lewis Mitchell Smith		tchambers@englishmartyrs.org jhiggitt@englishmartyrs.org rlewis@englishmartyrs.org msmith@englishmartyrs.org
Headteacher	Marius Carney	01162428880	mcarney@englishmartyrs.org
Chair of Governors	B Mulligan -Cant	0116 242 8880	office@englishmartyrs.org
Safeguarding Governor / Trustee	Ysolina Arvelo	0116 242 8880	office@englishmartyrs.org

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.

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 (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 have put in place protocols to assess the level of risk using a red, amber, blue model, factoring in the additional impact of school closure on vulnerability. Therefore, our vulnerable children include those on the edge of receiving children's social care support. There is a plan in place to support children at each level of vulnerability, which have been monitored and reviewed using the Trust's *Covid-19 Vulnerable Child Re-Assessment of Risk Tool*. Safeguarding Update training given to staff highlights that, as children and young people return to school, they may identify new safeguarding concerns, including for children and families who were not on the school's radar before lockdown.

English Martyrs 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: Mathew Calen

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 English Martyrs will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, English Martyrs or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

English Martyrs will encourage our vulnerable children and young people to attend a school, including remotely if needed. For those vulnerable children and young people not attending school, English Martyrs will continue to take reasonable measures to work with parents (and where appropriate, social workers) to encourage their return to school, in keeping with the latest government guidance that vulnerable children, where attendance is appropriate, are expected and should be encouraged to attend.

Attendance

If English Martyrs 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 –

English Martyrs will resume taking the attendance register from 1 June and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending.

Vulnerable children attendance is expected, where it is appropriate for them (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan), so that they can gain the educational and wellbeing benefits of attending. Vulnerable children – regardless of year group – that have not been attending in the recent period are expected to return to early years or school provision where this would now be appropriate for them to do so. English Martyrs (and where appropriate, with social worker) will work with and support the relevant families and pupils to return to school, where attendance is appropriate. A brief summary of attendance expectations across the different groups of vulnerable children is as follows:

- for vulnerable children who have a social worker, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on [households with possible coronavirus infection](#) and [shielding and protecting people defined on medical grounds as clinically extremely vulnerable](#))
- for vulnerable children who have an education health and care (EHC) plan, attendance is expected where it is determined, following [risk assessment](#), that their needs can be as safely or more safely met in the educational environment
- for vulnerable children who are deemed otherwise vulnerable, at the school's discretion, attendance is expected unless the child/household is shielding or clinically vulnerable.

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

A text will be sent informing parents that expected student has not attended school on that day

To support the above, English Martyrs 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, English Martyrs will notify their social worker.

Designated Safeguarding Lead

English Martyrs school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Mathew Calen

The Deputy Designated Safeguarding Lead is: Tom Chambers, Jane Higgitt, Rebecca Lewis and Mitchell Smith

As more children return, it is expected that schools will have a trained DSL (or deputy) available on site. However, it is recognised that in exceptional circumstances this may not always be possible. Where this is the case, for example if the DSL (and deputy) is working from home, the school's DSL (or deputy) can be available to be contacted via phone or online video.

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 school.

It is important that all English Martyrs 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 (or deputy) will provide support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not yet returning to school. Where possible staff will try and speak directly to children (as far as possible from the school site, using school's phones or devices) to help identify any concerns. Where staff use personal phones to make calls, they will withhold their personal number.

DSLs (and deputies) will continue to do what they reasonably can to keep up with safeguarding developments, such as via safeguarding partners, newsletters and updates from the Trust's Safeguarding Director.

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

Every school faces unique challenges at this time, including as we welcome back more children. Where reasonably possible and where relevant, the DSL (or deputy)

will consider these challenges in a child protection context and reflect them in the child protection addendum as appropriate.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely by sending a report via CPOMS to the DSL, Deputy DSL or Senior Leader in the absence of the DSL. sending a password protected email to the DSL, Deputy DSL or Senior Leader in the absence of the DSL.

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

Staff are reminded of the need to report any concern immediately and without delay.

In the Safeguarding Update training, Staff at English Martyrs, have been reminded about their duty, to refer immediately, concerns or allegations from a child about a member of staff's behaviour, as set out below

Where staff are concerned about an adult working with children in the school, they should use a yellow form to report the concern to the Headteacher/Principal. If there is a requirement to make a notification to the Headteacher/Principal whilst away from school, this should be done verbally and followed up with an email to the Headteacher/Principal.

Concerns around the Headteacher/Principal should be directed to the Chair of Governors: Bernadette Mulligan-Cant

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

Safeguarding Training and induction

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. To increase DSL and safer recruitment capacity whilst the threat of the COVID-19 remains, Initial DSL and Safer Recruitment training will be delivered on Microsoft Teams, booked via LCTSA-Admin.

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2019). The DSL will communicate with staff should any new local arrangements be introduced, as well as any changes to safeguarding process and procedure, especially if they are being changed as a result of more children returning, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter English Martyrs, they will continue to be provided with a safeguarding induction, including an up to date child protection policy, Part 1 of Keeping Children Safe in Education (2019) and other relevant documentation identified in the Trust's Mid-Year induction checklist.

For movement within the Trust, English Martyrs will seek assurance from their current employer that the member of staff has received appropriate safeguarding training. On a case-by- case basis, the DSL will judge, upon arrival, the level of safeguarding induction required. In most cases, the staff member will have already received appropriate safeguarding training and all they will require is a copy of English Martyrs' child protection policy, confirmation of 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. If recruitment is necessary during this period, English Martyrs 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. . The Home Office and Immigration Enforcement have also temporarily adjusted the right to work checks for the same reason.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept DBS 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 a member of staff already engaging in regulated activity and who already has the appropriate DBS check, moves temporarily from another school to support the response to coronavirus, there is no expectation that a new DBS check should be obtained. Following the guidance, English Martyrs will carry out a risk assessment (as we would for a volunteer) and seek assurance from the current employer rather than requiring new checks.

There is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during partial school closure. If for any reason English Martyrs has concerns about the individual, we will obtain a check in the usual way.

Where English Martyrs 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.

English Martyrs 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.

English Martyrs 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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, English Martyrs will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in school

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguarding and support children.

English Martyrs will continue to provide a safe environment, including online.

Where students are using computers in school, appropriate supervision will be in place. To aid parents keep their children safe online where they are working at home, online safety guidance is shared with parents.

English Martyrs 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. The lead person with the technical knowledge to maintain safe IT arrangements is Alan Wilemann. SLT will consider contingency arrangements in the event IT staff become unavailable.

Children and online safety away from school

English Martyrs will continue to do all that we reasonably can to keep all our children safe. Whilst more children return to school, others will continue to stay at home and, in many cases, will be continuing to engage with school online. English Martyrs will continue to provide a safe online environment for those who remain at home.

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 teaching should follow the same principles as set out in the Trust's Remote Learning Protocols for "Live Teaching" Online.

English Martyrs 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 (Except for designated music lessons)
- 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 our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Online Safety

English Martyrs considers the safety of our children when they are asked to work online, following the same principles as set out in the school's code of conduct. These include acceptable use of technologies, staff pupil/student relationships and communication including the use of social media. The practices apply equally to any existing or new online and distance learning arrangements which are introduced.

An essential part of our online planning process is ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school this should also signpost children to age appropriate practical support from the likes of:

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

English Martyrs will continue to be in regular contact with parents and carers. Those communications will be used to reinforce the importance of children being safe online. It is especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school (if anyone) their child is going to be interacting with online.

Parents and carers may choose to supplement the school's online offer with support from online companies and in some cases individual tutors. In our communications with parents and carers, we will emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

In line with the recommendation from the DfE, we will inform parents/carers about specific support for parents/carers to keep their children safe online which includes:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online

- Net-aware has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
- Let's Talk About It has advice for parents and carers to keep children safe from online radicalisation
- UK Safer Internet Centre has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

Government has also provided:

- support for parents and carers to keep children safe from online harms, includes advice about specific harms such as online child sexual abuse, sexting, and cyberbullying
- support to stay safe online includes security and privacy settings, blocking unsuitable content, and parental controls.

Supporting children not in school

English Martyrs 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 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.

English Martyrs 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.

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

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

Supporting children in school

English Martyrs is committed to ensuring the safety and wellbeing of all its students.

English Martyrs 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 pupil ratio numbers are appropriate, to maximise safety.

English Martyrs 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.

English Martyrs 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 bespoke to each child and recorded on CPOMS.

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

Peer on Peer Abuse

English Martyrs 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 multi-agency partner required to ensure the safety and security of that young person.

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