

**Annex 1**



**COVID-19 school closure arrangements for  
Safeguarding and Child Protection at St. Michael's  
Catholic College.**

**Updated Sept 2020**

## 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.

From September 2020, the full St. Michael’s Catholic College Safeguarding, and Child Protection policy applies whilst students are in school. At any point during the 2020-2021 academic year where individual students, groups of students or the whole school are required to conduct their education remotely this policy will work in conjunction with the full safeguarding policy.

This addendum of the Safeguarding policy contains details of our individual safeguarding arrangements in the following areas:

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## 2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Jo Nottage	07553032192	<a href="mailto:j.nottage@stmichaelscollege.org.uk">j.nottage@stmichaelscollege.org.uk</a>
Deputy Designated Safeguarding Lead	Debbie Freegard	07713014341	<a href="mailto:d.freegard@stmichaelscollege.org.uk">d.freegard@stmichaelscollege.org.uk</a>
Principal	Felicity Corcoran	N/A	<a href="mailto:f.corcoran@stmichaelscollege.org.uk">f.corcoran@stmichaelscollege.org.uk</a>
Chair of Governors	Marjorie Bannister	N/A	Contact Susan Shaw who will contact the Chair of Governors. <a href="mailto:S.shaw@stmichaelscollege.org.uk">S.shaw@stmichaelscollege.org.uk</a>

**Please note. Normal procedures apply;** if you have any safeguarding concerns email and report on CPOMS. Only if it is urgent and you haven't had a response from myself/Debbie then ring one of us.

## 3. 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.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college 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 (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.

Each vulnerable child will be allocated to a member of the Safeguarding team. In the absence of the allocated member of the Safeguarding team, responsibility for contacting vulnerable pupils may be re-allocated to another DSL, escalated to the Principal or a member of SLT.

DSLs will make phone contact with each allocated child on a regular basis to check their safety

and wellbeing by speaking to child not just parent.

Members of the Safeguarding team will record a summary of conversations on the SG Google sheet or on CPOMs where necessary for the Safeguarding team to see. Any unsuccessful contacts, as well as those that did take place will also be recorded. Any urgent safeguarding concerns will be escalated immediately, for example, through consultation with the Southwark Multi Agency Safeguarding Hub ([MASH](#)) duty (or its equivalent in another LA if the child resides in a different LA) and/or the police immediately.

St. Michael's 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: Debbie Freegard.

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 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. Michael's will explore the reasons for this directly with the parent.

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

St. Michael's will encourage our vulnerable children and young people to attend a school, including remotely if needed.

#### **4. Attendance monitoring**

As outlined in the College Attendance policy, Statutory and Government guidance on attendance will be followed. In terms of absence relating to COVID19, the appropriate marks will be recorded on Sims so that we are able to keep an accurate record of reasons for absence.

During partial and/or full closure of the College, students that are classed as vulnerable will be expected to attend school. St. Michael's and social workers will agree with parents/carers whether children in need should be attending school – St. Michael's will then follow up on any pupil that they were expecting to attend, who does not. St. Michael's 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.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, we will notify their social worker.

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

St. Michael's Catholic College has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Jo Nottage

The Deputy Designated Safeguarding Lead is: Debbie Freegard

The optimal scenario is to have a trained DSL (or deputy) available on site, this will be the case on a Monday when Felicity Corcoran and Charlotte Sayed are on rota to be on duty and on a Friday when Felicity Corcoran and Jo Nottage will be on site. Where this is not the case, a St Michael's Catholic College Safeguarding & CP Policy COVID-19 Addendum September 2020

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 coordinating safeguarding on site. This will mean liaising with the offsite DSL (or deputy) and if they are unavailable Felicity Corcoran.

It is important that all St. Michael's staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them. **Please note. Normal procedures apply;** if you have any safeguarding concerns email and report on CPOMS. Only if it is urgent and you haven't had a response from Jo/Debbie then ring one of us.

The DSL and Deputy 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 school 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 Jo Nottage and Debbie Freegard, if you do not get a response within 1 hour during the school day of 8.30-3.30 and within 24 hours outside of the school day you should contact Felicity Corcoran. This will ensure that the concern is received.

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 contact Felicity Corcoran directly. If there is a requirement to make a notification to the Principal whilst away from school, this should be done via email and may be followed up by a phone call from Felicity.

Concerns around the Principal should be directed to the Chair of Governors: Marjorie Bannister.

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

DSL training should be able to resume so relevant staff will be able to keep up to date with their training even if courses are delivered virtually. Where local transmission rates are high and if it is necessary to enter into full COVID 19 lockdown again, 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.

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. Michael's Catholic College, they will continue to be provided with a safeguarding induction.

On the rare occasion that we could have staff deployed from another education or children's workforce setting to our school during a Local lockdown, 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

On arrival they will be greeted by the SLT staff member in charge on that day.

## **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, St. Michael's 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. Michael's 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. Michael's 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. Michael's 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. Michael's 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 schools and colleges**

St. Michael's 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 and safeguards will be in place.

## **10. 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 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 [Acceptable use of IT policy for Staff, Governors and Visitors](#).

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

As outlined in the "Protocols for remote working due to college closure" document emailed out by the Principal on 20/3/2020, Google drive/classroom should be the only method of communication between staff and students. All classes have a Google classroom set up for them. There is to be no live video streaming between class or teacher, however students may submit a question in real time to their class teacher which staff may respond to as appropriate. Staff may however record a video/audio clip which they wish to upload and should inform their HOD and SLT department line manager and provide a link to the clip.

Below are some things to consider when creating a clip to be uploaded to students, especially where webcams are involved:

- Staff must wear suitable clothing.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.

- Language must be professional and appropriate.

## **11. Supporting children not in school**

St. Michael's 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/specific Safeguarding Google sheet, as should a record of contact be made.

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

St. Michael's 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.

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

## **12. Supporting children in school**

St. Michael's is committed to ensuring the safety and wellbeing of all its students. We will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

St. Michael's 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. Michael's 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.

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

St. Michael's 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.

### **14. Support from the Local Authority**

The LADO: Eva Simcock 020 7525 0689

Duty telephone number for enquiries/referrals when LADO is unavailable: 020 7525 3297

The LA's Strategic Lead Officer for safeguarding in education services: the Director of Education Nina Dohel 020 7525 3252

The LA's Schools Safeguarding Coordinator: Apo ÇAĞIRICI 020 7525 2715

Southwark MASH Duty: 020 7525 1921

Southwark Family Early Help Service Duty: 0207 525 1922