



COVID-19 school closure arrangements for
Safeguarding and Child Protection at



School Name:	Sacred Heart Hindsford Catholic Primary School
Policy owner:	Mr. I. McDermott
Safeguarding Governor:	Mrs L. Taylor
Date:	April 2020
Date shared with staff:	15 th April 2020

1. Context and Contact Numbers

1.1 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.

1.2 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.

1.3 This addendum of Sacred Heart's Safeguarding Policy applies only whilst the ongoing COVID-19 response is required to be in place.

Role	Name	Contact no and email
Designated Safeguarding Lead	Mr I.M ^c Dermott	01942 883 429
	Miss E. Wilde	enquiries@admin.athertonsacredheart.wigan.sch.uk e.wilde@athertonsacredheart.wigan.sch.uk
Deputy Designated Safeguarding Lead	Mr S. Gore	01942 883 429 enquiries@admin.athertonsacredheart.wigan.sch.uk
Headteacher	Mr I.M ^c Dermott	01942 883 429 enquiries@admin.athertonsacredheart.wigan.sch.uk
Chair of Governors	Mrs J. Carter	josephine.carter1@icloud.com
Safeguarding Governor	Mrs L. Taylor	01942 883 429 enquiries@admin.athertonsacredheart.wigan.sch.uk

2. Vulnerable children

2.1 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.

2.2 Those who have a social worker or Start Well 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 have otherwise been deemed to meet the definition in Section (17) of the Children Act 1989.

2.3 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.

2.4 Sacred Heart will continue to work with and support children's social workers and other connected professionals to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) Rachel Clemow for looked-after and previously looked-after children. The lead person for this will be Eleanor Wilde and Ian McDermott.

2.5 There is an expectation that vulnerable children who have a social worker or Start Well worker will attend an education setting, so long as they do not have underlying or complex 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 school name will explore the reasons for this directly with the parent.

2.6 Where parents are concerned about the risk of the child contracting COVID-19, The Headteacher or the child's social worker or Start Well worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Our school (Sacred Heart) will encourage our vulnerable children and young people to attend a school, including remotely if needed.

3 .Attendance monitoring

3.1 A member of staff from Sacred Heart will follow up on any pupil that they were expecting to attend, who does not. (Miss Wilde / Mr M^cDermott)

3.2 A member of staff from Sacred Heart 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. (Miss Wilde / Mr M^cDermott)

3.3 Schools need to complete the DfE Attendance Recording daily and send these with information on your contacts to the Local Authority.

- Head Teacher will complete the registers for Wigan and the DfE – before noon each day. On Thursday, when the HT is not in situ, the information will be sent to the HT, who will then complete the registers as per expectations.
- If the numbers change, then these will be re-submitted in accordance with the DfE requirement.
- Upon receiving the DfE confirmation receipt this will be sent to Wigan.

3.4 To support the above, Sacred Heart will, when communicating with parents/carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

3.5 In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Sacred Heart will notify their social worker or Start Well Worker.

4. Designated Safeguarding Lead

4.1 Sacred Heart has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Leads are: Miss E. Wilde and Mr I. M^cDermott

The Deputy Designated Safeguarding Lead is: Mr S. Gore

4.2 The aim is to have a trained DSL (or deputy) available on site throughout the times that the school is operating under the COVID-19 arrangements. Where this is not the case the DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home. Miss Wilde / Mr M^cDermott (barring illness) are on site every day (rota) – both are contactable by phone on their days off. Each rota also has a member of the Senior Leadership Team, as well as a First Aider.

4.3 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 school name staff and volunteers have access to a trained DSL (or deputy). On each day, staff on site will be made aware of who that person is and how to speak to them. The DSL will continue to engage with social workers and Start Well Workers, and attend all multi-agency meetings, which can be done remotely.

5. Reporting a concern

5.1 Where staff have a concern about a child, they should continue to follow the existing process outlined in the school Safeguarding Policy. To discuss any concerns please call the MAST for advice, but for any immediate risks, complete the usual referral process.

6. Safeguarding Training and induction

6.1 For the period that 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.

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

6.3 If staff are deployed from another education or children's workforce setting to Sacred Heart 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.

6.4 Upon arrival, any new staff will be given a copy of Sacred Heart's child protection policy.

7. Safer recruitment/volunteers and movement of staff

7.1 People who are unsuitable are not allowed to enter the children's workforce or gain access to children and this does not change under COVID-19 arrangements. When recruiting new staff, Sacred Heart 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).

7.2 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.

7.3 Where Sacred Heart uses 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.

7.4 Sacred Heart 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.

7.5 Sacred Heart 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

7.6 Whilst acknowledging the challenge posed by the necessities of COVID-19 response, Sacred Heart will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8. Online safety in schools and colleges

8.1 Sacred Heart 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.

9. Children and online safety away from school and college

9.1 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.

9.2 Online teaching should follow the same principles as set out in Sacred Heart's code of conduct. Sacred Heart will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements (DfE have sent a list of suggested websites to use but there is a legal disclaimer to say this may not be the case).

Please refer to our Internet Use policy.

10. Supporting children not in school

10.1 Sacred Heart remains committed to ensuring the safety and wellbeing of all its Children.

10.2 The School's DSL will have contact details for the social worker or start well worker for any child who is open to those services and a communication plan between the school and those professionals specific to the COVID-19 arrangements period will be implemented.

10.3 Parents can continue to contact school with regard to any need by contacting 01942 883 429 or enquiries@admin.athertonsacredheart.wigan.sch.uk

11. Supporting children who are in school

11.1 The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. Each team has a senior leader and first aider.

11.2 Sacred Heart 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.

11.3 Sacred Heart 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.

11.4 Where there are concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – the Headteacher will discuss them immediately with the Chair of Governors and / or the Local Authority.

12. Peer on Peer Abuse

12.1 Sacred Heart 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 existing Child Protection Policy.

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