



**ST.VINCENT DE PAUL CATHOLIC SCHOOL**  
**MANOR PARK SOUTH, KNUTSFORD, CHESHIRE WA16 8AL**

**Believe, Trust and Be Ready**

**“That they may have life, and to the full” John 10:10**

## **Annex 1**

**Please note that all children are expected to return to school from September 2020 and the normal 2020 - 2021 safeguarding policy will apply.**

**This Addendum focuses on the safeguarding procedures for the small number of children who remain at home due to their extreme clinical vulnerability.**

**In the case of a lockdown where schools are required to close then additional procedures would need to be put into place. Details of these will be sent out as required which will reflect the Government guidance.**

**COVID-19 school arrangements for Safeguarding and Child Protection at:**

**St. Vincent’s Catholic Primary School- Knutsford**

**Policy owner:** Miss Bernadette Groarke

**Date addendum agreed:** 1<sup>st</sup> April 2020

**Date of addendum update:** 1<sup>st</sup> June 2020

**Date of addendum update:** 1st September 2020

**Date shared with staff:** 1<sup>st</sup> April 2020

**Date updated document shared with staff:** 1<sup>st</sup> June 2020

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### **1. Context**

This addendum of the St. Vincent’s Safeguarding and Child Protection policy outlines our practice during the current crisis; should this change over time it will be updated to reflect those changes. This addendum contains details of our individual safeguarding arrangements in the following areas:

- Attendance of children in school
- Attendance monitoring
- Designated Safeguarding Lead
- Supporting children attending school
- Supporting children not in school
- Reporting a concern
- Safeguarding Training and induction

- Safer recruitment/volunteers and movement of staff
- Online safety
- Peer on Peer Abuse
- Radicalisation and Extremism

### Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Miss Groarke	01565 633637	<a href="mailto:head@stvincents.cheshire.sch.uk">head@stvincents.cheshire.sch.uk</a>
Deputy Designated Safeguarding Leads	Mrs Holland Mrs Dowler	01565 633637	<a href="mailto:lholland@stvincents.cheshire.sch.uk">lholland@stvincents.cheshire.sch.uk</a> <a href="mailto:edowler@stvincents.cheshire.sch.uk">edowler@stvincents.cheshire.sch.uk</a>
Head teacher	Miss Groarke	01565 633637	<a href="mailto:head@stvincents.cheshire.sch.uk">head@stvincents.cheshire.sch.uk</a>
Chair of Governors	Mr Dobson		<a href="mailto:mdobson@stvincents.cheshire.sch.uk">mdobson@stvincents.cheshire.sch.uk</a>
Safeguarding Governor	Mr Dobson		<a href="mailto:mdobson@stvincents.cheshire.sch.uk">mdobson@stvincents.cheshire.sch.uk</a>

### **Attendance of children in school:**

In line with current DfE and Cheshire East guidance all children are required to attend school, unless there is medical advice requiring the child to shield, or if the child or family are self-isolating due to concerns of Covid infection.

### **Attendance monitoring:**

Where a parent chooses not to send their child to school we will ascertain the reason for this and will ensure it is recorded; following this up, over time, as necessary.

We expect all our families to notify us if their child is unable to attend on a particular day so staff can explore the reason with them and offer support as appropriate. Where a child has been in school but has stopped attending and the parent has not notified us, checks will be carried out in line the St. Vincent's attendance policy.

Where a Vulnerable child does not attend/stops attending, we will notify the relevant professionals including Social Workers and Family Support Workers; liaising with

practitioners and the family to remove any barriers. School will continue to link in with the child e.g. doorstep visit, phone call etc. to ensure their continued well-being.

We have asked parents/carers to ensure that we have updated emergency contact numbers and we have asked for any additional emergency contact numbers where they are available.

### **Supporting children attending school**

St. Vincent's 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.

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.

Where St. Vincent's has concerns about the impact of staff we will discuss them immediately with the Head teacher and the local Authority.

We recognise that children may present differently when they return to school than they did prior to the lock-down; this does not mean that they have been in abusive situations; however, staff will be alert to the signs of abuse and will take appropriate action should they become aware of it. Staff and volunteers will be alert to new safeguarding concerns about individual children and in relation to children where there have never been concerns raised previously.

We have the following in place to ensure that all children have someone to talk to about their experiences of lockdown. At St. Vincent's class teachers and teaching assistants will do circle type activities and collective worship activities to give children time to express their emotions. Additional 1 to 1 support will be available.

Where a member of staff is teaching children, who they do not normally come into contact with, the following is in place to ensure they are familiar with any safeguarding concerns relating to those children. The Head teacher and child's class teachers will brief other staff covering those children.

We have asked parents and carers to advise school of any changes regarding welfare, health and wellbeing that we should be aware of before a child returns

### **Supporting children not in school:**

St. Vincent's is committed to ensuring the safety and wellbeing of all its children; including those children who are not attending school.

Where a child is shielding or is self-isolating then a plan will be put in place for that child.

Details of this plan will be recorded in the safeguarding file/CPOMS, and a record of contact will be made.

The plans can include; remote contact, phone contact, doorstep visits etc. Other individualised contact methods should be considered and recorded.

The Designated Safeguarding Lead will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan will be reviewed regularly (at least once a fortnight) and, where concerns arise, the DSL will consider any referrals as appropriate.

The school will regularly share safeguarding messages on its website, via emails and will send these out as communications to parents.

St. Vincent's recognises that school is a protective factor for children and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at St. Vincent's are aware of this in setting expectations of pupils' work where they are at home. They take appropriate action should any concerns arise including signposting to relevant support agencies, initiating an Early Help assessment or consulting with ChECS or adult social care.

### **Reporting a concern**

Where staff have a concern about a child, regardless of whether that child is in school or at home, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy, this includes making a written record of the concern.

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

Communications which include sensitive data should be sent in a secure means e.g. Egress

All staff have been reminded of the requirement to record disclosures / concerns on the schools recording format – via CPOMS

### **Online safety in schools and colleges and for those children working at home**

St. Vincent's will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where children are using computers in school, appropriate supervision will be in place; advice has also been given to parents around internet safety 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 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 St. Vincent's code of conduct.

St. Vincent's will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. As there is no expectation that teachers should live stream or provide pre-recorded videos we have considered the approaches that best suit the needs of our children and staff. From 29th May 2020 after consultation with Governors and parents we started to do short pre-recorded videos for our website during lockdown. Any live stream talks – via zoom will be recorded and at least two members of staff will be in attendance.

We have made parents and carers aware of what their children are being asked to do online, including the sites they will be asked to access. In addition we have made it clear who from the school their child is going to be interacting with online. Parents have been made aware of sources of support and advice around internet safety for children.

Below are some things staff have been told 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 our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held and overview of content.

In addition staff supporting remote learning have been told that they must record whether any safeguarding issues were noted. If concerns were reported/observed staff

will record the detail of this and the date/time these were shared with the DSL as per normal safeguarding reporting processes.

An essential part of our online planning process has been to ensure that children who are being asked to work online have very clear reporting routes in place with St. Vincent's so they can raise any concerns whilst online. As well as reporting routes back to the school we have signposted children to age appropriate practical support from:

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

### **Peer on Peer Abuse**

Where we receive a report of peer on peer abuse, staff will follow the principles as set out in part 5 of Keeping Children Safe In Education and of those outlined within our Safeguarding and Child Protection Policy.

The school will listen and work with the child, parents/carers and any multi-agency partner required ensuring the safety and security of that child.

Concerns must be shared with the Designated Safeguarding Lead as per normal safeguarding reporting processes and actions must be recorded.

### **Radicalisation and Extremism**

We are aware that the impact of COVID-19 on communities may give individuals and extremist organisations opportunities to promote hateful or harmful narratives. This may present in the form of graffiti, leafleting and stickering that is of an extremist nature. As a school we will consider the impact this material may have and encourage pupils to share any concerns if they feel worried, upset or anxious.

The school will report any concerns and take advice from:

**Prevent Referrals:** 01606 362121