**Annex 2 to The Federation of St Peter’s and St Gildas’ Schools Safeguarding and Child Protection Policy June 2020**



**COVID-19 wider school opening arrangements for Safeguarding and Child Protection at The Federation of St Peter’s and St Gildas’ Schools**

This addendum of The Federation of St Peter’s and St Gildas’ School’s Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Key contacts
3. Core safeguarding principles
4. Supporting children in school
5. Supporting children not in school
6. Vulnerable children
7. Attendance monitoring
8. Designated Safeguarding Lead arrangements
9. Working with other agencies
10. Reporting a concern
11. Safeguarding Training and induction
12. Mental health
13. Safer recruitment/volunteers and movement of staff
14. Keeping records of who is on site
15. Children and online safety in school
16. Children and online safety away from school
17. Peer on peer abuse
18. Radicalisation
19. Children moving schools
20. Support from the leadership and governing body

**Covid-19 Phased Return**

1. **Context**

From 20th March 2020 parents were asked to keep their children at home, wherever possible and where it was safer to do so to slow to spread of Covid-19. Many children will continue to remain at home during the initial stages of the phased return. However, from 8th June, we expect to be able to welcome more children back to The Federation of St Peter’s and St Gildas’ schools. Priority will continue to be given to providing school places for ‘key worker’ children (those children of workers critical to the Covid-19 response) and those classed as vulnerable, with an EHCP or have an allocated Social Worker.

The phased return has been carefully planned with reference to Department for Education guidance:

* <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
* <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
* <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#phased-return>

This revised addendum of The Federation of St Peter’s and St Gildas’ School’s Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements during this time, to protect all children, whether attending school or remaining at home, from harm and abuse.

The Federation of St Peter’s and St Gildas’ Schools are committed to ensuring the safety and wellbeing of all its students. The following safeguarding principles remain unchanged:

* The best interests of children must always continue to come first;
* If anyone in a school has a safeguarding concern about any child they should continue to act and act immediately;
* A DSL or deputy should be available;
* It is essential that unsuitable people are not allowed to enter the children’s workforce and/or gain access to children;
* Children should continue to be protected when they are online.

Unless covered here, our normal child protection policy continues to apply.

1. **Key Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Contact number** | **Email** |
| Designated Safeguarding Lead | Sinead O’Brien | 020 8348 1902 0r  020 8340 6789 | [admin@st-gildas.haringey.sch.uk](mailto:admin@st-gildas.haringey.sch.uk) |
| Deputy Designated Safeguarding Lead | Ellen Robertson | 020 8348 1902 0r  020 8340 6789 | [admin@st-gildas.haringey.sch.uk](mailto:admin@st-gildas.haringey.sch.uk) |
| Headteacher | Angela McNicholas | 020 8348 1902 0r  020 8340 6789 | [admin@st-gildas.haringey.sch.uk](mailto:admin@st-gildas.haringey.sch.uk) |
| Chair of Governors | Brid Daly | 020 8348 1902 0r  020 8340 6789 | [admin@st-gildas.haringey.sch.uk](mailto:admin@st-gildas.haringey.sch.uk) |

1. **Core Safeguarding Principles**

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

* The best interests of children must come first
* If anyone has a safeguarding concern about any child, they should continue to act on it immediately
* A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
* It’s essential that unsuitable people don’t enter the school workforce or gain access to children
* Children should continue to be protected when they are online

1. **Supporting Children In School**

The Federation of St Peter’s and St Gildas’ Schools are committed to ensuring the safety and wellbeing of all its students.

The school continues to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of Covid-19.

The school will continue to be a safe space for all children to attend and flourish. We recognise that for some children the return to school after an extended period of time at home will be challenging and staff will support children to adjust to the necessary changes to the school environment and routines. Supporting pupil wellbeing will be at the forefront of our approach and school staff will seek to provide reassurance to pupils as we manage the transition period. Staff will talk to the children about the changes to the school day in an age appropriate manner, acknowledge and listen to pupil anxieties and support children to understand the altered routines.

The Federation of St Peter’s and St Gildas’ Schools recognises that the current circumstances may adversely affect the mental health of children and their parents. School staff have been briefed to look out for changes in behaviour or in a child’s emotional state, which could range from being excessively clingy, fearful, withdrawn or aggressive as more children return to school. As always, pupil wellbeing is at the heart of our work, and school staff will seek to provide appropriate support for pupils both in school and where required from specialist services.

The Federation of St Peter’s and St Gildas’ Schools recognises that for some children, home may not be a safe space, and there may be children who are relieved to return to school. School staff have been reminded of the need to respond sensitively to pupils’ differing experiences during the period of school closure. School staff have been asked to be particularly vigilant, as more children return to school, for signs and indicators that a child may have experienced abuse or neglect. School staff have been trained about how to handle a disclosure from a child, and understand that any safeguarding concerns, including those that relate to the period of school closure, must be referred immediately to the Designated Safeguarding Lead (or deputies) in the usual way.

Prior to children returning to school, parents and carers will be asked to ensure that all personal details

held by the school, such as emergency contact numbers are correct and ask for any additional

emergency contact numbers where they are available. At this time, parents and carers will also be

asked to advise the school if there are any changes regarding the child’s welfare, health and wellbeing

that it would help school to be made aware of. Where the school is aware of particular circumstances

affecting a child or family, such as bereavement, a relationship breakdown, an incident of domestic

violence, this will be shared with staff on a need-to-know basis so that children can be best supported.

Prior to children returning to school, parents wishing their child to walk to/from school alone during the COVID19 period, must read Annex 3 *Travelling home alone COVID19* and confirm their permission in writing.

1. **Supporting Children Not in School**

The Federation of St Peter’s and St Gildas’ Schools are committed to ensuring the safety and wellbeing of all its children and young people.

The Federation of St Peter’s and St Gildas’ Schools recognise that some children will not be eligible to return to school immediately due to the phased nature of re-opening, and that some parents/carers of children eligible to attend may choose not to send them to school at this time.

The Federation of St Peter’s and St Gildas’ Schools 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 The Federation of St Peter’s and St Gildas’ Schools have been made aware of this in setting expectations of pupils’ work where they are at home.

Where the DSL has identified a child about whom there have been concerns, but not currently open to

social care, or who would normally receive pastoral-type support in school, they have ensured that a robust communication plan is in place for that child or young person. Details of this plan will be recorded, as will a record of all contact made.

The Federation of St Peter’s and St Gildas’ Schools and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan will be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

If we are unable to contact a child about whom there have been concerns after a reasonable number

of attempts, we may need to seek further advice about safe and well checks.

The school will share safeguarding messages on its website and other communication channels.

1. **Vulnerable children**

All vulnerable children continue to be eligible to attend school full time during the period of phased opening. This applies regardless of whether their year group is due to return to school as part of the phased return, and regardless of whether they had chosen to access school provision prior to the phased return.

Vulnerable children include those who:

* are assessed as being in need under section 17 of the Children Act 1989, including children who

have a child in need plan, a child protection plan or who are a looked-after child

* have an education, health and care (EHC) plan and it is determined, following risk assessment (risk

assessment guidance from the Local Authority), that their needs can be as safely or more safely met in the educational environment

* have been assessed as otherwise vulnerable by educational providers or local authorities (including

children’s social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children’s social care services, adopted children, those at risk of becoming NEET (‘not in employment, education or training’), those living in temporary accommodation, those who are young carers and others at the school and local authority’s discretion

Senior leaders, especially the Designated Safeguarding Lead (and deputies) know who our most

vulnerable children are. They have the flexibility to offer a place to those about whom there have

been concerns but not currently open to Social Care.

Eligibility for free school meals in and of itself will not be the determining factor in assessing

vulnerability.

The Federation of St Peter’s and St Gildas’ Schools 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 looked after children at our School is Sinead O’Brien.

There is an expectation that vulnerable children who have a Social Worker will attend school, unless

the child/household is shielding or clinically vulnerable. In circumstances where a parent does not

want to bring their child to school, and their child is considered vulnerable, the Social Worker and The Federation of St Peter’s and St Gildas’ Schools will explore the reasons for this directly with the parent. The Federation of St Peter’s and St Gildas’ Schools and the Social Workers will agree with parents/carers whether children in need should be attending school; school will then follow up on any pupil that they were expecting to attend, who does not.

Where parents are concerned about the risk of the child contracting COVID19, The Federation of St Peter’s and St Gildas’ Schools or the Social Worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues,

school will notify their Social Worker.

1. **Attendance monitoring**

The Federation of St Peter’s and St Gildas’ Schools will resume taking attendance registers from 8th 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:

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-foreducational-settings>.

The Federation of St Peter’s and St Gildas’ Schools is also sending this information to the Local Authority via a local survey to inform local planning for children in Haringey.

The Federation of St Peter’s and St Gildas’ Schools will continue to follow up with any parent/carer if they were expecting the child to attend and they subsequently do not attend school. Non-attendance will be followed up in line with the school’s normal attendance protocols.

The Federation of St Peter’s and St Gildas’ Schools will continue to inform Children’s Social Care if a child with a Social Worker does not attend school.

1. **Designated Safeguarding Lead Arrangements**

The Federation of St Peter’s and St Gildas’ Schools has a Safeguarding Lead (DSLs) and two Deputy DSLs – these are unchanged and can be found in Section 2.

We will endeavour to have a trained DSL (or deputy) available on site. Where this is not possible, a

trained DSL (or deputy) will be available to be contacted via phone or email or through our electronic

recording system, MyConcern.

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 The Federation of St Peter’s and St Gildas’ School staff and volunteers have access to a trained DSL (or deputy).

All 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 are

being held remotely.

The Federation of St Peter’s and St Gildas’ Schools recognises the dual challenge of maintaining contact with vulnerable children not attending school, and the potential for increased referrals as staff members raise concerns about those children now returning to school.

1. **Working with other agencies**

We will continue to work with children’s social care and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

* Our local safeguarding partners
* The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children’s social care, reporting mechanisms, referral thresholds and children in need

1. **Reporting a concern**

All staff must continue to act on any concerns that they have about a child immediately. It is vitally important to do this, both for children continuing to attend, or returning to school, and those at home. As a reminder, all staff should continue to work with and support children’s social workers, where they have one, to help protect vulnerable children.

They should continue to follow the process outlined in the school Safeguarding and Child Protection Policy. The Federation of St Peter’s and St Gildas’ Schools uses an electronic recording system – MyConcern – which can be used remotely. In the unlikely event that a member of staff cannot access their MyConcern from home, they should email the DSL, head teacher and the Deputy DSL. This will ensure that the concern is received

Where staff are concerned about an adult working with children in the school, they should report the

concern straight away to the head teacher in accordance with the procedures set out in Section 4 of the Safeguarding and Child Protection Policy. If there is a requirement to make a notification to the head teacher whilst away from school, this should be done verbally and followed up with an email to the head teacher.

An allegation or complaint against the DSL or DDSL should be reported immediately to the head teacher. If

the head teacher is unavailable, the allegation or complaint should be reported to the chair of governors,

or in his/her absence to the Clerk to the Governors.

Concerns about the head teacher should be reported to the chair of governors, or in his/her absence to the Clerk of Governors.

1. **Safeguarding Training and Induction**

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

interim, Designated Safeguarding Leads continue to keep themselves up to date with safeguarding

developments through updates from the LA Safeguarding Team and via the Haringey Safeguarding Children Partnership communications and website.

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.

The Local Authority Education Safeguarding Team is providing advice and guidance, where needed, to

schools through a dedicated helpline.

All existing school staff have had safeguarding training and have read Part 1 and Annex A of Keeping

Children Safe in Education (Sept 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 at The Federation of St Peter’s and St Gildas’ Schools, they will continue to be provided with a safeguarding induction. Upon arrival, they will be given: a copy of our Safeguarding Procedures leaflet; a copy of our Safeguarding and Child Protection Policy (and this addendum); a copy of Keeping Children Safe In Education part 1; guidance on local processes and confirmation of DSL arrangements.

Where volunteers enter The Federation of St Peter’s and St Gildas’ Schools, they will be given a copy of our school Safeguarding Procedures.

1. **Mental Health**

12.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils’ mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

School will have access to remote support from The Tavistock & Portman NHS Centre.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children’s and adults’ mental health.

1. **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, The Federation of St Peter’s and St Gildas’ Schools 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.

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 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

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 closures. If for any

reason the school have concerns about an individual, new checks will be obtained in the usual way.

Where The Federation of St Peter’s and St Gildas’ Schools 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.

The Federation of St Peter’s and St Gildas’ Schools 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.

The Federation of St Peter’s and St Gildas’ Schools 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, The Federation of St Peter’s and St Gildas’ Schools will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

1. **Keeping record of who is on site**

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

We will use the single central record to log:

* Everyone working or volunteering in our school each day, including staff ‘on loan’
* Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

1. **Children and online safety in school**

The Federation of St Peter’s and St Gildas’ Schools 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.

1. **Children and online safety away from school**

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 must be dealt with as per the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children’s social care and as required, the police.

School closures bring lots of challenges for both school staff and parents, and both are increasingly looking to the benefits of technology to continue delivering some form of learning experience for children.

As always, there are huge benefits to be gained from the appropriate use of technology, and accessing

learning resources whilst at home is a great example of this. However, parents (and teachers) need

to be aware of the potential risks that go along with this.

The Federation of St Peter’s and St Gildas’ Schools will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

The Federation of St Peter’s and St Gildas’ Schools will send information about online safety to parents frequently and will also continue to educate pupils about online risks.

1. **Peer on Peer Abuse**

The Federation of St Peter’s and St Gildas’ Schools recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the 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 Safeguarding and 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 will be recorded and appropriate referrals made.

1. **Radicalisation**

All school staff are aware of the need to treat concerns about radicalisation as safeguarding concerns, and immediately share them with their Designated Safeguarding Lead (or deputies). DSLs continue to refer concerns about radicalisation to partner agencies, including Channel Panel which remains operational, in line with usual procedures.

1. **Children moving schools**

As always, where children join our school from other settings we will seek confirmation from the DSL

whether they have a safeguarding file or SEN statement/EHCP. This file must be provided securely

before the child begins at our school and a request made from our DSL or a deputy to the placing school’s

DSL to discuss how best to keep the child safe.

In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed Social Worker and where relevant for the Virtual School Head.

Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child’s placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how

risks will be managed and which staff need to know about the information. This will be recorded on

our safeguarding recording system.

1. **Support from the Leadership and Governing Body**

The Federation of St Peter’s and St Gildas’ Schools including the governing body, will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files on MyConcern for the purpose of quality assurance, support, guidance and direction.