



**COVID-19 Saint John Houghton SAFEGUARDING AND CHILD PROTECTION
POLICY UPDATE (TO BE READ IN CONJUNCTION WITH Saint John
Houghton's MAIN POLICY)**

**Updated 30th March 2020, in line with DfE Covid 19 safeguarding in schools,
colleges and other providers guidance**

[safeguarding in schools, colleges and other providers](#)

SCHOOL NAME:- Saint John Houghton Catholic Voluntary Academy

POLICY OWNER:- Steve Brogan

DATE OF UPDATE:- 30.3.20

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 is an addendum to the Saint John Houghton Safeguarding policy.

Saint John Houghton

Key contacts: equiries@sjhcva.co.uk

Designated Safeguarding Lead: **Steve Brogan (Headteacher)**

Deputy Designated Safeguarding Lead: **Laura Bywater**

Chair of Governors: **Cathy Gabriel**

Safeguarding Governor: **Cathy Gabriel**

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.

Saint John Houghton recognises that previously looked after children are a potentially vulnerable group who may not have a social worker and will consider the support and offer to this cohort of children. In particular families and friend's carers may need additional support. Some previously looked after children may still have significant emotional wellbeing needs linked to their journey into care. Education settings have a key role in supporting the stability of those children with special guardianship orders or in adoptive homes.

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.

Saint John Houghton 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. We will work with social workers to ensure that Personal Education Plans (PEPs) for Looked After Children are up to date with the current education offer that looked after children are accessing.

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 **Saint John Houghton** will explore the reasons for this directly with the parent.

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

Our school will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

Local Authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. The department has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places

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

To support the above, **Saint John Houghton** 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, **Saint John Houghton** will notify the relevant social worker.

In **Saint John Houghton** the optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a 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 co-ordinating safeguarding on site.

This might include updating and managing access to child protection online systems 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 Academy.

It is important that all 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.

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

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the **Saint John Houghton** Safeguarding Policy.

Staff are reminded of the need to report any concern immediately and without delay. This may mean by email to the DSL/DDSL to ensure the concern is captured.

Where staff are concerned about an adult working with children in **Saint John Houghton**, they should report the concern to the Head Teacher. If the Head Teacher is away from site then and the concern then the member of staff should report the concern by telephone and follow up with an email.

Concerns around the Head Teacher should be directed to the Chair of Governors. **Saint John Houghton** will continue to offer support in the process of managing allegations.

Safeguarding Training and induction

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

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.

All existing **Saint John Houghton** staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child. This will include contact numbers and emails for DSL's/DDSLs' if not on site.

Where new staff are recruited they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting **OUTSIDE Saint John Houghton**, 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 original school 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

For movement amongst schools, then **Saint John Houghton** should seek assurance from the donor school that the member of staff has received appropriate safeguarding training. Upon arrival, they will be given a copy of the receiving setting's 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. When recruiting new staff, **Saint John Houghton** 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 **Saint John Houghton** 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.

Saint John Houghton 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.

Saint John Houghton will also 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 **Saint John Houghton** is aware, on any given day, which staff/volunteers will be in school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, **Saint John Houghton** will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in Saint John Houghton

Our Academies will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where pupils are using computers in **Saint John Houghton**, appropriate supervision will be in place.

Children and online safety away Saint John Houghton

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 **Saint John Houghton** 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 **Saint John Houghton** code of conduct.

Saint John Houghton will ensure that any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Supporting children not in school

Saint John Houghton is committed to ensuring the safety and wellbeing of all their 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 **Saint John Houghton**, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded, as should a record of any contact made.

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

Saint John Houghton 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. **Saint John Houghton** will share safeguarding messages on its website and social media pages.

Saint John Houghton recognises that **Saint John Houghton** is a protective factor for children and young people, and that the current circumstances, can affect the

mental health of pupils and their parents/carers. All **Saint John Houghton** staff are aware of this in setting expectations of pupils' work where they are at home.

Saint John Houghton will ensure that where they care for children of critical workers and vulnerable children on site, they ensure appropriate support is in place for them.

Supporting children in Saint John Houghton

Saint John Houghton is committed to ensuring the safety and wellbeing of all its pupils. Our school will continue to be a safe space for all children to attend and flourish. Our Governors and Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Saint John Houghton 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. They 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.

Where **Saint John Houghton** has concerns about the impact of staff absence – such as the Designated Safeguarding Lead or first aiders – they will discuss them immediately with the Chair of Governors

Peer on Peer Abuse

Saint John Houghton recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where **Saint John Houghton** 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 the **Saint John Houghton** Child Protection Policy. Our Academies 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.

Concerns and actions will be recorded appropriate referrals made.

USEFUL CONTACT NUMBERS

IF A CHILD IS IN IMMEDIATE DANGER OR RISK OF HARM, DIAL 999

Alternatively, if you want advice from the Police and the child or adult is not in immediate need of protection, you can call the Police on the telephone number **101**

NSPCC :- 0808 800 5000

If you are concerned about a child's welfare or worried they are being abused, you should make a referral to Children's Social Care in the area where the child lives.

- In Derbyshire via Starting Point Telephone contact to StartingPoint 01629 533190 or via an online referral.
- In Derby City:
 - Urgent referrals via First Contact Team during normal working days between 9 am and 5 pm on **01332 641172**. At all other times concerns can be discussed with Careline who can be contacted on **01332 786968**. **Remember:** all telephone referrals should be followed up within 48 hours using the Derby Children's Social Care Online Referral System.
 - Non-urgent concerns should be submitted via the Derby Children's Social Care Online Referral System. Online referrals will only be checked during normal working days between 9am and 5pm, only urgent referrals made via 01332 786968 will be responded to out of hours, on weekends and bank holidays.