CO-VID 19 CHILD PROTECTION AND SAFEGUARDING GUIDANCE APPENDICES

Please be aware this Co-Vid 19 appendices does not replace the current agreed Holy Trinity RC Primary Child Protection and Safeguarding policy. Updates and amendments to this may be required on a regular basis, in line with Government guidance.

AIMS

The aims of this updated information, which adheres to Government guidance, is:

- To ensure that all pupils attending Holy Trinity RC Primary School, remain safe and protected during the current national climate.
- Staff are aware of Child Protection and Safeguarding procedures and policies during the current Co-Vid 19 situation.

Keeping Children Safe In Education 2019 (KCSIE)

Staff must continue to adhere to KCSIE September 2020 and ensure they have read and understood Part 1. Holy Trinity RC Primary School will continue to have due regard for this statutory guidance.

During this period of national school closures it remains essential that Holy Trinity RC Primary School continues to be a safe place for key worker and vulnerable pupils to attend. To ensure the school remains as safe as possible the following safeguarding principles will be implemented:

- with regard to safeguarding, the best interests of the child must always continue to come first
- if anyone at Holy Trinity RC Primary School has a safeguarding concern about any child they should continue to act immediately.
- a DSL or Deputy DSL should be available during school working hours (8am to 5pm) either in person or remotely.
- **At Holy Trinity RC Primary School this will continue to be Mrs Mary Lyle (DSL) and Mrs Carole Carlile (Deputy DSL)**
- 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

Holy Trinity RC Primary School will continue to take, as far as is reasonably possible, a whole school approach to safeguarding. This will ensure the school's approach to safeguarding and child protection remains strong.

Designated Safeguarding Leads (DSL's)

DSL – Mrs Mary Lyle
Deputy DSL – Mrs Carole Carlile

During this current period the school DSL's will be available either on site in person, or remotely during normal school operating hours (8am to 5pm).

If a DSL is not on site during the school day either Mrss Mary Lyle or Mrs Carole Carlile will be available to contact via phone, email or conference calls using Zoom.

If both DSL's are required to self isolate school will have taken the necessary steps to upskill another teacher –Miss Danielle Smith. These tasks may include the following;

- Updating and managing the access to Child Protection files
- Liaising with the off-site DSL's who despite self-isolating will be available for support, information and guidance.
- Liaising with social workers and the Local Authority as and when required

Reporting and recording of incidents

Staff should continue to record and report incidents as outlined in the Holy Trinity RC Primary School Safeguarding and Child protection Policy. This will include the use of CPOMS when in school and also a phone call to Mary Lyle if not on site. If Mary Lyle is not available due to illness, please contact Mrs Carole Carlile.

Vulnerable Children

Ensuring that vulnerable children remain protected is a top priority for Holy Trinity RC Primary School. Examples of vulnerable children include:

- Those who have an attached social worker
- Those children with an EHC Plan
- Looked after Children

There is an expectation that children with a social worker will attend Holy Trinity RC Primary School, unless in consultation with the child's social worker and family it has been agreed this is not in the best interests of the child.

For all vulnerable pupils who are not attending Holy Trinity RC Primary School, the Headteacher Mrs Mary Lyle will have liaised with the necessary social workers, Virtual Schools Headteacher and other agencies to inform them the pupils are not attending school. Holy Trinity RC will keep in contact with these agencies and professionals on a weekly basis to review the situation and make sure the provision is available, if required.

In addition to this for those pupils with an EHC plan who are not attending Holy Trinity RC Primary School, the Area East Inclusion Service will also be informed and updated as and when required.

As a school we will have an on-going commitment to work with and support children's social workers to help protect vulnerable pupils.

Attendance

Local authorities and schools do not need to complete their usual day to day attendance processes to follow up on non-attendance. Holy Trinity RC Primary School and social workers will be discussing with families whether children in need should be attending education provision.

Where **any** child is expected to be attending and they do not, Holy Trinity RC will then follow this up.

In all circumstances where a vulnerable child does not take up their place at Holy Trinity RC Primary School –Mary or Carole will notify the attached social worker. If they are not available school will ring the duty social worker and inform them this way.

The number for Children's Social Care is 0300 123 6720.

On a daily basis Holy Trinity RC will send the necessary attendance information to following services:

- **Department for Education – to keep a record of children of critical workers and vulnerable pupils who are attending school.**
- **Lancashire County Council via email to Gemma Whailing**

Local Hubs and Children moving between schools

At the current time Holy Trinity RC will not be entering into any local school hubs or cluster arrangements. This means we will not be sending Holy Trinity RC pupils to other schools or accepting pupils from other settings. This is to ensure safeguarding and child protection for all of our pupils is as rigorous as possible. Secondly we believe this approach is the most sensible one, to adhere with the Government guidance on social distancing.

At the present time Holy Trinity RC Primary School is in a strong position in terms of staff availability and being able to rota these members on a weekly basis. This will ensure social distancing is maximised, and that child care is also available to key workers and vulnerable pupils.

Safer recruitment/volunteers and movement of staff

During this CO-VID 19 period school will not be recruiting or using any external staff or volunteers, to ensure pupils remain as safe as possible at Holy Trinity RC Primary School.

The only staff attending Holy Trinity RC Primary School will be those staff who are contracted to the school and are fully DBS checked. All of their details are recorded on the school's Single Central Record, if they are required to be checked.

Holy Trinity RC Primary School will not be sending staff to work in other educational settings, or accepting staff from other schools.

Online Safety at Holy Trinity RC Primary School

It is now more important than ever that Holy Trinity RC provides a safe environment, including online.
Holy Trinity RC will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online in school. **Please also ensure you are familiar with Holy Trinity RC Online Safety Policy which is available on the school website.**

Any IT or online safety concerns should continue to be recorded on CPOMS and reported to Mrs Mary Lyle. Where necessary, school will liaise with the school's IT Technicians John Kavanagh and Patrick Costelloe for support and guidance.

Children and online safety away from Holy Trinity RC Primary School

Holy Trinity RC Primary School are doing what they reasonably can to keep all of their children safe. 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 reported as per the Child Protection Policy and where referrals are needed they should still be made to Children's Social Care and as required the police.

Holy Trinity RC Primary School will consider the safety of our pupils when they are asked to work online. The starting point for online teaching should be that of the same principles as set out in our **Staff Code of Conduct**.

This includes:

- Acceptable use of technologies
- Staff pupil/student relationships and communication including the use of social media
- Staff will only communicate online with pupils via Purple Mash . This will only be as a means to set work and answer any key questions related to the work that has been set.

Holy Trinity RC Primary School through these communications will also reinforce the importance of children being safe online. Via text messages and regular communication parents/carers will be aware of what children are being asked to do online, including the sites they will be asked to access and also be clear who from Holy Trinity RC Primary School their child is going to be interacting with online.

At Holy Trinity RC Primary School this will be:

- Class teacher who will communicate via Purple Mash and what resources to access
- Text messages sent from school directly
- Information shared via the school twitter account
- School website – The home learning section will contain a link to suitable online, home learning resources.

Policy date updated – Tuesday 31st March 2020

This will be updated and amended as and when required in response to national guidance.