

St Martin-in-the-Fields High School for Girls

A CHURCH OF ENGLAND ACADEMY
Service Compassion Justice Perseverance



Addendum (COVID-19) to Safeguarding And Child Protection Policy January 2021

COVID-19 SCHOOL CLOSURE ARRANGEMENTS FOR SAFEGUARDING AND CHILD PROTECTION AT

Date: 30 March 2020 - updated 21 May 2020 - **updated 18 January 2021**

Christ is at the centre of our Church of England school community where we live, love and learn together within an inclusive and equalities framework, and where students of all faiths and none are welcomed into our Anglican Christian community. In all that we do, we seek to show God's care for our students. We value, respect and celebrate all faiths and cultures because we are inspired by a welcoming, inclusive and loving God seen in Jesus Christ and lived out through the Holy Spirit alive in every person.

Our vision is to create a safe, caring, happy and inclusive community underpinned by our Christian values of service, compassion, justice and perseverance and our motto CARITATE ET DISCIPLINA - WITH LOVE AND LEARNING which come from the story of St Martin of Tours. Central to this is our school Bible verse from St Paul's first letter to the Corinthians.

Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails.
1 Corinthians 13:4-8

Addendum of the Safeguarding and Child Protection Policy

1. Context

From 20 March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open to provide care for a limited number of children - **children whose parent are Critical Care/Key Workers**, children whose parents, are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

The way St Martin's will currently be operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to Safeguarding, the best interests of children must always continue to come first
- if anyone in school has a Safeguarding concern about any child they should continue to act and act immediately
- a DSL or Deputy DSL will 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

St Martin in-the-Fields High School for Girls (St Martin's) is committed to providing a secure environment for students, where children feel safe and are kept safe. All adults at St Martin's recognise that Safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for children. During the COVID-19 response St Martin's will continue to adopt a whole school approach to Safeguarding which is consistent with our existing Safeguarding and Child Protection policy and our commitment to keeping our students safe and thriving.

This addendum of the St Martin's Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

2. Key contacts

3. Vulnerable children

4. Critical/Key Workers Children

5. Attendance monitoring

6. Designated Safeguarding Lead

7. Reporting a concern

8. Safeguarding Training and induction

9. Safer recruitment/volunteers and movement of staff

10. Online safety in schools and colleges

11. Children and online safety away from school and college

12. Supporting children not in school

13. Supporting children in school

14. Peer on Peer Abuse

2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Suganthi Wilson	020 86745594	swilson@stmartins.academy
Deputy Designated Safeguarding Lead	Denise Baird	020 86745594	dbaird@stmartins.academy
Headteacher	Beverley Stanislaus	020 86745594	bstanislaus@stmartins.academy
Lead Governor for Safeguarding	Erica Wooff	020 86745594	wooff.e@stmartins.academy

3. Vulnerable children

Vulnerable children include those who have a **Social Worker** and those children and young people up to the age of 25 with an **Education Health Care (EHC) Plan**.

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. 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 provision in school in order to meet their needs, or whether they can safely have their needs met at home. Many children and young people with EHC plans can safely remain at home and regular contact will be made with parents and students.

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 the **Deputy DSL**) 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. The school holds a central list of those students who are vulnerable and who may require additional support through the period of school closure. **This also includes pupils who are Young Carers**

St Martin's 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 **Children Looked After** and previously **Children Looked After**. The lead person for this is Denise Baird.

There is an expectation that vulnerable children who have a **Social Worker** will attend an education setting, so long as they or members of their household 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 St Martin's will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID-19, St Martin's or the **Social Worker** will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Children of Critical/Key Workers

Children whose parents are deemed to be Frontline Workers - Critical/Key Workers will be given the opportunity to work at school, to enable their parents/guardians to attend work and provide essential services. To work safely while supporting ongoing infrastructure operations across the nation. The LGA (Local Government Area) believes that all local government staff are likely to be critical to the delivery of the COVID-19 response irrespective of their formal role. Please note that not only government workers are Frontline Workers.

St Martin's will encourage our vulnerable children and young people to continue with their school remotely wherever possible and will maintain contact with students and their families to support them in this.

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.

St Martin's and the **Social Worker** will agree with parents/carers whether children in need should be attending school – St Martin's will then follow up on any pupil that they were expecting to attend, who does not. St Martin's will also follow up with any parent if there are concerns about attendance or engagement with online learning resources.

Google classrooms have been set up for each year group and regular messages are sent out to all students via this forum. In addition, Progress Leaders will send out an individual email to all students identified as **Key/Critical Workers Children**, vulnerable by the school (this includes students vulnerable for other reasons than having a **Social Worker** or EHCP). Any student who is not engaging with online learning will receive a call from the school. Students with EHCPs will be contacted by the SEND **D**epartment. The DSL will liaise with **Social Worker** regarding students with CIN or CP plans. Please see table below:

Group of students	Staff responsible	Contact	notes
Vulnerable students	Progress Leaders	Weekly email or phone call (if no response to email)	Liaise with DSL if any concerns are raised
Students with EHCP	SENDco / TAs	Weekly email or phone call (if no response to email)	Check that students are able to access work and resources are differentiated as required
CLA	Deputy DSL	Weekly email/call - and liaison with Virtual Head Teacher and Social Worker	Check that students are accessing online learning
Students with CP or CIN plan	DSL and Deputy DSL	Weekly email or phone call - weekly email update to social worker	Attend CIN/CP meetings virtually or send report where appropriate

Designated Safeguarding Lead

St Martin's school has a Designated Safeguarding Lead (DSL) and a Deputy DSL

The Designated Safeguarding Lead is: Suganthi Wilson

The Deputy Designated Safeguarding Lead is: Denise Baird

The optimal scenario is to have a trained DSL (or **D**eputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, the on duty Senior Leader will assume responsibility for coordinating safeguarding on site. This would include liaising with the offsite DSL (or deputy) as required and liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

It is important that all St Martin's school staff and volunteers have access to a trained DSL (or Deputy). Staff are

expected to continue to use the school's usual reporting procedures and will be informed immediately if there are any changes to these.

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 school Safeguarding Policy, this includes making a report via the St Martin's workflow which can be done remotely.

In the unlikely event that a member of staff cannot access the St Martin's workflow from home, they should email the Designated Safeguarding Lead and the Headteacher. This will ensure that the concern is received. In an emergency, the DSL can also be contacted via telephone by calling the main school number.

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

Where staff are concerned about an adult working with children in the school, they should report the concern directly to the headteacher or to the DSL in line with the school's safeguarding procedure. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors.

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 school 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. All staff have also completed an online course regarding Safeguarding during COVID-19.

Where new staff are recruited, or new volunteers enter school St Martin's, they will continue to be provided with a safeguarding induction and will be expected to comply with the school's safeguarding policy and KCSIE 2019.

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

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, St Martin's 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 St Martin's 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.

St Martin's 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.

St Martin's 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

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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, St Martin's will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

St Martin's 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.

Children and online safety away from school and college

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.

Online teaching should follow the same principles as set out in the St Martin's code of conduct. St Martin's will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Communication with students should only take place via the school's existing online platform and school IT systems. Interaction via video link between staff and students is not permitted on a one to one basis but may take place via the school's online platform if two members of staff are present.

Supporting children not in school

St Martin's is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL and Progress Leader have identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they will ensure that a plan for regular communication is in place for that student.

Records of communication with this student will be kept and shared amongst the relevant professionals.

St Martin's and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

Communication with vulnerable students will be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

St Martin's 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 St Martin's need to be aware of this in setting expectations of pupils' work where they are at home.

St Martin's 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 and recorded in school attendance and safeguarding records.

Supporting children in school

St Martin's is committed to ensuring the safety and wellbeing of all its students.

St Martin'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.

St Martin's 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.

Peer on Peer Abuse

St Martin's school 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 our 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 must be recorded via the school reporting system and appropriate referrals made. It is expected that Progress Leaders will take the lead in dealing with any reported incidents and will liaise with the DSL as appropriate.