



St Anthony's School

COVID-19 school closure arrangements for Safeguarding and Child Protection Policy annex

School Name: St Anthony's School

Policy owner: Sally Davies

Date adopted: 6th April 2020

Date shared with staff: 7th April 2020

This policy is for use during the COVID-19 school closure only

1. Context

From 20th March 2020 government guidance required all schools to partially close for the period of interim COVID-19 arrangements.

Schools and all childcare providers are asked to provide care for a limited number of children - children who are vulnerable, those with EHCPs where an assessment of need has taken place and children whose parents are critical to the COVID-19 response and **cannot be safely cared for at home**.

This annex of the St Anthony's Safeguarding and Child Protection policy will take effect during this period of time and will be reviewed as government policy and guidance changes. This policy has been amended in line with Department for Education and West Sussex County Council guidance for Safeguarding in Education.

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2. Key contacts

Role	Name	Contact number	Email
Headteacher and Designated Safeguarding Lead (DSL)	Helen Ball		head@st-ants.org
Deputy Head and DSL	Ruth Aspden	Work mobile: 07791 626158	raspden@st-ants.org
Assistant Head and DSL	Lisa Spalding		ispalding@st-ants.org
Assistant Head and DSL	Lynne Dearlove		ldearlove@st-ants.org
Senior Leader and DSL	Lucy Summerfield		lsommerfleild@st-ants.org
Pastoral Manager and DSL	Sally Davies	Work Mobile: 07395960009	sdavies@st-ants.org
Chair of Governors	John O'Brennan		jobrennan@st-ants.org
MASH WSCC		01403 229900 (Out of Hours – 0330 222 6664)	MASH@westsussex.gov.uk Referral forms via; Adults https://www.westsussex.gov.uk/raiseaconcernaboutanadult Children's www.westsussex.gov.uk/Raiseaconcernaboutachild
LADO		0330 222 6450 (9am -5pm)	LADO@westsussex.gov.uk
Safeguarding in education		0330 222 4030	safeguarding.education@westsussex.gov.uk

3. Staff Resilience – School Safeguarding Team

Keeping Children Safe in Education 2019 (Page 19, para 65) states; *'During term time, the designated safeguarding lead and/or a deputy should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.'*

Please note this means the DSL may be available for contact on the phone / video call and do not need to be physically in school.

During this period our school will follow all DfE and Local Authority guidance and practice.

DfE

All DfE COVID-19 guidance is found here;

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

DfE Covid-19 safeguarding update here;

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

Local Authority

All updates to schools are sent via the Director of Education.

<http://schools.westsussex.gov.uk>

The safeguarding bulletins and guidance are all embedded within the links above, so it is important to read each entire document as they expand in a lot more detail in many of the areas identified below.

These can also be found here;

<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>

4. Capacity of DSL in our school;

A DSL will be on school site every day when school is partially open. Other DSL's are contactable through phone or email if necessary.

St Anthony's School has 6 Designated Safeguarding Leads (DSL)

The Designated Safeguarding Leads are: Helen Ball, Ruth Aspden, Lisa Spalding, Lynne Dearlove, Lucy Summerfield and Sally Davies.

Contact details for these are;

Role	Name	Contact	Email
Headteacher	Helen Ball		head@st-ants.org
Deputy Headteacher	Ruth Aspden	Work mobile 07791 626158	raspden@st-ants.org
Assistant Head	Lisa Spalding		lspalding@st-ants.org
Assistant Head	Lynne Dearlove		ldearlove@st-ants.org
Senior Leader	Lucy Summerfield		lsummerfield@st-ants.org
Pastoral Manager	Sally Davies	Work Mobile: 07395960009	sdavies@st-ants.org

All regular duties of the Safeguarding and Child Protection team will remain during this period where possible in order to protect both children on roll but not in school and those in school.

This will include;

- Managing concerns raised
- Updating and managing access to safeguarding and child protection records
Liaising with the offsite DSL (or deputy)
- Undertaking risk assessments for all pupils as necessary
Co-ordinating safeguarding provision and checks for all vulnerable pupils on and off site
- Liaising with children's social workers where they require access to children in need
carry out statutory assessments at the school or college engage with key safeguarding partners when requested in an appropriate and safe manner.

5. Safeguarding Training and Induction

At St Anthony's there are 6 members of staff who are trained DSL's. Please see training dates below, there will be no further staff trained to become a DSL.

	Name	Dates of Training	
		Safeguarding in Education for Designated Safeguarding Leads	To be renewed...
Head Teacher	Helen Ball	10.7.18 – WSCC (Horsham)	July 2020 (booked on 10 th June DSL refresher)
Deputy Head Teacher	Ruth Aspden	12.3.20– WSCC (Worthing)	March 2022
Assistant Head Teacher	Lisa Spalding	14.5.2019 – WSCC (Horsham)	May 2021
Assistant Head Teacher	Lynne Dearlove	20.1.2020 – WSCC (Horsham)	January 2022
Senior Leader	Lucy Summerfield	10.7.18 – WSCC (Horsham)	July 2020 (booked on 10 th June DSL refresher)
Pastoral Manager	Sally Davies	27.9.18 – WSCC (Worthing)	September 2020

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). All staff are aware of WSCC procedures for referral and have access to key contacts to do this.

When new staff or volunteers begin at St Anthony's there is an induction program they follow. Part of this induction they meet with the Pastoral Manager for safeguarding training, this includes information about DSL's and their role, signs of abuse, disclosures, reporting, safeguarding procedures at St Anthony's and key information is distributed.

6. Safer recruitment/volunteers and movement of staff

Our standing policy clearly identifies how we follow procedure to ensure that all adults working in our school are safe to do so. This does not change for the duration of this annex policy.

St Anthony's School 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).

7. Disclosure and Barring

St Anthony's School fully adheres to LA Model Safer Recruitment Policy as outlined here;

<https://secure2.sla-online.co.uk/v3/Resources/Page/1314>

As a Governing Body we will ensure the schools create a culture of safe recruitment and as part of that adopt recruitment procedures that help deter, reject or identify people who might abuse children. We will follow the procedures set out in Part 3: Safer Recruitment. Keeping Children Safe in Education, September 2019. This includes ensuring taking up references for each shortlisted candidate **before** interview and ensuring that at least one member of any appointing panel, including at shortlisting, will have attended safer recruitment training

St Anthony's school keeps an up to date single central record (SCR) of all staff and volunteers and the dates of all appropriate safeguarding checks and including the detail as suggested within Part 3 of Keeping Children Safe in Education, September 2019

Our school will also amend practice in line with DfE COVID-19 using community volunteers;

<https://www.gov.uk/government/publications/safeguarding-factsheet-community-volunteers-during-covid-19-outbreak/safeguarding-and-dbs-factsheet-faqs-who>

It will also amend practice as outlined by the LA to evidence checkers in school during the Covid 19 period. (as distributed via HR)

8. Vulnerable children

During this period school will refer to the Government and Local Authority guidance to define vulnerable groups.

Where possible all safeguarding and child protection practices stated in our main policy will be adhered to.

Additional or amended practices will be added as further appendices to this policy as appropriate.

The COVID-19 definition March 2020 stated;

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 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.

Recent Government guidance is that all vulnerable children should be attending school however it is recognised that normal attendance rules do not apply.

St Anthony's School will continue to work with and support children's Social Workers to help protect vulnerable children, especially those vulnerable children who are not attending school.

Our school will discuss such cases regularly with the children's Social Worker and identify what part the school can play in monitoring a vulnerable child on a case by case basis.

Children Looked After

Our school will work with children's Social Workers and the local authority Virtual School Headteacher (VSH) for looked-after and previously looked-after children. The lead person in our school for this is Sally Davies.

St Anthony's School will encourage our vulnerable children and young people to attend a school where appropriate, including remotely if needed.

9. Children's Social Care – RAG Assessment of Open Cases

Similar to the process being advocated for schools in line with the Government Guidance, WSCC Children's Social Care have drawn up the following RAG rating to triage their open cases. During this period St Anthony's will fully adhere to these practices.

10. Continued Safeguarding Planning –

Schools RAG Assessment for children with safeguarding concerns.

St Anthony's will follow all Local Authority guidance regarding pupils who are not supported by key safeguarding partners but are defined by us as vulnerable pupils due to the current school arrangements.

Senior leaders, especially the Designated Safeguarding Leads 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.

St Anthony's will encourage these children also to attend school.

Where these children are not attending our school will consider, on a case by case basis, how we can monitor and support those children and their families.

11. Supporting children in school

St Anthony's is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

St Anthony's will refer to all Government guidance and local 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.

St Anthony's have identified most vulnerable pupils and the reasons why. The school has highlighted how best to support these pupils, in school or if it would be too unsettling for the child to be in school because it is so different from the norm, how to support at home.

St Anthony's has a list of staff who are shielding or are living with/supporting others who are vulnerable. Staff are timetabled into a rota, reserved staff are also timetabled into this in case of staff absence. Staff absence is closely monitored and tracked, this information is used when considering what provision to offer to which pupils.

12. Supporting children not in school

St Anthony's is committed to ensuring the safety and wellbeing of all its students and will continue to work within all previous relevant policies.

The SLT and pastoral manager have identified the most vulnerable pupils who are unable to be in school, i.e. too unsettling, medical reasons or parental choice. School makes contact with these families at least weekly, sometimes more, and additional support has been put in place where appropriate i.e. additional food vouchers, social stories, work packs home. In addition to this class teachers are emailing all their families weekly, school has identified which families do not access emails and are using other ways to communicate, i.e. ringing, posting out information.

There is a range of home learning on the school website and information. The head teacher writes to all parents weekly with an update. All FSM pupils receive a food parcel every week that is delivered to their home by the school. Primary Pupils receive a package of work to support parents with learning at home at this time too. Others have been posted out as needed.

Families have a range of ways they can contact the school for support, i.e. ring the school, email or through ringing a DSL on their work mobile phone.

The school has a close working relationships with social care. Social care are kept up to date of who is not in school and why, updates are given on any communication the school has had with families and how they are coping. Any concerns are shared immediately. Use of CPOMS to record concerns and additional support family are receiving.

13. 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.

Attendance registers are taken daily and are shared with appropriate agencies.

The DfE guidance on attendance, access, registration and coding will continue to be reviewed throughout this period and St Anthony's will follow the latest national and local guidance at all points.

Any enquiries that we have will be addressed to Pupil Entitlement Investigation on: Email - PEI@westsussex.gov.uk Tel - 0330 222 8200.

14. Reporting a concern

Where staff have a concern about a child, they will continue to follow the process outlined in our full school Safeguarding Policy.

All staff have up to date safeguarding training. Information has been shared with all teaching staff who are in regular contact with families about being extra vigilant to identify the signs where a there might be poor mental health, money difficulties, higher anxieties and fatigue. Information shared to all staff and parents about wellbeing that include activities and strategies to help support this. Range of information on website staff are able to signpost families to.

Staff to continue to use CPOMS as a way of recording additional support families have been given or/and reporting concerns. If a member of staff has a concern about a family they are to inform the DSL on school site at the earliest opportunity, if the concern is out of school hours they can email/log concern on CPOMS. If out of school house and a significant concern that needs immediate attention staff are able to contact a DSL by phone. If the child is at immediate risk of being significant harm staff are to ring 999.

When recording a concern staff to:

- Be aware that any records made may well be used
- Make detailed notes at the time or immediately afterwards; record the date, time, place and context of disclosure or concern. Record facts and what was said but not your assumption or interpretation.

If it is observation of bruising or an injury record the detail, e.g. "right arm above elbow".

- Use skin / body maps if necessary.
- Not take photographs
- Note the non-verbal behaviour and the key words in the language used by the child but try not to translate into 'proper terms').
- Record the date, time and location where the notes were made and if anyone else was present.
- Pass the notes as soon as possible to the Designated Safeguarding Lead.

15. Online safety in schools and colleges

St Anthony's will continue to follow all online policies and procedures, use of online within school and content continues to be closely monitored by the IT team.

16. Children and online safety away from school and college

A range of support and information is on the school website to support parents managing their child when they are online.

A range of home learning accessible on school website. Pupils who do not have access to this have been identified and learning packs have been provided.

When communicating with families staff to have an open discussion with parents about internet usage and signpost where appropriate, and to report any concerns to a DSL.

All updated and ongoing guidance from the DfE and Local Authority on these matters will be followed.

17. Support from the Local Authority

The WSCC Safeguarding in Education Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

The SiE team will also provide guidance and resources as appropriate to support schools with all areas of safeguarding.

Phone - 0330 222 4030

Email - safeguarding.education@westsussex.gov.uk

<https://secure2.sla-online.co.uk/v3/Resources/Page/13966>