

COVID-19 school arrangements for Safeguarding and Child Protection at Blessed Edward Oldcorne Catholic College

Policy owner: Miss K Mason

Date: Updated by WCF January 2021

Date shared with staff: 15/01/2021

Amended: 27/01/2021

1. Context

On January 5th, 2021 another national lockdown was imposed. Schools, alternative provision, special schools, and colleges will remain open to vulnerable children and children of critical workers only. All other children and students will learn remotely until February half term.

Blessed Edward Oldcorne Catholic College will continue to follow DfE COVID guidance (DfE COVID Safeguarding guidance)

Safeguarding and designated safeguarding leads

Keeping children safe in education is statutory safeguarding guidance that all schools, FE colleges, sixth form colleges and designated institutions must continue to follow. Other 16 to 19 providers are required to comply with relevant safeguarding duties and to follow the guidance in keeping children safe in education by virtue of their funding agreement.

Blessed Edward Oldcorne Catholic College will ensure that all School staff are aware of this revised policy.

Blessed Edward Oldcorne Catholic College will ensure that a DSL or DDSL will be on site where possible, however, in some circumstances:

- a trained DSL (or deputy) from the early years setting, school or FE provider is available to be contacted via phone or online video, for example working from home
- sharing trained DSLs (or deputies) with other schools or FE providers (who should be available to be contacted via phone or online video)

Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for coordinating safeguarding on site

Contact details for reporting to Public Health

Blessed Edward Oldcorne Catholic College will contact for COVID-19 queries related to education settings including early years and childcare settings, schools or Post 16 provision:

Worcestershire County Council Public Health Team

Email: WCChealthprotection@worcestershire.gov.uk

Tel: 01905 845491

For notification of suspected cases:

On-line notification:

<https://capublic.worcestershire.gov.uk/TestAndTracePublic/SchoolEducation>

For notification of confirmed cases:

Worcestershire County Council Local Outbreak Response Team (LORT)

Monday-Sunday 0900-1800

Email: WCChealthprotection@worcestershire.gov.uk Please add to the subject line "[school name] - positive case confirmed"

Tel: 01905 845491

You can find all our procedures and guidance on the management of suspected cases, management of confirmed cases and arrangements for management of a possible outbreak on our website: Coronavirus (COVID-19) Public Health guidance for settings

This annex of the Blessed Edward Oldcorne Catholic College Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
2. Vulnerable children and critical workers
3. Attendance monitoring
4. Designated Safeguarding Lead 5. Reporting a concern
6. Safeguarding Training and induction
7. Safer recruitment/volunteers and movement of staff
8. Online safety in schools and colleges
9. Children and online safety away from school and college
10. Supporting children not in school
11. Supporting children in school

Key Contacts:

Role	Name	Email
Designated Safeguarding Lead	Miss K Mason	beokma@blessededward.co.uk
Deputy Designated Safeguarding Lead(s)	Mr G McClarey Mrs S Thomas	hgm8@blessededward.co.uk stthomas@blessededward.co.uk
Headteacher	Mr G McClarey	hgm8@blessededward.co.uk
Safeguarding Governor	Mrs S Girling	contact via the Clerk to the Governors (Mrs M Thomas) mt28@blessededward.co.uk
SENCO	Mrs M Fitzer	mmf10@blessededward.co.uk

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.

All CYP with EHCPs should be able to attend in school provision during the lockdown however parent carers may choose for their child to remain at home during this period in which case they should receive remote learning.

Risk assessments should be updated for CYP with EHCPs whose parent carers do not choose to take up an onsite school place during the current lockdown. Schools should contact SEND casework if they have any concerns about making the provision outlined in a child's EHCP through the provision of remote learning

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people 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
- have been identified as otherwise vulnerable by educational providers or local authorities (including children’s social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children’s social care services or in the process of being referred to children’s services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET (‘not in employment, education or training’)
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority’s discretion including pupils and students who need to attend to receive support or manage risks to their mental health

Critical workers

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections. Children with at least one parent or carers who is a critical worker can go to school or college if required, but parents and carers should keep their children at home if they can.

Blessed Edward Oldcorne Catholic College 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 this will be: **Miss K Mason**

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 Blessed Edward Oldcorne Catholic College will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Blessed Edward Oldcorne Catholic College or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Blessed Edward Oldcorne Catholic College will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

Blessed Edward Oldcorne Catholic College will inform social workers, if a child is not able to attend school due to COVID.

To support the above, Blessed Edward Oldcorne Catholic College 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, we will notify their social worker.

Designated Safeguarding Lead

Miss K Mason

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 management system, My Concern 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 school or college.

It is important that all Blessed Edward Oldcorne Catholic College 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 school Safeguarding Policy, this includes making a report via My Concern.

In the unlikely event that a member of staff cannot access their My Concern from home, they should email the Designated Safeguarding Lead and Deputy Safeguarding Leads. This will ensure that the concern is received.

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 contact the headteacher in person where possible, email or by phone. 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 ongoing through online courses and video link conferencing 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 access to an online learning platform called SSS and complete safeguard courses throughout the year to enhance their knowledge to support students.

Where new staff are recruited, or new volunteers enter Blessed Edward Oldcorne Catholic College they will continue to be provided with a safeguarding induction. 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.

All staff have completed an online course on Covid-19. The course aims to provide a basic awareness and understanding of COVID-19 and symptoms and precaution to take in the workplace.

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, Blessed Edward Oldcorne Catholic College will continue to follow the relevant safer recruitment checks.

During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

Online safety in schools

Blessed Edward Oldcorne Catholic College 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

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 School's code of conduct and the remote learning policy.

Blessed Edward Oldcorne Catholic College will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Communication should always be through our College email system and not through personal email accounts. Work should always be set through Google Classroom. No live streaming using services such as zoom or skype are allowed with students. Staff can record webinars and post to the Google Classroom for students to access.

Group online teaching:

- Google Meet is the only software that may be used by staff to undertake group tuition with students using a school account – to safeguard all parties the session should be recorded by the class teacher. Under no circumstances should third party video conferencing platforms such as Zoom be used;
- Be mindful of your backgrounds;

- Tone, language and dress should be professional and maintain some formality, as in a “normal” lesson;
- The pupil should participate in an online lesson from a public place in the home (ie not from their bedroom); and it is advised that a parent be within earshot;
- Students must turn off their camera, mute their sound;
- Avoid showing your face in Google Classroom. Examples of when you could turn your camera on include modelling creating something or to show an answer or explanation.
- Students should be appropriately dressed in suitable and modest clothes;
- Invites to participate in live lessons must always come from an @blessededward.co.uk email address;
- Staff must report any concerns to the Safeguarding Team, through MyConcern, by email or phone;
- Staff must not set up one to one sessions with students. If only one student is present for a lesson then the teacher should not proceed with the lesson;
- Students are given a link to access the live session via Google Classroom. These links only go to students with @blessededward accounts. If anyone who does not have an @blessededward account requests access to the lesson, they will not be admitted as we cannot verify their identity;
- Staff will be following current school guidelines for using Google Meet and will be given the opportunity for training if required;
- Teachers must ensure that when presenting a lesson in Google Meet they have applied the setting which prevents students from presenting material and taking control of the screen. Teachers should also note that they have the option to switch off the “chat” if they wish;

All the recordings from Google Meet meetings are saved to the Google Drive account of the member of staff initiating the recording. These recordings must not be deleted unless agreed by the DSL

Inappropriate or disruptive behaviour from students will not be tolerated and they will run the risk of being excluded from any session and their parents informed. Students must not invite anyone into the lesson, be they a fellow student or otherwise Staff should report any such behavior to the appropriate Head of Year who will liaise with relevant members of the SLT. Any final decision on student participation in live lessons is at the discretion of the headteacher. Under no circumstances are students to record the voice or screenshot an image or images of

the teacher leading the lesson. If evidence is found of this having occurred the usual procedures laid out in the college behaviour policy will be followed.

As well as reporting concerns to College students can use the below age appropriate practical support websites:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

1:1 sessions

Blessed Edward Oldcorne Catholic College is committed to ensuring the safety and wellbeing of all its children and young people. We therefore will continue to offer support from our school counselor and the Positive Outcomes Project.

- Google meet will be the only online platform used for the 1:1 sessions. Under no circumstances should third party video conferencing platforms such as Zoom be used;
- Consent is gained from the parents before any online sessions take place;
- Be mindful of your backgrounds;
- Tone, language and dress should be professional and maintain some formality, as in a "normal" school;
- The pupil should participate in an online session from a public place in the home (ie not from their bedroom); and it is advised that a parent be within earshot;
- Students should be appropriately dressed in suitable and modest clothes;
- Invites to participate in live lessons must always come from an @blessededward.co.uk email address;
- Staff must report any concerns to the Safeguarding Team, through MyConcern, by email or phone;
- Students are given a link to access the live session via Gmail. These links only go to students with @blessededward accounts. If anyone who does not have an @blessededward account requests access to the session, they will not be admitted as we cannot verify their identity;
- Staff will be following current school guidelines for using Google Meet and will be given the opportunity for training if required;
- All the recordings from Google Meet meetings are saved to the Google Drive account of the member of staff initiating the recording. These recordings must not be deleted unless agreed by the DSL

Supporting children not in school

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 school, 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 contact have made.

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

Blessed Edward Oldcorne Catholic College and its 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.

Blessed Edward Oldcorne Catholic College has risked assessed students and a vulnerable group has been created to provide additional support for these students during this challenging time. Staff will also be monitoring engagement from students via their daily work and will raise concerns to their Head of Year over a fortnightly period. The Head of Year will monitor and raise a MyConcern log if the student persistently fails to engage/communicate with members of staff. The DSL will then intervene with appropriate action to support the student.

The school will share safeguarding messages via the app, website and social media pages. Blessed Edward Oldcorne Catholic College 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 Blessed Edward Oldcorne Catholic College need to be aware of this in setting expectations of pupils' work where they are at home.

Blessed Edward Oldcorne Catholic College 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, when appropriate.

Supporting children in school

Blessed Edward Oldcorne Catholic College is committed to ensuring the safety and wellbeing of all its students.

Blessed Edward Oldcorne Catholic College 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.

Blessed Edward Oldcorne Catholic College 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.

Blessed Edward Oldcorne Catholic College 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 on My Concern when appropriate.

Where Blessed Edward Oldcorne Catholic College has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the SLT.

Peer on Peer Abuse

Blessed Edward Oldcorne Catholic College 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 of the 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, and appropriate referrals made.

Social Distancing

All staff and students working in school will observe the government guidelines on social distancing. Currently these are:

- Only go outside for food, health reasons or work (but only if you cannot work from home)
- If you go out, stay 2 metres (6ft) away from other people at all times
- Wash your hands regularly

This policy is based on a template from Worcester Children First and DFE Guidance Coronavirus (COVID-19): safeguarding in schools, colleges and other providers January 2021.

