



**Addendum to The Holy Family Catholic High School  
Child Protection Policy  
COVID-19 School Closure Arrangements for  
Safeguarding and Child Protection at  
In Partnership with North Yorkshire Safeguarding  
Children Partnership**



**POLICY DATE: 03 April 2020  
REVIEW DATE: Throughout COVID 19 Regulations**

During the COVID 19 school closures, the Holy Family Catholic High School, along with all other schools, were asked to provide care for a limited number of children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum should be taken in conjunction with our full Child Protection policy and contains details of our individual safeguarding arrangements in the following areas:

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## Key Contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Mr P Moran	07908 849753	moranp@holyfamilycarlton.org
Deputy Designated Safeguarding Lead/s	Mrs L Williams	07415 751993	williamsl@holyfamilycarlton.org
Headteacher	Mrs D Mitchell	07794 502130	headteacher@holyfamilycarlton.org
Chair of Governors	Mr P A O'Neill	07860 913544	oneillp@holyfamilycarlton.org
Safeguarding Governor	Mrs H Utting	07761 791093	uttingh@holyfamilycarlton.org
Welfare and Contact Coordinator *	Mr P Moran	07908 849753	moranp@holyfamilycarlton.org

Welfare and Contact Coordinator will coordinate welfare and contact and have the oversight of all the vulnerable pupils during this period of time. This may be a delegated role separate from the DSL role, however there must be good liaison.

**Staff should make referrals in exceptional circumstances to North Yorkshire Customer Contact Centre, 01609 780780, or LADO 01609 532477. If the students resides in the East Ridings 01482 395500 (Daytime) ; 01482 393939 (Out of hours).**

## **Vulnerable Children**

Vulnerable children include those who have a social worker and those children with a health and care plan (EHCP), or those identified as being so through are normal pastoral systems.

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, i.e., *'to safeguard and promote the welfare of children within their area who are in need; and so far as it is consistent with that duty, to promote the upbringing of such children by their families'*.

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 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.

A variety of information, taken from CPOMS and other pastoral indicators has been used when assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) know who our most vulnerable children are. They have identified those on the edge of receiving children's social care support.

The Holy Family Catholic School will continue to work with and support children's social workers to help protect vulnerable children, including the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be our Designated and Deputy Designated Safeguarding Leads.

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 increased 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 the Holy Family Catholic High School will explore the reasons for this directly with the parent.

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

The Holy Family Catholic High School will encourage our vulnerable children and young people to attend a school, including remotely if needed, via the regular use of ClassCharts and GCSEPod.

## **Attendance Monitoring**

The DfE has directed that we no longer need to monitor attendance via SIMS, and that all attendance should be marked as '#', School Closure. Instead, we are submitting a daily attendance sheet to the DfE by 12 noon on their dedicated website: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>. A record of this is retained in school on a spreadsheet provided by the DfE for this purpose.

The Holy Family Catholic School and social workers will agree with parents/carers whether children in need should be attending school. The Holy Family Catholic High School will follow up on any pupil who was expected to attend and who does not, by contacting parents directly. The Holy Family Catholic School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently does/do not attend.

To support the above, the Holy Family Catholic High School will, when communicating with parents 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, the Holy Family Catholic High School will notify their social worker.

## **Designated Safeguarding Lead**

The Holy Family Catholic High School has a Designated Safeguarding Lead (DSL) and a Deputy DSL, along with three other 'named persons'. The key contacts are detailed at the start of this document.

The optimal scenario is to have a DSL, deputy or named person available on site. Where this is not the case, a trained DSL (or deputy) will be available to be contacted via phone. In this case, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection files via CPOMS, 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.

On each day, the staff on site will be made aware of who that person is and how to contact 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 Child Protection Policy, this includes making a report to the DSL.

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 to the Headteacher. 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**

As DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period that 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 will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers undertake work at the Holy Family Catholic High School, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education authority 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**

When recruiting new staff, the Holy Family Catholic High School will continue to follow the relevant safer recruitment processes for its setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE). See Safeguarding Training Monday, 02 September 2020.

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 the Holy Family Catholic High School 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 a regulated activity.

The Holy Family Catholic High School 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.

The Holy Family Catholic High School 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](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that the 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, the Holy Family Catholic High School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

We will continue to ensure there is a record of which staff are onsite daily either on the SCR or separately.

## **Online Safety in Schools and Colleges**

The Holy Family Catholic High School 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 school code of conduct. At no point should virtual lessons be taught via webcams. Any recorded lessons sent out should be via our online learning platform, ClassCharts and not to individual students. Any correspondence to students should be made via our learning platforms, or only through the use of the [enquiry@holyfamilycarlton.org](mailto:enquiry@holyfamilycarlton.org) email address.

The Holy Family Catholic High School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

## **Peer on Peer Abuse**

The Holy Family Catholic High School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE (how to respond to sexual abuse, violence or harassment between children) 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 on CPOMS and appropriate referrals made.

## **Supporting Children Not in School**

The Holy Family Catholic High School is committed to ensuring the safety and wellbeing of all its 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 additional pastoral support in school, we will ensure that a robust communication plan is in place for that child or young person. This is being carried out through our Pastoral and SEND Teams.

Details of this must be recorded on CPOMS as should a record of contact made. The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

The Holy Family Catholic High School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan will be reviewed at weekly supervision meetings between the DSLs and Headteacher, and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website.

The Holy Family Catholic High School 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 the Holy Family Catholic High School need to be aware of this in setting expectations of pupils' work where they are at home. The school will promote positive mental health through its online learning platforms.

### **Supporting Children in School**

The Holy Family Catholic High School is committed to ensuring the safety and wellbeing of all its students and 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.

The Holy Family Catholic High School 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 spread of COVID19.

The Holy Family Catholic High School 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 individual to each child and recorded.

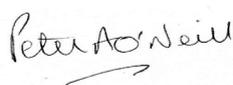
If pupils are attending other schools all appropriate information, including child protection and medical information, will be shared with the 'senior designated leader' to ensure their safety and wellbeing. Checks will be made to ensure that this information is held securely by the other school/hub.



Signed:

Mrs D Mitchell, Headteacher

April 2020



Signed:

Mr P A O'Neill, Chair of Governors

April 2020