



# De La Salle School

## **COVID-19 Safeguarding and Child Protection Arrangements De La Salle School**

**School Name:**

De La Salle School, St.Helens

**Policy owner:**

Anna De'Ath

**Date:**

2<sup>nd</sup> April, 2020

**Date shared with staff:**

## **1. Context**

From 20<sup>th</sup> March 2020 parents were asked to keep their children at home, wherever possible. Schools are to remain open only for those children of workers critical to the COVID-19 response or for any children deemed to be vulnerable.

Schools were asked to provide care for a limited number of children - 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 of De La Salle School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

<b>1. Context.....</b>	<b>2</b>
<b>2. Vulnerable children.....</b>	<b>4</b>
<b>3. Attendance monitoring.....</b>	<b>6</b>
<b>4. Designated Safeguarding Lead.....</b>	<b>6</b>
<b>5. Reporting a concern .....</b>	<b>7</b>
<b>6. Safeguarding Training and induction.....</b>	<b>8</b>
<b>7. Safer recruitment/volunteers and movement of staff .....</b>	<b>8</b>
<b>8. Online safety in schools and colleges .....</b>	<b>9</b>
<b>9. Children and online safety away from school and college .....</b>	<b>9</b>
<b>10. Supporting children not in school.....</b>	<b>11</b>
<b>11. Types of abuse.....</b>	<b>11</b>
<b>12. Supporting the mental health of children, their families and staff .....</b>	<b>12</b>

This provides guidance to all adults working within the school whether paid or voluntary or directly employed by the school or by a third party.

Keeping Children Safe in Education is statutory safeguarding guidance we will continue to have regard to as per our legislative duty. The government has provided additional guidance to support governing bodies, proprietors, senior leadership teams and designated safeguarding leads (DSLs) in order that they can continue to have appropriate regard to KCSIE and keep their children safe. The additional guidance for the COVID-19 period can be found here:

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

As a secondary school, De La Salle is acting as a host school to Sutton Academy and Cowley High School providing its own care for the vulnerable, have an SEN need and those who are children of key workers, where it is requested. This care is given through a limited staff body to reduce the risk to staff and ensure that social distancing measures can be adhered to.

Each form tutor is actively ringing and emailing all the students in their form group to ensure regular contact is made and that any concerns are picked up quickly. All contact is being centralised by the designated safeguarding officer and pastoral deputy to ensure all concerns are acted upon in a timely manner.

The school continues to use CPOMS remotely to log all concerns of a safeguarding nature.

For the schools identified vulnerable, the safeguarding team are contacting them at least once a week and liaising with all stakeholders and agencies. In some cases, where parents/carers or students have requested, more regular contact is being made. The team is also in contact with all designated social workers, passing on any concerns should they arise.

Where contact has not been made with any student, irrespective of group, home visits will take place by school staff.

This addendum to our Child Protection policy specifies the details of our safeguarding arrangements during this time.

***This annex should be read alongside De La Salle School's Child Protection policy, Part 1 and Annex A of Keeping Children Safe in Education 2019.***

## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Anna De'Ath	0174420511	deatha@delasalleschool.org.uk
Deputy Designated Safeguarding Lead(s)	Paul Ross		rossp@delasalleschool.org.uk
Headteacher	Andrew Rannard		rannarda@delalsalleschool.org.uk
SENCO	Jayne McCann		mccannj@delasalleschool.org.uk
Designated Teacher for Looked After Children	Paul Ross		rossp@delasalleschool.org.uk
Chair of Governors	Teresa Sims		teresasims2017@outlook.com
Safeguarding Governor / Trustee	Teresa Sims		teresasims2017@outlook.com

## Senior Leadership Team:

During this time, De La Salle will do what it reasonably can in order to keep all of our children safe. In most cases, the majority of our children will not physically be attending the school. It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns will be dealt with in line with our main Child Protection policy and local safeguarding arrangements. Where appropriate, referrals will still be made to children's services and as required, the police, **without delay**.

Mr Rannard	Headteacher	<a href="mailto:rannarda@delasalleschool.org.uk">rannarda@delasalleschool.org.uk</a>
Mrs Mulhall	Deputy Headteacher	<a href="mailto:mulhallc@delasalleschool.org.uk">mulhallc@delasalleschool.org.uk</a>
Mr Hale	Deputy Headteacher	<a href="mailto:halep@delasalleschool.org.uk">halep@delasalleschool.org.uk</a>
Mrs Wellens	Assistant Headteacher	<a href="mailto:wellensj@delasalleschool.org.uk">wellensj@delasalleschool.org.uk</a>
Mr Fletcher	Assistant Headteacher	<a href="mailto:fletcher@delasalleschool.org.uk">fletcher@delasalleschool.org.uk</a>

## Vulnerable children

**The government defines vulnerable children as those who have a social worker and those children and young people up until the age of 25 who have an Education, Health and Care Plan (EHC).**

Further information about vulnerable children can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

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. It can also include children who are open to an Early Help Assessment.

Those with an EHC plan should be risk-assessed in order to decide whether they need to continue to be offered a school or college 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.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) 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.

De La Salle School will continue to work with and support external agencies to help protect vulnerable children. This includes working with and supporting children's social workers and the Headteacher of the Virtual School, for looked-after and previously looked-after children.

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 De La Salle School will explore the reasons for this directly with the parent or carer.

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

De La Salle School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

## **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.

If De La Salle School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon -

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

De La Salle School and social workers will agree with parents/carers whether children in need should be attending school – De La Salle School will then follow up on any pupil that they were expecting to attend, who does not. De La Salle School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend. The Local Authority will then contact schools on a weekly basis to gain any accounts of vulnerable young people who have not attended school that week. This is to further ensure the safety and wellbeing of that child or young person.

## **HOW WILL THIS LOOK IN YOUR SCHOOL?**

To support the above, De La Salle School 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, De La Salle School will notify their social worker.

## **Designated Safeguarding Lead**

De La Salle School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Anna De'Ath (Assistant Headteacher)

The Deputy Designated Safeguarding Lead is: Paul Ross (Deputy Headteacher)

As a host school, the DSL or most senior leaders are responsible for keeping all children safe within our school/hub whilst working collaboratively, when required, to support our guest DSL and students.

As a host school for Cowley High School and Sutton Academy, it will be important for the DSL to communicate with any other DSLs. We recognise that these members of staff have the best insight into their own vulnerable children and form a vital part of child protection arrangements. Therefore it is imperative that clustering schools work closely and that DSLs communicate effectively with one another.

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 senior leader can also take advice from Heather Addison.

It is essential that all staff and volunteers have access to a trained DSL or deputy and are made aware of the arrangements on a daily basis regarding who that named person is and how to speak to them. To support this the Head teacher sends a daily bulletin and SLT lead a daily briefing for all staff.

This might include updating and managing access to child protection online management system, 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 or college.

It is important that all De La Salle School staff and volunteers have access to a trained DSL (or deputy). 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 social workers, and attend all multi-agency meetings, which can be done remotely.

Throughout the COVID-19 period, the safeguarding team will continue to engage with social workers and attend and contribute to all multi-agency meetings, as determined by the local procedures for remote meetings.

## **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 CPOMS can be accessed and used remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, or a member of staff has a concern about a child, they should ring and then email the Designated Safeguarding Lead, Deputy DSL or Headteacher. This will ensure that the concern is received and should be followed up immediately with a written account.

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

Any concerns or allegations around staff should be reported to the Headteacher.

Concerns around the Head teacher should be directed to the Chair of Governors:  
Teresa Sims

## **Safeguarding Training and induction**

DSL training is very unlikely to take place 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.

Where new staff are recruited, or new volunteers enter De La Salle School, they will continue to be provided with a safeguarding induction. These members of staff should have the appropriate safer recruitment checks and procedures to ensure they are safe to work with children.

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, any new or additional staff should 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, De La Salle 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).

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.

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

Where De La Salle School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

De La Salle 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.

De La Salle 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 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, De La Salle School 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**

De La Salle 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's Code of Conduct.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior leaders
- Staff should record, the length, time, date and attendance of any sessions held.

De La Salle School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

*Please note: The Department for Education will provide separate guidance on providing education remotely, which will set out four key areas leaders should consider as part of any remote learning strategy. It is recommended that schools review the following recently published guidance:*

<https://coronavirus.lgfl.net/safeguarding>

<https://www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc>

<https://swgfl.org.uk/resources/safe-remote-learning/>

Where children are not physically attending a Hub/school, De La Salle will consider the safety of our children when they are asked to work online. The starting point for online teaching remains the same as the principles set out in our school's staff code of conduct. This policy includes acceptable use of technologies, staff/pupil relationships and communication including the use of social media. This policy applies equally to any existing or new online and distance learning arrangements which have been introduced. The principles set out in the [guidance for safer working practice for those working with children and young people in education settings published by the Safer Recruitment Consortium](#) should be adhered to by all staff.

Any online learning tools or systems recommended for use by De La Salle, are be in line with privacy and data protection/GDPR requirements.

The current system for students work is through Show My Homework. All work is set through this medium and work is sent back to staff through subject email addresses. All students have been given their own school email address and where possible this address should be used unless a parent has requested otherwise. A log of this request to be held with the DSL.

Staff setting work have been instructed to use systems that they would use in the classroom and to not deviate into new technologies ta this time. Any request of resources is to be quality checked by the Deputy Head of school before making it available on the schools website.

Our school will also be in contact with parents and carers during this time. Communication with parents will reinforce the importance of children being safe online. Families will be made aware of what their children are being asked to do online, including the sites they will be asked to access and who their child is going to be interacting with online, including members of staff from our school.

De La Salle acknowledges that some parents and carers may choose to supplement the school's online offer with support from online companies and in some cases, individual tutors. We will raise awareness with parents the importance of only accessing online support from a reputable organisation or individual who can provide evidence that they are a safe organisation and can be trusted to have access to children. We will signpost parents to support such as [Internet matters](#), [London Grid for Learning](#), [Net-aware](#), [Parent info](#), [Thinkuknow](#) and the [UK Safer Internet Centre](#).

### **Supporting children not in school**

De La Salle 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 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 on CPOMS or the individual child's file, 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.

De La Salle School 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.

The school will share safeguarding messages on its website and social media pages.

De La Salle 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 De La Salle School need to be aware of this in setting expectations of pupils' work where they are at home.

### **Supporting children in school**

De La Salle School is committed to ensuring the safety and wellbeing of all its students.

De La Salle School 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.

De La Salle 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 risk of spread of COVID19.

De La Salle 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 bespoke to each child and recorded on CPOMS or the individual child's safeguarding file.

Where De La Salle School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they will be discussed immediately between the Headteacher, Chair of Governors and Local Authority.

As a host school for Cowley High School and Sutton Academy, it will be important for the DSL to communicate with any other DSLs. We recognise that these members of staff have the best insight into their own vulnerable children and form a vital part of child protection arrangements. Therefore it is imperative that clustering schools work closely and that DSLs communicate effectively with one another.

### **Types of abuse**

The recognition, understanding and response to different forms of abuse remain the same as that set out in the main body of the Safeguarding and Child Protection Policy.

### **Supporting the mental health and wellbeing of children, their families and staff**

During this difficult and unpredictable time, it is inevitable that the situation may have an adverse effect on people. This is especially true for vulnerable pupils or for those children whose parents have to continue to work. Therefore, the school will work hard to support the mental health and wellbeing of its pupils and their families.

The Local Authority will send out resources that can be shared and referrals to external agencies will continue where appropriate.

If any family feel they may need additional support, please do not hesitate to contact Pastoral Teams.

Year 7	Miss Morley Miss Swaby Mrs Croft	<a href="mailto:morleyg@delasalleschool.org.uk">morleyg@delasalleschool.org.uk</a> <a href="mailto:swabyl@delasalleschool.org.uk">swabyl@delasalleschool.org.uk</a> <a href="mailto:croftm@delasalleschool.org.uk">croftm@delasalleschool.org.uk</a>
Year 8	Mr Fletcher Miss Lord	<a href="mailto:fletcher@delasalleschool.org.uk">fletcher@delasalleschool.org.uk</a> <a href="mailto:lordh@delasalleschool.org.uk">lordh@delasalleschool.org.uk</a>
Year 9	Mrs Mallalieu	<a href="mailto:mallelieuc@delasalleschool.org.uk">mallelieuc@delasalleschool.org.uk</a>

	Mrs Guy	<a href="mailto:guyc@delasalleschool.org.uk">guyc@delasalleschool.org.uk</a>
Year 10	Mr Leggett Mrs Moran	<a href="mailto:leggettm@delasalleschool.org.uk">leggettm@delasalleschool.org.uk</a> <a href="mailto:morans@delasalleschool.org.uk">morans@delasalleschool.org.uk</a>

This is also a difficult period for school staff, who are having to work harder than ever in order to support our pupils and families. Our staff are also critical workers, and so De La Salle School also recognises the need to support the wellbeing of our staff too.

It is acknowledged that the current circumstances surrounding COVID-19 are particularly stressful and may cause increased anxieties and stress for all members of our school community. When children and staff are away from their usual routine and social contact, this can become a negative and stressful experience. De La Salle will ensure there is appropriate support available for the whole school community at this time.

The safeguarding section on the school's website has a dedicated mental health section with links to other agencies such as Kooth, Childline and Young Minds. Students can also raise concerns online using SHARP. In addition, the school website has a separate area for guidance, support and resources to encourage positive mental health and well-being.

Where children of critical workers and vulnerable children continue to attend the setting, appropriate support will be offered to them whilst on site.

The school community can also be signposted to the government's advice on supporting children and young people's mental health during the COVID-19 outbreak, available here:

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

Staff should also be aware of the mental health of their pupils and parents when setting expectations regarding pupil's work when they are at home.