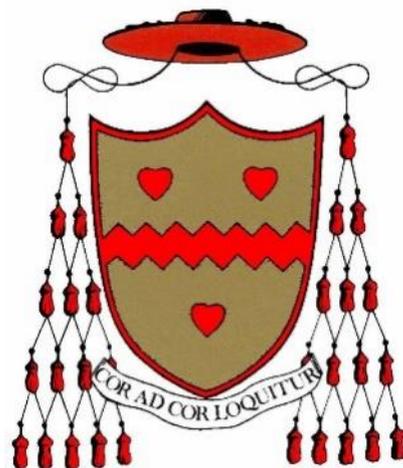


Child protection and safeguarding: COVID-19 addendum

John Henry Newman Catholic School



Approved by:	Mr C Mathew on behalf of the Governors of John Henry Newman	Date: 23/11/2020
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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Miss Joanna Scouller (Assistant Headteacher)	scoullerj@jhn.herts.sch.uk 01438 314643
Deputy DSL	Mr Clive Mathew (Headteacher) Mrs Wendy Howard (Deputy Headteacher) Mr Charlie Anderson (Deputy Headteacher) Mrs Ruth Davies (Director of Sixth Form) Mr Joseph Hewitson (Director of Learning – Lower School) Mrs Julia Broom (Learning Coordinator – Year 11) Mr Nathan Barry (Learning Coordinator – Year 9) Ms Ana-Maria Fernandes (Learning Coordinator – Year 10) Mrs Sarah Ince (Deputy Mental Health Lead)	head@jhn.herts.sch.uk howardw@jhn.herts.sch.uk andersonc@jhn.herts.sch.uk daviesr@jhn.herts.sch.uk hewitsonj@jhn.herts.sch.uk broomj@jhn.herts.sch.uk barryn@jhn.herts.sch.uk fernandes@jhn.herts.sch.uk inces@jhn.herts.sch.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Mr Paul Rose (Deputy Headteacher) Mr Chris Tucker (Assistant Headteacher) Mrs Anna Ramsey (Assistant Headteacher)	rosep@jhn.herts.sch.uk tuckerc@jhn.herts.sch.uk ramseya@jhn.herts.sch.uk
Headteacher	Mr Clive Mathew	head@jhn.herts.sch.uk
Local authority designated officer (LADO)		0300 123 4043 out of hours
Chair of governors	Mr Kieran Halpenny	halpennyki@jhn.herts.sch.uk
Safeguarding Governor	Mrs Sharon Harte-Andrews	hartes@jhn.herts.sch.uk
Local Partnership	Hertfordshire Safeguarding Children Partnership (HSCP)	https://hertsscb.proceduresonline.com/index.htm
Academy Trust	Diocese of Westminster Academy Trust	Vaughan House, 46 Francis Street, London, SW1P 1QN

ROLE	NAME	CONTACT DETAILS
Children's Services: Safeguarding and Specialist Services		0300 123 4043

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from Hertfordshire Safeguarding Children Partnership - <https://www.hertfordshire.gov.uk/about-the-council/news/coronavirus-service-updates.aspx>

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
 - With a child protection plan
 - Assessed as being in need
 - Looked after by the local authority
- Have an education, health and care (EHC) plan

There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.

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. Many children and young people with EHC plans can safely remain at home.

We will encourage our vulnerable children and young people to attend school, including remotely if needed, and work with families to try to ensure a return to school.

We will continue to work with children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

Senior leaders in our school know who our most vulnerable children are, and they have the flexibility to offer a place to those on the edge of receiving children's social care support.

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our Child Protection procedures (https://jhn-school.s3.amazonaws.com/uploads/key_information/JHN-Child-Protection-and-Safeguarding-Policy-December-2019.pdf?t=1585839512) and advise the DSL of any concerns they have about any child, including those who are not attending school.

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

Any concerns should be reported to a DSL or deputy via CPOMS. CPOMS can be accessed remotely on <https://jhn.cpoms.net/auth/identity?origin=%2Fdash>

If you are at school and the concern is of an urgent nature, you should ALSO contact the DSP on site, or the member of the SLT on duty.

If you are off site and the concern is of an urgent nature, you should email dsp@jhn.herts.sch.uk

If you have concerns about immediate risk of harm to a child, a referral should be made immediately to Children's Services: Safeguarding and Specialist Services on 0300 123 4043. The police can also be contacted on 101.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) is not in school, the group of DSLs can be contacted remotely by emailing dsp@jhn.herts.sch.uk or by speaking to the member of SLT on site.

It is acknowledged that DSL training is very unlikely to take place during this period. 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.

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our local safeguarding partners
- The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

The following guidance is currently in place:

The way schools and colleges are currently 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 a school or college has a safeguarding concern about any child they should continue to act immediately
- a DSL or deputy should 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

School and college staff should continue to work with and support children's social workers to help protect vulnerable children. This will be especially important during the Covid-19 period.

If you have concerns about immediate risk of harm to a child, a referral should be made immediately to Children's Services: Safeguarding and Specialist Services on 0300 123 4043.

Schools and colleges can ring the Consultation Hub (for concerns that are not of immediate risk of harm), please call (01438) 737511.

Referrals to LADO should be made on the LADO referral form and sent to:
LADO.Referral@hertfordshire.gov.uk.

If the LADO referral is out of office hours please ring 0300 1234043 or the police on 101

6. Monitoring attendance

The new guidance states that normal attendance recording is not required during the COVID-19 period. Therefore we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by telephoning them to discuss the absence
- Notify their social worker, where they have one

If contact cannot be made, the DSL or a deputy DSL will be informed. The DSL or a deputy will attempt to contact the parents or a relative in the first instance. If contact cannot be made or if the DSL or a deputy DSL deems it necessary, we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any such visit is made to ensure staff and the family are not put at risk.

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school, as well as informing the Diocese of Westminster Academy Trust.

7. Peer-on-peer abuse

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our Child Protection Policy section 7.7, which can be accessed here https://jhn-school.s3.amazonaws.com/uploads/key_information/JHN-Child-Protection-and-Safeguarding-Policy-December-2019.pdf?t=1585839512.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately, by reporting it to the Headteacher or the Designated Safeguarding Lead. Staff can also use the John Henry Newman whistleblowing policy, police, or report concerns to the Local Authority on 0300 123 4043.

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

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our policy https://jhn-school.s3.amazonaws.com/uploads/key_information/JHN-Child-Protection-and-Safeguarding-Policy-December-2019.pdf?t=1585839512

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this. This may include, but is not limited to, children who have previously had a social worker

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, they will ensure that a communication plan is in place to support that child. It will be reviewed regularly to ensure it remains current during these measures.

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils' work where they are at home. Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff and volunteers will be aware of the mental health of children and their parents/carers and will contact the DSL or a deputy if they have any concerns.

10. Safeguarding for children not attending school

10.1 Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- › They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- › They would usually attend but have to self-isolate

These plans set out:

- › How often the school will make contact
- › Which staff member(s) will make contact
- › How they will make contact

We have agreed these plans with children's social care where relevant, and will review them regularly.

If we can't make contact, we will contact children's social care or the police, or we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any such visit is made to ensure staff and the family are not put at risk.

If a member of staff has concerns about a child this should be reported to the DSL. Where possible, the DSL or deputy or a delegated member of staff should try to speak directly to the child.

10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online (see section 11 below).

Staff should be alert to concerns arising from the content of work submitted and emails received, and from the demeanour or appearance of pupils and students in live lessons.

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place to protect children when they are online on the school's IT systems or recommended resources.

11.2 Outside school

The school will do all it reasonably can to keep children safe online, at home.

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct, Technology Acceptable Use agreement, and social media guidance. Staff must use school email addresses only when communicating with pupils and students. Pupils and students should be reminded to use school email addresses.

Work for pupils and students will be set via Microsoft Teams and Show My Homework. Staff may ask pupils/students to use websites such as Hegarty Maths and Seneca Learning. Lessons may be 'live' lessons using Google Meet. Staff may have their webcams switched on, and may instruct pupils/students to have webcams switched on. Parents will be asked to contact the school if they do not give consent for this. The lesson must be recorded from the start until the last pupil/student has left the 'classroom' or the teacher ends the live lesson for all. Recordings must be uploaded to the class files. Live classes should be kept to an appropriate length of time and take place during school hours. Language must be professional and appropriate. Staff and pupil/student dress and behaviour should be appropriate. Staff should record the length, time, date, and attendance of any 'live' lessons. One to one lessons and meetings are not permitted. Staff can find guidance for this using Microsoft Teams, including saving recordings, here:

<https://jnhertsschuk.sharepoint.com/:f/s/ExternalFiles/Ek6O8EJGnopAvcWAJyf75koBxlpDim135W7g4PFAP4foNg?e=W09fog> – choose the Microsoft 365 folder, and then select the 'How to.....' document.

The use of other platforms must be approved by the school. The school should ensure that any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguarding and support children.

Our staff will follow the process for online safety set out in our Staff Code of Conduct and in our Technology Acceptable Use agreement.

Staff who interact with children online will continue to look out for signs a child may be at risk, whether online or not. If a staff member is concerned about a child, that staff member will follow the approach set out in this addendum and report that concern to the DSL or to a deputy DSL, or to Children's Services or the Police if necessary.

11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

We will do this via newsletters. Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

Staff should be aware of the impact the current circumstances can have on the mental health of those students/pupils (and their parents) who are continuing to work from home, including when setting expectations of childrens' work.

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

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.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.

13.2 Staff 'on loan' from other schools

We do not currently envisage a situation in which we would need staff 'on loan' from other schools. However if it is required, the following will apply.

We will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. Risk assessments will be carried out by Mrs Ramsey, Assistant Headteacher.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

13.3 Safeguarding induction and training

For the duration of the COVID-19 measures, our DSL and deputy DSLs are unlikely to receive their refresher training. In line with government guidance, our trained DSLs and deputy DSLs will be classed as trained even if they cannot receive this training.

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- the individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any caused for concern
- there are no safeguarding investigations into the conduct of that individual
- the individual remains suitable to work with children.

13.4 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

14. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Children moving schools

It will be important for any school or college whose children are attending another setting to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information. This will be especially important where children are vulnerable. For looked-after children, any change in school should be led and managed by the VSH with responsibility for the child. The receiving institution should be aware of the reason the child is vulnerable and any arrangements in place to support them. As a minimum the receiving institution should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is). This should ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs coordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders should take responsibility.

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR they do not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE.

16. Monitoring arrangements

This policy will be reviewed as guidance from the local safeguarding partners, the LA or DfE is updated or when there is another need to do so. At every review, it will be approved by the full governing body.

17. Wider opening

As the school begins to open to a larger number of pupils and students, the related Health and Safety risk assessments will take into account, where appropriate, the school's approach to safeguarding and child protection.

18. Links with other policies

This policy links to the following policies and procedures:

- Child protection and safeguarding policy
- Staff code of conduct
- Technology acceptable use agreement
- Health and safety policy
- Procedures for Hosting a Virtual Lesson on Microsoft Teams