

ST CUTHBERT MAYNE SCHOOL
Joint Catholic and Church of England 11-18 Comprehensive School
Dioceses of Plymouth and Exeter

Specialising in Mathematics & Computing and Science



St Cuthbert Mayne School
COVID-19 Annex
Child Protection and Safeguarding Policy

Adopted/Approved by Governors: May 2020

Reviewed by Ethos Committee: May 2021

Response to COVID-19

There have been significant changes within our setting in response to the outbreak. Many young people are now at home and staffing is likely to be significantly affected through illness and self-isolation.

Despite the changes, the school's Child Protection Policy is fundamentally the same: **children and young people always come first, staff should respond robustly to safeguarding concerns and contact the DSL in line with the established safeguarding procedure.**

This annex sets out some of the adjustments we are making in line with the changed arrangements in the school and following [advice from government](#) and local agencies.

The current school position and local advice

School will remain open until further notice for the children of key workers, children in receipt of an EHCP, as well as, children / families who are supported through social care, i.e. children with an attached social worker.

All children will continue to gain access to their education through the following means:

- On-line learning
- Google Classroom
- Knowledge Organiser
- Paper based learning

Free school meals will be provided by way of national food vouchers issued by the Government or food hampers. Food hampers will be put together in school and collected by families during allocated time slots. Food hampers will be delivered to families who do not have access to transport. The school will decide which method to use to provide free school meals. This decision will be made in the best interest of students and families.

Reporting arrangements

The school arrangements continue in line with our Safeguarding & Child Protection Policy:

The Designated Safeguarding Lead is: **Sharon Walker**
Sharon.walker@stcm.torbay.sch.uk

The Child Protection Officer is: **Lauren Mackenzie**
lauren.mackenzie@stcm.torbay.sch.uk

The Deputy DSL is: **James Down (Headteacher)**

james.down@stcm.torbay.sch.uk

The school's approach ensures the DSL or a Deputy DSL is always on site while the school is open. In the unusual circumstance this is not possible, the DSL or Deputy DSL will be contactable and available, below is a copy of the school's critical staff charter.

<https://docs.google.com/document/d/1G8lf6eGs1L4Gx2StwEVyE9LpKdvfUlghNf0lWC1kJp8/edit?usp=sharing>

Staff will continue to follow the Safeguarding & Child Protection Policy procedures and use CPOMS to inform the Welfare Team about concerns they have about any child, whether in school or not. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people.

Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting children's services are:

Please note that during school hours this will be completed by the Welfare team; outside of work hours or if you are outside of school and witness something that you deem to be unacceptable then it is your responsibility to make contact with the department below;

Multi-Agency Safeguarding Hub (MASH team);

Phone number: 01803 208100

Should a child in the school's view be at risk of significant harm and local agencies are not able to respond, the school will immediately follow the safeguarding children partnership escalation procedure, available below:

http://torbaysafeguarding.org.uk/media/1174/1715_tscbescalationpolicy_web.pdf

Identifying vulnerability

We have undertaken a scoping exercise to identify the most vulnerable children and have put into place specific arrangements in respect of the following groups:

- **Child looked After (CLA)** – A child who has been in the care of the local authority for more than 24 hours is known as a looked after child. A CLA normally resides with their foster carer in this area.
- **Children subject to a child protection plan (CP), includes those in section 47 assessment** – A child who requires outside agencies and other professionals to promote and ensure the child's welfare, health and development, to support the family and wider family members to safeguard and promote the welfare of their child.
- **Children subject to a Child in Need plan (CIN), includes those in section 17 assessment** - Children in need are defined in law as children who are aged under 18 and: need local authority services to achieve or maintain a reasonable

standard of health or development. need local authority services to prevent significant or further harm to health or development.

N.B There is an expectation that children with a social worker must attend school (or another school by arrangement), unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.

- **Children with an Education and Health Care Plan (EHCP)** – EHCPs are for children and young people aged up to 25 who need more support than is available through special educational needs support. EHC plans identify educational, health and social needs and set out the additional support to meet those needs.
- **Children on Behaviour Management Programmes** - Children who have been supported by Lorrie Lane, Ryan Hardman or HoY (report cards).
- **Children on a Managed Move** - Children who have joined StCM from another school / children who have joined other local secondary schools from StCM - this is normally for a fresh start or to remove an on-going concern.
- **Children with Team Around the Family (TAF) intervention** - Children who are in receipt of family support, school is normally the lead for TAF based support.
- **Children supported by LINX** - Children who experience low self-confidence / low self-esteem.
- **Children who are Young Carers** - Children who care / or aid with the care for a sibling / parent.
- **Children who have had Attendance issues** - Children who are known as persistently absent.
- Other children the school considers vulnerable. More children may be added to this group in response to concerns raised with the DSL / SEN Lead. These children can be offered care at school if required.

Each of these children has an individual plan which has been shared with other agencies involved in their care, including where appropriate their social worker and the Virtual School Head for Looked After and previously Looked After Children.

In addition, the following groups have specific arrangements around contact and support from the school.

- Children of key workers who may attend school – Defined as parents who work in Health and Social Care, Education and Childcare, Key Public Services, Local and National Government, Food and transport services, Public Safety and National Security services and Utilities, Communication and Financial services

The plans in place are reviewed towards the end of each week, changes are made as necessary and shared through team 'Google Meet' meetings.

Holiday arrangements

School will be open and able to offer provision to the children of key workers through the first week of the Easter holidays. The school will be shut during the second week of the Easter holidays, this will allow a deep clean of the school site. The school will be open during the May Bank Holiday and Summer half term.

Attendance

The school is following the [attendance guidance issued by government](#). Where a child is expected and does not arrive the school will follow the attendance procedure and make contact with the family. If contact is not possible by 9:30am, the Welfare Team and Attendance team must be informed. Contact attempts must continue through the day by telephone, email and by any other means available - this could mean making contact with a social worker or another appropriate agency.

If absolutely necessary, a home visit must be arranged by the school or another appropriate agency. A risk assessment will be undertaken to consider / manage the implications of COVID-19 alongside other risks perceived to the child. The risk of COVID-19 **does not override** the duty on the school to ensure children and young people are safe.

The school will also follow the attendance procedure if contact proves impossible with children at home.

Staff will be aware of increased risk

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, poverty, and financial or health anxiety. These areas should be considered in the setting of any work for children to undertake at home (including recognising the impact of online learning). Staff will be aware of the mental health of both children and their parents and carers, informing the DSL / Welfare team of any concerns and recording these through CPOMS.

Peer on peer abuse

We recognise the potential for abuse to go on between young people, especially in the context of a school closure or partial closure. Our staff will remain vigilant to the signs of peer-on-peer abuse, including those between young people who are not currently attending our provision. Extra care should be taken where groups have mixed age, developmental stages, are attending other schools as an interim measure and similar. When making contact with these families our staff will ask about relationships between learners.

Risk online

Young people will be using the internet more during this period. The school may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of cyberbullying and [other risks online](#) and apply the same child-centred safeguarding practices as when children were learning at the school.

- The school continues to ensure [appropriate filters and monitors are in place](#)
- Our governing body will [review arrangements](#) to ensure they remain appropriate
- The school has taken on board guidance from the [UK Safer Internet Centre](#) on safe remote learning and guidance for [safer working practice](#) from the Safer Recruitment Consortium. We have reviewed the code of conduct and information sharing policy accordingly.

- Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the school's code of conduct and importance of using school systems to communicate with children and their families.
- Staff have read the [20 safeguarding considerations for livestreaming](#) prior to delivering any live streamed sessions - permission to use this mode of teaching will need to be gained from the Curriculum Lead (SK) and the DSL (CDH).
- Children and young people accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the school, [Childline](#), the [UK Safer Internet Centre](#) and [CEOP](#).
- Parents and carers have received information about keeping children safe online with peers, the school, other education offers they may access and the wider internet community. We have set out the school's approach, including the sites children will be asked to access and set out who from the school (if anyone) their child is going to be interacting with online. Parents have been offered the following links:
 - [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
- Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](#).

Allegations or concerns about staff

With such different arrangements young people could be at greater risk of abuse from staff or volunteers. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

Any staff or volunteers from outside our setting will complete an induction to ensure they are aware of the risks and know how to take action if they are concerned.

We have confirmed the arrangements to contact the LADO at the local authority remain unchanged; Torbay Local Authority Designated Officer - 01803 208 541

If necessary, the school will continue to follow the duty to refer to DBS any adult who has harmed or poses a risk of harm to a child or vulnerable adult, and to the Teacher Regulation Agency in line with paragraph 166 of Keeping Children Safe in Education 2019 using the address Misconduct.Teacher@education.gov.uk.

New staff or volunteers

New starters must have an induction before starting or on their first morning with the DSL, CPO or deputy. They must read the school child protection policy, the behaviour policy, the whistleblowing policy and the code of conduct. The DSL, CPO or deputy will ensure new recruits know who to contact if worried about a child and ensure the new starters are familiar with the child protection procedure.

If staff or volunteers are transferring in from other registered education or childcare settings for a temporary period to support the care of children, we will seek evidence from their setting that:

- the member of staff has completed relevant safeguarding training in line with other similar staff or volunteers,
- they have read Part I and Annex A of Keeping Children Safe in Education, and
- where the role involves regulated activity and the appropriate DBS check has been undertaken by that setting we will undertake a [written risk assessment](#) to determine whether a new DBS would need to be undertaken. It may be in these exceptional times we can rely on the DBS undertaken by their setting.

Our child protection procedures hold strong:

- Volunteers may not be left unsupervised with children until suitable checks have been undertaken. People supervising volunteers must be themselves in regulated activity, able to provide regular, day to day supervision and reasonable in all circumstances to protect the children.
- The school will undertake a written risk assessment on the specific role of each volunteer to decide whether to obtain an enhanced DBS check (with barred list information) for all staff and volunteers new to working in regulated activity in line with [DBS guidance](#).
- When undertaking ID checks on documents for the DBS it is reasonable to [initially check these documents online](#) through a live video link and to accept scanned images of documents for the purpose of applying for the check. The actual documents will then be checked against the scanned images when the employee or volunteer arrives for their first day.
- The school will update the Single Central Record of all staff and volunteers working in the school, including those from other settings. This will include the risk assessment around the DBS. A record will be kept by the Headteacher's PA of who is working in the school each day.

New children at the school

Where children join our school from other settings we will require confirmation from the DSL / CPO whether they have a Safeguarding File or SEN statement / EHCP. This file must be provided securely **before** the child begins at our school and a call made from our DSL / CPO or a deputy to the placing school's DSL to discuss how best to keep the child safe. In some unusual circumstances this may not be possible. Information provided must include contact details for any appointed social worker and where relevant for the Virtual School Head. Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely

copied to the placing school DSL and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.