

St Augustine's CE High School & Sixth Form

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Headteacher: Mr Eugene Moriarty BA (QTS) MA



Child protection and safeguarding policy and procedures:

COVID19 Addendum

St. Augustine's CE High School

Approved by: Governing Body **Date:** April 2020

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Safeguarding Contacts:

Designated Senior Person: Gregor McBain

Contact: 0207 328 3434 Ext: 257 or gmc bain@stahigh.org

Deputy Designated Senior Person(s):

Ms Jackie Brady: Contact: 0207 328 3434 Ext: 227 or jbrady@stahigh.org

Ms Sinead Jarrett: Contact: 0207 328 3434 Ext: 253 or sjarrett@stahigh.org

Ms Jo Khawam: Contact: 0207 328 3434 Ext: 233 or jkhawam@stahigh.org

Ms Rachel Kelly: Contact: 0207 328 3434 Ext: 238 or rkelly@stahigh.org

Headteacher: Mr Eugene Moriarty

Contact: 0207 328 3434 Ext: 213 (Headteacher's P.A.)

Nominated Governor: Ammar Ahmed

Contact: 0207 328 3434

Chair of Governors: Fr. Colin Amos

Contact: 0207 624 1637

For Westminster Social Services and Early Help:

Telephone: 020 7641 4000 or 020 7641 2388

For LADO consultations and referrals please contact the duty Child Protection Adviser on:

Telephone: 020 7641 7668

Email: LADO@westminster.gov.uk

For FGM Concerns:

Tri-borough FGM

Rochelle-Ann Naidoo

Tri-borough Senior Practitioner

Telephone: 020 7641 1610

Email: rnaidoo@westminster.gov.uk

For Extremism/Radicalisation Concerns:

PREVENT

Prevent Programme Manager, Westminster enquiries only

Telephone: 020 7641 5071

Email: prevent@westminster.gov.uk

Telephone: 0207 641 6032

Contact NSPCC Hotline on: 0808 800 5000

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners: The local authority (LA) Westminster; A clinical commissioning group for an area within their LA; The chief officer of police for a police area in their LA area.

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

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

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.

Concerns should be raised to the DSL and deputies by email when not in school.

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 'Safeguarding contacts' section at the start of this addendum.

If our DSL (or deputy) isn't in school, they can be contacted remotely by emailing: gmcbain@stahigh.org or any of the other deputies listed in the Safeguarding contacts section.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be the SLT member on site that day and can be checked by looking at the staff rota published in the school weekly bulletin.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school

- Update and manage access to child protection files, where necessary

- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

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 3 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

6. Monitoring attendance

As most children will not be attending school during this period of school closure, 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 making calls home and/or sending an email or text.

Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible. All vulnerable students are being called weekly and all students will have contact made with home and contact details checked. All contact details have been updated for parents receiving free school meal vouchers as well.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately and contact the Safeguarding Team who will then investigate following standard protocol where possible and involving the local safeguarding partners where necessary.

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 and contact Eugene Moriarty (Headteacher) and Gregor McBain (DSL) who will then investigate following standard protocol where possible and involving the local safeguarding partners where necessary. If the concern relates to one of these two people, concerns should be raised with Fr. Amos, Chair of Governors.

The LADO contact details are noted in the Safeguarding Contacts section above.

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. These students have been identified by our Pastoral Team for each year group and are part of the weekly welfare call rota.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

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

A tracking sheet to ensure all contact with home and social care are recorded on our Vulnerable welfare call list.

We have agreed these plans with children's social care where relevant, and will review them weekly to intervene and amend if necessary

If we can't make contact, we contact will be made to social services and/or police where necessary.

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).

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, our contingency plan is to use the emergency support offered from LGfL.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/E-Safety acceptable use policy

Contact with students should only be through Show My Homework, school email and/or Microsoft Teams. These systems go through our school system so help protect staff and students.

Some staff members will contact students/parents from home using an app which runs their call through the school system to protect staff privacy. Only certain staff will have this access. Any other staff members should only contact students/parents/carers by telephone when they are in school.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

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

Information has been distributed to parents/carers and students by email and there is information on our school website with links to key support networks.

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Online support is available through our website, 6th form have access to support through our links with MIND. Our normal school support through our school counsellor and our external therapists are continuing where possible through calls and or video-conferencing through Microsoft Teams (or through appropriate channels agreed with our external partners e.g. CAMHS).

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

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

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 urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

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.

13.2 Staff 'on loan' from other schools

We do not currently have any staff 'loaned' from other schools but should circumstances change, the following guidance will be adhered to:

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.

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

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

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our child protection policy and this addendum

- Confirmation of local processes

- Confirmation of DSL arrangements

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.

We will use the single central record to log:

Everyone working or volunteering in our school each day, including staff 'on loan'

Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

14. Children attending other settings

We do not currently have any children attending other school settings but the guidance is included here in the event that circumstances change.

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. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 3-4 weeks by Gregor McBain (Deputy Headteacher and DSL). At every review, it will be approved by the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

- Child Protection and Safeguarding Policy
- Behaviour
- Staff Handbook
- Complaints
- Health and safety
- Attendance
- E-Safety
- Equality
- Sex and relationship education
- Medical and First Aid
- Curriculum
- Whistle-Blowing
- Anti-Bullying
- Data Protection