



St Thomas More Catholic Academy Child Protection and Safeguarding Policy

COVID-19 school closure arrangements for Safeguarding and Child Protection

Role	Name	Contact Details
Designated Safeguarding Lead	Mrs. J. Stubbs	01782 882900
Deputy Designated Safeguarding Lead	Mrs. A. Staton	01782 882900
Early Help Champion	Mrs. A Staton	01782 882900
Nominated Academy Representative	Mrs. J. Johnson	office@stmca.org.uk
Headteacher	Mr. M. Rayner	01782 882900
E-Safety Co-ordinator	Mr. J. Cartlidge	01782 882900
Local Authority Designated Officer (LADO)	Linda Hancock	01782 235100
Better Together Social Worker (South)	Vanessa Wareham	01782 235100
Safeguarding Referral Team (Children's Social Care Stoke-on-Trent)	Mon – Thurs: 8.30am - 5pm Fri: 8.30am – 4.30pm	01782 235100
Emergency Duty Team (Children's Social Care Stoke-on-Trent)	Out of hours (above)	01782 234234
Stoke-on-Trent Safeguarding Children Board	www.safeguardingchildren.stoke.gov.uk	
Stoke-on-Trent Safeguarding Children Board Agency Representative	Dawn Casewell dawn.casewell@stoke.gov.uk	01782 235897
Published – March 2020	Date for Review – N/A	

In exceptional circumstances any member of staff can refer a child to Social Services on 01782 235100 or seek advice on 01782 232200

Exceptional circumstances such as in an emergency or a genuine concern that appropriate action has not been taken to safeguard a child.

St Thomas More Catholic Academy

All Saints Catholic Collegiate

United in Faith, Love and Learning

Mission Statement

Christ is at the centre of our community, where everyone is known and loved.

In fulfilling our Mission we are a school of prayer. We live as community of love, peace and reconciliation, valuing everyone's dignity as a child of God to promote and celebrate the growth and achievement of the whole person.

School Name: St Thomas More Catholic Academy

Policy owner: Mr M Rayner

Date: 20.03.2020

Date shared with staff: 30.03.2020

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1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers 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 the St Thomas More Catholic Academy Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

Key contacts

Role Name DSL – Mrs J Stubbs; ADSL – Mrs A Staton

Contact number 01782 882900; 07516921037

Email office@stmca.org.uk

Designated Safeguarding Lead Mrs J Stubbs

Deputy Designated Safeguarding Lead Mrs A Staton

Headteacher Mr M Rayner

Chair of Governors Mr R Fello

Safeguarding Academy Representative Mrs J Johnson

Social Care Support The Education COVID19 helpline is in operation, centralising the support for students/families in need of support (including those who already have social care involvement).

education2020@stoke.gov.uk

01782237074

Prevent The Stoke-on-Trent Prevent Team are still available for support and advice should we need them.

Sarah Dyer (Prevent Education Officer)

Email: Sarah.Dyer@stoke.gov.uk

Phone: 01782 233239 / 07900135606

Iftikhar Ahmed (Community Cohesion Officer)

Email: Iftikhar.Ahmed@stoke.gov.uk

Phone: 01782 235778 / 07826891844

Shahzad Tahir (Prevent Coordinator / Community Cohesion Manager)

Email: Shahzad.Tahir@stoke.gov.uk

Phone: 01782 238771 / 07826535641

Staffordshire Police Prevent Team's office number is still active (01785 232054 Currently only Police Prevent Engagement Officer, Craig Hemmings is office based. This is however, intermittently. Whilst working from home, all four officers have access to the Prevent team inbox (prevent@staffordshire.pnn.police.uk)

Stoke City Council have redeployed a number of their staff to create a support network to support across the city listing:

- Help to pick up a prescription
- Pick up a gas/ electric top up
- Completing emergency repairs within the home
- Picking up some shopping
- Someone to talk to if feeling anxious or lonely
- or even walk the dog!

If families need help, staff can guide them to call the number or complete the form online. 08005615610.

2. Vulnerable children

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.

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 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.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability. 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.

St Thomas More Catholic Academy will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: Mrs A Staton

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 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 St Thomas More Catholic Academy will explore the reasons for this directly with the parent.

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

St Thomas More Catholic Academy will encourage our vulnerable children and young people to attend a school, including remotely, if needed.

3. 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.

St Thomas More Catholic Academy and social workers will agree with parents/carers whether children in need should be attending school – St Thomas More Catholic Academy will then follow up on any pupil that they were expecting to attend, who does not. St Thomas More Catholic Academy 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.

HOW WILL THIS LOOK IN OUR SCHOOL?

To support the above, St Thomas More Catholic Academy 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, St Thomas More Catholic Academy will notify their social worker.

- If any child considered vulnerable is not attending provision, St Thomas More Catholic Academy maintain regular contact with families of children receiving any additional nurture support. This may be through the pastoral team, SEN department, or designated staff. This may be daily, or at the discretion of the DSL.
- If staff have any concerns, or receive reports of any concerns, about a child they should immediately inform the designated safeguarding leader, deputy SL or Headteacher.
- Where there are any concerns regarding any pupil's online safety ,or online behaviour, and they are not physically attending school, the DSL should inform parents and, where relevant, Staffordshire Police.
- Where there is any serious concern regarding the safety and well-being of any pupils, the DSL, deputy and executive principal may be contacted, preferably immediately by telephone or, if this is not possible, by email, at any time.
- If any child is supported by a social worker, school staff are expected to work with and support children's social workers and the Local Authority Virtual School Headteacher (VSH) for looked-after and previously looked-after children.
- peer on peer abuse - given the very different circumstances schools and colleges are operating in, a revised process may be required for managing any report of such abuse and supporting victims (the principles as set out in part 5 of KCSIE should continue to inform any revised approach. See relevant section 5 for further information)
- If staff and volunteers have concerns about a staff member or volunteer who may pose a safeguarding risk to children, they must inform the DSL, or Headteacher immediately. The DSL will inform the LADO, unless where any concerns re FGM in which case, the staff or volunteer must inform Staffordshire Police directly.
- Pupils with SEND: The SEND leader will maintain weekly contact with families of pupils with SEND to ensure any support arrangements, or needs, are met.
- The Education COVID19 helpline will be utilised as appropriate to discuss, report or investigate individual concerns or information regarding families. This will include representation from Better Together social workers, who will answer queries around the vulnerable children in settings during this time. The dedicated number is: 01782237074

4. Designated Safeguarding Lead

St Thomas More Catholic Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Mrs J Stubbs

The Deputy Designated Safeguarding Lead is: Mrs A Staton

The trained DSL (or deputy), if not available on site, 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 liaising with Mrs Stubbs in co-ordinating safeguarding on site.

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 school name staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

The DSL or Assistant DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

5. 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, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead and the relevant Pastoral Lead/staff. This will ensure that the concern is received.

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 use email to report the concern to the headteacher, if he is not on site, or the DSL. 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: Mr R Fello.

The MAC will continue to offer support in the process of managing allegations.

6. Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

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 enter St Thomas More Catholic Academy, they will continue to be provided with a safeguarding induction.

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

For movement within the MAC, schools should seek assurance from the MAC HR Manager that the member of staff has received appropriate safeguarding training.

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.

7. 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, St Thomas More Catholic Academy 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.

Where school name are 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 regulated activity.

St Thomas More Catholic Academy 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.

St Thomas More Catholic Academy 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

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, St Thomas More Catholic Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8. Online safety in schools and colleges

St Thomas More Catholic Academy 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.

9. 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.

10. Children and online safety away from school

Online teaching should follow the same principles as set out in the school emergency closure procedures, and staff guidance from the Headteacher. St Thomas More Catholic Academy will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are the guidelines 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.
- Any videos should be recorded in school only so that if any issues were to arise, the video can be reviewed.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by St Thomas More Catholic Academy to communicate with pupils

11. Supporting children not in school

St Thomas More Catholic Academy 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, a robust communication plan is in place for that child or young person.

Details of this plan are recorded on the school's Vulnerable Students communication system, accessible by key staff, and includes a record of contact that has been made.

The communication plans include; remote contact, phone contact, door-step visits, and/or email.

St Thomas More Catholic Academy 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.

St Thomas More Catholic Academy 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 St Thomas More Catholic Academy will be aware of this in setting expectations of pupils' work where they are at home.

St Thomas More Catholic Academy 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 attendance will be recorded to the LA.

12. Supporting children in school

St Thomas More Catholic Academy is committed to ensuring the safety and wellbeing of all its students and will, as far as possible, 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.

St Thomas More Catholic Academy 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.

St Thomas More Catholic Academy 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 attendance will be recorded to the LA.

Where St Thomas More Catholic Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the MAC.

13. Peer on Peer Abuse

St Thomas More Catholic Academy recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within the Child Protection and Safeguarding Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.