



Our Lady of Lourdes Catholic Primary School

# Covid-19 Child Protection and Safeguarding Addendum

January 2021



**Our Lady of Lourdes Catholic Primary School**  
**Covid-19 Safeguarding and Child Protection Policy Addendum**

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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Zoe Garbarz	ZoeGarbarz@lourdes.brighton-hove.sch.uk
Deputy DSL	Paul Barber Anita Philbrook	PaulBarber@lourdes.brighton-hove.sch.uk AnitaPhilbrook@lourdes.brighton-hove.sch.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Pier Anscombe	PierAnscombe@lourdes.brighton-hove.sch.uk
Headteacher	Mr Paul Barber	
Local authority designated officer (LADO)	Darrel Clews	01273 295643 <a href="mailto:Darrel.Clews@brighton-hove.gov.uk">Darrel.Clews@brighton-hove.gov.uk</a>
Chair of governors	Mrs Mel Fane	melfane@lourdes.brighton-hove.sch.uk

## 1. Scope and definitions

# Our Lady of Lourdes Catholic Primary School

## Covid-19 Safeguarding and Child Protection Policy Addendum

This addendum applies during the period of school closures due to COVID-19, and reflects updated advice from our three 'key safeguarding partners' – Brighton and Hove City Council, Sussex Clinical Commissioning Groups, and Sussex Police now collectively hold statutory responsibilities for safeguarding.

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, both for children still attending school and those at home.

Our reporting principles remain the same; for staff to alert DSL, or deputies as soon as possible in the best way – at this current time, this could be email, telephone, text message.

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.

We will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them.

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 Pier Anscombe. You can contact them by email: [PierAnscombe@lourdes.brighton-hove.sch.uk](mailto:PierAnscombe@lourdes.brighton-hove.sch.uk)

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

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- 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

LA Guidance currently in place is listed in the Appendix A

### **6. Monitoring attendance**

We monitor attendance in line with DfE and LA guidance and co-ordinate our separate registers for the our Admin Assistant has a complete picture of who is in attendance remotely on-line, off line and in school. Vulnerable children and Critical worker children will be allowed into school to minimize disruption to Covid and ensure parents are able to work.

### **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 – about both children attending school and those at home.

### **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 – whether those concerns are about staff/volunteers working on site or remotely.

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](mailto: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 includes children who are receiving Early Help, or other additional support such as extra school pastoral care.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10 below.

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## **10. 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

We have agreed these plans with children's social care where relevant, and will review them with their social worker every fortnight. If we can't make contact, we will contact Front Door for Families.

## **11. 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 line with the procedures set out in section 3 above

For children at home, they will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

Children are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support pupils' mental health.

## **12. Online safety**

### **12.1 In school**

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

If IT staff are unavailable, our contingency plan will be to contact the Local Authority IT support team.

### **12.2 Outside school**

On-line teaching of students will be something that the school reviews as part of their wider evaluations of provision during the Covid-19 crisis. The school will publish its Remote Learning Policy to parents and carers should a lockdown situation occur – either full or partial. Contact with pupils will be made only via School Ping or email using the office/admin account. The DSLs may find it necessary to speak to vulnerable pupils over the phone and, in doing so will work from the school building, using the school phone and will ensure the parent is present and other staff witness the conversation. Staff will not be using Facetime, Whatsapp or Skype to contact pupils. However, Zoom will be used by staff whilst on the school site in order to maintain contact with pupils, undertake welfare checks and counselling and undertake some teaching; this will be done in accordance with our Zoom safeguarding guidance, which is below. Google Classroom will also be used for older Year Groups.

Parents/Carers will be notified that the school is using a Zoom meeting with their child and the reason for the Zoom contact.

**Should the need be counselling or safeguarding related, a central record is kept on one drive within check-in records of pupils identified for Zoom calls.**

**Pupil's home expectations:**

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Parent/Carer has to be present.

The session aims and what will happen will be shared at the beginning "This is a session to catch up with *your key worker (N)*. **First**, we will chat with your key person. **Next**, you can show us any work, models you have completed and **Last**, we will read you a story to finish?"

If the call is so the student can take part in an assembly or class, the teacher will introduce the session by outlining the context of the call for the children and mirror 'class talk' as closely as possible.

### **Staff expectations:**

The staff will login 5 minutes before the session so they are on line straight away.

The session will planned into 3 parts and session aims and plan shared as above.

Staff household members should not be in the zoom meeting.

School badges to be worn.

### **Useful Links:**

NSPCC

<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely>

South West Grid for Learning

[https://swgfl.org.uk/resources/safe-remote-](https://swgfl.org.uk/resources/safe-remote-learning/?fbclid=IwAR1mx_5TybvbkU3wdKArISVLh8lcy5Z95iG9niTDVoJpGf1HwwBSe4hlvsg)

[learning/?fbclid=IwAR1mx\\_5TybvbkU3wdKArISVLh8lcy5Z95iG9niTDVoJpGf1HwwBSe4hlvsg](https://swgfl.org.uk/resources/safe-remote-learning/?fbclid=IwAR1mx_5TybvbkU3wdKArISVLh8lcy5Z95iG9niTDVoJpGf1HwwBSe4hlvsg)

Andrew Hall Safeguarding

[https://support.safeguardingschools.co.uk/article/37-remote-teaching-and-learning-during-the-coronavirus-outbreak?fbclid=IwAR1IA4y\\_0PygpjUtz7yBHdAxL8rpX8CBzFVRVWCIIY8ywcZiqvSL0TbV\\_xc](https://support.safeguardingschools.co.uk/article/37-remote-teaching-and-learning-during-the-coronavirus-outbreak?fbclid=IwAR1IA4y_0PygpjUtz7yBHdAxL8rpX8CBzFVRVWCIIY8ywcZiqvSL0TbV_xc)

Outside partners, e.g. Speech and Language, Occupational Therapist, Educational Psychologist and Play Therapist will continue to work with pupils, families and staff as best as they can, following their own professional guidance agreed either by the LA, or their own professional body and school.

## **12.3 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 keep refreshing and updating our school website with new information and resources. A school Ping will be sent to all families to alert them to this.

## **13. Mental health**

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Our DSL Zoe Garbarz will continue to liaise with families who may need support and signpost and explore avenues to help. This may involve email and/or telephone calls.

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

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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. Staff will continue to review this.

### 14. Staff recruitment, training and induction

#### 14.1 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.

#### 14.2 Staff 'on loan' from other schools – this is not currently applicable to OLOL, however in the case of all SLT being unavailable due to illness or personal circumstances which prevented them working, then we would liaise with other schools to request additional staff support.

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 undertaken by the SLT in conjunction with the other school in question.

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

#### 14.3 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

#### 14.4 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'

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

## **15. 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.

## **16. 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 monthly by Paul Barber. At every review, it will be approved by the full governing board.

## **17. Links with other policies**

This policy links to the following policies and procedures:

- › Child protection policy
- › Staff Code of Conduct
- › Health and safety policy
- › Whistleblowing policy
- › Anti-bullying policy
- › Information Security Framework



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## **Appendix A**

### **B&H Covid-19 Education Safeguarding Information & Guidance**

#### **Safeguarding Arrangements**

##### **Designated Safeguarding Lead**

Staff must have access to a Designated Safeguarding Lead for advice and guidance when children are in school.

- This can be by phone, as long as the DSL/DDSL is in a position to respond (i.e. is not ill) and knows that they are providing DSL cover.
- This can be a member of schools senior leadership, who may need to contact another school's DSL or Brighton & Hove Education Safeguarding Officer for further advice.
- Any arrangements for support from another school's DSL need to be agreed in advance.
- If DSL/DDSL is out of school, or likely to be out of school, it is recommended that they brief other members of school's SLT on:
  - How and when to contact Front Door for Families.
  - How to respond to Welfare Check requests from FDFP.
  - How to access the school's safeguarding information about children

Education Safeguarding Officer is Gill Hibbert

[Gill.Hibbert@brighton-hove.gov.uk](mailto:Gill.Hibbert@brighton-hove.gov.uk)

07827 880772

Front Door for Families

Monday to Thursday, 9am to 5pm; Friday 9am to 4:30pm

01273 290400

<https://www.brighton-hove.gov.uk/content/children-and-education/front-door-families>

and then follow link to Online Form for Professionals

Emergency Duty Service (out of FDFP hours)

01273 335905 / 335906

##### **Allegations Against Staff**

These would normally be handled by the headteacher.

- If the headteacher is not available, it is appropriate for this role to be delegated to the DSL or another member of SLT.
- It is recommended that the headteacher briefs these member of staff.
- They need to know how and when to contact the Local Authority Designated Officer (LADO)

Local Authority Designated Officer is Darrel Clews

01273 295643

[Darrel.Clews@brighton-hove.gov.uk](mailto:Darrel.Clews@brighton-hove.gov.uk)