



**Sacred Heart Catholic Primary School  
Safeguarding Guidance in response to  
Covid-19 Pandemic**

April 2020



## **Sacred Heart Safeguarding Guidance in response to Covid-19 Pandemic.**

This amendment to the existing safeguarding policy was produced on 7/4/2020 in response to the COVID-19 Pandemic.

School staff contact details :-

	Name	Contact details
Headteacher	Margaret Jackson	0151 677 1091
Deputy Headteacher	Lindsay Smith	0151 677 1091
Designated Safeguarding Lead	Lindsay Smith	0151 677 1091
Deputy Designated Safeguarding Lead	Margaret Jackson Joanne Mullin Annie Buxton-Cook	0151 677 1091

Supporting Agencies contact details:-

	Name	Contact details
Wirral Children's Safeguarding Partnership	Integrated Front Door	0151 606 2008 (M-F 9-5) Outside these hours 0151 677 6557
LADO	Anne King Or Lead social worker (IRO) on duty at the time	0151 666 4442
Virtual Head- LAC	Trish Lewis	0151 666 4425/ 07919013778

## **Background information**

On Wednesday 18<sup>th</sup> March 2020 the Secretary of State announced that all schools would close in response to the COVID-19 Pandemic. Schools closed to all pupils on Friday 20<sup>th</sup> March 2020. Schools were to re-open on Monday 23<sup>rd</sup> March to provide care for specific groups of children which include:-

- Children of keyworkers
- Children who have a social worker
- Children who have an EHCP
- Children who are classed as vulnerable

It was explained that schools were not to continue to provide the national curriculum. The school setting is to continue to be a safe environment for children and basic safeguarding principles are to 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 and 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

The information below explains how the school will meet these requirements in line with Government guidance. The information can be used in conjunction with the safeguarding checklist that is included in Appendix 1.

### **Children who are able to attend school**

The Head teacher has produced a list of children who will be offered a place at school during the period of school closure. The list of children has been produced in line with the government guidance. In creating the list of children, the Head teacher has considered the guidance that all children should remain at home to prevent them from catching the virus or spreading the virus to vulnerable members of the community.

School will hold discussions with families, social workers and health care professionals when considering the children who will be able to attend school and those who would be able to remain at home.

School will also support other children who are vulnerable where they are able to do so. Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability. The aim remains that all children should be at home where possible.

Whilst attending school we will ensure that social distancing is maintained and that hygiene routines are followed.

The school will ensure that appropriate staff/pupil ratios are in place and where this is not possible due to staff illness, further guidance will be sought from the Local Authority.

### **Attendance monitoring**

The school will record a Y code for all pupils on the school register for the period of the closure.

#### **- Support for children who are attending school**

The school will provide a daily register of pupils who should attend school and the children who actually do attend school.

Any pupil who is expected to attend school but does not will receive a telephone call to establish the reason for absence.

The school will respond to the absence of a child with a social worker by contacting the social worker to alert them of the child's absence. The contact will take the form of an email to the social workers email address and also to the inbox of the social work team to which the social worker belongs. This is to ensure that the email will be viewed in the case of the social workers absence. This list is kept in the Headteacher's office.

If no contact can be made with a parent of a vulnerable child a home visit may be considered. Where a home visit is to be made a risk assessment will be completed. Social distancing measures will be applied. The pupil will be viewed through a window if the family are self-isolating or at the front door. Any safeguarding concerns resulting from a home visit will be shared with the social worker or with WCSP.

A record of any contact with a social worker will be added to Edaware.

A record of any home visits will be added to Edaware.

## **Safeguarding guidance**

The school recognises that this is a very difficult period of time for staff, parents and children. The school will aim to provide support to all members of the school community. The school will provide information about support agencies through the school website and newsletters.

The wellbeing of staff, parents and children remain the priority of Sacred Heart Primary School. Our positive relationships will support the school community through the difficult times ahead.

### **- Children who attend school**

The Head teacher will ensure that where possible a member of the safeguarding team is available in school. The DSL and DDSL's will create a rota so that either one is available either in person or remotely by phone. Where this is not possible due to illness, then one of the safeguarding team will be available through the telephone and (where possible) a member of the senior leadership team will be on the school premises and be responsible for safeguarding. There will always be a member of staff who is responsible for safeguarding present on site.

The school will provide a folder containing the names of the pupils who are attending school. This file will be kept in a secure location and the DSL/senior member of staff in school will be aware of the location.

The folder will contain the contact details of family members and the name and contact details of social workers. Where there are current safeguarding concerns and a plan in place for the child relevant information will be provided for the member of staff (eg, if a parent is not to be in contact with the child).

The folder will include all relevant contact details for safeguarding such as WCSP, LADO and the contact details for the social work teams.

Where there is a safeguarding concern during the school day, school staff should record their concern in accordance with the school procedures. Where Edaware is not available, contact should be made directly with the DSL/DSL/Senior member of staff on site. If the DSL/DSL is working remotely then telephone contact should be made to ensure that the concern has been received.

Where there is an immediate need for action and there is no DSL/DSL/Senior member of staff available any member of staff can contact WCSP for advice. The number is displayed on the school safeguarding noticeboard outside the Deputy Headteacher's room.

Should a concern arise regarding an adult who works with children the Head teacher/ Deputy Headteacher should be informed directly. Both the Head teacher and the Deputy Headteacher will monitor emails and can be contacted via telephone. Where they are not available then concerns should be directed to the deputy safeguarding leads or the Chair of Governors.

Should a concern arise about the Head teacher this should be reported to the Chair of Governors. The details are provided on the school safeguarding noticeboard outside the Deputy Headteacher's room.

Guidance relating to social distancing and hygiene in school will be followed by all staff, children and parents.

All our staff are trained in first aid so there will be a trained first aider on site at all times and a member of staff who has been trained in administering medicine (If applicable).

Any child who presents symptoms of Coronavirus will no longer be expected to attend school until the isolation period is completed. Parents will be contacted to collect the child from school. The school will maintain contact with the family through telephone calls.

- **Children who are not attending school**

The Head teacher and DSL will be aware of children who are considered to be vulnerable but who have not met the threshold for social care involvement or has an EHC plan but is to remain at home. These families may require additional support during the period of school closure.

The DSL/DDSL will make weekly telephone calls to these families and record the content of the conversation on Edaware. If it is felt that the concerns have escalated during the time of school closure then a home visit will be made (following a risk assessment).

The school will follow the school procedures and refer any safeguarding concerns to WCSP.

The school is aware that there may be additional financial and emotional stresses in family homes during this time. The school will signpost parents to support through the school website and through telephone contact home.

Any concerns that become apparent will be referred following the school safeguarding procedures.

Where a concern is reported regarding peer on peer abuse, the concern will be managed in line with the guidance provided in Keeping Children Safe in Education part 5.

Where there is an ongoing concern for a child around contextual safeguarding, the DSL/DDSL will remain in contact with the family throughout the school closure.

The DSL/DDSL will, where possible, continue to contribute to multi-agency planning and support for families who have social care involvement. This may be through conference telephone calls or video calls.

**Esafty guidance**

The school will continue to follow the guidance set out in Guidance for Safer Working Practice for Adults who work with children and young people in education settings. All staff have read this document and understand the content in relation to online safety.

All staff have recently received training around online safety.

Children and parents have recently been provided with information relating to online safety.

- **Support for children who are attending school**

The school will continue to follow the guidance set out in the school Esafty Policy.

Staff are aware that the use of mobile phones is not permitted in the presence of children.

Where a telephone contact is required, the school telephone will be used.

Staff understand that photographs will not be taken of children.

The school has appropriate filter and monitoring systems in place.

- **Support for children who are not attending school**

It is important that staff continue to monitor the safety of children when online. Any concerns must be shared on Edaware. In the event of serious concerns children's social care and/or the police must be contacted to share concerns as per the school guidance.

Staff are aware of the procedures in place to ensure the safety of children online.

School will ensure that the use of Edaware or any other sensitive data when off site and working remotely is in line with GDPR.

School staff should consider the following when contacting children online :-

- No 1-1 discussions – group learning only.
- Staff will pre-record any lessons and live lessons will not take place. Recorded lessons will take place in an appropriate room and will consider appropriate attire.
- Staff will only use online platforms that have been agreed with the Head.
- Staff should provide a copy of the lesson to the Head or Esafety co-ordinator along with the date and time that the lesson was shared and the duration of the lesson.

## **Safer recruitment guidance**

All staff have been trained in Safeguarding Awareness and have completed a safeguarding induction.

All staff have read Keeping Children Safe in Education (part 1 and Annex A), and Guidance for safer working practice for adults who work with children and young people in education settings.

All staff have recently completed E-Safety training.

All staff are up to date with training requirements.

The school will continue to follow the schools safeguarding policy and national guidance relating to safer recruitment.

Where new staff are recruited or new volunteers are supporting the school, safeguarding inductions and documents will be provided to ensure that the school maintains the safety of children. Under no circumstances will a volunteer or person who has not been DBS checked be left unsupervised with a child or children.

Where the Local Authority deploy staff to cover staff shortages the school will request written confirmation that:-

- The person has been subject to an enhanced DBS and children's barred checklist
- There are no known concerns about the persons suitability to work with children

- There is no ongoing disciplinary investigation relating to the individual

On arrival the person will receive the schools safeguarding policy, national documentation, local processes in terms of safeguarding and the contact details of the DSL and other safeguarding members of staff

The single central record will be maintained during the period and will follow the correct protocol.

The school will continue to follow all aspects of safer recruitment during the period of school closure.

## **Bereavement**

The school recognises that given the nature of the pandemic, members of the school community may experience bereavement. Support will be offered to families as and when required and the school will signpost to appropriate bereavement support organisations.

All staff, pupils and parents will be offered support as appropriate to explore the impact of the pandemic on return to school. This will follow specialist guidance.

## **Summary**

It is recognised that at this time things are changing on a day to day basis. The policy may need to be updated further due to changes in circumstances. This will be reviewed every three weeks.

The priority of the school remains the safety of the school community.



## Checklist for school staff in response to COVID-19

### Staff guidance

	Complete	Comments
Check that the pupil staff ratio is correct		
Names of staff on site are recorded on Entry Sign.		
Staff have been provided with hand washing guidance and have facilities and items to maintain hygiene.		
Staff have washed hands on entering school.		
All staff have their ID badges in view		
There is a notice board for staff information and parent information in the entrance of the school.		
There is a named Senior Member of Staff on site and recorded on the notice board		
There is a named DSL or DDSL on site and is named on the notice board. If not on site the Senior Member of staff has the details of the DSL/DDSL		
There are sufficient trained first aiders in the school building. The name is included on the noticeboard.		
The contact details for raising a concern about a child or member of staff are displayed on the noticeboard outside DHT room.		
Ensure that all staff who are not employed by the school are aware of who the SLT, DSL and first aiders are by sight.		
Ensure that the school accident reporting takes place on Edaware on if required M13 form completed.		

## Safeguarding

	Completed	Comments
Ensure that the DSL/DDSL or Senior member of staff know where the safeguarding information can be found. When a DSL is not on site they should be contactable by telephone.		
A file containing vulnerable children and any relevant contact details (eg social workers,) and actions relevant to the children are included.		
Staff are aware of the school safeguarding procedures and that these still apply. A summary of the safeguarding procedures should be displayed on the notice board.		
The senior member of staff are aware of the contact numbers of WCSP, LADO and virtual Head for looked after children. The contact numbers for social work teams are available in the safeguarding file.		
Staff are aware that under no circumstances should photographs be taken of the children as consent has not been sought from parents.		
A register is created at the start of each day which will include the pupils who are expected to attend and those who actually attend.		
Contact is made with families of children who do not attend but who are expected to attend.		
There is one point of entrance to the building for the pupils and one for staff.		
Staff are aware of the Fire Safety procedures and the designated fire meet point. (Playground)		
Classroom doors that are in use should be wedged open to		

reduce the risk of spreading germs within the school. Remaining fire doors must remain closed.		
Parents dropping of children are following social distancing guidance.		
Seating in school is compliant with social distancing guidance		
Parents complete any required paperwork with their own pen in the reception area. Wipes are provided to wipe surfaces. A bin is provided for wipes to be placed.		
A file can be accessed by the senior member of staff which provides details of any medical issues and medication to be provided for children.		
There is a trained person who can administer medicine available on site. (If applicable)		
Ensure that children and staff wash their hands at regular intervals throughout the day and before and after meals.		
Tables are to be cleaned with hot soapy water after use.		
Ensure that all items that have been used throughout the day are sanitised at the end of each day.		
Ensure that the PM register is taken.		
Ensure that pupils are signed out of the building as are members of staff.		
Safer recruitment processes still apply for any volunteers and any new staff from other settings have had a safeguarding induction		
Staff are aware of how to access support for their own emotional wellbeing and how to signpost children and families to appropriate support.		