



Saint Benedict
A Catholic Voluntary Academy

Safeguarding Policy Addendum

Revised version January 2021

Schools and Education Settings - The safeguarding arrangements for remote Learning and Summary of any key COVID-19 Mitigation Planning, safeguarding and child protection changes

Date of Policy	30 th June 2020
Author	D Kelly
Addendum approved by governors	1 st September 2020
Review Date	1 st February 2021

Addendum review dates and changes

Review date	By whom	Summary of changes made	Date implemented
30 th June 2020	D Kelly	No Changes needed	30 th June 2020
23 rd July 2020	D Kelly	Updated changes to reflect KCSIE 2020 and the new Government guidance provided on the reopening of schools 7 th July 2020 Changed title from “wider reopening” to “reopening”	10 th August 2020
30 th September 2020	D Kelly	Added point 4 on Pupils who are self-isolating or unwell with Covid 19	30 th September 2020
16 th November 2020	D Kelly	No changes required	18 th December 2020
4 th January 2021	D Kelly	Changed title and updated document following National Lockdown in line with Trust guideline sent out	4 th January 2021
1 st February 2021	D Kelly	TBC	

This addendum supports a Schools/College current child protection and safeguarding policy, 2020/21. It is part of a series of additional templates that have been issued in 2020 in line with COVID-19 mitigation planning and responses to safeguarding arrangements:

- April 2020, Addendum, Summary of any key COVID-19 Mitigation Planning, Safeguarding and Child Protection changes;
- June 2020, Annex A, The Safeguarding arrangements for the wider Opening of Education Settings to Children from June 1st.

This addendum is new information Schools/Colleges need to address to support the Safeguarding arrangements in their School/College to cover for example, recent guidance issued by the Government on Remote Learning and on Local Safeguarding Arrangements as the pandemic continues.

This Addendum also reflects any updated advice from Derby and Derbyshire Safeguarding Children Partnership and from Children's Social Care, Reporting Mechanisms, and updated and available support services.

Key information is found here: <https://www.ddscp.org.uk/coronavirus-safeguarding-arrangements/>

All leaders and including Governors will ensure that they will also keep up to date with changing National and Local arrangements:

<https://www.gov.uk/coronavirus>

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/coronavirus-information/coronavirus-information.aspx>

These guidance documents are frequently updated and the school are alert to any significant changes in later versions. Any changes will be updated and reflected within this policy addendum.

This additional Addendum also reflects any updated advice from Derby and Derbyshire Safeguarding Children Partnership and from the Local Authority (for example: 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).

Key information is found here: <https://www.ddscp.org.uk/coronavirus-safeguarding-arrangements/>

Key Contacts during COVID-19 Arrangements

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Daniel Kelly Hazel Boyce	dkelly@saintben.derby.sch.uk hboyce@saintben.derby.sch.uk
Deputy DSL(s)	Helen Cwynar	hcwynar@saintben.derby.sch.uk
Other contactable DSL(s) and/or deputy DSL(s): <ul style="list-style-type: none"> DSL at (St Mary's Primary School) 	Mrs Novak-Lemmings	safeguarding@stmarys.derby.sch.uk
Designated member of Senior Leadership Team if DSL (and deputy) cannot be on site	Kevin Gritton	kgritton@saintben.derby.sch.uk
Designated Teacher for Looked After Children	Nina Shaw	nshaw@saintben.derby.sch.uk
Headteacher/Principal	Kevin Gritton	kgritton@saintben.derby.sch.uk
Chair of Governors/Trustees	Keith Wharam	kandemwharam@yahoo.co.uk
Designated Governor/Trustee:	Karen Daniel	karendaniel403@yahoo.com
Other key safeguarding agencies as noted in the School safeguarding/child protection policy 2019/20, Addendum April 2020	Derby and Derbyshire Safeguarding Children Partnership	https://www.ddscp.org.uk/coronavirus-safeguarding-arrangements

1. Scope and Definitions

This additional Addendum applies during the period of reopening of schools from September 2020. It reflects updated advice from our local safeguarding partners Derby and Derbyshire Safeguarding Children Partnership (Derbyshire County Council, Derby City Council, Derby and Derbyshire Clinical Commissioning Group, Tameside and Glossop Clinical Commissioning Group and Derbyshire Constabulary).

It sets out changes to our normal Safeguarding/Child Protection Policy in light of the Department for Education's Guidance collection for [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#), and specifically [Guidance for full opening: schools](#)

This does not replace the schools Safeguarding policy 2020/2021, and safeguarding policy addendum, Summary of any key COVID-19 related safeguarding and child protection changes, April 2020 and June 2020 wider reopening of schools.

2. Vulnerable Children/Reporting concerns

We will help identify vulnerable children and especially those children who continue not to be in school and use the available services, support and referring in arrangements, with particular reference to:

- The Derby and Derbyshire Safeguarding Children Partnership briefing on safeguarding children at a time of significant demand from September 2020: Appendix 1.
- Community Health Advisors (Mental Health and Wellbeing):

<https://www.camhsnorthderbyshire.nhs.uk/specialist-community-advisors>

<https://www.derbyshirehealthcareft.nhs.uk/services/childrens-mental-health-services-camhs-derby-and-southern-derbyshire/im-professional/specialist-community-advisors>

- The locality Early Help Team (Derbyshire):

<i>High Peak & Dales</i>	<i>01629 531232 (Glossop)</i> <i>01629 533502 (Buxton)</i>
<i>North East & Bolsover</i>	<i>01629 533623 or 01629 537398</i>
<i>Chesterfield</i>	<i>01629 533557</i>
<i>Amber Valley</i>	<i>01629 533640 or 01629 533212</i>
<i>Erewash</i>	<i>01629 537820 or 01629 531576</i>
<i>South Derbyshire & Dales</i>	<i>01629 532617</i>

The Transition Team, emerging needs (Derbyshire) 01629 536451

3. Maintaining contact of pupils who remain at home

The safeguarding team and pastoral staff are maintaining regular contact with those pupils and their families who are unable to return to school from September 2020 and now from the 4th January 2021 will follow the schools contact plans for Lockdown. Form tutors will make regular email and calls alongside daily monitoring of access to online learning. Where a lack of online activity is evident and contact cannot be made, staff follow the safeguarding reporting procedures to raise concern to the safeguarding team.

The safeguarding team will continue to operate an 'at risk' register that works at 4 levels of need. Pupils who are not attending school regularly will be kept on this register. These pupils will be discussed weekly at safeguarding meetings.

All pupils that have been classified as "vulnerable" and "otherwise vulnerable" appear on this register and regular updates regarding welfare will take place by a designated key worker along with regular communication with their social workers where appropriate. Where possible staff will request to speak to the child if they are not in school. When making contact with both families and social workers we are making it a priority to encourage the pupil to return to school (if they have not already done so), and attempting to support these families to allow access for their children in school.

Where there are continued concerns regarding a lack of contact with any given family the safeguarding team will conduct doorstep visits to carry out safe and well-being checks. There is a risk assessment in place for staff conducting such visits that maintain safety as a priority.

All communication is recorded centrally on a secure monitoring database and well-being concerns are recorded using the school CPOMS procedure as outlined in the Safeguarding policy 2020/21.

4. Students who have tested Positive for COVID-19 or are Self-Isolating following Government Guidance

For those pupils affected by the Government guidelines in "Track and Trace" and who may be required to self-isolate or are unwell with the virus, the school will maintain regular contact through the pastoral team. Form Tutors will make contact weekly and any concerns will be reported following the schools regular CPOMS reporting system. Where contact ceases, or we are unable to communicate with families for more than 5 days we will conduct a safe and wellbeing doorstep visit. On their return to the school, pastoral staff will speak with the child to ensure they are well, and any additional needs can be discussed if needed.

5. Designated Safeguarding Lead (and Deputy) Arrangements

The Designated Safeguarding lead will allocate more time in the first few weeks of term, to support staff and children regarding new concerns and referrals if appropriate. The School will have a trained DSL or Deputy DSL available on site to coordinate the safeguarding arrangements and liaise with social workers at all times. If activities take place, offsite there will be arrangements in place to provide access to a designated lead.

All school staff and volunteers will have access to a trained DSL (or deputy) and know on any given day who that person is and how to speak to them.

In exceptional circumstances:

- a trained DSL (or deputy) from the school or college can be available to be contacted via phone or online video - for example, working from home.
- sharing trained DSLs (or deputies) with other schools or colleges (who should be available to be contacted via phone or online video) can be arranged.

The School will ensure there are sufficient staff members who can provide pastoral support to help meet the needs of children as they return.

The DSL will provide support to teachers and pastoral staff to ensure contact is maintained with children and their families. This will be for those children and families in school and more importantly for those who are not in school.

Where possible staff should try to speak directly to children to help identify any concerns. Staff should be encouraged (where possible) to make calls from the school site via school phones and devices. Where staff use personal phones to make calls, they should withhold their personal number.

When communicating with families, this should only be done through school email addresses or recognised channels, within school hours and on school devices. It is recommended that any staff member contacting parents and families is made aware of the school's policy around etiquette and content.

The Designated Lead will ensure great care will be taken in the content, storage and dissemination of any records made.

The DSL will ensure all staff will be kept up to date with government and local changes in respect of children returning to the School and the School will update parents/carers and make the relevant guidance available on the website.

4. Children with a Social Worker

We expect that our vulnerable children who have a social worker and children with an EHCP will attend our school so long as they do not have underlying health conditions that put them at severe risk.

Where a parent/carer does not want to bring their child to an education setting, and their child is considered vulnerable, we will agree with the Social Worker who will explore the reasons for this directly with the parent and wherever possible encourage attendance. This will include children with EHCP plans and we will liaise with the SEND Team. Any discussions will be communicated to the Social Worker.

If we must close our provision and we have children attending with a Social Worker, we will liaise with other provision in our area to see if they are open and if the child/ren can attend. We will then update the Social Worker and use contingency arrangements for information sharing and recording whilst the child is in the alternative setting.

We will ensure where possible that we have joint discussions with the Social Worker around reasons for any non-attendance and the risk this poses to the safeguarding and welfare of the child. Through this discussion we can plan any next steps to try and ensure the welfare of the child.

5. Home Educated Children

When parents/carers are considering Home Education and or have taken a decision to remove the child from our roll, we encourage an open line of communication and will arrange a discussion with the family. In doing this we will inform them of their legal duties and that they will be expected to provide a full-time suitable education. We will also explain that as part of the procedure for wanting to pursue Home Education, we will notify the Local Authority of their decision and the Local Authority will need to make further enquiries directly with them.

If this decision relates to COVID-19 and there are concerns about the physical or mental health of the child or other family member, we will try and continue to offer reassurances about the measures we have taken to protect their health and wellbeing.

The DfE has published advice for parents/carers considering Elective Home Education (EHE). It sets out clearly, the implications of withdrawing children from school for the purposes of home education. We will in our discussion with parents/carers hand out information and provide this link where the option of EHE is explored:

<https://www.gov.uk/government/publications/elective-home-education>

We will also provide additional information found here:

<https://www.derbyshire.gov.uk/education/elective-home-education/elective-home-education.aspx>

6. Remote Learning

This School/College is operating a mixture of In-School and Home Learning. If any of our children and their families need to self-isolate, for example, we will need to make provision to teach them remotely. In teaching face to face or in a virtual classroom it is important that we take steps to ensure children are protected.

Safeguarding and Child Protection remains as important in this environment as anywhere else, and our School/College will apply the School's Safeguarding Guidance to Remote Learning, just as they would to classroom working. Staff who become aware of any Child Protection concerns will continue to follow the school's/college's safeguarding procedures and the local Derby and Derbyshire Childrens Safeguarding Procedures.

When staff work remotely, we will ensure that the School's/College's Child Protection and Safeguarding Policy is adhered to, and the Managing Allegations Against Staff, Carers and Volunteers policy is followed.

Updated National Guidance provided by the DfE can be found on the following link:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19#virtual-lessons-and-live-streaming>

Derbyshire County Council's 'Education Data Hub' has published advice for Schools/Colleges on remote learning, November 2020, which is available on the following page:

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/coronavirus-information/information-and-advice-to-schools.aspx>

7. Reporting Concerns (including those who remain at home)

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.

Staff are directed to follow the standard safeguarding procedures in school for reporting a concern, which includes the use of CPOMS as explained within the school safeguarding staff handbook.

The school will continue to follow the DDSCP guidance about managing risk to vulnerable children during lockdown, assessing and supporting their needs for children who are not in school during this period. The local authority early help service /multi-agency teams (MATS) have a dedicated link member of staff for every Derby school to share relevant information, offer support and signpost to services to ensure children and families have the right support at the right time. This link will continue following the reopening of school.

The school is linked with Liane Roome, and we will continue to conduct a fortnightly review conversation where information is shared with Children's Services and support and guidance is offered.

In addition the Children's Services Professional Consultation Line telephone 07812 300 329 have extended their hours to 9am to 4pm and this number is being used by the safeguarding team in reporting concerns.

8. Staff Recruitment, Movement of Staff, Training and Induction

The existing School workforce may continue to move between schools/colleges in response to Coronavirus.

Where new staff or volunteers are recruited they will continue to be provided with a safeguarding induction. Supply and agency staff, who may be recruited for the wider opening of the School will be given a safeguarding induction, which includes local changes and responses to Coronavirus and local safeguarding policies and procedures.

Some schools/colleges are 'borrowing' staff from other schools/colleges. This will continue to be necessary in some cases and the usual expectations will apply around verification, training, induction to the setting they are temporarily working in and knowledge of the school's/college's safeguarding policies and procedures.

The School will be clear in how they will access information, both hard copy and electronic especially with regards to temporary log in and administration privileges. The School will revisit processes for data sharing and storage, particularly if key staff members are not on site, using "borrowed staff" and/or using other schools.

External visitors should be kept to a minimum, but the School will make themselves available for Children's Social Workers, and other relevant partners e.g. Health, who may need to see children on site.

9. Risk Assessments

The School will work with the latest guidance provided by the government on:

- Risk assessments;
- Home school transport;
- Managing the School site;
- Staggering start times and finish times;
- First aid;
- Social distancing;
- Personal Protective Equipment;
- Managing an outbreak of Coronavirus.

The local authority Quality, Standards and Performance Team has supported discussions and development across the city about the return to school and the required risk assessment processes, providing sample templates, tools and resources. See

<https://schoolsportal.derby.gov.uk/professionaladvocacyforchildrenineducationpace/dailybulletins/>

Children and young people with EHC (education and health care) plans in Derby have been allocated a key worker. Work will continue in partnership with the key worker, other key health and social care professionals, and the family to review individual EHCP risk assessments in light of a wider opening of the School:

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

For children and young people with other complex needs, such as children and young people with special educational needs and disability (SEND) who do not have an EHC plan, the school or local authority can now exercise its discretion to do a risk assessment and offer a place.

We will continue to undertake and review risk assessments for children and young people with EHC plans who remain at home. Risk assessments will continue to be undertaken to ensure:

- they assist decisions on which children and young people, with an EHC plan, should be attending their educational setting, taking into account the changing circumstances of individual children and young people, with an aim that they can be brought back into face to face education when it is right for them;
- when attendance is not appropriate, assessments can help make decisions about the support children and young people should receive at home, noting that circumstances may have changed;
- they provide helpful information to Headteachers and other professionals in planning for, and supporting, those children and young people with an EHC plan when they do return to educational setting.

10. Safeguarding Pupils and Teachers Online

The NSPCC guidance will be referred to when engaging in remote learning. The guidance was updated on 6th January 2021 and is available on the school website.

There will be regular communication with parents around working online, to provide reassurances that they are working in a safe environment and encourage them to make their child's online activity as safe possible. The school website has information available to support parents in online learning and families that require greater guidance will be referred to:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

We have maintained the use of existing learning platforms that we recognise to be trusted and safe such Office 365 and Team Satchel. To further safeguard both pupils and Teacher we have not permitted video calling, live lessons or the use of personal video recordings as part of the remote learning offer for Key stage 3. We have adapted lessons by adding Loom audio explanations only to prevent any online safeguarding concerns regarding video footage at Key stage 4 and 5 and run some live session at KS5.

In line with the DfE recommendation we will signpost any queries, and in regards to data protection to their Data Protection Office at the SRCMAT which the school is part of.

11. Mental Health and Well-being

The School will continue to support children in respect of their emotional health and wellbeing and acknowledge that lockdown may have had, and may continue to have, an adverse impact upon their health, wellbeing and safety.

There is guidance available (updated May 21st) to assist and all staff will be made familiar with this: <https://www.gov.uk/guidance/supporting-pupils-wellbeing>

There is guidance on the full reopening of schools and supporting Mental Health and Well-Being and all staff will be made familiar with this:
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

All staff will be updated around how to identify, refer and respond to a child presenting concerns and know how schools/colleges can receive help:
<https://derbyandderbyshireemotionalhealthandwellbeing.uk/>

A new email address for professionals to access this new service is: ddccg.tict@nhs.net

12. Monitoring Arrangements

This addendum will be reviewed and updated as Guidance from the Local Safeguarding Partners, other relevant agencies or DfE is received, and as a minimum every 4 weeks by Daniel Kelly (Designated Safeguarding Lead).

At every review, it will be read and approved by the full governing board.

13. Resources

Department for Education coronavirus helpline

The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care.

Phone: 0800 046 8687

Standard opening hours:

8am to 6pm – Monday to Friday

10am to 4pm – Saturday and Sunday

If you work in a school, have the schools/colleges unique reference number (URN or UK PRN) available.

Also see QSP Daily Bulletins

<https://schoolportal.derby.gov.uk/professionaladvocacyforchildrenineducationpace/dailybulletins/>

Appendix 1.

Final 27/09/20

Derby and Derbyshire Safeguarding Children Partnership Safeguarding our Children at a Time of Significant Demand

What Do We Know?

Between March and September 2020, many children and young people were not seen in their day care or school settings. We know that the lived experiences of children, young people and their families throughout the lockdown period may have been very different to normal; greater contact with family members and household pressures such as employment, financial concerns, home schooling and health, potentially contributing to an increase in domestic abuse and other concerns such as parental mental health and substance abuse and family breakdown. Children and young people are also likely to have had increased access to the internet, prompting concerns about an increase in online abuse and exploitation.

As children and young people begin to return to day care or school settings there is an understandable anxiety that significant concerns may come to light about their experiences over the last six months, and there is a need to ensure that children and families are able to access the appropriate level of help for their needs.

The messages from the data we have collected and analysed are clear; demand on all services will increase and all services must identify how they will respond, both individually and in coordination with other agencies

Responding to Emerging Concerns – Essential Questions to Ask

Circumstances for children and young people can be complex. Key to decision making will be your analysis of what you know and whether any new information which has been shared by the child, young person or about them raises specific concerns about abuse or neglect.

- Have you reviewed the threshold document and clarified all the information available to you, from your records and from your work with other agencies, to decide how serious the situation is for the child or young person?
- In all possible cases, have you discussed your concerns with the designated or named safeguarding lead in your organisation? This is an essential chance to reflect on what has been learnt and whether early help may be needed, or the situation is so serious that urgent action is required.
- If the situation does not require a referral to social care, what other services are available which could provide early and appropriate support?
- What action can/should you/your agency take which is appropriate to the identified needs of the child and family, by reference to the Threshold Guidance (e.g. Early Help, direct action from your agency or working alongside another agency).

You can also use the specific sections of the DDSCP Safeguarding Children Procedures to guide you through the process of making a referral.

Next Steps for Designated or Named Safeguarding Leads in all Agencies

Are you clear on:

- Your organisation's internal procedures for safeguarding children and young people? Do these meet the current situation and availability of support/advice services?
- Where to get help with Early Help assessments and what tools are available to inform your assessment (such as the Graded Care Profile)?
- Where to go for advice on supporting children and young people with specific issues such as concerns around mental health or exploitation?
- All the information available to you, from your records and from your work with other agencies and consideration of the threshold document? Have you reached a conclusion based on all this information to decide how serious the situation is, and that it meets the criteria for a referral?

Further information on numerous topics is available to help you on the DDSCP Website.

Useful Contacts: Children's Social Care

Area Referrals/front door Professional Advice

Derbyshire	01629 533190 (Starting Point)
Online referral	01629 535353 (8am – 6pm)
Derby	01332 641172 (First Response)
Online referral	07812 300329 (10am – 4pm)

Early Help:

Area	Telephone number
High Peak & Dales	01629 531232 (Glossop) 01629 533502 (Buxton)
North East & Bolsover	01629 533623 or 01629 537398
Chesterfield	01629 533557
Amber Valley	01629 533640 or 01629 533212
Erewash	01629 537820 or 01629 531576
South Derbyshire & Dales	01629 532617

CAMHS Telephone number

Chesterfield and North Derbyshire	01246 514412
High Peak and Derbyshire Dales	01298 72445
CAHMS Derby and South Derbyshire	0300 7900264