



**ST MARY'S  
COLLEGE**

# **COVID-19 Interim Child Protection & Safeguarding Policy**

## **The Mission of St. Mary's College**

*"Love God with all your heart, with all your soul, with all your mind and with all your strength and love your neighbour as yourself" (Mk 12:30-31)*

St Mary's College exists to help parents and carers to educate young people spiritually, morally, physically and academically as well as possible. We aim to be a truly Christian community, where our relationships are built on encouragement, concern, respect, forgiveness and reconciliation. Our religious life is rooted in the faith, practice and moral teaching of the Roman Catholic Church.

Each person in our community is specially valued and has an important part to play in making sure that we live out our mission.

<b>Name of policy</b>	Interim Child Protection & Safeguarding Policy
<b>Status</b>	V1 30.03.2020
<b>Date of next review</b>	tbc
<b>Lead Area</b>	DSL

Other related policies that support this policy:

## **Introduction**

During these unprecedented times it is important that child protection and safeguarding continues to be our key priority. Whilst our normal working arrangements have significantly changed, the risk to children and young people remains, and we must therefore ensure that we still fulfil our statutory duties during this on-going crisis.

## **Designated Safeguarding Leads (DSL)**

The DSL (A. Booth), Deputy DSL (D. Walmsley) and senior leaders **must** inform staff of their contact details (radio channel 8 when on site), including email address and telephone numbers. Staff should be made aware of who is taking lead responsibility for child protection daily. This would be the member of SLG on site during that day. They can then contact A. Booth or D. Walmsley as required.

## **What to do if you have a concern?**

If you become concerned that a child may be at risk or possible risk of significant harm, during telephone contact or attendance at school, then you **must** inform the Designated Safeguarding Lead (DSL) or Deputy Safeguarding Lead (Deputy DSL) immediately. However, it is recognised that during this period there may be time when the DSL or Deputy DSL are not on site but this should not prevent you from taking swift and timely action. Arrangements are in place for you to contact the DSL or Deputy DSL via telephone or email, but in the event of not receiving a response, you must inform the on-site senior leader. In addition, you can email "safeguarding" on the group email. In the rare event of the none of the designated staff being unavailable, then it becomes your responsibility to contact Children's Social Care EHaSH team direct to seek advice, and possibly make a referral (EHaSH tel: 01482 448879). In these circumstances, any action taken should be shared with the DSL or senior leader as soon as practically possible.

## **When seeking advice or making a referral**

### **Preparing to Discuss Concerns about a Child with Children's Social Care**

Try to sort out in your mind why you are worried, is it based on:

- What you have seen;
- What you have heard from others;
- What has been said to you directly.

**Try to be as clear as you can about why you are worried and what you need to do next:**

- This is what I have done;
- What more do I need to do?
- Are there any other children in the family?
- Is the child in immediate danger?

### **In the conversation that takes place the duty Social Worker will seek to clarify:**

- The nature of the concerns;
- How and why they have arisen;
- What appear to be the needs of the child and family; and
- What involvement they are having or have had with the child and / or family.

### **Questions Children's Social Care may ask at Initial Contact**

- Address and contact details of referrer;
- Has consent to make the referral been gained? Information regarding parents' knowledge and views on the referral;
- Where consent has been sought but refused and child protection concerns persist you will be asked what informed your decision making;
- Where consent has not been sought to make a referral, you will be asked to explain what informed your decision making;
- Full names, dates of birth and gender of children;
- Family address and, where relevant, school/nursery attended;
- Previous addresses;
- Identity of those with **Parental Responsibility**;

It is extremely important that you record all information via "The Safeguarding" group email which can then be recorded onto CPOMS via the Safeguarding team, including your concerns, the name of the contact in EHaSH, plus the date, time, and agreed actions by both parties.

### **Attendance**

If any identified vulnerable children offered a place during the crisis does not attend, then the school should follow up their absence with the parent/carers. The school must inform the allocated social worker if the child has not attended or has discontinued to attend. This would be done via the Safeguarding team – Miss A. Booth, Mrs S. Appleyard, Miss R. Clixby.

It may be necessary for the school and social worker to agree a supportive strategy to help either engage or re-engage the family into their child attending school.

All other systems currently in operation, for recording daily attendance, should continue throughout these exceptional times.

### **Safe learning environment**

It is extremely important that we maintain a safe learning environment for children attending school, especially as there will undoubtedly be a mixture of different age groups, vulnerabilities and need. Therefore, we must ensure that thorough risk assessments are completed for areas in use, plus emergency evacuation/lockdown procedures are well known to all staff and pupils.

If schools are receiving assistance from new volunteers, then they **must** still be vetted accordingly and complete an induction process. As a minimum, volunteers **must** receive a copy of the child protection, interim child protection

policy, staff code of conduct, Keeping Children Safe in Education (Part 1), the E-Safety/Acceptable User policy and Health & Safety policy. For any new staff starters joining your school during this period, you must still carry out all the safer recruitment checks, update your single central record, accordingly, plus follow the Trust's agreed induction process and issue all the necessary policies.

### **First Aid arrangements**

If EYFS pupils are attending then we must, where possible, have a Paediatric First Aid trained member of staff on-site. If this is not possible, then advice needs to be sought from either the CEO or a senior member of central team to determine the best course of action. This may include, schools running with a first aider on-site instead of a paediatric one, for a limited number of days. For schools that do not currently have any EYFS children, you must ensure that at least one member of staff, on duty, has completed first aid training.

### **Staffing Ratios**

Where possible it is desirable to ensure that 2 members of staff are supervising each group of pupils within classrooms. If this is not possible, then a minimum of one member of staff will be allocated to each group. Should this need emerge, then schools will need to ensure that sufficient provision is in place to support with any injury, accident, behaviour/emotional distress or if a child develop symptoms of the virus and need isolating.

### **Online Safety**

It is extremely important that the school's internet continues to be monitored regularly and that filtering systems are robust, in order to protect children whilst on-site.

If you become aware of an e-safety concern, please seek immediate assistance from the school's IT technician/provider or alternatively from the DSL and/or Senior Leader. Senior leaders should have the contact details for their IT provider, in the event of the usual personnel being unavailable.

For pupils who are accessing remote learning, there needs to be a clear mechanism in place for pupils to report back to the school if there are any concerns. Therefore, if you are setting activities for pupils to complete online then please ensure you include any internal reporting system, plus details of other national organisations where they can seek support (eg Childline, CEOP, UK Safer Internet Centre).

The existing E-Safety and Acceptable User policy and Staff Code of Conduct is still very much applicable during this period. If schools choose to communicate with pupils over the coming weeks/months via Skype, Facetime, Zoom, Teams etc then it is important that this is only carried out with

the approval of the Headteacher or Senior Leader. If approval is granted then the following conditions **must** be applied.

- *Inform the Headteacher or SLT who you intend to contact and why*
- *Only make contact during school hours using equipment and Internet services provided by the school*
- *Speak to the parent/carer in the first instance to arrange a convenient time to contact the child*
- *Before speaking to the child, have a discussion with the parent/carer and ask that they remain in the room during the contact with the child*
- *Staff are forbidden from communicating/making contact or responding to contact with pupils outside of the purposes of work*
- *Staff must not give out any personal details relating to themselves, the pupil or any other pupil*
- *The school's Acceptable Use Policy must be followed*
- *Staff must ensure that use of technologies does not bring the school into disrepute*
- *Record the contact of the conversation and duration on CPOMS.*

### **Peer on peer abuse**

As the majority of schools are operating on a much smaller basis, staff supervision will be greater. However, staff must remain vigilant to any signs of peer on peer abuse, especially if younger children are engaging with the older population throughout the day. If staff have concerns that any child is being targeted by another young person, they must report this without delay to the DSL, Deputy DSL or Senior Leader, and if necessary, seek advice from Children's Social Care and/or the police.

### **Monitoring and review**

It is highly likely that these interim procedures will evolve over the coming weeks and months, as new guidance is issued by the DfE and Local Authority. Your designated staff and leaders will update you, as and when needed.

## Contact details

Key Staff	Name	Telephone Number	Email
CEO	Mr G. Fitzpatrick	Contact nominated Senior Leader on site, who will contact relevant safeguarding lead as required.  SLT colleagues are available using Radio channel 8 / all mobile numbers kept at reception.	GFitzpatrick@smchull.org
Head of School	Mr D. Perry		DPerry@smchull.org
Designated Safeguarding Lead (DSL)	Miss A. Booth		ABooth@smchull.org
Deputy DSL	Mr D. Walmsley		DWalmsley@smchull.org
SEN Co	Miss E. Beaumont		EBeaumont@smchull.org
Senior Leader (1)	Mr A. Turner		ATurner@smchull.org
Senior Leader (2)	Miss R. Flanagan		RFlanagan@smchull.org
Trust Safeguarding Lead	Suzanne Wilson		<a href="mailto:swilson@hcat.org.uk">swilson@hcat.org.uk</a>
EHaSH	8.30am - 5pm Mon to Thurs and 4.30pm on Friday	01482 448879	<a href="mailto:EHASH@hullcc.gov.uk">EHASH@hullcc.gov.uk</a>
School allocated social worker: North locality	Louise Owens	07702922531	<a href="mailto:louise.owens@hullcc.gov.uk">louise.owens@hullcc.gov.uk</a>
LADO	Jacquie Edhouse	01482 613372	<a href="mailto:Jacquie.edhouse@hullcc.gov.uk">Jacquie.edhouse@hullcc.gov.uk</a>
LA Education Officer for Safeguarding	Phillip Painter	01482 614552	<a href="mailto:Phillip.painter@hullcc.gov.uk">Phillip.painter@hullcc.gov.uk</a>

<b>CAUSE FOR CONCERN FORM</b>
-------------------------------

**PUPIL DETAILS**

<b>Name</b>	
<b>DoB</b>	
<b>Home School</b>	

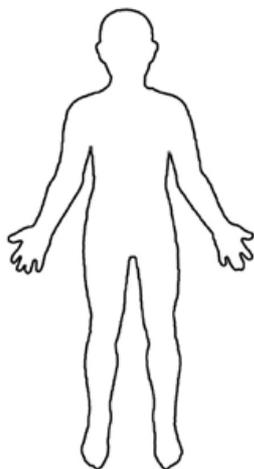
**STAFF DETAILS**

<b>Name</b>			
<b>Home School</b>			
<b>Date:</b>	<b>Location:</b>		<b>Time:</b>
<b>Date time recording being made</b>			

For any sections below continue recording overleaf if necessary, ensuring it is signed & date

**CONCERN DETAILS****NATURE OF CONCERN:**

Provide details of the incident or concerns you have including times, dates, description of any injuries (use body diagram to indicate area of injury), witness details, what you have observed, heard or been told, if the information is first-hand, fact or opinion, any other relevant details / information, etc. Ensure you clearly record the voice of the child's (suggestion - use capital letters to ensure it can be easily recognised). Ensure you act in a timely manner when reporting concerns, especially if there is an injury noted. Please clearly sign and date the record at the end of your statement.



**TO BE COMPLETED BY SENIOR DESIGNATED PERSON / DEPUTY DESIGNATED PERSON**

**AGREED ACTIONS & ANTICIPATED OUTCOMES:**

Record all discussions, communications, referrals & decisions made. Include details of conversations with parents / other agencies & rationale behind key decision making. Clearly sign & date at the end of the record.