



Westminster Cathedral Primary School

Child protection and safeguarding:

COVID-19 addendum

Approved by:

To be approved by the
Governing body

Date:

Last reviewed on:

Next review due by:

Westminster Cathedral Primary School is a place where every person has the right to be themselves and to be included in a safe and happy environment.

Contents

Important contacts	3
1. Scope and definitions	4
2. Core safeguarding principles	4
3. Reporting concerns.....	5
4. Senior Leadership.....	5
5. DSL (and deputy) arrangements	5
6. Working with other agencies	5
7. Monitoring attendance	5
8. Peer-on-peer abuse.....	6
9. Concerns about a staff member or volunteer	6
10. Support for children who aren't 'vulnerable' but where we have concerns	6
11. Contact plans	6
12. Safeguarding all children	6
13. Online safety	7
14. Mental health	7
15. Staff recruitment, training and induction	7
16. Children attending other settings	Error! Bookmark not defined.
17. Monitoring arrangements.....	8
18. Links with other policies.....	8
Appendix A	9
Appendix B	10

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Alexandra Stacey	020 7186 0155 07946 531585 Head@westcathsch.co.uk
Deputy DSL	Marie Smith (Deputy Headteacher) Selina Simmons (SLT)	020 7186 0155 07956 867507 Deputy@westcathsch.co.uk 020 7186 0155 07931 205810 ssimmons@westcathsch.co.uk
Headteacher	Alexandra Stacey	020 7186 0155 07946 531585 Head@westcathsch.co.uk
Local authority designated officer (LADO)	Di Donaldson	Email: di.donaldson@rbkc.gov.uk Phone: 07890 397061
Chair of governors	Mr Will Kenny Mr Seb Wallace Safeguarding governor: Julie Pierzchniak	office@westcathsch.co.uk

Safety if working in school

On the days you are required to work in school you are to comply by the following social distancing guidelines as directed by the Department for Healthy and Public Health England.

In school:

- PPE is provided in form of gloves, hand gel, masks when required and aprons when required.
- To maintain the 2m distance between staff members
- To ensure you follow the catch it and bin it rule and ask all pupils to do the same
- To maintain hand washing procedures for staff and pupils
- To keep all surfaces clean
- Limit the rooms used within school

Additional safety precautions in place

- Parents are not to come in to school to drop or collect pupils
- Parents are to sign a declaration form each morning to confirm their child has not had any symptoms associated with COVID-19 within the last 24 hours and that no one at home is unwell or self-isolating and that their child has not been in contact with anyone presenting with COVID-10 symptoms.
- A temperature is taken of each child as they come to school and leave school
- If any child becomes unwell whilst in school they are to immediately be taken to the medical room. Only one adult stays with the child and the parent is called immediately to collect the child. (This is for any illness not just COVID-19)
- On arriving in school each staff member must also confirm they have not had any symptoms associated with COVID-19 within the last 24 hours and that no one at home is unwell or self-isolating and that they have not been in contact with anyone presenting with COVID-19 symptoms.
- **EACH STAFF MEMBER MUST INFORM THE SCHOOL (HEADTEACHER) AS SOON AS POSSIBLE IF THEY ARE UNWELL WHETHER THEY ARE IN SCHOOL OR WORKING FROM HOME**

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners Westminster Children's Services accesstochildrensservices@westminster.gov.uk, Central West Basic Command Unit (Police) and Clinical Commissioning Group (Health) and Westminster City Council.

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 a child 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 5 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.

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. Senior Leadership

In event of the Head teacher self-isolating or being incapacitated due to ill health, the deputy headteacher or one of the SLT will automatically assume full responsibilities as deputised Head and lead DSL. In the event that the Head teacher's absence is longer than 4 weeks or permanent, the governing board must convene to appoint an acting Head or make suitable arrangements.

5. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible.

If our DSL (or deputy) can't be in school, they can be contacted remotely using the contact numbers above.

In addition, all staff have the direct mobile numbers of the DSL and deputy DSLs.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

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

- 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.

6. 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.

7. Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases, we will:

- Follow up on their absence with their parents or carers, by phone and email
- Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible. All members of SLT and school administrator have access to office@westcathsch.co.uk emails and will pass on any details to duty DSL.

8. 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.

9. 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 for the duration of the COVID-19 period, in line with government guidance.

10. 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.

If these children will not be attending school, we will put a contact plan in place, as explained in section 11 below.

11. Contact plans

The school will record all contacts using the general contact log (see appendix A).

We have contact details 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

Each child has an individual contact plan (see appendix B) which sets out:

- The school will make contact at least once a week
- The DSL will make contact

How staff will make contact – this will be over the phone or via email.

If we can't make contact, we will contact children's social care or the police.

12. 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:

- No contact from children or families
- Seeming more withdrawn during any class check-ins or phone calls.

Children are likely to be spending more time online during this period – see section 13 below for our approach to online safety both in and outside school.

See section 14 below for information on how we will support pupils' mental health.

13. Online safety

13.1 In school

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

If IT staff are unavailable, our contingency plan is to seek support from WCC or LDBS.

13.2 Outside school

If/where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy.

Staff will only contact families IT equipment and if need be phones using the school phone line system.

Staff will not create videos at their own homes for distribution to classes or individual children.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

13.3 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, such as NSPCC.

14. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

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

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.

15. Staff recruitment, training and induction

15.1 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.

15.2 Staff 'on loan' from other schools

If the school enters into an arrangement with another school to share staff and/or school space for whatever reason, 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.

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

15.3 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.

15.4 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.

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 every 3-4 weeks by Alexandra Stacey, Head & DSL. At every review, it will be approved by the full governing board.

18. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff [behaviour policy/code of conduct]
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Whistle-blowing
- Anti-bullying

Appendix A

WCPS

COVID19 CONTACT LOG

<p>Date & time of contact</p> <p>Phone <input type="checkbox"/> email <input type="checkbox"/></p> <p>From school <input type="checkbox"/> To school <input type="checkbox"/></p>	<p>Names</p> <p>child</p> <p>staff</p> <p>parent</p> <p>other</p>
<p>Date & time of contact</p> <p>Phone <input type="checkbox"/> email <input type="checkbox"/></p> <p>From school <input type="checkbox"/> To school <input type="checkbox"/></p>	<p>Names</p> <p>child</p> <p>staff</p> <p>parent</p> <p>other</p>
<p>Date & time of contact</p> <p>Phone <input type="checkbox"/> email <input type="checkbox"/></p> <p>From school <input type="checkbox"/> To school <input type="checkbox"/></p>	<p>Names</p> <p>child</p> <p>staff</p> <p>parent</p> <p>other</p>

Appendix B

WCPS COVID19 Individual Child Contact Plan

Child		DoB	Class
Risk level	Red <input type="checkbox"/>	Amber <input type="checkbox"/>	Blue <input type="checkbox"/>
Pupils who are at most risk of harm or neglect and have the fewest protective factors (e.g. those with a child protection plan).	Pupils who are at a moderate risk of harm, with some protective factors (e.g. pupils identified as a ' child in need ', and those with a social worker).	There are some concerns, or the pupil has previously been at 'red' or 'amber' and still needs to be monitored.	
Lead staff (usually DSL)			
Parent		Phone	
Email			
Address			
Social worker		Phone	
		Email	
Other		Phone	
		Email	
Contact agreed once a day <input type="checkbox"/> week <input type="checkbox"/>		by phone <input type="checkbox"/> email <input type="checkbox"/>	
fortnight <input type="checkbox"/>		both/either <input type="checkbox"/>	
Agreed days/time for contact		AM <input type="checkbox"/>	
Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/>		PM <input type="checkbox"/>	
Contact notes		Date	