



Gunnersbury Catholic School

Amended Arrangements for Safeguarding and Child Protection during January 2021 National Closure of Schools

This document forms an extraordinary addendum to the existing Child Protection and Safeguarding (September 2020) policy

Implementation date: 5th January 2021

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Introduction

From 5th January schools have been required to close to the majority of pupils and to remain open only for the children of identified essential workers (related to the COVID - 19 virus and emergency measures in place) and some groups of pupils identified as particularly vulnerable.

This document forms part of the school's Children Protection and Safeguarding policy and contains the adjustments the school is making to operational practice and safeguarding practice during the COVID -19 emergency measures. It is written in line with Government guidance **Coronavirus (COVID**

- 19): safeguarding in schools, colleges and other providers – published 27th March 2020.

This document will be kept under review and amended as necessary in light of further guidance and changes to the situation

The manner in which the school is currently functioning is fundamentally different to how we would normally operate, however, a number of important safeguarding principles remain the same:

- The welfare of children remains our key priority
- The best interests of children will always continue to come first
- If any staff member or volunteer has a safeguarding concern about any child, they will continue to respond appropriately, pass on concerns to the DSL and appropriate and timely action will be taken
- A DSL or deputy will be available, either onsite or remotely
- Unsuitable people will not be allowed to enter the children's workforce and/or gain access to children
- Children will continue to be protected when they are online.

2) Key contacts

Role	Name	Email
Designated Safeguarding Lead	Mr Conor Mahon	conor.mahon@gunnersbury.hounslow.sch.uk
Deputy Designated Safeguarding Lead	Mrs Tracy Kennerson	tracy.kennerson@gunnersbury.hounslow.sch.uk
Deputy Designated Safeguarding Lead	Mr Brian Finnegan	brian.finnegan@gunnersbury.hounslow.sch.uk
Deputy Designated Safeguarding Lead	Mr Christian Parker	christian.parker@gunnersbury.hounslow.sch.uk

Please note. Normal procedures apply during this period, namely if you have any safeguarding concerns. immediately:

- Upload a report of your concern onto CPOMS which will instantly alert the Designated Safeguarding Lead
- In the event that you cannot access CPOMS without delay please email the Designated Safeguarding Lead, Conor Mahon and a Deputy Safeguarding Lead

3) Vulnerable children

Caring for Vulnerable children remains paramount during this period of 'lockdown'. Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children's Act 1989.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home. Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, not least the Designated Safeguarding Lead (and deputies) know who our most vulnerable children are. They have the flexibility to offer a school place and/or additional support to those on the edge of receiving children's social care support.

All vulnerable groups of children have been allocated to a member of the SEN, Pastoral or Safeguarding team. This member of staff will make phone contact with each allocated child on a weekly basis to check their safety and wellbeing by speaking to child not just parent. The groups are divided up as follows:

Pupils with a Social Worker – Conor Mahon (DSL)

Pupils with an ECHP – SEN Department

Pupils the school regard as Vulnerable – Pastoral Team and SEN Department

Members of the Pastoral Team and the SEN Department will record a summary of conversations and where necessary make related entries to CPOMs for the SLT to see. Any unsuccessful contacts, as well as those that did take place will also be recorded. Any urgent safeguarding concerns will be escalated immediately, for example, through consultation with the LADO and/or the police immediately.

Gunnersbury Catholic School will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: Conor Mahon.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent does not want to bring their child to an education setting (a conversation between the school and the parents too place at the start of Covid-

19), Gunnersbury SEN and Pastoral team will establish weekly phone calls with both parents and the child to ensure their safety and well being.

Gunnersbury's will encourage our vulnerable children and young people to attend a school, including remotely if needed.

4) Attendance monitoring

Gunnersbury will be completing and returning the daily attendance of Critical/ Key worker and vulnerable children to the DfE each day while the Covid 19 Crisis continues.

Gunnersbury Catholic School will also continue to record the attendance of all pupils attending online lesson through SIMS. Failure to attend lessons will be followed up by the welfare office.

5) Designated Safeguarding Lead Arrangement During 'Lockdown'

Gunnersbury Catholic School has a Designated Safeguarding Lead (DSL) and 3 Deputy DSLs.

The Designated Safeguarding Lead is: Conor Mahon

The Deputies Designated Safeguarding Leads are: Tracy Kennerson, Brian Finnegan and Christian Parker

It is scheduled for a trained DSL to be on site each school day:

Monday – Brian Finnegan Deputy DSL (Level 3 Safeguarding Qualification)

Tuesday – Brian Finnegan Deputy DSL (Level 3 Safeguarding Qualification)

Wednesday – Conor Mahon DSL (Level 3 Safeguarding Qualification)

Thursday – Conor Mahon DSL (Level 3 Safeguarding Qualification)

Friday – Brian Finnegan Deputy DSL (Level 3 Safeguarding Qualification)

In the event of the above staff being unable to attend our school site as scheduled a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home. Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for coordinating safeguarding on site. This will mean liaising with the offsite DSL (or deputy).

The DSL and Deputy DSL will continue to engage with social workers, and attend all multi-agency meetings, in a remote manner

Please note. Normal procedures apply; if you have any safeguarding concerns please immediately upload the matter onto CPOMS..

6) Reporting a concern

If any member of staff or volunteer becomes aware of a safeguarding concern about a pupil or family, they will record it in the usual way according to existing school procedures i.e. pass it on to the DSL / Deputy DSL through CPOMS so that appropriate decisions and actions can be taken.

If there is a safeguarding concern or allegation about a member of staff or volunteer, the Headteacher or DSL must be informed immediately so that the matter can be investigated. The LADO will be consulted, or a referral made to LADO, as per usual guidance. The LADO service is contactable via telephone and email as usual.

The whistleblowing policy remains in place and can be followed by any staff member or volunteer if required.

Where members of staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy; this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email Conor Mahon and Tracy Kennerson, if you do not get a response within 1 hour during the school day of 8.30-3.30 and within 24 hours outside of the school day you should contact the Headteacher, Mr Burke, through the email address: **welcome@gunnersbury.hounslow.sch.uk**. This will ensure that the concern is received and actioned as necessary.

Staff are reminded of the need to report any concern immediately and without delay.

7) Safeguarding Training

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy).

All existing school staff have had safeguarding training and have read Keeping Children Safe in Education (2020). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

8) Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, Gunnersbury Catholic School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020) (KCSIE).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

9) Online safety in schools and colleges

Gunnersbury Catholic School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

Please see the E-Safety Policy for more information regarding this area.

10) Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the **Protocols for making contact with Gunnersbury pupils**.

- Staff should never call a pupil on their mobiles and when calling parents should place 141 in front of the number so that your number is not visible to either a parent or pupil.
- Communication should only happen during normal school hours and also should not take place at the weekend.
- Staff must only use platforms provided by Gunnersbury Catholic School to communicate with pupils e.g. Google Classroom, GCSE Pod and school emails. You must never use a personal email address to contact a pupil.

Furthermore if you are delivering virtual lessons, especially where webcams are involved please follow the guidance below:

Unless otherwise authorised by the Designated Safeguarding Lead online teaching and other extended remote contact with pupils should take place with groups of students and not as 'one-to-ones'.

Staff must wear suitable clothing and all pupils should wear their correct school uniform, as should anyone else in the household.

Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred. A Link for this has been sent out to all staff.

The live class should be recorded so that if any issues were to arise, the video can be reviewed.

Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.

Language must be professional and appropriate, including any family members in the background.

Staff should record, the length, time, date and attendance of any sessions held.

Gunnersbury Catholic School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Google drive/classroom should be the only method of communication between staff and students. All classes have a Google classroom set up for them. There will be some live video streaming between class and teachers once training has been completed, however students may submit a question in real time to their class teacher which staff may respond to as appropriate. Staff may also record a video/audio clip which they wish to upload.

11) Supporting children in school

Gunnersbury Catholic School is committed to ensuring the safety and wellbeing of all its students. We will continue to be a safe space for all children to attend and flourish. The Head teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Gunnersbury Catholic School will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on hand washing and other measures to limit the risk of spread of COVID19.

Below is an example of the Key/Critical worker pupil's timetable:

Day	Staff	Group and Time	Teaching Base and Staff Room	Break and Allocated Student Toilet	Finish Time
Monday	TA	Year 7	TB – SIT	9.25am DT	2.55pm
Monday	TA	Year 8	TB – MIT	10.10am DT	2.55pm
Monday	TA	Year 9	TB – DT5	10.10am Main Block	2.55pm
Monday	TA	Year 10	TB – SEN	10.10am PE	2.55pm

We will also ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. We will also ensure that these pupils do not mix outside their bubble.

12) Peer on Peer Abuse

We recognise that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multi- agency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded on CPOMS and appropriate referrals made.

13) Support services information

All support services have adapted their working protocols to provide best possible input for children, young people and families during the COVID -19 pandemic. The school will ensure they access any guidance and updates in relation to national and local services and circulate as appropriate to staff members.

Some useful links are:

ChildLine provide support to children in need of assistance are operating a 9am – Midnight service in response to COVID19:

<https://www.childline.org.uk/>

Telephone: 0800 1111

UK Safer Internet Centre: Enables anyone who has come across harmful content online to report it:

<https://reportharmfulcontent.com/report/>

CEOP is a law enforcement agency that works keep children and young people safe from online sexual exploitation and abuse:

<https://www.ceop.police.uk/ceop-reporting/>

Young Minds Crisis Messenger service provides free, 24/7 crisis support across the UK for young people.

<https://youngminds.org.uk/>

85258 – free text service for 24/7 support

The NSPCC is the UK's leading children's charity, preventing abuse and helping those affected to recover.

<https://www.nspcc.org.uk/>

Phone: 0808 800 5000

Email: help@nspcc.org.uk

Mind is a mental health charity providing support to individuals

www.mind.org.uk

The Department for Education COVID-19 helpline:

Email: DfE.coronavirushelpline@education.gov.uk

Telephone: 0800 046 8687

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.