

## **Annex 1**

# **COVID-19 school closure arrangements for Safeguarding and Child Protection at St Julie's Catholic High School**

**School Name: St Julie's Catholic High School**  
**Policy owner: Mr C Willis**  
**Date: 30/3/2020**  
**Date shared with staff**

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This annex provides guidance to all adults working within the school whether paid or voluntary or directly employed by the school or by a third party.

Keeping Children Safe in Education is statutory safeguarding guidance we will continue to have regard to as per our legislative duty. The government has provided additional guidance to support governing bodies, proprietors, senior leadership teams and designated safeguarding leads (DSLs) in order that they can continue to have appropriate regard to KCSIE and keep their children safe. The additional guidance for the COVID-19 period can be found here:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

This annex should be read alongside St Julie’s Catholic High School’s Child Protection policy, Part 1 and Annex A of Keeping Children Safe in Education 2019, and in conjunction with Part 1 of the School Improvement Liverpool Schools Safeguarding Handbook which is made available to all staff and volunteers.

## 1. Context

From 20<sup>th</sup> March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response – and for those vulnerable who absolutely need to attend as they cannot be safely cared for at home.

Liverpool City Council has taken the decision to ensure that there is the capacity to provide a safe place for the youngest children of critical workers and the most vulnerable. In practical terms this has meant that all Liverpool schools were requested to close as of 20<sup>th</sup> March, with a move to a ‘hub’ model for EYFS and Primary aged children being implemented from 23<sup>rd</sup> March.

The Hubs are strategically located across the city and are staffed by members of staff from schools within their locality. Children needing care have been signposted to their nearest Hub, but parents are also free to choose the most convenient Hub location. Further information regarding the response by Liverpool City Council to COVID-19 can be found here:

<https://liverpool.gov.uk/communities-and-safety/emergency-planning/coronavirus/>

The principles of the hub model are to:

- Ensure that there is sufficient capacity moving forward to enable our youngest children of critical workers and those who are vulnerable to attend a safe place.
- Keep the numbers of pupils and staff to the lowest possible number so as to best reflect social distancing in an educational setting
- Have enough capacity so that no colleague will be continually having to staff a hub.
- Enable the hub model to run for 10 weeks in the first instance, or until schools re-open.
- Ensure that there is sufficient capacity to cope with illness and self-isolation of colleagues as the week’s progress.

To this end, St Julie’s Catholic High School is now currently closed. St Julie’s Catholic High School will continue to support the Local Authority systems for safeguarding vulnerable children and the children of key workers, which at present is based on a ‘consultation check-in’ model for secondary aged pupils. All staff have also been required to submit the online form indicating their nearest hub and their availability for redeployment.

During this time, St Julie’s Catholic High School will do what it reasonably can in order to keep all of our children safe. In most cases, the majority of our children will not physically be attending the school. It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns will be dealt with in line with our main Child Protection policy and local safeguarding arrangements. Where appropriate, referrals will still be made to children’s services and as required, the police, **without delay**

## Key Contacts

| Role                                | Name                  | EMail  |
|-------------------------------------|-----------------------|--|
| Designated Safeguarding Lead        | Mr Corin Willis       | <a href="mailto:cpwillis@stjulies.org.uk">cpwillis@stjulies.org.uk</a> OR <a href="mailto:safeguarding@stjulies.org.uk">safeguarding@stjulies.org.uk</a>   |
| Deputy Designated Safeguarding Lead | Mrs Kate Rooney       | <a href="mailto:krooney@stjulies.org.uk">krooney@stjulies.org.uk</a> OR <a href="mailto:safeguarding@stjulies.org.uk">safeguarding@stjulies.org.uk</a>     |
| Deputy Designated Safeguarding Lead | Miss Lee-Ann Gawley   | <a href="mailto:lgawley@stjulies.org.uk">lgawley@stjulies.org.uk</a> OR <a href="mailto:safeguarding@stjulies.org.uk">safeguarding@stjulies.org.uk</a>     |
| Deputy Designated Safeguarding Lead | Mrs Angela Jones      | <a href="mailto:ajones@stjulies.org.uk">ajones@stjulies.org.uk</a> OR <a href="mailto:safeguarding@stjulies.org.uk">safeguarding@stjulies.org.uk</a>       |
| Headteacher                         | Mr Tim Alderman       | <a href="mailto:talderman@stjulies.org.uk">talderman@stjulies.org.uk</a> OR <a href="mailto:safeguarding@stjulies.org.uk">safeguarding@stjulies.org.uk</a> |
| Chair of Governors                  | Mrs Brigid Smith      | <a href="mailto:bsmith@stjulies.org.uk">bsmith@stjulies.org.uk</a>   |
| Safeguarding Link Governor          | Mrs Lisa Riccio-Jones |  |

## Vulnerable children

In the first instance, ‘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 Act 1989, or if in the view of the school Safeguarding Team they are likely to be at higher risk during the period of school closure.

Children with an EHC Plan will be risk assessed to determine whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. Many children with EHC Plans can safely remain at home.

Eligibility for free school meals in and of itself will not be the determining factor in assessing vulnerability, but additional support will be offered to these pupils via the voucher scheme co-ordinated by the Local Authority and all eligible families will be informed of this arrangement.

Prior to St Julie's Catholic High School closing, and before receiving official guidance regarding who met the criteria of vulnerable children, our school safeguarding team identified who our most vulnerable children were and formulated a plan to monitor their safety and wellbeing during school closure. The team have the flexibility to offer support to those on the edge of receiving children's social care support and in line with current Local Authority guidance this will be done via regular telephone contact with the young person and/or their parent/carer, in the first instance once per week. For pupils around whom there are some concerns but of a lower level, reminders will be sent of how to contact the Safeguarding Team, during the period of school closure.

St Julie's Catholic High 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 Mr Corin Willis.

### **Attendance monitoring**

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If the hub model is expanded to include secondary aged pupils then St Julie's Catholic High School and social workers will agree with parents/carers whether children in need should be attending school – St Julie's Catholic High School will then follow up on any pupil that they were expecting to attend, who does not. St Julie's Catholic High School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, St Julie's Catholic High School will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, St Julie's Catholic High School will notify their social worker.

In the meantime and whilst secondary schools remain closed, St Julie's Catholic High School will continue to implement the 'consultation check-in model'.

### **Designated Safeguarding Lead**

St Julie's Catholic High School has a Designated Safeguarding Lead (DSL) and three Deputy DSLs.

The names and contact details can be found in the table on Page 3 and whilst school remains closed the most effective way to contact the DSLs – all of whom are working from home – is via the [safegauring@stjulies.org.uk](mailto:safegauring@stjulies.org.uk) group email address.

Should school re-open to vulnerable pupils or as part of an expanded hub model then the optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college. This senior leader can also take advice from School Improvement Liverpool's School Improvement Officers for Safeguarding:

[safeguarding@si.liverpool.gov.uk](mailto:safeguarding@si.liverpool.gov.uk)

**Phil Cooper**

**Nicola Noon**

It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

The DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

## **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding 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 the Designated Safeguarding Lead and Headteacher. This will ensure that the concern is received.

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

If a member of staff believes a child is at risk of harm then they should not solely rely on CPOMS or email notifications and should instead ring the Designated Safeguarding Lead or one of the Deputy DSLs on the contact numbers given on page 4.

The Designated Safeguarding Lead should ring **Liverpool Careline on 0151 233 3700, without delay**. If the Designated Safeguarding Lead is *unavailable* then **any** member of staff should ensure Liverpool Careline is contacted without delay.

**If a child is in immediate/imminent danger then staff should ring the police.**

[Safeguarding-mate](http://www.schoolimprovementliverpool.co.uk/safeguarding-mate/) can provide additional key guidance to all staff regarding key safeguarding procedures [www.schoolimprovementliverpool.co.uk/safeguarding-mate/](http://www.schoolimprovementliverpool.co.uk/safeguarding-mate/)

Throughout the COVID-19 period, the safeguarding team will continue to engage with social workers and attend and contribute to all multi-agency meetings, as determined by the local procedures for remote meetings.

Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher via email.

Concerns around the Headteacher should be directed to the Chair of Governors.

### **Attendance monitoring**

Local Authorities and schools do not need to complete their usual day to day attendance processes to follow up on non-attendance.

The DfE have devised an online for and supporting spreadsheet for the COVID-19 period. It can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

As our school has closed, we have completed the return once as requested by the DfE.

### **Children moving between schools and Hubs**

Where it is identified that a child from St Julie's Catholic High School is attending another Hub/school setting, we will share relevant welfare and child protection information with the DSL for that Hub. The receiving Hub/school should be aware of the reason the child is vulnerable and the arrangements in place to support them. As a minimum, we will share the child's EHC Plan, Child in Need plan, Child Protection Plan or for looked after children, their personal education plan. The name of the child's social worker will also be shared. We intend that this will happen prior to the child arriving in the new setting but where that is not possible, we will share as soon as is reasonably practicable.

Schools must have appropriate regard to data protection and GDPR, but this does not prevent sharing of information for the purposes of keeping children safe.

### **Safeguarding Training and induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

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) even if they miss their refresher training. As all DSLs at St Julie's have received valid training until at least September 2020, this is not currently in any case a concern.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter the school, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will follow any relevant Local Authority guidance relating to accepting portability. This is likely to mean the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

### **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, St Julie's Catholic High 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 (2019) (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.

Where St Julie's Catholic High School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

St Julie's Catholic High School will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.



St Julie's Catholic High School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, St Julie's Catholic High School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Our school workforce may be asked to temporarily move to another school setting to support the care of children. There is no expectation that a new Enhanced DBS with Barred List check will be obtained by the new setting. As the current employer, St Julie's Catholic High School can provide assurance to the new setting that the individual has been subject to the correct pre-employment checks (including an Enhanced DBS and Barred List check). If there are current concerns about the individual's suitability to work with children or there are ongoing disciplinary investigations relating to safeguarding involving that individual, they should not be deployed in an alternative setting.

Staff should also be aware of the mental health of their pupils and parents when setting expectations regarding pupil's work when they are at home.

### **Online safety in schools**

Where the site remains open, St Julie's Catholic High School will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems or recommended resources. Measures will be put in place to ensure safe IT arrangements and St Julie's Catholic High School will consider what the contingency arrangements are if the named IT staff become unavailable.

The [UK Council for Internet Safety provides information to help governing boards and proprietors assure themselves](#) that any new arrangements continue to effectively safeguard children online.

The [UK Safer Internet Centre's professional online safety helpline](#) also provides support for the children's workforce with any online safety issues they face

### **Children and online safety away from school**

Where children are not physically attending a Hub/school, St Julie's Catholic High School will consider the safety of our children when they are asked to work online. The starting point for

online teaching remains the same as the principles set out in our school's staff code of conduct. This policy includes acceptable use of technologies, staff/pupil relationships and communication including the use of social media. This policy applies equally to any existing or new online and distance learning arrangements which have been introduced. The principles set out in the [guidance for safer working practice for those working with children and young people in education settings published by the Safer Recruitment Consortium](#) should be adhered to by all staff.

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.

St Julie's Catholic High School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. We do not currently have any plans to authorise the use of webcams in the delivery of lessons – staff should instead direct students to the resources available via the school VLE.

Our school will also be in contact with parents and carers during this time. Communication with parents will reinforce the importance of children being safe online. Families will be made aware of what their children are being asked to do online, including the sites they will be asked to access and who their child is going to be interacting with online, including members of staff from our school.

St Julie's Catholic High School acknowledges that some parents and carers may choose to supplement the school's online offer with support from online companies and in some cases, individual tutors. We will raise awareness with parents the importance of only accessing online support from a reputable organisation or individual who can provide evidence that they are a safe organisation and can be trusted to have access to children. We will signpost parents to support such as [Internet matters](#), [London Grid for Learning](#), [Net-aware](#), [Parent info](#), [Thinkuknow](#) and the [UK Safer Internet Centre](#).

### **Supporting children not in school**

St Julie's Catholic High School is committed to ensuring the safety and wellbeing of all its Children and Young people.

As we are currently not open to any students, a robust communication plan is in place for all pupils who are in receipt of or on the edge of social care support, or who would normally receive pastoral-type support in school.

Details of all contact made will be recorded on CPOMS.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

St Julie's Catholic High School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

## **Mental Health**

It is acknowledged that the current circumstances surrounding COVID-19 are particularly stressful and may cause increased anxieties and stress for all members of our school community. When children and staff are away from their usual routine and social contact, this can become a negative and stressful experience. St Julie's Catholic High School will ensure there is appropriate support available for the whole school community at this time. Support can include existing provision in the school, or from specialist staff or support services. Where children of critical workers and vulnerable children continue to attend the setting, appropriate support will be offered to them whilst on site.

The school community can also be signposted to the government's advice on supporting children and young people's mental health during the COVID-19 outbreak, available here:

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

St Julie's Catholic High School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at St Julie's Catholic High School need to be aware of this in setting expectations of pupils' work where they are at home.

## **Supporting children in school**

St Julie's Catholic High School is committed to ensuring the safety and wellbeing of all its students.

As and when there is a full or partial re-opening of school, St Julie's Catholic High School will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

St Julie's Catholic High 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 handwashing and other measures to limit the risk of spread of COVID19.

St Julie's Catholic High School will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS.

Where St Julie's Catholic High School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the trust.

### **Operation Encompass**

When we receive an operation encompass notification relating to a pupil at our school, during the COVID-19 period, our response may be different to normal. If the subject of the notification remains in attendance at our school, we will follow our usual procedures. If the child is in attendance at an alternative Hub/school, we will securely share the information with the DSL for that setting. If the child is not attending any setting and is being cared for at home, we will risk assess the situation taking into consideration the history of the child and family. This information will be used in order to determine our response to each individual case. In all situations we would always aim to speak to the child.

### **Peer on Peer Abuse**

St Julie's Catholic High School recognises 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.