



Celebrating learning together in faith, hope and love

Bishop Perrin CE Primary School

COVID-19 School Closure

Arrangements for Safeguarding and Child Protection

Date: 30th March 2020/Updated 13.10.20/13.1.21

To be reviewed as necessary

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Context

From 4th January 2021 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 - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

Key contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead	Aid Corke	0208 894 1447	info@bishopperrin.richmond.sch.uk
Deputy Designated Safeguarding Lead	Rachael Macklearn	0208 894 1447	info@bishopperrin.richmond.sch.uk
Headteacher	Aid Corke	0208 894 1447	info@bishopperrin.richmond.sch.uk
Safeguarding Governor	Fr David Cloake	Via the School Office 0208 894 1447	chairofgovs@bishopperrin.richmond.sch.uk
Chair of Governors	Fr David Cloake	Via the School Office 0208 894 1447	chairofgovs@bishopperrin.richmond.sch.uk
AfC Adviser for Online Services and Safety	Peter Cowley	07595173975	peter.cowley@achievingforchildren.org.uk
AfC Virtual School Headteacher	Suzanne Parrott	07827895894	suzanne.parrott@achievingforchildren.org.uk

RICHMOND SPA: 020 8547 5008 **Out of Hours:** 020 8770 5000

LADO: 020 8891 7370 07774332675 lado@achievingforchildren.org.uk

HOUNSLOW CHILDREN'S SERVICES: 020 8583 6600 option 2

Out of Hours: 020 8583 2222 and ask to speak to the duty social worker

Email: childrensocialcare@hounslow.gov.uk

Vulnerable children

Vulnerable children and young people include those who:

- are assessed as being in need under Section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an Education, Health and Care (EHC) Plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

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 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 is not a determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and Deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Bishop Perrin 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 Headteacher (VSH) for children looked-after and previously looked-after. The lead person for this will be: Aid Corke

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, and their child is considered vulnerable, the social worker and Bishop Perrin School will explore the reasons for this directly with the parent.

Critical workers

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections.

Attendance monitoring

Children for whom on-site provision is being provided should be recorded in line with the normal school attendance requirements.

Shielding advice is currently in place in Tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school.

Bishop Perrin School and social workers will agree with parents/carers whether children in need should be attending school – Bishop Perrin School will then follow up on any pupil that they were expecting to attend, who does not. Bishop Perrin 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.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Bishop Perrin School will notify their social worker.

Bishop Perrin School will complete the Government's [daily online attendance form](#) and supply any information regarding attendance requested by Achieving for Children.

Designated Safeguarding Lead

Bishop Perrin School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Aid Corke

The Deputy Designated Safeguarding Lead is: Rachael Macklearn

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 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 co-ordinating safeguarding on site. This might include updating and managing access to child protection files, 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.

It is important that all school name 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 DSL 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 and Child Protection Policy. Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the Headteacher.

Concerns regarding the Headteacher should be directed to the Chair of Governors:
Fr David Cloake

Safeguarding training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID19 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.

All existing school staff have had safeguarding training and have read Part 1 of 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.

Where new staff are recruited, or new volunteers enter Bishop Perrin 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 accept portability as long as 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 Bishop Perrin School's Safeguarding and 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, Bishop Perrin School will continue to follow the relevant safer recruitment processes, including relevant sections in Part 3 of Keeping Children Safe in Education (2020).

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 Bishop Perrin School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of Keeping Children Safe in Education (2019). Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Bishop Perrin 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 Keeping Children Safe in Education (2020).

Bishop Perrin School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of Keeping Children Safe in Education (2019) 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

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, Bishop Perrin School will continue to ensure that all staff, volunteers and essential visitors sign in and out of the premises and will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in Keeping Children Safe in Education (2020).

Volunteers

In the event that Bishop Perrin School will use volunteers to assist in handing out and securing COVID-19 test kits to students and staff members, under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis provide personal care on a one-off basis in Bishop Perrin School, will be in regulated activity. This means that if a volunteer is administering a COVID-19 test whilst un-supervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will follow safer recruitment processes.

Online safety and Remote Learning

Bishop Perrin School Online Safety Lead is: Aid Corke If the Online Safety Lead is unavailable, advice can be sought from Peter Cowley (AfC Adviser for Online Services and Safety).

Information and guidance around online safety can be found at the following sites:

- [Thinkyouknow](#) (advice from the National Crime Agency to stay safe online)
- [Internet matters](#) (support for parents and carers to keep their children safe online)
- [Parent info](#) (support for parents and carers to keep their children safe online)
- [LGfL](#) (support for parents and carers to keep their children safe online)
- [Net-aware](#) (support for parents and careers from the NSPCC)

Bishop Perrin School will continue to ensure that appropriate filters and monitoring systems are in place to protect pupils when they are online on the school's IT systems or recommended resources.

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 in line with the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

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

Below are some guidelines for Bishop Perrin staff for when they are working from home using remote access to the school's ICT systems. The guidelines also cover protocols for when emailing both parents and children at home to help and support them in their remote learning. Bishop Perrin School staff follow these guidelines.

- ✓ Bishop Perrin School staff understand that it is their duty to support a whole-school safeguarding approach and will report any behaviour which they believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or Headteacher (if by an adult). In both cases, this is Aid Corke.
- ✓ Bishop Perrin School staff understand that school systems and users are protected by security, monitoring and filtering services, and that their use of school devices (regardless of time, location or internet connection) and networks/platforms/internet/other technologies, including encrypted content, is monitored/captured/viewed by these systems and/or relevant/authorised staff members.
- ✓ Bishop Perrin School staff will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Headteacher and Governing Body.
- ✓ Bishop Perrin School staff understand that they are role models and will promote positive online safety and model safe, responsible and positive behaviours their own use of technology, including social media, e.g. by:
 - not sharing other's images or details without permission
 - refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the school community or not.
- ✓ Bishop Perrin School staff will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms) in any way other than school-approved and school-monitored ways, which are detailed in the school's Online Safety Policy. They will report any breach of this by others or attempts by pupils to do the same to the Headteacher.
- ✓ Bishop Perrin School staff will not allow unauthorised individuals to access e-mail/Internet /intranet /network or other school systems, or any other Local Authority (LA) system I have access to.

- ✓ Bishop Perrin School staff will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded in accordance with the school's Data Protection Policy
- ✓ Bishop Perrin School staff will not engage in any online activity that may compromise their professional responsibilities.
- ✓ Bishop Perrin School staff will only use the school approved e-mail system for any school business, including communication with parents. This is: LGfL StaffMail.
- ✓ Bishop Perrin School staff will only enter into communication with parents or pupils regarding appropriate school business.
- ✓ Bishop Perrin School staff will only use the school's approved systems to communicate with pupils, and will only do so for teaching and learning purposes.
- ✓ Bishop Perrin School staff will not browse, download or send material that could be considered offensive to colleagues.
- ✓ Bishop Perrin School staff will report any accidental access to, or receipt of inappropriate materials, or any filtering breach or equipment failure to the Headteacher
- ✓ Bishop Perrin School staff will not download any software or resources from the Internet that can compromise the network or is not adequately licensed, or which might allow staff to bypass filtering and security systems.
- ✓ Bishop Perrin School staff will check copyright and not publish or distribute any work, including images, music and videos, that is protected by copyright, without seeking the author's permission.
- ✓ Bishop Perrin School staff will only access school resources remotely (such as from home) using the LGfL / school approved system and follow e-security protocols to interact with them.
- ✓ Bishop Perrin School staff understand that the school's Data Protection Policy requires that any information seen by them with regard to staff or pupil information that is held within the school's information management system will be kept private and confidential, EXCEPT when it is deemed necessary that they are required by law to disclose such information to an appropriate authority.
- ✓ Bishop Perrin School staff will alert the Designated Safeguarding Lead (Aid Corke) if they feel the behaviour of any child may be a cause for concern.

Below are some things to consider when delivering live online sessions, especially where webcams are involved;

- One-to-one sessions will only be conducted when two members of staff are present in the session. These will be kept to a minimum and will only be used to help engage, motivate and support pupils who need additional input.
- Staff and children must wear suitable clothing, 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.
- It is intended that there will always be two members of staff involved in a live session for safeguarding purposes, negating the need for live sessions to be recorded. In the event that a second adult is unable to be involved with the live session, it will be recorded, with the recording being kept for seven days before being deleted.
- Live sessions 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.

Supporting children not in school

Bishop Perrin School is committed to ensuring the safety and wellbeing of all its pupils.

Where the DSL has identified a pupil to be on the edge of social care support, or who would normally receive pastoral-type support in school, we will ensure that a robust communication plan is in place for that pupil. All contacts with the pupil must be recorded.

The communication plans can include: remote contact; phone contact; door-step visits. Other individualised contact methods should be considered and recorded. Bishop Perrin 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 any communications to families.

Bishop Perrin 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 Bishop Perrin School will take this into consideration when setting expectations of pupils' work where they are at home.

Supporting children in school

Bishop Perrin School is committed to ensuring the safety and wellbeing of all its pupils. Bishop Perrin 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.

Bishop Perrin 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. The school is following the guidance below:

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

Bishop Perrin 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 pupil.

Where Bishop Perrin School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or First Aiders – we will discuss them immediately with our School Improvement Partner (SIP)/Link Adviser

Children moving schools

If any pupils are temporarily attending other schools or transfer to another school, Bishop Perrin School will ensure that they provide the receiving school with all relevant welfare and child protection information.

Any change of school for children looked after will be led and managed by the Virtual School Headteacher with responsibility for the child.

Bishop Perrin School continues to have appropriate regard to data protection and GDPR and are aware that they do not prevent the sharing of information for the purposes of keeping children safe.

Mental health

Bishop Perrin School is aware that negative experiences and distressing life events such as the current circumstances can affect the mental health of pupils and their parents.

Bishop Perrin School ensure that appropriate support is in place for the children of critical workers and vulnerable children whilst on site.

Bishop Perrin School will continue to offer support to pupils who are not on site, this will be done by phone.

Bishop Perrin School will, in the event of being contacted by parents/carers, signpost them to appropriate support services provided by the Local Authority and such platforms as KOOH <https://www.kooth.com/>

Peer on peer abuse

Bishop Perrin School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Bishop Perrin School will follow the principles as set out in part 5 of Keeping Children Safe in Education (2020) and our Safeguarding and Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded using the school's procedure and appropriate referrals made.

Monitoring and Review

This policy will be reviewed on a regular basis or when there is an update in guidance or legislation. The Full Governing Body will be made aware of any changes or updates to the policy.