

**Annex 2 to 7a Safeguarding and Child Protection policy – version 1.0**

**Phased Return and Safeguarding**

**Context of Phased Return**

From the week commencing 1 June 2020, we expect to be able to welcome back children from key year groups, as outlined by the government.

Whilst the ages and number of children returning to St Augustine's Priory will vary, the safeguarding principles to protect those children from harm and abuse will remain broadly the same.

St Augustine's Priory will continue to provide care for children who are vulnerable and children whose parents are critical to the COVID-19 response.

This second Annex to our existing 7a Safeguarding and Child Protection policy sets out details of our safeguarding arrangements for:

1. Key Contacts
2. Version control and dissemination
3. Keeping Children Safe
4. Child Protection Policy
5. Designated Safeguarding Leads (DSLs)
6. Identification of Vulnerable Children
7. Attendance
8. Staff Training and Induction
9. Children Moving Schools
10. Safer Recruitment/Movement of volunteers and staff
11. Mental Health

**Key Contacts**

Role	Name	Contact number	Email
Headteacher	Mrs S Raffray	07753 496 751 020 8997 2022	head@sapriory.com
Designated Safeguarding Lead	Mrs M George	07496 837 225 020 8997 2022	mgeorge@sapriory.com
Deputy Designated Safeguarding Lead	Mrs K Knowles	07701 008 187 020 8997 2022	kknowles@sapriory.com
Deputy Designated Safeguarding Lead	Miss L Keane	020 8997 2022	lkeane@sapriory.com
Safeguarding Governor	Mr J Davies	020 8997 2022	jdavies@sapriory.com

**Version control and dissemination**

This is version 1.0 of this annex. It will be reviewed by the DSL or a deputy DSL on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website and is made available to staff email.

We will ensure that on any given day the school is open, all staff and volunteers in attendance will be aware of who the DSL and deputy DSLs are and how staff and volunteers can to speak to them.

### **Keeping Children Safe**

[Keeping Children Safe in Education](#) (KCSIE) is statutory safeguarding guidance that St Augustine's Priory staff and volunteers should continue to have regard to as required by legislation and/or their funding agreements.

Whilst acknowledging the pressure that schools are under, it remains essential that St Augustine's Priory continues to be a safe place for children. As more children are welcomed back to school, this guidance:

- supports governing bodies, proprietors, senior leadership teams and designated safeguarding leads (DSLs) so they can continue to have appropriate regard to KCSIE and keep their children safe

The way schools are operating in response to coronavirus continues to be different to business as usual. However, as more children return to St Augustine's Priory, a number of important safeguarding principles remain the same:

- the best interests of children must always continue to come first
- if anyone has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

### **Child Protection Policy**

From 1 June 2020, the following are additions to our existing 7a Safeguarding and Child Protection Policy:

- staff and volunteers may identify new safeguarding concerns about individual children as they see them in person following partial school closures
- staff and volunteers should follow existing school policy should they have any concerns about a child, including new concerns where children are returning, by logging concerns on MyConcern
- the continued importance of all staff and volunteers acting and acting immediately on any safeguarding concerns, including new concerns where children are returning
- DSLs (and deputies) will have more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return
- it is essential to ensure that relevant safeguarding and welfare information held on all children (including returning children) remains accurate. We will do all we reasonably can to ask parents and carers to advise us of any changes regarding welfare, health and wellbeing that we should be aware of before a child returns (led by the DSL or deputy)
- peer on peer abuse - given the different circumstances schools are operating in, it is essential that staff report any concerns of peer on peer abuse using (the principles as set out in part 5 of [KCSIE](#) should continue to inform our approach)
- if staff and volunteers have concerns about a staff member or volunteer who may pose a safeguarding risk to children they must report their concern immediately to the Headteacher who will contact the

LADO (the principles in part 4 of [KCSIE](#) will continue to support how St Augustine's Priory responds to any such concerns)

- the school will take a child-centred approach to protecting vulnerable children (see below for further details on vulnerable children)
- a new policy (Safeguarding during Remote Teaching and Learning) has already been developed to keep children not physically attending the school or college safe, especially online. Pupils and parents have signed a new Pupil Code of Conduct during Remote Learning document. Staff and volunteers who have concerns about children at home should use MyConcern
- updated advice received from the local safeguarding partners will be shared with the Senior Leadership Team and other relevant staff. DSLs (or deputies) should be leading the school or college's input into the local arrangements
- any updated advice received from local authorities regarding 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 will be shared with the Headteacher/other relevant staff
- St Augustine's Priory will continue to work with and support children's social workers, the local authority virtual school head for looked-after and previously looked-after children and any other relevant safeguarding and welfare partners

It is important that all staff and volunteers are aware of the new policy and are kept up to date as it is revised. The revised policy should continue to be made available publicly.

### Designated Safeguarding Leads (DSLs)

As more children return, it is expected that St Augustine's Priory will have a trained DSL (or deputy) available on site. However, it is recognised that in exceptional circumstances this may not always be possible, and where this is the case there:

- a trained DSL (or deputy) from the school can be available to be contacted via phone or online video - for example working from home

**The designated safeguarding lead (DSL) for child protection is Mrs M George**

Contact details: email: [mgeorge@sapriory.com](mailto:mgeorge@sapriory.com) tel: 07496 837 225 (work mobile)

**The deputy designated lead(s) is Mrs K Knowles**

Contact details: email: [kknowles@sapriory.com](mailto:kknowles@sapriory.com) tel: 07701 008 187 (work mobile)

**The deputy designated lead(s) is Miss L Keane**

Contact details: email: [lkeane@sapriory.com](mailto:lkeane@sapriory.com) tel: 020 8997 2022 (main school number)

- Where a trained DSL (or deputy) is not on site, a senior leader should take 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.

Whatever the scenario, it is important that all staff and volunteers have access to a trained DSL (or deputy) and know on any given day who that person is and how to speak to them.

The DSL (or deputy) should provide support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not yet returning to school or college. Where possible staff should try and speak directly to children to help identify any concerns. Staff should be encouraged (where possible) to make calls from the school via school or college phones and devices. Where staff use personal phones to make calls, they should withhold their personal number.

It is acknowledged that DSL training is unlikely to take place during this period (although the option of online training can be explored). For the period coronavirus 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\*

\* Mrs M George (Designated Safeguarding Lead) completed online DSL refresher training in May 2020, as part of the statutory two year training. Both Deputy DSLs are also up to date in training requirements.

DSLs (and deputies) should continue to do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

### **Identification of Vulnerable Children**

Vulnerable children for the purposes of continued attendance during the coronavirus outbreak are those across all year groups who:

- are assessed as being in need under section 17 of the Children Act 1989, including children 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 and it is determined, following risk assessment ([risk assessment guidance](#)), that their needs can be as safely or more safely met in the educational environment
- have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion

For further guidance on [vulnerable children and young people](#) see this link.

Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and virtual school heads will continue to work with vulnerable children in this difficult period. St Augustine's Priory school staff (supported by the DSL or deputy) should continue to work with and support children's social workers, virtual school heads and any other relevant safeguarding and welfare partners to help protect vulnerable children.

### **Attendance**

Vulnerable children attendance is expected, where it is appropriate for them (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan), so that they can gain the educational and wellbeing benefits of attending. Vulnerable children – regardless of year group – that have not been attending in the recent period are expected to return to early years or school provision where this would now be appropriate for them to do so. We expect educational

providers and other relevant partners to work with and support the relevant families and pupils to return to school, where attendance is appropriate. A brief summary of attendance expectations across the different groups of vulnerable children is as follows:

- for vulnerable children who have a social worker, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on [households with possible coronavirus infection](#) and [shielding and protecting people defined on medical grounds as clinically extremely vulnerable](#))
- for vulnerable children who have an education health and care (EHC) plan, attendance is expected where it is determined, following [risk assessment](#), that their needs can be as safely or more safely met in the educational environment
- for vulnerable children who are deemed otherwise vulnerable, at the school, or local authority discretion, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on [households with possible coronavirus infection](#) and [shielding and protecting people defined on medical grounds as clinically extremely vulnerable](#))

Read more in the guidance on [vulnerable children and young people](#).

DSLs will continue to notify social workers where children with a social worker do not attend. They should also continue to follow up with any parent or carer whose child has been expected to attend and doesn't. To support the above, St Augustine's Priory staff should take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

Parents and carers will not be penalised if their child does not attend educational provision.

Schools should resume taking their attendance register from 1 June and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending.

### **Staff Training and Induction**

All existing St Augustine's Priory staff will already have had safeguarding training and have read part 1 of [KCSIE](#). The important thing for these staff will be awareness of any new local arrangements, especially if these are being reviewed/changed as a result of more children returning, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter the school or college, the DSL (or Deputy DSL) will provide them with a safeguarding induction.

### **Children Moving Schools**

If any children from St Augustine's Priory are attending another setting, DSLs/DDSs will continue to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information. This will be especially important where children are vulnerable.

For looked-after children, any change in school should be led and managed by the virtual school head with responsibility for the child.

The receiving institution should be aware of the reason the child is vulnerable and any arrangements in place to support them. As a minimum the receiving institution should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible virtual school head is). This should ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of special educational needs (SEN) provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders should take responsibility.

Whilst St Augustine's Priory must continue to have appropriate regard to data protection law, that does not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76 to 83 of [KCSIE](#).

### **Safer Recruitment/Movement of volunteers and staff**

It remains essential that people who are unsuitable are not allowed to enter St Augustine's Priory or gain access to children. Schools should use their judgement on whether recruitment is needed and how this can best be done given the circumstances. If schools are recruiting new staff, they should continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of [KCSIE](#). In response to coronavirus, 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. The Home Office and Immigration Enforcement have also temporarily adjusted the [right to work checks](#) due to the coronavirus outbreak.

Where schools are utilising volunteers, they should continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of [KCSIE](#). Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Regarding members of the school workforce already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school or college to support the response to coronavirus. The type of setting on the DBS check, for example a specific category of school, is not a barrier. The same principle applies if childcare workers move to work temporarily in a school setting. The receiving institution should risk assess as they would for a volunteer (see above). Whilst the onus remains on schools and colleges to satisfy themselves that someone in their setting has had the required checks, including as required those set out in part 3 of [KCSIE](#), in the above scenario this can be achieved, if the receiving institution chooses to, via seeking assurance from the current employer rather than requiring new checks.

There is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during partial school closures. If for any reason the school or college have concerns about the individual, they may obtain a new check in the usual way. Schools must continue to follow their 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](#).

Schools should continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of [KCSIE](#) and the TRA's [advice for making a referral](#). During the coronavirus period all referrals



should be made by emailing [misconduct.teacher@education.gov.uk](mailto:misconduct.teacher@education.gov.uk). All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. This will be more important than ever as more children and staff return. As such, schools must continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in [KCSIE](#). The SCR can, if a school chooses, provide the means to log everyone that will be working or volunteering in a school on any given day, including any staff who may be on loan from other institutions. The SCR can also, if a school chooses, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

### **Mental Health**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. Where they have children of critical workers and vulnerable children on site, and/or more children returning to school from 1 June onwards, St Augustine's Priory will ensure appropriate support is in place for them.

At St Augustine's Priory, we will begin to deliver a 'Recovery Curriculum' to acknowledge the difficulties and current circumstances. Pastoral support will continue to be given to all pupils and families who require it.

DfE guidance on [mental health and behaviour in schools](#) (which may also be useful for colleges) can help schools to identify children who might need additional support, and to put this support in place. The guidance sets out how mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess. Support for pupils and students in the current circumstances can include existing provision in the school (although this may be delivered in different ways, for example over the phone for those children still not attending provision) or from specialist staff or support services.

Teachers should be aware of the impact the current circumstances can have on the mental health of those students/pupils (and their parents) who are continuing to work from home, including when setting expectations of children's' work. The department has provided separate [guidance on remote education practices](#) during the coronavirus outbreak.

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**Remember that safeguarding is everyone's responsibility and we place the child at the centre of all that we do at St Augustine's in order to ensure they are happy, safe and able to thrive.**