

## Appendix 1

### Child Protection COVID-19 school closure arrangements

Annex Date: 31 March 2020

#### Key contact details

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***This annex should be read alongside Cardinal Heenan 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 the government asked parents to keep their children at home, and for schools to remain open only for those children of workers critical to the COVID-19 response where those workers have no other safe arrangements for the care of their child/ren.

Schools were also asked to provide care for additional children. These children were identified by the government as being vulnerable due to social care involvement, or as a result of Special Educational Needs or Disability. Further detail is specified in section 2 below.

During this time, Cardinal Heenan 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**.

Across Liverpool it was agreed that the Local Authority would adopt a Hub model for providing care to the key groups of children of primary age. A number of school sites were identified to remain open, with all other schools closing. 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/>

Our school site is currently closed. Our students are being set work by their teachers to complete remotely.

This addendum to our Child Protection policy specifies the details of our safeguarding arrangements during this time, until school is instructed it can safely fully open again.

## **2. Vulnerable Children**

During school closures due to COVID-19, schools are required to provide care to children identified as being vulnerable.

**The government defines vulnerable children as those who have a social worker and those children and young people up until the age of 25 who have an Education, Health and Care Plan (EHC).**

Further information about vulnerable children can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

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

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 is not a determining factor when assessing vulnerability.

The government expects that vulnerable children with a social worker will attend an education setting, so long as they do not have underlying health conditions which put them at increased risk. Within Liverpool, all children open to Children's Services have been assessed by their social worker and manager, and a priority list has been agreed. Children have been matched with their nearest Hub setting. Children on this list have been contacted by their social worker and will be supported to attend a Hub provision. Where a parent does not want to bring their child to a Hub setting and the child is deemed vulnerable, the social worker will explore the reasons for this directly with the parent. In conjunction with the Virtual Headteacher, Looked After Children have also been risk assessed and a list of priority children has been identified. Many Looked After Children can safely remain at home. Whilst there has been a priority list identified by the Local Authority, any child subject to Child Protection Planning can attend a Hub.

Prior to Cardinal Heenan 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. School

should set out their agreed measures and details here, including what 'safe and well' activity they have agreed to undertake and how often this will be reviewed. Schools have flexibility and are able to offer a place to those children they determine to be vulnerable, particularly those who are on the edge of receiving support or assessment from children's services.

Cardinal Heenan Catholic High School will continue to work with and support children's services to help protect vulnerable children. This is especially important during the COVID-19 period.

### 3. Designated Safeguarding Lead

If, and when school is open, all safeguarding concerns should be reported **without delay** to the Designated Safeguarding Lead/Deputy Designated Safeguarding Leads. It is recognised however that this may not be possible and where this is the case, Cardinal Heenan Catholic High School will consider the following options:

- A trained DSL or deputy is available to be contacted via phone, email or video call when working from home.

If it is not possible to have a trained DSL or deputy on site, we will ensure that there is a senior leader who takes responsibility for coordinating safeguarding on site. 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 essential that all staff and volunteers have access to a trained DSL or deputy and are made aware of the arrangements on a daily basis regarding who that named person is and how to speak to them.

Whilst school is closed, staff should follow the procedures set out in the main Child Protection policy for contacting and reporting concerns to the DSL and/or deputy. School to set out the specific arrangements for contacting the safeguarding team whilst the school site is closed here, along with contingency plans should members of the safeguarding team become unavailable during the COVID-19 period.

The arrangements during this period are as follows:

1. All our vulnerable students have been identified. These include young people who are either:
  - a. CP plan
  - b. CIN plan
  - c. EHAT/Family First
  - d. EHCP or high needs
  - e. LAC/PLAC
  - f. Watch list
2. Each student has been allocated a member of staff who **must** make contact with home and the student **at least once a week**. For those who are CP/CIN plan– contact should be made at least **twice a week**.
3. In the event of staff illness, anyone on the wider pastoral team may be reallocated to support with these young people. This will be coordinated by Jo Leech or Christine Kirkham.
4. In the event of illness of Jo Leech as DSL, Christine Kirkham will become DSL. In the event of Christine's illness, her caseload, which is substantial, will be reallocated across the SG team. Hopefully at least one member of the SG team will be fit and well at any one time. This will be monitored on a daily basis.

5. **Protocol for the call** – your conversation should cover the following:
  - Check they have access to food and basic amenities.
  - Sleep hygiene – promoting the need for routine even though school is not running as normal.
  - Maintaining personal hygiene and reminders about the latest information about Covid-19 and social distancing/not going out unless absolutely necessary.
  - Promoting mental health and signposting to services eg Kooth or mindfulness apps etc. I will forward you some information from the website later today.
  - Encourage them to be doing work set by school. Any issues with access to CC should be addressed by referring to the sheet set out by Dave Jones.
  - Consider possible DV or exploitation issues.
  - Any other concerns the young person/family may have.
6. **All calls should be recorded on CPOMS** – log under category name ‘School closure – Covid 19 welfare call’. Any specific issues should be called through to Jo Leech or Christine Kirkham. If we are not available, please contact another Deputy DSL.
7. The Pastoral/Safeguarding Team will meet weekly on MS teams.

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.

It is acknowledged by the government that face to face DSL training is unlikely to take place during the COVID-19 period. For the period these 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 missed their refresher training.

#### 4. Safeguarding procedures

Where staff in school have a concern about a child, they should continue to follow the process outlined in our main Child Protection policy. This includes making a report via the agreed methods using CPOMS or where having difficulty accessing this, use email and telephone. 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 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** 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/)

Concerns regarding the conduct of a member of staff should continue to be dealt with in line with our managing allegations policy.

#### 5. 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 form 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.

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

Where it is identified that a child 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.

## **7. Safer Recruitment 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. Schools should continue to follow the relevant safer recruitment processes for their setting, set out in part 3 of Keeping Children Safe in Education.

Where schools or Hubs are using volunteers, they should continue to follow the checking and risk assessment process set out in Keeping Children Safe in Education (paragraphs 167 to 172). We will ensure that there are no circumstances where a volunteer who has not been checked will be left unsupervised with children or allowed to work in regulated activity. If new staff or volunteers are recruited, the usual Safer Recruitment processes will be followed, and they will also be provided with a safeguarding induction.

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, Cardinal Heenan 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.

Cardinal Heenan 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 (as per paragraph 163 of Keeping Children Safe in Education)

We will also continue to consider and make referrals to the Teaching Regulation Agency (as per paragraph 166 of Keeping Children Safe in Education). During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).

## **8. 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. Cardinal Heenan 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. School to insert specific details here, including where appropriate, detail of risk assessments carried out. 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>

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.

## **9. Online safety in schools and Hubs**

Where the site remains open, Cardinal Heenan 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 we 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

## **10. Online safety away from schools and Hubs**

*Please note: The Department for Education will provide separate guidance on providing education remotely, which will set out four key areas leaders should consider as part of any remote learning strategy. It is recommended that schools review the following recently published guidance:*

<https://coronavirus.lgfl.net/safeguarding>

<https://www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc>

<https://swgfl.org.uk/resources/safe-remote-learning/>

Where children are not physically attending a Hub/school, we 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.

Any online learning tools or systems recommended for use by Cardinal Heenan Catholic High School, are to be in line with privacy and data protection/GDPR requirements.

We are using ClassCharts to set work for the students. This is being closely monitored by Subject Leaders and Link Leadership. Communication with students in Y10-13 is also via school email accounts. Again this is being closely monitored by Subject Leaders. Students and parents have received detailed advice about using online learning services and how to raise concerns whilst online, including signposting them to age appropriate practical support e.g. Childline, UK Safer Internet Centre or CEOP.

Our school will also be in contact with parents and carers during this time through our website, ParentMail, email and text. 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.

Cardinal Heenan 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](#).

## **11. 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/Hub, 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.

## **12. Peer on peer abuse**

Cardinal Heenan 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 we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within our main Child Protection policy. We 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 will be recorded using the agreed methods and appropriate referrals made.

Updated by Jo Leech  
3 April 2020