



**COVID-19 school closure arrangements  
Addendum to the Xavier Catholic Education Trust  
Safeguarding and Child Protection Policy**

**For the following:**

**Cardinal Newman Catholic Primary School  
Holy Family Catholic Primary School  
St Alban's Catholic Primary School  
St Anne's Catholic Primary School  
St Augustine Catholic Primary School  
St Charles Borromeo Catholic Primary School  
St Cuthbert Mayne Catholic Primary School  
St Hugh of Lincoln Catholic Primary School  
St John the Baptist Secondary Catholic School  
St Polycarp's Catholic Primary School  
St Thomas of Canterbury Catholic Primary School  
St Peter's Catholic School  
Salesian Catholic Secondary School  
The Marist Catholic Primary School**

**This Policy has been approved and adopted by the Xavier Catholic Education Trust in  
May 2020**

**Committee Responsible: Risk & Audit Committee  
To be reviewed: July 2020**

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## Context

The government issued guidance advising parents, from Friday 20<sup>th</sup> March 2020, 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.

On the 10<sup>th</sup> May 2020, the government announced they expect schools to welcome back more children to early years, school and further education settings. From 1<sup>st</sup> June 2020 Schools are expected to allow a phased return of all children of critical workers, even if parents are able to keep them safe at home, in nursery, reception, years 1 and 6. Schools are expected to provide face to face support for students in year 10 and 12 from 15<sup>th</sup> June 2020.

Any reference to the Xavier Catholic Education Trust incorporates its constituent schools.

This addendum of the Xavier Catholic Education Trust Safeguarding and Child Protection Policy replaces all previous versions and contains details of our individual safeguarding arrangements in the following areas:

## Key contacts

### St Thomas of Canterbury Catholic Primary School

Role	Name	Contact number	Email
Designated Safeguarding Lead	Kate Carter	01483 888388	mrs Carter@st-thomas.surrey.sch.uk
Deputy Designated Safeguarding Lead	Neil Lewin	01483 888388	mrlewin@st-thomas.surrey.sch.uk
Headteacher	Neil Lewin	01483 888388	mrlewin@st-thomas.surrey.sch.uk
Chair of Governors	Mark Richmond	01483 888388	markandrewrichmond@googlemail.com
Nominated Trust Safeguarding contact	Anne Halliday	07845 118843	

## Vulnerable children

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.

Those who 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 school's discretion.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents/carers, to decide whether their child should go to school, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead Team know who our most vulnerable children are. They have the flexibility to offer a place to any child they consider to be vulnerable.

The Xavier Catholic Education Trust 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 looked-after and previously looked-after children.

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/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and the Xavier Catholic Education Trust will explore the reasons for this directly with the parent/carer.

Where parents/carers are concerned about the risk of the child contracting COVID19, Xavier Catholic Education Trust or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Xavier Catholic Education Trust will continue to encourage our vulnerable children and young people to attend school, including remotely if needed.

## **Attendance Monitoring**

Children of critical workers and children in eligible year groups are strongly encouraged to attend (where there are no shielding concerns for the child or their household). Vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so (where there are no shielding concerns for the child or their household).

Xavier Catholic Education Trust will resume taking the attendance register from 1<sup>st</sup> June 2020.

Xavier Catholic Education Trust will continue to complete the online Educational Setting Status form by 12 noon daily, providing the Department for Education with daily updates on how many children and staff are attending.

Xavier Catholic Education Trust will follow up on any pupil that they were expecting to attend, who does not. Xavier Catholic Education Trust 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, Xavier Catholic Education Trust will, when communicating with parents/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, Xavier Catholic Education Trust will notify their social worker.

To ensure that appropriate action is taken to keep children safe and protected Surrey Local Authority requires all education settings to identify through a new automated tracking mechanism the non-attendance of vulnerable children that are expected to attend an education setting.

Xavier Catholic Education Trust will notify the local authority on the first day of non-attendance and any day following, when a vulnerable child, that is expected to attend is absent, by using the following link to the Automated Tracking Mechanism:

<https://www4.surreycc.gov.uk/social/child/absence-submission-portal/>

### **Expectations of the Social Work Team response to non-attendance**

The Automated Tracking Mechanism, described above, immediately alerts the Social Work Team to act in response to the child's non-attendance at the education setting. Surrey Virtual School will be informed if the child is looked after.

On receipt of an alert the social work team must act to contact the family to find out why the child hasn't attended and act to encourage them to attend if it's safe to do so.

The social work team must act to contact the education setting to further inform their assessment of the risk to the child of non-attendance.

If a child is not presenting at an education setting because they are symptomatic or self-isolating it is essential that the social worker contact the education setting and any relevant partner (including Surrey Virtual School), to action arrangements for maintaining contact with the child and agree who will contact the child and how.

It may be necessary for a Social Worker to take action by visiting the child in person to establish their wellbeing

Keeping in touch with the child and the family during any isolation period is the responsibility of the team around that child. A clear plan for visiting (virtual or in person) must be made and acted upon by all partners. The team around the child partners must communicate to the Social Worker findings from each visit they undertake.

Due to the number of notifications it is not possible for social care to guarantee a response time, each response time will be based on the Social Work Team's analysis of risk.

If an education setting has significant concerns about a child's safety or wellbeing the education setting should ring the child's Social Worker for an urgent discussion. If the child's social worker

is not available a discussion should be held with the Social Work Team Manager. If neither are available contact must be made with the Social Work Service Manager. If you are not satisfied with the response you get from the Social Work Team education settings must follow the SSCP Inter- Agency Escalation Policy and Procedures.

### **Expectations of a SEND/Vulnerable Learner Team response to non- attendance**

Where a child with an EHCP has a Social Worker, the process above will be followed by the Social Work Team.

The Automated Tracking Mechanism, described above, will collate data for EHCP children to be sent to the Vulnerable Learners Service once a week for action. Attendance and any known history of the child will be considered by the appropriate professionals within the Vulnerable Learners Service to establish further action. The Vulnerable Learners Service will establish with the family the reasons why the child has not attended and act to encourage them to attend if it's safe to do so.

If a child is not presenting at an education setting because they are symptomatic or self-isolating it is essential that the Vulnerable Learner Service contact the education setting to inform them of this and act to establish the ongoing point of contact while the child is not attending the education setting.

Where circumstances change the education setting should act to ensure any changes to risk are notified to the Local Authority in a timely manner (within 24 hours of being informed of the change) via the SEND Team area email address.

Children and young people who are “otherwise vulnerable” expectations on the education partnership

This cohort is defined as children and young people who have been assessed as “otherwise vulnerable” by education settings, the local authority or partner agencies; examples may include Young Carers, adopted children and/or children with mental health and wellbeing concerns.

The Vulnerable Learners Service will contact education settings to assist the identification of these children and young people.

Education settings should use their discretion to encourage the attendance of children and young people that they or partners feel would be safer by attending provision. In the case of non-attendance education settings should act to follow up with both the parent/carer and any partner agency involved to establish the reason for absence and act to encourage attendance.

The Vulnerable Learners Service will provide support to education settings to identify “otherwise vulnerable children” who do not have a Social Worker or an EHCP. The Vulnerable Learners Service will assist the setting to make arrangements with families to provide for these children and track and encourage attendance.

Where any professional continues to have concerns about the safety of a child they should email a Children’s Services Request for Support Form to [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk) or contact the C-SPA on 0300 470 9100.

## **Designated Safeguarding Lead**

Each Xavier Catholic Education Trust school has a Designated Safeguarding lead (DSL) and at least one Deputy DSL as detailed in the table on page 3 of this document.

The optimal scenario is to have a trained DSL (or deputy DSL) available on site. Where this is not the case a trained DSL (or deputy DSL) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy DSL) 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 DSL) 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.

All Xavier Catholic Education Trust staff and volunteers will have access to a trained DSL (or deputy DSL). On each day, staff on site will be made aware of who that person is and how to speak to them.

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

Refer to [guidance Changes to Child Protection Conferences](#)

## **Reporting a concern**

As children return to school following partial school closures, staff and volunteers will be aware that they may identify new safeguarding concerns about individual children as they see them in person.

School staff will contact parents and carers and ask them to inform them of any changes regarding welfare, health and wellbeing that they should be aware of before their child returns.

Where staff have a concern about a child, they should continue to follow the process outlined in the Xavier Catholic Education Trust Child Protection & Safeguarding Policy, this includes making a report via CPOMS or in writing, where appropriate, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS remotely, they should email the DSL and Headteacher. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay, including new concerns where children are returning.

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 around the Headteacher should be directed to the Chair of Governors as detailed in the table on page 3 of this document. If the Chair of Governors is not available, then the LADO

should be contacted directly.

Once an allegation has been received by the Headteacher or Chair of Governors they will contact the LADO on 0300123 1650 option 3 or Email: LADO@surreycc.gov.uk immediately and before taking any action or investigation.

The Trust will continue to offer support in the process of managing allegations.

### **Safeguarding Training and induction**

Face to face DSL training is very unlikely to take place whilst there remains a threat of the COVID-19 virus although the Trust will explore the option of online training, including virtual DSL training offered by Surrey County Council Education Safeguarding Team.

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 staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). 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 Xavier Catholic Education Trust, they will continue to be provided with a safeguarding induction in line with Keeping Children Safe in Education 2019.

If staff are deployed from another education or children's workforce setting to the Trust schools, 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

For movement within the Trust, school will seek assurance from the Trust HR Manager that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the School Safeguarding and Child Protection policy, confirmation of local processes and confirmation of DSL arrangements.

Prior to the phased return of children, all staff will be provided with refresher safeguarding training to ensure they are aware of both the school and Surrey processes if they have a concern about a child or adult and the impact lockdown may have on disclosures.

### **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, Xavier Catholic Education Trust 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 Xavier Catholic Education Trust is 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.

Xavier Catholic Education Trust 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.

Xavier Catholic Education Trust 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Xavier Catholic Education Trust will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **Online safety in schools and colleges**

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

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

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

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

Online teaching should follow the same principles as set out in the Trust's Staff Code of Conduct. Xavier Catholic Education Trust will ensure any use of online learning tools and systems, is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only.
- 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.

- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by Xavier Catholic Education Trust to communicate with pupils.
- Staff should record, the length, time, date and attendance of any sessions held.

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

Xavier Catholic Education Trust is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded in writing or on CPOMS, as should a record of contact made.

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

Xavier Catholic Education Trust and its DSLs 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 schools will share safeguarding messages on their websites and social media pages.

Xavier Catholic Education Trust 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 within the Xavier Catholic Education Trust need to be aware of this in setting expectations of pupils' work where they are at home.

Xavier Catholic Education Trust will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them. This will be bespoke to each child and recorded in writing or on CPOMS.

### **Supporting children in school**

Xavier Catholic Education Trust is committed to ensuring the safety and wellbeing of all its students.

Xavier Catholic Education Trust will continue to be a safe space for all children to attend and flourish. The Headteachers will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Xavier Catholic Education Trust 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.

Xavier Catholic Education Trust will ensure that where we care for children on site, appropriate support is in place for them. This will be bespoke to each child and recorded in writing or on CPOMS.

Where individual schools have concerns about the impact of staff absence – such as the Designated Safeguarding Lead or first aiders – they will discuss them immediately with the CEO of the Trust.

### **Peer on Peer Abuse**

Xavier Catholic Education Trust recognises that during the partial 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 in writing or on CPOMS and appropriate referrals made.