ARCHBISHOP BLANCH CE HIGH SCHOOL
Appendix 1

Child Protection COVID-19 school closure arrangements
Annex Date: 5 January 2021

Key contact details

	Name	Email address
Headteacher	Mrs C Madeloso	
Designated Safeguarding Lead	Mrs K Graham	
Deputy Designated Safeguarding Lead(s)	Mrs C Carter Mrs M Harris Mrs M Shurie Miss A Bryan Mrs L Gibson	admin@blanch.org.uk
Chair of Governors	Mr F McFarlane	
Link Governor for Safeguarding	Mrs S Barker	
Add any other key contact details here	PC Hayley Redmond Louise Smith	admin@blanch.org.uk Haley.P.Redmond@merseyside.police.uk admin@blanch.org.uk

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

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This annex should be read alongside Archbishop Blanch School's Child Protection policy, Part 1 and Annex A of Keeping Children Safe in Education 2020, 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 5 January, 2021 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, *Archbishop Blanch 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**.

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. Vulnerable children are still expected to attend school full time, (except if they are shielding, self-isolating or quarantining). Schools and colleges should encourage vulnerable children to attend but if the parent of a vulnerable child wishes their child to be absent from school, the parent should let the school know that the pupil will not be attending.

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-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-

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.
Upon notification of closure,   *Archbishop Blanch School's* safeguarding team identified who our most vulnerable children are and formulated a plan to monitor their safety and wellbeing during school closure.

A central register of low, medium and high risk pupils was identified and then placed on a traffic light system, taking into account the following: allocated social worker, EHAT, EHCP, SEND, Pastoral concerns, mental health cohort and on the edge of requiring support. This register is re-assessed during managerial supervision meetings and students are added as necessary.

GREEN = Low Risk: Weekly contact
AMBER = Medium Risk: Twice per week contact
RED = High Risk: Daily contact

Parents and carers of our most vulnerable received a letter detailing the level of contact required, who their school staff member is and contact telephone number

Pastoral staff were allocated a cohort of pupils to contact depending on their risk factor. Contact with parent/carers and young people along with confirmation of 'safe and well' to be recorded daily then emailed to SLT for review. Any issues raised via contact calls, concerns, actions or support to be recorded on CPOMS.

All details of contact, meetings, and areas of concern to be discussed and reviewed during online weekly Managerial Supervision.

*see contact register template below (To be emailed to SLT weekly)

Risk Status	Name	Form	Contact made	Comments	Further Comments /Actions
High Risk Vulnerable Daily contact					
Medium Risk Vulnerable - Monday /Friday contact					
Low Risk Vulnerable Weekly contact					

A further central record log and procedure has been designed for 'No Contact Made'. This procedure will be actioned if staff are unable to make contact. Information from the table below to be placed on CPOMs as a chronological order of actions.

If No contact is made from call one, the following actions are to be taken and recorded on example table below.

No contact made on call one:
- Voice mail left and text message sent
- Log on contact register email to SLT

No call returned within an …… number of hours or……………….days
- Inform School Safeguarding Team
- Contact second contact from SIMS

No Contact made:
- Log details on No Contact register detailing the following action - .
- Contact Social worker (if assigned to child)
- Continue to try contact numbers.
- School Safeguarding Team to discuss and actions and response.
- Home Visit (if actioned) leaving a note to contact school.
- Contact Emergency Services
- Call to Careline and or Police

Response/Actions logged on CPOMS

*Table below to be completed throughout and then recorded on CPOMs and discussed at weekly Managerial Supervision

Name of child	Prior to school closure			School closed	Actions if NO contact is made					
	Areas of risk/vulnerability	Lead Professional contact details	Key person in school	Check in status requires	Contact Social Worker	Home Visit	Note left at the home address	Telephone contact	Contact emergency contacts	Other e.g referral to CSC
details to include	*What are the risk factors e.g. Neglect, edge of care, DV, chaotic parent, mental health*	*Social Workers details*	*Staff member assigned as Key Worker*	*Daily, twice per week, weekly etc*	*Name Email phone number, office number*	*Staff, date, time*	*Yes/No Date/Time*	*Yes/No and to who*	*access via SIMS*	*next steps to who and when*

The main role of school Key Workers and Safe Guarding Team when contacting vulnerable pupils is to detail and be mindful of the following:
- **If child is absent carry out proportionate and sensible actions based on risk, as suggested above.** - All actions and reasons for actions should be documented on your internal record keeping systems.
- **If child is present, key person should check in with child and if possible parents to assess support required or increase in risk.**
- **Be professionally curious** – some families may use this crisis situation as a way of avoiding professional input. It can be unsafe to take things at face value so have the confidence to ask challenging questions when necessary.
- **Keep accurate records** – document all actions relating to vulnerable children and their families. Make joint decisions where possible about actions that you may or may not take and document the rationale for such decisions.
- **Review vulnerable pupils register regularly** – again this should be done within a time frame that is manageable**.**
- **Look after yourself** – you can only do what is manageable. Seek advice and support as soon as possible if you are struggling with anything.

Archbishop Blanch 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

When school is open:
Schools should ensure there is always a trained DSL or deputy available on site. All safeguarding concerns should be reported **without delay** to the Archbishop Blanch School Designated Safeguarding Lead/Deputy Designated Safeguarding Leads. It is recognised however that this may not be possible and where this is the case, Archbishop Blanch 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
- Sharing trained DSLs or deputies from other schools, who would be available to contact via phone, email or video call.

If it is not possible to have a trained DSL or deputy on site, Archbishop Blanch School 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
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.

When 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. Staff can continue to report concerns using CPOMs, but have also been provided with the work mobile number of members of the safeguarding team as per this policy. Staff are also reminded that any member of staff can contact Careline directly on **0151 233 3700** or ring the police directly if they feel a child or young person is in immediate danger.

> 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 CPOMS. 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/

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.

As our school has closed, we have completed the return once as requested by the DfE. We also continue to monitor attendance of children with Sen who access virtual tuition or the hospital school.

6. 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 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). Archbishop Blanch School 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.

Archbishop Blanch 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).

Archbishop Blanch School 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.

7. 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. Archbishop Blanch 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. Prior to closing, our school counsellor risk assessed all students with whom she currently meets or has completed an initial assessment. Virtual therapy details were shared with students so that this support could continue if needed. This is provided through the school's own google classroom account so as to ensure privacy and safeguarding. Members of the safeguarding team continue to liaise with the school YPAS key workers who are able to continue to provide support for students with whom they are currently working. Triaging can continue to be done for any student when an issue is brought to the attention of pastoral and/or safeguarding staff. Where children of critical workers and vulnerable children continue to attend the setting, appropriate support will be offered to them whilst on site. Parents and pupils have received information on Kooth.com, where students can access a variety of mental health support and advice.

The school community can also be signposted to the government's advice on supporting children and young people's mental head 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.

8.   Online safety in schools and Hubs

Where the site remains open, Archbishop Blanch 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 Archbishop Blanch 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

9.   Online safety away from schools

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 school, Archbishop Blanch 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.
Any online learning tools or systems recommended for use by Archbishop Blanch School are be in line with privacy and data protection/GDPR requirements.

Work is set for students using three approved methods: ClassCharts, Google Classroom, and Microsoft O365. If students wish to report a concern whilst online, they can email their Progress leader or pastoral lead and have also been signposted to Childline, UK Safer Internet and have been provided log-in details for Safer School App and their online safety centre.

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.

Archbishop Blanch 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 or 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.

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 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.

10. Peer on peer abuse

Archbishop Blanch 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.