



**RAINFORD
HIGH**

PART OF RAINFORD ACADEMIES TRUST

Rainford High

Child Protection and Safeguarding Policy Addendum

COVID-19

Everyone Matters

We expect our community to be polite and respectful

Everyone Helps

We expect our community to make sensible choices

Everyone Succeeds

We expect our community to work hard

Guidance Owner	Principal
Scope of the Policy	Rainford Academies Trust
Policy responsibility	Principal
Date initially approved	September 2020
Written/last reviewed	September 2020
Next review due	September 2021
Summary of key changes	Tweaks due to role amendments Update staff names

Overview:

This addendum must be read in conjunction with the school Safeguarding Policy and outlines key changes and procedures due to the current situation. This addendum may be subject to regular updates.

The school will remain open for vulnerable students and for those whose parents are key workers.

Whilst the school remains open there will be, if possible, a member of the Senior Leadership Team, the Safeguarding Team and a first aider on site. If it is not possible for a member of the SLT or Safeguarding Team to be on site then a member of each team will be contactable by telephone.

The school is currently operating a rota system which involves all staff attending one day a week.

The school continues to follow the key principles of the statutory safeguarding guidance, Keeping Children Safe in Education, namely:

- The best interests, well-being and safety of children always comes first;
- If any staff member has a safeguarding concern about any child, they must act on this immediately, see procedures below;
- A designated safeguarding lead, or deputy, will be available/contactable at all times, see further information below;
- It is essential that unsuitable people do not enter the school workforce or gain access to children;
- Children should continue to be protected when they are online.

Supporting Vulnerable Students:

Vulnerable students are students who:

- are on a Child Protection Plan;
- are on a Child in Need Plan;
- are receiving support from Channel;
- have an assigned social worker;
- have an EHCP;
- are a LAC student;
- are on an EHAT;
- are in significant danger of harming themselves or committing suicide;

Parents/carer's of our vulnerable students have been contacted to make them aware that school will remain open for these children.

All parents and carers of our vulnerable students will be contacted, to check on the student's well-being, by their key worker in school and/or a Designated Safeguarding Lead. Contact will preferably be by telephone on a regular basis as follows:

- children on a Child Protection Plan or Child in Need Plan will be contacted twice a week;
- all other vulnerable students, as defined above, will be contacted on a weekly basis.

The planned approach to contacting is as follows:

- 1) Cath Turton to call LAC students once a week to touch base and encourage them to come to school. If there are concerns, Joe Kenyon will raise all concerns with social worker. Cath Turton will give a fortnightly update to the social workers via email.
- 2) CIN and CP Cases – The lead of the Child in Need and Child Protection cases will be contacted weekly to check on them. Supervision will be carried out with staff weekly through conversations and meetings.
- 3) All staff leading on EHATs need to call their families up once a week to check on them and log this on CPOMS and on the EHAT as a case note.
- 4) Pastoral Leaders – To contact every vulnerable child weekly as identified on the vulnerable lists and attend door step home visits to those most vulnerable who school have had limited or no contact with despite attempts being made over phone and email.
- 5) EHCP students – SEN department will ringing all EHCP students every Friday.
- 6) Alternative Education Students – Mark White to carry out calls to all students on Alt Ed to check they are engaging with their placement set work.
- 7) Dave Taylor to contact all students who are on part time timetables twice weekly to check on them.

Supporting All Students:

All students are being provided with academic work to complete at home using a variety of learning platforms and this ensures there is two way communication between home and school. The school is currently reviewing the most effective ways of contacting students regarding academic engagement.

Keeping Children Safe:

Regular reminders/information emails will be sent to parents, carers, students and staff about key safeguarding concerns such as eSafety and Child Exploitation.

The Senco has produced, and circulated, a guide aimed at supporting the Mental Health of our students.

Raising Student Safeguarding Concerns:

During the school closure period we have a continued responsibility in terms of safeguarding students.

If you have any safeguarding or welfare concerns about a student then you must follow the below procedures:

During school hours (9 – 3:15pm)

Please contact school via 01744 885914 and ask to speak to the designated safeguarding officer on duty. They will then speak to you and receive the information about the issue. They will then take a lead on this.

You must then log this concern on CPOMS. You can access CPOMS online at home on a PC or tablet device using the link rainford.cpoms.net (either click on this link or copy it into your browser).

Out of school hours (before 9am or after 3:15pm)

Please contact one of the designated safeguarding officers from the below list. If someone doesn't answer then please persist until you have spoken to someone. If this is not possible then leave a message. (Personal number of the safeguarding officers below have been provided to all staff).

Joe Kenyon – Designated Safeguarding Lead

Hannah Moreton – Deputy Designated Safeguarding Lead

Mark White – Deputy Designated Safeguarding Lead

Mark Pendlebury

Paula Litherland

You must then log this concern on CPOMS. You can access CPOMS online at home on a PC or tablet device using the link rainford.cpoms.net (either click on this link or copy it into your browser).

Unable to contact anyone:

If you are unable to contact a safeguarding officer then please contact the relevant authority using the contact numbers below:

St Helens

Main – 01744 676767

Out of hours: 03450500148

Knowsley

Main – 0151 4432600

Out of Hours: 0151 4432600

Lancashire

Main 03001236720 or 03001236722

Wigan

Main 01516062008

Out of Hours: 01942828300

Warrington

Main 01925 443322

Out of Hours: 01925 444400

Liverpool

24 Hour: 0151 2333700

Sefton:

Main 03451400845

Out of Hours: 0151 9343555

Concerns about the behaviour of a member of staff or other professional:

If you have a concern about the behaviours of a member of staff then follow the procedures outlined in the full safeguarding policy. The concern should be raised to the Principal, Mr Young and you should contact Mr Young through the school office or by a confidential email requesting a call back. If Mr Young is not available then the Vice Principal, Mr Murphy will handle your concern.

If you have a concern about Mr Young then this needs to be raised with the Chair of Trustees, Mr Rupert Nichols who can be contacted through the school office.

You can also contact the Local Authority Designated Officer, LADO, direct and the current number for the LADO is 07717366904, email address: sthelenslado@sthelens.gov.uk

Staff Recruitment Training and Induction:

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This is in line with revised guidance from the DBS. New staff must still present the original documents when they first attend work at our school.

The school will explore different on line training packages to ensure staff continue to receive up to date safeguarding CPD during the current crisis.

New staff and volunteers will continue to receive:

- a safeguarding induction;
- a copy of the Safeguarding Policy and this addendum;
- a copy of Keeping Children Safe in Education Part 1.

Update to Local Services and Procedures:

The communication below, from Catherine Appleton, summarises changes to services in St Helens:

In light of the government announcement requesting further measures be taken to reduce the spread of COVID-19, the Safeguarding Unit announce the following changes for LADO's, Child Protection Conferences and Children and Young People's Looked after reviews. Where ever possible, when you are trying contact us please email through to the unit the email address:

safeguardingunit@sthelens.gov.uk

or for LADO

sthelenslado@sthelens.gov.uk

for the partnership Board please email

safeguardingchildrenboard@sthelens.gov.uk

Alternatively, please email the IRO/ CP & QA chair directly. Where you receive an out of office due to annual leave please email the Safeguarding unit who will ensure another team member will contact you. The current number for the LADO is 07717366904, but please use the LADO referral forms in the first instance unless your call is urgent.

Children we look after reviews (LAC Reviews)

These reviews will all now be virtual meetings and the following is required:

- All agencies will still need to submit a report for the Review. The reports should be submitted at least three days prior to the review to allow the IRO to consider the information
- The IRO will contact you in the event they need to clarify any information
- The IRO will contact you in the event they feel you should be formally invited to be part of the virtual meeting
- The IRO will contact the child, the placement and the social worker to participate in the virtual meeting. It maybe that each person is spoken to separately rather than all being on the call together
- The Outcomes and Minutes will be sent as they have previously, there will be no change to this process.

Child Protection Conference

Conferences will be held as a virtual meeting. This means that all agencies will still need to be available by telephone for the meeting.

The following will need to happen:

- Social workers must continue to prepare the family for the virtual meeting, this will include checking telephone numbers.
- Your reports will need to be submitted to the Safeguarding Unit as previously required. Whilst the current standards advise it to be two days prior, where able this should be done earlier

- The SGU will share the reports from agencies to those other professionals who will be in attendance and will forward a copy of the windscreen.
- The Admin officer for the conference will ring all participants for the meeting.
- The CP plan and minutes will be sent out as previously.

LADO's

LADO meetings have been held virtually and this will continue. Where you have a LADO concern please ensure you complete the referral form with all the required details and contact numbers so that we can contact you quickly.

Safeguarding Children Partnership

- All meetings of the Partnership will be held virtually
- Ongoing Reviews will be put on hold until such a time as practitioners involved can meet.
- All Face to Face Training is cancelled with online briefings/ materials being provided wherever possible.
- Multi Agency audit will still be conducted on a monthly basis

Multi Agency Escalations will still be accepted and should be sent to the Safeguarding Partnership e mail safeguardingchildrenboard@sthelens.gov.uk

Please remember - Key Procedures (from Keeping Children Safe in Education and our Policies)

- If a child is in immediate danger then you should call the Police on 999.
- If a child makes a disclosure that they have been subjected to Female Genital Mutilation, FGM, then **you** must report this to the Police.
- If you suspect a child has indecent images on their phone, do not look at these images and pass this on to a member of the safeguarding team.
- If you have a concern about the behaviour of a member of staff this must be raised with the Principal, Mr Ian Young. If Mr Young is unavailable you can raise your concern with the Vice Principal, Mr Murphy or Acting Vice Principal Mr Kenyon. You can also contact the Local Authority Designated Officer, LADO, direct.
- If you have a concern about the behaviour of Mr Young then this needs to be raised with the Chair of Trustees, Mr Rupert Nichols who can be contacted via the school office.
- If you are unhappy with the way a safeguarding concern has been dealt with, or you can't find a member of the Safeguarding team, you can speak directly to the MASH team (Multi Agency Safeguarding Hub). You can also call, or email, the NSPCC whistleblowing helpline.