

# Notre Dame Catholic College

180 Great Homer St,  
Liverpool L5 5AF



## Child Protection Policy

### Covid-19 Addendum 5<sup>th</sup> January 2021

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 1 of 11
E Brennan			Annual	1	

## Appendix 1

## Child Protection COVID-19 arrangements

Annex Date: 5<sup>th</sup> January 2021

## Key contact details

* Redact personal contact information when making document available publicly			
	Name	Contact number & mobile phone	Email address
Headteacher	Peter Duffy		Pduffy4.341@notredame.liverpool.sch.uk
Designated Safeguarding Lead	Elaine Brennan		e.brennan@notredame.liverpool.sch.uk
Deputy Designated Safeguarding Lead(s)	Mrs Joanna Littleboy		<a href="mailto:j.littleboy@notredame.liverpool.sch.uk">j.littleboy@notredame.liverpool.sch.uk</a>
	Anthony McVerry		amcverry@notredame.liverpool.sch.uk
Chair of Governors	Colette Rowlands		
Link Governor for Safeguarding	Sr Maureen Lomax		
Add any other key contact details here			

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 period can be found here:

<https://www.gov.uk/coronavirus/education-and-childcare>

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 2 of 11
E Brennan			Annual	1	

*This annex should be read alongside Notre Dame Catholic College'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 the 5<sup>th</sup> January 2021 schools were instructed to move to remote learning for all pupils other than those children of key workers and vulnerable children. Government guidance to support schools to plan and risk assess can be found here:

<https://www.gov.uk/coronavirus/education-and-childcare>

Our school's risk assessment will be updated and review on an ongoing basis.

During this time, Notre Dame Catholic College 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 or in need of additional support or services. 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**.

All staff and volunteers should be aware of the heightened risk to all children and specifically those who are no longer attending school on a daily basis, and should ensure they are familiar with the indicators of abuse set out within the school's main Child Protection Policy, including but not limited to, the key areas of:

- Domestic abuse
- Neglect
- Sexual abuse
- Criminal and sexual exploitation
- Radicalisation

## 2. Provision for children of key workers and those defined by the government as vulnerable.

The school's plans and risk assessments will consider how provision is made for children of key workers and those defined by the government as vulnerable.

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 3 of 11
E Brennan			Annual	1	

**The government defines vulnerable children via the link below:**

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people>

Our safeguarding team has identified any child that they consider to be vulnerable and has developed strategies to monitor their safety, wellbeing and welfare during this time should they not utilise their place in school.

#### Agreed measures

The Notre Dame Catholic College safeguarding team met and discussed all students who would be identified as 'vulnerable' according to the government guidelines.

1. All students with social workers e.g. Looked after children, Child Protection and Child in Need. Parents/Carers were contacted and advised that students must attend school during lockdown. Social workers were contacted by the safeguarding team and informed of the actions taken to ensure that pupils and parents/carers were aware of attendance expectation. Students who have not attended school during lockdown – attendance team send an email to social worker on a daily basis if any student in this cohort is absent. Safeguarding team liaise with social workers if students have persistent absence during lockdown. Regular phone calls to parents/carers of students in this cohort if children do not attend school during lockdown.
2. All student with EHCP (Educational Health Care Plans). Anthony McVerry (SENCo) has updated the EHCP documents and completed the local authority risk assessment. Mr McVerry has contacted all parents/carers and offered a place in school during lockdown. Mr Mc Verry will contact the parents/carers of children who do not attend school during lockdown on a regular basis.
3. Students on the edge of receiving support / under assessment from children's services / recent operation encompass call / mental health issues / parental mental health issues / unable to access remote learning etc. Students have been discussed at a full TAND meeting (Team Around Notre Dame) on 6<sup>th</sup> January 2021. Students who fall into this category have been offered a place at school during lockdown. Those students whose parents/carers have decided will not take advantage of this 'place' will have phone calls from pastoral / safeguarding staff on a regular basis.
4. The attendance team will follow up any 'vulnerable child's absence with parents/carers once a place has been agreed. Attendance will be monitored daily.
5. There will be a weekly TAND meeting with the full safeguarding team via Microsoft Teams to update the team on all students who fall into the vulnerable categories.
6. The pastoral team and safeguarding team will offer any student a 'place' during lockdown should they be deemed vulnerable at any stage e.g. following operation encompass call, concerns about mental health , initial assessment by social services etc.
7. Pastoral staff (Form tutors) will make fortnightly telephone 'well being calls' to students in their form classes. Any concerns will be logged on CPOMs and followed up by the safeguarding team.

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 4 of 11
E Brennan			Annual	1	

Notre Dame Catholic College will continue to work with and support children’s services and other agencies to help protect vulnerable children.

### 3. Designated Safeguarding Lead

Schools should ensure wherever possible there is always a trained DSL or deputy available on site. All safeguarding concerns should be **reported verbally and in writing without delay** to the school's Designated Safeguarding Lead/Deputy Designated Safeguarding Leads. It is recognised however that this may not be possible and where this is the case, we will consider the following option:

- 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, Notre Dame Catholic College 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 07921 942091\***

**Nicola Noon 07793 660567\***

**\*Redact all personal information prior to making document publicly available**

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.

Notre Dame Catholic College have a staff supervision rota in place. The Designated Safeguarding Lead or a Deputy Safeguarding Lead will be in school every day during school opening hours. All of the safeguarding team have access to child protection records via CPOMs.

Staff should follow the procedures set out in the main Child Protection policy for contacting and reporting concerns to the DSL and/or deputy.

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.

The DSL will ensure that the school is represented at all multi agency meetings in an appropriate way by identifying a secure and confidential space where virtual attendance at meetings can take place, without interruption. School will ensure there is access to appropriate technology to support this.

Safeguarding supervision for the safeguarding team will continue to take place in order to review actions and decisions made, and support emotional wellbeing. We will consider how this is managed should staff be required to work remotely, or on a rotational basis, to ensure all staff are able to participate in and have access to appropriate supervision.

### 4. Safeguarding procedures

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 5 of 11
E Brennan			Annual	1	

Our school will continue to follow our child protection, managing allegations policies and staff code of conduct. The school will continue to follow normal [Local Safeguarding Children Board Procedures](#). For children who continue to attend the school site, staff responsible for those children will be aware of children with specific safeguarding or health needs or disabilities. Medicines should be stored and administered safely. Everyone should be clear as to the setting’s child protection and fire evacuation procedures and other key safeguarding policies. Those working on the school premises should know how to contact the on-site Designated Safeguarding Lead/Deputies and First Aiders. If staff are working on a rota basis, there should always be appropriately trained key personnel on site. The names of these staff should be displayed and updated as required.

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

- Staff should always speak to Elaine Brennan or Joanna Littleboy or Anthony McVerry without delay
- Staff should record details of the concern on CPOMs
- The revised statutory guidance, Keeping Children Safe in Education (DfE 2020) emphasises the need to report **any safeguarding concerns related to a child’s mental health** to the school’s Designated Safeguarding Lead/Deputy Designated Safeguarding Leads.

If any member of staff believes a child is at risk of harm then the Designated Safeguarding Lead should ring Liverpool Careline on 0151 233 3700 (or the children’s services department of the local authority where the child lives), **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.**

School will continue to obtain the voice of the child to appropriately support assessment of the child’s level of need.

[Safeguarding-mate](#) can provide additional key guidance to all staff regarding key safeguarding procedures.

If school staff or governors need further safeguarding guidance or support then they should email [safeguarding@si.liverpool.gov.uk](mailto:safeguarding@si.liverpool.gov.uk) providing a mobile number for either Phil Cooper or Nicola Noon to contact them. **This sentence should be redacted if this appendix is placed online**

Concerns regarding the conduct of any adult working on site (**staff member, volunteer, supply staff, other third-party staff**) should continue to be dealt with in line with the school’s managing allegations policy and local safeguarding children partnership procedures.

## 5. Attendance monitoring

All staff should remain vigilant to poor or erratic attendance being an indicator of safeguarding concerns particularly neglect or child exploitation. School Improvement Liverpool has provided additional guidance and escalation processes for monitoring the attendance of vulnerable students including when children suddenly stop attending and cannot be contacted. In these circumstances the school will act, without delay, to establish the welfare of a child. School staff may conduct a door step

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 6 of 11
E Brennan			Annual	1	

visit to a child’s home following all social distancing guidance. This can provide opportunity to speak to a child and understand their needs and wishes whilst maintaining social distancing. Attendance issues will continue to be discussed during safeguarding supervision meetings and weekly TAND meetings.

**Vulnerable children who have been confirmed to attend school during lockdown**

First Day of absence – attendance team will contact parent/carer to establish reason for absence. If child has a social worker an email will be sent informing the social worker of the absence. If no contact can be made with parent/carer a door stop visit will be made.

**Vulnerable children who have not accepted a place at school during lockdown**

Notre Dame Catholic College will continue to monitor all vulnerable children by contacting them regularly and making home visits as required, if the family do not take up the offer of a vulnerable child place or the child stops attending.

Vulnerable children whose parents/carers have refused the offer of a place in school during lockdown will be contacted via telephone by a named member of staff either

- a) every two days
- b) every 3 days
- c) weekly

Specific arrangements have been discussed at TAND on 6<sup>th</sup> January 2021.

If telephone contact is not successful or there are any safeguarding concerns a door stop visit will be arranged.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, staff will work with their social worker in order to overcome any barriers and ensure the child remains safe and well. 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 increased risk.

Shielding advice is currently in place, therefore all children identified as clinically extremely vulnerable are advised not to attend school.

**6. Safer Recruitment**

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 2020.

The government introduced temporary changes to support the ID checking during the first national lockdown:

<https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

It is assumed these temporary changes may be reintroduced. In all cases all the DfE pre-employment checks set out in Keeping Children Safe in Education will need to have been completed including ensuring all original documents have been physically seen prior to the individual commencing work.

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 7 of 11
E Brennan			Annual	1	

Where schools are using volunteers, they should continue to follow the checking and risk assessment process set out in Keeping Children Safe in Education. Notre Dame Catholic College 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.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that our school is aware, on any given day, which staff and volunteers will be in the school and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the single central record (SCR) up to date as outlined in Keeping Children Safe in Education.

## 7. Mental Health

It is acknowledged that the current circumstances surrounding lockdown and 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. Notre Dame Catholic College 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. Where children of key workers and vulnerable children continue to attend the setting, appropriate support will be offered to them whilst on site.

All staff should be able to recognise behaviours in children that might suggest they are experiencing a mental health problem or be at risk of developing one. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken following the school's child protection policy.

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?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25>

There are also a range of resources provided by the Liverpool Learning Partnership, available here:

<https://www.liverpoollearningpartnership.com/resources-to-help-during-social-distancing-and-self-isolation/>  
[https://padlet.com/jholder\\_llp/goingbacktoschool](https://padlet.com/jholder_llp/goingbacktoschool)

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

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 8 of 11
E Brennan			Annual	1	

School staff should continue to refer to the guidance for online safety in the main child protection policy.

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 Child Protection Policy and where appropriate referrals should still be made to children’s social care and as required, the police.

Where the site remains open for key worker and vulnerable children, Notre Dame Catholic College 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 Notre Dame Catholic College will consider what the contingency arrangements are if the named IT staff become unavailable.

To support schools in delivering online remote learning, the DfE have produced safeguarding guidance for remote education, available here:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

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

In the consideration of online safety the DfE have revised Annex C of Keeping Children safe in Education which now provides guidance in respect of education at home: where children are being asked to learn online at home the department has provided advice to support schools and colleges do so safely: [‘Safeguarding in schools colleges and other providers’](#) and [‘Safeguarding and remote education’](#)

The school will also take account of the following guidance:

Gov.uk

[Teaching Online Safety in Schools](#)

[Advice for teachers and leaders on remote education during Covid-19](#)

[Get help with technology for remote education during coronavirus](#)

<https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>

LGfL

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

SWGfL

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

[SWGfL – Safeguarding and privacy online](#)

[SWGfL guidance for schools re-opening](#)

UK Safer Internet Centre

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

<https://www.saferinternet.org.uk/advice-centre/safe-remote-learning-hub>

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 9 of 11
E Brennan			Annual	1	

NSPCC[NSPCC- Netware guidance around Zoom and other Apps](#)[NSPCC: Online safety during the coronavirus](#)[NSPCC: Undertaking remote teaching safely](#)

Where children are not physically attending school, Notre Dame Catholic College 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](#) alongside with the [COVID addendum](#) to this guidance should be adhered to by all staff.

Any online learning tools or systems recommended for use by Notre Dame Catholic College, are in line with privacy and data protection/GDPR requirements.

**Reporting Routes**

School students have been advised to report any concerns to school staff via [sg@notredame.liverpool.sch.uk](mailto:sg@notredame.liverpool.sch.uk) or to speak to their parents. A safeguarding message (powerpoint) was sent to all students on Tuesday 5<sup>th</sup> January 2021 via class charts. Regular updates will be sent out via class charts.

**Signposting**

School students have been signposted to age appropriate practical support regarding online safety via announcements on class charts. Regular tips and updates will be sent weekly via class charts.

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.

Notre Dame Catholic College 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](#).

**9. Operation Encompass**

If a child, subject to an Operation Encompass notification, is not attending our school 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.

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 10 of 11
E Brennan			Annual	1	

If school receive a notification relating to a child who does not attend our setting, we will notify [safeguarding.referrals@merseyside.police.uk](mailto:safeguarding.referrals@merseyside.police.uk).

Families at risk of Domestic Abuse can be signposted to the following resources:

- <https://www.gov.uk/guidance/domestic-abuse-how-to-get-help>
- <https://www.womensaid.org.uk/covid-19-resource-hub/>
- <http://thehideout.org.uk/>
- <https://www.nationaldahelpline.org.uk/>
- <https://safelives.org.uk/sites/default/files/resources/Safety%20planning%20guide,%20victims%20and%20survivors,%20COVID-19.pdf>

**10. Peer on peer abuse**

Notre Dame Catholic College recognises that during the Covid 19 period and given the potential for further school closures or partial closures 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.

Our school will refer to the guidance detailed below:

- <https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

**11. Monitoring**

Notre Dame Catholic College will develop arrangements to ensure all staff and volunteers are aware and have understood any additional safeguarding guidance set out in this addendum. This appendix and the school’s safeguarding ar

*Opening Hearts, Minds and Doors*

Policy Owner	Approved by	Approval date	Review frequency	Issue No.	Page 11 of 11
E Brennan			Annual	1	