

CHILD PROTECTION POLICY DURING SCHOOL SITE CLOSURE FOR **ST JOHN'S SCHOOL BILLERICAY**

APPROVED BY PROPRIETOR 18/3/2020

POLICY TO BE REVIEWED with each government update on school closures

	NAME	CONTACT DETAILS
DESIGNATED SAFEGUARDING LEAD:	Mrs E Morgan	emorgan@stjohnsschool.net
DEPUTY DESIGNATED SAFEGUARDING LEAD:	Miss B.Raynard	braynard@stjohnsschool.net
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Essex social care children and families hub Out of hours		0345 603 7627 Mon-Thurs 5.30pm-9am. Fri & Bank Holidays 4.30pm-9am)0345 606 1212 Email: Emergency.DutyTeamOutOfHours@essex.gov.uk

Please ensure all emails are copied to both Mrs Morgan and Miss Raynard. Emails will be monitored Monday to Friday 8.30am -4.30pm. Outside of those hours please call Essex social care if you have concerns about a child.

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CHILD PROTECTION POLICY FOR **ST JOHN'S SCHOOL**, DURING SCHOOL SITE CLOSURE DUE TO COVID-19

1. Introduction

Schools and their staff form part of the wider safeguarding system for children and, in conjunction with other agencies, they play a vital role in safeguarding children during the current emergency arrangements. This policy is an addition to our existing Child Protection Policy and has been produced to cover arrangements in place during school closure due to Covid-19.

This Child Protection policy is for all staff, parents, the proprietor, volunteers and the wider school community. It forms part of the safeguarding arrangements for our school and should be read in conjunction with the following:

- the current Child Protection Policy
- Keeping Children Safe in Education (DfE, 2020)
- the school Behaviour policy;
- the school Staff Code of Conduct;
- the safeguarding response to children missing from education
- the role of the designated safeguarding lead (Annex B of KCSIE)

Safeguarding and promoting the welfare of children (*everyone under the age of 18*) is defined in Keeping Children Safe in Education as:

- Protecting children from maltreatment
- Preventing impairment of children's physical and/or mental health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

2. Current context / statutory framework 2021

Schools have been instructed to offer remote learning for all until 11th January and then for all year groups apart from Year 11 (Upper 5) until 18th January. This is likely to change and we will adapt accordingly.

Safeguarding procedures during the site closure period

Clearly, we are working very differently during this period. However, the principles within our existing Child Protection Policy still apply, as does the duty on all staff to safeguard children.

For vulnerable children, existing plans will be reviewed in conjunction with other relevant agencies and updated to ensure they reflect the current situation and meet need. Updated plans will include:

- Short term interim targets that have been agreed with the child and parent / carers
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- Any agreed support to be provided by the team supporting the child (school, LA Education or SEND staff, Social Worker, Health professional)
- Regular reviews with the child and parent / carers by phone

As always, all staff members have a duty to identify and respond to suspected / actual abuse or disclosures of abuse. Any member of staff who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred **must** report it immediately to the designated safeguarding lead (or, in their absence, the deputy designated safeguarding lead).

All action is taken in accordance with the following guidance;

- Essex Safeguarding Children Board guidelines - the SET (Southend, Essex and Thurrock) Child Protection Procedures (ESCB, 2019)
- [Essex Effective Support](#)
- Keeping Children Safe in Education (DfE, 2020)
- Working Together to Safeguard Children (DfE, 2018)
- 'Effective Support for Children and Families in Essex' (ESCB, 2017)
- PREVENT Duty - Counter-Terrorism and Security Act (HMG, 2015)

Where there is risk of immediate harm, concerns will be referred by telephone to the Children and Families Hub and / or the Police. Less urgent concerns or requests for support will be sent to the Children and Families Hub via the [Essex Effective Support](#) portal. The school may also seek advice from Social Care or another appropriate agency about a concern, if we are unsure how to respond to it. Wherever possible, we will share any safeguarding concerns, or an intention to refer a child to Children's Social Care, with parents or carers. However, we will not do so where it is felt that to do so could place the child at greater risk of harm or impede a criminal investigation. On occasions, it may be necessary to consult with the Children and Families Hub and / or Essex Police for advice on when to share information with parents / carers.

4. Records and information sharing

Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concern held about a child or children within our school and when these records should be shared with other agencies.

Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing information where there are real safeguarding concerns. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. Generic data flows related to child protection are recorded in our Records of Processing Activity and regularly reviewed; and our online school privacy notices accurately reflect our use of data for child protection purposes.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, will record it as soon as possible, noting what was said or seen (if appropriate, using a body map to record), giving the date, time and location. While the site is closed this information should be emailed to the designated lead, password protected as detailed below.

Password protecting a document.

1. Create your document using word
2. Click on file
3. Click on protect document
4. Choose encrypt with password
5. Type in password (eg a 4 digit number)
6. Re-type password
7. Attach document to email and send to Designated lead. Ask designated lead to confirm they have received the email, then send a second email with the password in.
8. When the designated lead has received the password and opened the document, they will then ask you to delete the document from your system.

Any records related to child protection are kept on an individual child protection file for that child (which is separate to the pupil file). All child protection records are stored securely and confidentially and will be retained for 25 years after the pupil's date of birth, or until they transfer to another school / educational setting.

5. Interagency working

As before, it is the responsibility of the designated safeguarding lead to ensure that the school is represented at, and that a report is submitted to, any statutory meeting called for children on the school roll or previously known to them. Where possible and appropriate, any report will be shared in advance with the parent(s) / carer(s). The member of staff attending the meeting will be fully briefed on any issues or concerns the school has and be prepared to contribute to the discussions. During this site closure period, there are temporary arrangements in place and meetings will take place virtually (online).

6. Staff conduct

All staff members are made aware of the boundaries of appropriate behaviour and conduct and the principles in our Staff Code of Conduct still apply during this emergency period. All staff have been sent a policy regarding how to conduct remote learning sessions. The usual processes for reporting concerns about a member of staff apply.

7. Mental health and wellbeing

The mental health and wellbeing of all our pupils is always a priority and it is recognised that, without the protective factor of attending school, some of our children may be more vulnerable. This is a worrying and challenging time for everyone and we understand that families will be placed under

additional pressures and may be coping with issues such as increased anxiety, financial difficulties, caring for children at home all the time and bereavement.

It is vital that we work in partnership with parents to support the well-being of our pupils. Parents should share any concerns about the well-being of their child with school, so appropriate support and interventions can be identified and implemented.

Parents have been sent a list of agencies who can offer support to young people should they wish to access these directly.

8. Online safety (for children away from school)

We recognise that the children will not be physically attending school and that it is likely they will be spending longer periods of time online, which may increase their vulnerability. **We have provided parents with information on how to keep their children safe online and resources to support them to do this.** Particularly useful websites are:

- [CEOP](#) (Child Exploitation and Online Protection)
- [Childnet](#)
- [Internet Matters](#)
- [Net Aware](#)
- [NSPCC](#)
- [Parent Info](#)
- [Safer Internet](#)

Staff are aware that children are vulnerable to being bullied or groomed for abuse or radicalisation online. Staff will be vigilant to any signs that that this may be occurring and report any concerns in the usual way.

It is important that parents make the school aware of any concerns they may have about the online activity of their child, or any particular vulnerability they may have in this respect.

Anyone can make a referral

As ever, if you have concerns that a child is at risk of harm you can make a referral yourself.

If the child is at immediate risk of significant harm, then call the **Children and Families Hub on 0345 603 7627** and ask for the 'Priority Line'.

Out of hours: (Mon-Thurs 5.30pm-9am. Fri & Bank Holidays 4.30pm-9am) 0345 606 1212 Email: Emergency.DutyTeamOutOfHours@essex.gov.uk

If there is an immediate risk of harm to a child then contact the Police.

The Children and Families Hub continue to offer a consultation line for professionals providing advice and guidance. This can be accessed by calling 0345 603 7627 and asking for the 'Consultation Line'.
