



Appendix 1

Child Protection COVID-19 arrangements.

Annex Date: *Last updated 20th January 2021*

Key Contact Details:

	Name	Contact number & mobile phone	Email address
Headteacher	Mrs Julie Simons	0151 228 1506 07716 711 416	j.simons@st-annesstanley.liverpool.sch.uk
Designated Safeguarding Lead	Mrs Louise Lovell	0151 228 1506 [REDACTED]	c.lovell@st-annesstanley.liverpool.sch.uk
Deputy Designated Safeguarding Lead	Mrs Christine Riley	[REDACTED]	c.riley@st-annesstanley.liverpool.sch.uk
Chair of Governors	Rev. Emma Williams	[REDACTED]	e.williams@st-annesstanley.liverpool.sch.uk
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Online Safety Lead	Mrs Cathy Carlsen	[REDACTED]	c.carlsen@st-annesstanley.liverpool.sch.uk

This annex provides guidance to all adults working within the school whether paid, voluntary or directly employed by the school or by a third party.

Keeping Children Safe in Education (2020) is statutory safeguarding guidance that 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/coronavirus/education-and-childcare>

This annex should be read alongside St Anne (Stanley) C of E Primary 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 5th January 2021, schools were instructed to move to remote learning for all pupils other than vulnerable children and those of key worker parents, whose role is critical to the coronavirus and/or EU transition response. Government guidance for schools regarding critical workers, planning and risk assessments can be found here:

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

Our risk assessment will continue to be reviewed and updated on a regular basis and made publicly available on the school's website.

During this time, St Anne (Stanley) C of E Primary School will continue to do all that it reasonably can to keep our children safe. In most cases, the majority of our children will not be physically attending 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 our children and specifically those who are not attending school on a daily basis. They should ensure that they are familiar with the indicators of abuse set out in 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 Vulnerable Children and Children of Critical Workers

All schools are required to continue to provide onsite educational provision for those children identified as being vulnerable and the children of critical workers. Our school plans and risk assessments will continue to consider the provision made available to vulnerable children and the children of critical workers.

The government defines vulnerable children via the following link:

<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>

The Safeguarding Team has identified those children they consider to be vulnerable and have developed strategies to monitor their safety, well-being, and welfare during this time, should they not utilise their allocated school place.

This includes regular contact with families via text, e-mail, daily Google Classroom sessions, weekly welfare telephone calls, formal letters, and doorstep visits from the Safeguarding team



or EWO. Parents/carers may also be requested to attend a meeting either in school, or virtually when required.

A member of the Safeguarding Team will contact identified vulnerable families at least once per week via telephone and continues to liaise with any external agencies providing support for a child or family.

All our children have access to the Google Classroom online learning platform and should check in with their teachers daily. If there are any safeguarding concerns from telephone calls, e-mails, online interactions or if a child is not accessing their remote learning, teachers must report this to a member of the Safeguarding Team and record their concerns on CPOMS. All available staff remain on school site to facilitate regular telephone contact and support for pupils.

The Designated Safeguarding Lead are available in school on a full-time basis. They arrange weekly supervision meetings to discuss individual pupils and allocate places for vulnerable children if required.

School staff deliver digital devices, routers, home learning resources and food parcels to those families requiring support. Pupils continue to receive therapeutic intervention through Positive Futures, Seedlings, and the ADHD Foundation. All parents have been provided with a school e-mail address for their child's Class Teacher plus the school's emergency mobile contact number for the Headteacher/Deputy Headteacher.

School has flexibility to offer places to those children they determine to be vulnerable, particularly those who are on the edge of receiving support or assessment from children's services, those unable to access remote learning and those at risk of experiencing mental health difficulties.

St Anne (Stanley) C of E Primary School will continue to work with and support children's services and other agencies to help protect our vulnerable children.

3. Designated Safeguarding Lead

School should ensure that when possible, there is always a trained Designated Safeguarding Lead or Deputy Designated Safeguarding Lead 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 always be possible and where this is the case, St Anne (Stanley) C of E Primary School will consider the following options:

- A trained Designated Safeguarding Lead or Deputy Designated Safeguarding Lead is available to be contacted via phone, e-mail, or video call if they are required to work from home.

If it is not possible to have a trained DSL or deputy on site, St Anne (Stanley) C of E Primary 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 [REDACTED]
Nicola Noon [REDACTED]



It is essential that all staff and volunteers have access to a trained DSL or Deputy and are made aware of the arrangements daily, regarding who that named person is and how to speak to them.

Staff should follow the procedures set out in the main Child Protection policy for contacting and reporting concerns to the DSL and/or deputy without delay. All concerns should be reported to a member of The Safeguarding Team and recorded on CPOMS.

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 to review actions and decisions made and support pupil's 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

St Anne (Stanley) C of E Primary School will continue to follow our Child Protection, Managing Allegations policies and Staff/Volunteer Code of Conduct.

The school will continue to follow [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 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 CPOMS. Staff are reminded of the need to report any safeguarding concern immediately **both verbally and in writing, and without delay** to the school's Designated Safeguarding Lead/Deputy Designated Safeguarding Leads.

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 colleagues need further safeguarding guidance or support then they should email safeguarding@si.liverpool.gov.uk providing a mobile number for either Phil Cooper or Nicola Noon to contact them.

Concerns regarding the conduct of any adult working on site including, **staff members, volunteers, supply staff and other third-party staff**, should be dealt with in line with the school's managing allegations policy and the LSCP 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 pupils, 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 doorstep 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 distance. Attendance issues will continue to be discussed during safeguarding supervision meetings.

St Anne (Stanley) C of E Primary School 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. This will include weekly phone calls to families and doorstep visits by the DSL or EWO, if required.

In all circumstances, where a vulnerable child does not take up their place, or discontinues, St Anne (Stanley) C of E Primary School 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 or EHCP will attend school, if 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 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, the DfE

pre-employment checks set out in Keeping Children Safe in Education 2020 will need to have been completed including ensuring all original documents have been physically seen prior to the individual commencing work.

Where schools are using volunteers, they should continue to follow the checking and risk assessment process set out in Keeping Children Safe in Education. St Anne (Stanley) C of E 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.

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. St Anne (Stanley) C of E Primary 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 either face to face or virtually, including the Educational Mental Health Practitioner, Seedlings, Camhs, the ADHD Foundation, School Health Nurse, and our Educational Psychologist.

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-taxonomy=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

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

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 that 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.

As the school remains open for vulnerable and critical worker children, St Anne (Stanley) C of E Primary 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 St Anne (Stanley) C of E Primary School 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>

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, St Anne (Stanley) C of E Primary 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](#) alongside with the [COVID addendum](#) to this guidance should be adhered to by all staff.

Any online learning tools, platforms or systems recommended for use by St Anne (Stanley) C of E Primary School, are in line with privacy and data protection/GDPR requirements.

Where children are not physically attending school, St Anne (Stanley) C of E Primary 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 St Anne (Stanley) C of E Primary School, are be in line with privacy and data protection/GDPR requirements.

St Anne (Stanley) C of E Primary School uses Google Classroom as the main remote learning platform. In addition, children have access to a wide variety of other learning platforms including Purple Mash, Spell Zone, Education City, TT Rockstars, My Maths, Oxford Owl, Teach My Monster to Read, Reading Plus and Lexia.

Class Teachers have provided *individual* logins and passwords for these platforms with pupils and parents/carers in both their home learning books and via e-mail.

Our school website includes signposts for children to different organisations including Childline, Childnet, Thinkuknow, UK Safer Internet Centre and CEOP. Class teachers and MGL provide regular online safety activities and constantly remind pupils of the importance of online safety and how to report their concerns.



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.

St Anne (Stanley) C of E Primary 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 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.

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. Pupils and families are expected to adhere to the acceptable use policy.

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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 to determine our response to each individual case. In all situations we would always aim to speak to the child.

If school receive a notification relating to a child who does not attend our setting, we will notify 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

St Anne (Stanley) C of E Primary School 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 (2020) 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-educationsettings-working-with-children-and-young-people>

11. Monitoring

St Anne (Stanley) C of E Primary School 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 arrangements will be kept under ongoing review.