

# St Joseph’s Catholic Primary School SAFEGUARDING & CHILD PROTECTION POLICY FOR SCHOOLS AND EDUCATION SERVICES

## UPDATE RECENT CHANGES TO THIS POLICY (2020-21)

This policy was reviewed and ratified by the Governing Body in October 2020

The following persons are authorised to approve minor changes between reviews:

**Chair of Governors** Dr Dirk Hermans

**Safeguarding Lead Governor** Mrs Katherine O’Connor

Since ratification by the Governing Body the following changes have been made –

The following additions are based on DfE guidance up to 03/03/2021 – DfE guidance issued after this date must also be applied.

Where the DfE have highlighted areas for a strengthened focus the “in my school this means that” section must be completed.

Date of Change: 03 <sup>rd</sup> March 2021		
Addition	DfE guidance	<a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a>
Addition	BCC guidance vulnerable children	<a href="https://www.birmingham.gov.uk/downloads/file/15896/safeguarding_guidance_during_school_closure">https://www.birmingham.gov.uk/downloads/file/15896/safeguarding_guidance_during_school_closure</a>
Addition	BCC guidance for collaborative/ hub schools	 HUB- Collaborative schools guidance.d
Addition	DfE guidance	<a href="https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools">https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</a>
Addition	DfE guidance	<a href="https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19#safeguarding-pupils-and-teachers-online">https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19#safeguarding-pupils-and-teachers-online</a>



Addition	DfE guidance	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online">https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online</a>
Addition	DfE guidance	<a href="https://www.gov.uk/government/publications/data-protection-toolkit-for-schools">https://www.gov.uk/government/publications/data-protection-toolkit-for-schools</a>
Strengthened focus	DfE guidance	<p>The continued importance of all staff and volunteers acting immediately on any safeguarding concern.</p> <p>In my school this means that; staff will update MyConcern from a mobile device and inform the DSL or acting DSL, who is on site, immediately and without delay.</p>
Strengthened focus	DfE guidance	<p>What staff and volunteers should do if they have any concerns about a child</p> <p>In my school this means that; staff continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via MyConcern, which can be done remotely.</p> <p>In the unlikely event that a member of staff cannot access their MyConcern from home, they should email the Designated Safeguarding Lead. This will ensure that the concern is received.</p> <p>Staff are reminded of the need to report any concern immediately and without delay.</p>
Strengthened focus	DfE guidance	<p>Peer on peer abuse - given the very different circumstances schools and colleges are operating in, a revised process may be required for managing any report of such abuse and supporting victims (the principles as set out in part 5 of KCSIE should continue to inform any revised approach).</p> <p>In my school this means that; 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.</p> <p>Concerns and actions will be recorded on MyConcern and appropriate referrals made.</p>



Strengthened focus	DfE guidance	<p>What staff and volunteers should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children (the principles in part 4 of KCSIE will continue to support how a school or college responds to any such concerns)</p> <p>In my school this means that; staff will go through the usual channel of informing the Head teacher of concerns about a staff member or volunteer. If the concern is about the Head teacher, they will contact the Chair of Governors.</p>
Strengthened focus	DfE guidance	<p>Any arrangements to support children that the school or college are concerned about who do not meet the 'vulnerable' definition.</p> <p>In my school this means that; regular contact will be made with families by either a Deputy DSL, our Father Hudson Support Family Worker or our Language Learning Mentor.</p>
Strengthened focus	DfE guidance	<p>What arrangements are in place to keep children not physically attending the school or college safe, especially online and how concerns about these children should be progressed.</p> <p>In my school this means that; letters will be sent home to parents informing them of how to keep their children safe online and how if they have concerns for their children, they can directly contact agencies or contact the school to either lead or support them with this if they need it. It also means that, all staff who interact with children, including online or by telephone, 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 appropriate these shall be recorded on MyConcern.</p>
Remote Learning Focus	DfE guidance	<p>Where education is having to take place remotely due to coronavirus (COVID-19), it's important for schools, teachers and pupils to maintain professional practice as much as possible.</p> <p>In my school, KS2 teachers will use the online platform Microsoft Teams and KS1 teachers will make phone calls to pupils to communicate within school hours as much as possible. SLT will monitor communications taking place on Teams and will be assigned to particular year groups. Teachers will never share personal information and will use school emails to communicate only.</p>



Remote Learning Focus	DfE guidance	<p>Teachers delivering remote education online should be aware that the same principles set out in the school’s staff behaviour policy (sometimes known as a code of conduct) will apply.</p> <p>In my school, teachers will provide remote education by using live streaming, pre-recorded lessons or through work packs. Teachers should ensure they are professionally dressed at all time, have a neutral background if working from home and ensure all comments and conversations with the children remain professional at all times. Live teaching lessons will be watched by another member of staff to ensure both pupils and teachers are safeguarded.</p> <p>EYFS and KS1 will support remote learning by using work packs. Teachers will contact children/families weekly as part of our safeguarding procedures. Teachers/staff will speak professionally at all times to members of the pupil’s household.</p>
Remote Learning Focus	DfE guidance	<p>Schools should emphasise the importance of a safe online environment. Teachers should try to find a quiet or private room or area to talk to pupils, parents or carers. When broadcasting a lesson or making a recording, consider what will be in the background.</p> <p>In my school, teachers will ensure a neutral background, will wear professional dress, will ensure that tabs are appropriate when sharing screens and will use professional language at all times. Pupils will keep their cameras turned off.</p>
Remote Learning Focus	DfE guidance	<p>Parents to ensure appropriate parental controls</p> <p>In my school, home/school agreements will be signed by parents. Shared content is the intellectual property of the school and is not to be shared. Communication on the platform between pupils and teachers will be solely based on the learning. Any inappropriate comments or incorrect use will be monitored and reported. Concerns will be dealt with by DSLs. In case of serious breaches, parents will be informed, and records will be kept on MyConcern.</p>



Remote Learning Focus	DfE guidance	<p>Have and communicate clear reporting routes so that children, teachers, parents and carers can raise any safeguarding concerns in relation to remote online education</p> <p>In my school, any concerns should be reported to the DSL or a deputy DSL. Staff in school to use MyConcern platform and parents and carers to report directly to DSL/member of the SLT. Deputy DSLs and the lead DSL will be contactable during school opening hours. DSLs will refer teachers, parents and carers to the practical support that's available for reporting harmful or upsetting content as well as bullying and online abuse.</p>
Remote Learning Focus	DfE guidance	<p>Personal data and GDPR. Schools should continue to follow the guidance outlined in the data protection toolkit for schools.</p> <p>In my school, staff will take care not to share contact details. Staff will be careful not to share pupil usernames and other personal data for online resources. All access to school data will be provided safely.</p>

**It is important that all staff and volunteers are aware of the new policy and are kept up to date as it is revised. The revised policy should continue to be made available publicly.**

