



ST. JOSEPH'S COLLEGE  
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## COVID-19 Arrangements for Safeguarding

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This addendum of the College Safeguarding Policy contains details of our individual safeguarding arrangements in the following areas:

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## Key school contacts:

Role	Name	Contact number	Email
Designated Safeguarding Lead/Deputy Head Pastoral	Natalia Jwaideh	07715 373161	<a href="mailto:natalia.jwaideh@sjcr.org.uk">natalia.jwaideh@sjcr.org.uk</a>
Deputy Designated Safeguarding Leads	Tanya Bobela Sharon Boccaccini Rebecca Chesworth Dale Baker	07718 786278	<a href="mailto:tanya.bobela@sjcr.org.uk">tanya.bobela@sjcr.org.uk</a> <a href="mailto:sharon.boccaccini@sjcr.org.uk">sharon.boccaccini@sjcr.org.uk</a> <a href="mailto:rebecca.chesworth@sjcr.org.uk">rebecca.chesworth@sjcr.org.uk</a> <a href="mailto:dale.baker@sjcr.org.uk">dale.baker@sjcr.org.uk</a>
Head	Laura Stotesbury		<a href="mailto:laura.stotesbury@sjcr.org.uk">laura.stotesbury@sjcr.org.uk</a>
Chair of Governors	David Halle		<a href="mailto:chair@sjcr.org.uk">chair@sjcr.org.uk</a>
Safeguarding Governor / Trustee	Margaret Cross	Contact details can be obtained from Michele Gravenor	

## Additional school contacts:

Deputy Head Academic – [kate.woods@sjcr.org.uk](mailto:kate.woods@sjcr.org.uk)

Bursar – [antony.leggett@sjcr.org.uk](mailto:antony.leggett@sjcr.org.uk)

Primary Mental Health Worker – [jon.danesh-pour@sjcr.org.uk](mailto:jon.danesh-pour@sjcr.org.uk)

Lay Chaplain – [dorinda.bray@sjcr.org.uk](mailto:dorinda.bray@sjcr.org.uk)



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**Key external contacts:**

Children's Single Point of Access	Duty Social worker	Brighter Futures for Children, Civic Offices, Reading, RG1 2LU	0118 937 3641 Emergency Duty Team (outside of office hours) Tel: 01344 786543 Fax: 01344 786535	<a href="mailto:cspoa@brighterfuturesforchildren.org">cspoa@brighterfuturesforchildren.org</a>
Prevent Officer Thames Valley Police	Prevent Officer	Reading Police Station, Castle Street, Reading RG1 7TH	07788 307 178	<a href="mailto:Preventreferrals@thamesvalley.pnn.police.uk">Preventreferrals@thamesvalley.pnn.police.uk</a>
Community Safety Partnership	Anthony Brain	Reading Borough Council, Civic Offices, Reading, RG1 2LU	0118 937 3179	<a href="mailto:Anthony.brain@reading.gov.uk">Anthony.brain@reading.gov.uk</a>
Service Manager for Early Help and Prevention (including early years)	Coriene Dishington	Brighter Futures for Children, Civic Offices, Reading, RG1 2LU	0118 937 6012	<a href="mailto:Coriene.dishington@brighterfuturesforchildren.org">Coriene.dishington@brighterfuturesforchildren.org</a>
Education Welfare Service	Shirley Moneanu	Brighter Futures for Children, The Avenue Centre, Tilehurst, Reading	0118 937 6554	<a href="mailto:Shirley.moneanu@brighterfuturesforchildren.org">Shirley.moneanu@brighterfuturesforchildren.org</a>
Local Authority Designated Officer	Jeremy Curtis	Brighter Futures for Children, Civic Offices, Reading, RG1 2LU	07841 253871 0118 937 3555	<a href="mailto:Jeremy.curtis@brighterfuturesforchildren.org">Jeremy.curtis@brighterfuturesforchildren.org</a>
Safeguarding and Children Missing Education Officer (including exclusions)	Fiona Hostler	Brighter Futures for Children, Civic Offices, Reading, RG1 2LU	0118 937 4336 07811 422419	<a href="mailto:Fiona.hostler@brighterfuturesforchildren.org">Fiona.hostler@brighterfuturesforchildren.org</a>



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## Context

From 20 March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

On 1 June 2020, the College reopened for pupils in Early Years, Reception, Year 1 and Year 6. We will continue to remain open to vulnerable children and children of key workers. Pupils in all other year groups will continue to be taught remotely, including those who are in the year groups listed above who are not returning at this time.

From 9 September 2020 the College opened for all pupils from Early Years through to Year 13. The measures outlined in this policy will remain ready to revert should the need arise because of local and national lockdowns or the isolation of pupils.

On 4 January 2021 the government announced full school closures with the exception of Early Years settings and children of key workers. With the exception of the Early Year Centre, the Prep and Senior School have now reverted back to the measures outlined in this policy until further notice.

On Monday 22nd February 2021, The Prime Minister announced the government's roadmap to cautiously ease lockdown restrictions in England. This included a direction that from 8 March 2021, all pupils should attend school.

The College will continue to have regard to the statutory safeguarding guidance keeping children safe in education (Sept 2021).

We will take advice and work with the local safeguarding partners.

We will refer to the Government guidance for education and childcare settings with regards to COVID-19 and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of coronavirus.

## Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in Section 17 of the Children Act 1989.

In the event of another lockdown, those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers,



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therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support where appropriate.

The College will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: Natalia Jwaideh

There is an expectation that vulnerable children who have a social worker will attend an education setting unless there is a good reason not to or they have an underlying health condition that puts them at increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and the College will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, the College or the social worker will talk through these anxieties with the parent/guardian following the advice set out by Public Health England.

The College will encourage our vulnerable children and young people to attend school whether in person or remotely.

### **Attendance monitoring**

Although school attendance is mandatory, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

The College has returned to using the attendance and absence codes in use before the outbreak (set out on page 9 of the [attendance guidance](#)), in addition to the new category of 'not attending in circumstances related to coronavirus (COVID-19)':

- pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' should be recorded using code X<sup>[[footnote 4](#)]</sup>
- schools should continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak

Pastoral support will be offered to pupils who are self-isolating, shielding (should this be reinstated) or vulnerable.

In the case of a lockdown the College and social workers will agree with parents/guardians whether children in need should be attending school – The College will then follow up on any pupil that they were expecting to attend, who does not. The College will also follow up with any parent or carer who has arranged care for their child and the child subsequently does not attend.



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To support the above, the College will, when communicating with parents/guardians, confirm emergency contact numbers are correct and ask for any additional /carers and carers emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the College will notify their social worker.

### **Designated Safeguarding Lead**

The College has a Designated Safeguarding Lead (DSL) and Deputy DSLs.

**The Designated Safeguarding Lead is: Natalia Jwaideh**

**The Deputy Designated Safeguarding Leads are: Tanya Bobela, Sharon Boccaccini, Dale Baker and Rebecca Chesworth (Though not a DSL, the Head, Laura Stotesbury is also safeguarding trained).**

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

It is important that all College staff and volunteers have access to a trained DSL (or deputy). The DSL should be contacted in the first instance on the telephone number listed in the key contacts.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

### **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy and contact the DSL or Deputies where appropriate. This should be done verbally and followed up with a record on CPOMS.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Head. If there is a requirement to make a notification to the Head whilst away from school, this should be done verbally and followed up with an email to the Head.

Concerns around the Head should be directed to the Chair of Governors, David Halle or the Child Protection Governor, Dr Margaret Cross.



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The College will continue to offer support in the process of managing allegations.

DSLs will continue to report concerns to the Children's Single Point of Access/Children's Social Care in the borough in which the child lives in the usual way.

During office hours call **01635 503190**

Out of office hours, Emergency Duty Team Tel: **01344 786543**

### **Safeguarding Training and induction**

DSL training has resumed as usual will the DSL and Deputies refreshing their training in October 2020.

For the period COVID-19 measures were in place, a DSL (or deputy) who had been trained continued to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (September 2021). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Online safeguarding training is still available for staff working from home via Educare.

Where new staff are recruited, or new volunteers enter the College, they will continue to be provided with a safeguarding induction.

If staff are employed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

Upon arrival, they will be given a copy of Safeguarding Policy and other related policies outlined in the Safeguarding Policy, confirmation of local processes and a remote meeting with the DSL regarding College procedures.

### **Safer recruitment/volunteers and movement of staff**

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, the College will continue to follow the relevant safer recruitment processes for their setting,



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including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (September 2021) (KCSIE).

In response to COVID-19, the Disclosure and Barring Service (DBS) made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Where the College are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

The College will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

The College will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the College will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **Online safety in schools and colleges**

The College will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

### **Children and online safety away from school and college**

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

Online teaching should follow the same principles as set out in the Staff Code of Conduct.

The College will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.





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The below should be adhered to when delivering virtual lessons, especially where webcams are involved:

- Group sessions only - No 1:1 sessions without the permission of the Headmaster or one of the College Deputy Heads. (1:1 sessions may be allowed for peripatetic music, LAMDA and mental health support sessions at the parent's discretion)
- Staff and children must wear suitable clothing, as should anyone else in the household
- Pupils should keep their camera on during lessons, unless parents/guardians have requested otherwise
- Pupils must keep their microphones turned off during lessons unless they are directed to turn on their microphone by the member of staff, to ask or answer questions
- Any computers used should be in appropriate areas
- If a member of staff is using their camera, they must ensure that the background is plain
- The live class should be recorded so that if any issues were to arise, the video can be reviewed
- Live classes should follow the school timetable
- Staff must only use Google Classroom, Google Meets and Microsoft Teams platforms as specified by the Senior Leadership Team and approved by our IT network manager / provider to communicate with pupils
- Staff should record attendance of any sessions held

All staff at the College should remind themselves of the following policies:

- Staff Code of Conduct
- Computer Usage Policy

## **Supporting children not in school**

The College is committed to ensuring the safety and wellbeing of all its pupils.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that pupil.

Details of this plan must be recorded in the Pastoral Support Stages, and a record kept of the contact made usually via email.

The communication plans can include; remote contact, phone contact, or email. Other individualised contact methods should be considered and recorded.

The College and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The College will share safeguarding updates with parents and pupils as required.



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The College recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/guardians. Teachers at the College should be aware of this in setting expectations of pupils' work where they are at home.

### **Supporting children in school**

The College is committed to ensuring the safety and wellbeing of all its pupils.

The College will continue to be a safe space for all children to attend and flourish. The Headmaster will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The College will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

The College will ensure that where we care on site, we will ensure appropriate support is in place for them.

Staff and volunteers should be aware that they may identify new safeguarding concerns about individual children as they see them in person following school closures. Any concern should be reported to the DSL immediately.

### **Peer on Peer Abuse**

The College recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the College receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Safeguarding Policy.

The College will listen and work with the pupil, parents/guardians and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded and appropriate referrals made.

### **Mental Health**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. Where the College has children of critical workers and vulnerable children on site, and/or more children returning to school, schools we will ensure appropriate support is in place for them.

Those who will be working closely with the pupils will be in a position to identify children who might need additional support, and liaise with the DSL to put this support in place. Mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of



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an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess. Support for pupils in the current circumstances can include existing provision in the College through staff mentors, the Lay Chaplain or the Pastoral Support Worker, and if necessary, external agencies.

Staff should be aware of the impact the current circumstances can have on the mental health of those pupils (and their parents) who are continuing to work from home, including when setting expectations of childrens' work.

### Contingency Planning

The College will ensure that for individuals or groups of self-isolating pupils and pupils who are shielding, we follow government guidance related to coronavirus (COVID-19), remote education plans and work will be accessible via google classroom.

The College will continue to operate as normally as possible. In the event that restrictions in schools are needed to help contain the spread of the virus, we will refer to the contingency framework, which has been updated and outlines how schools should operate in the event of any restrictions.

**All staff will be sent this additional policy to read and will be asked to complete a Google Form to confirm.**

### Appendix 1

Should this come back into effect the College will use these principles and guidance to decide if pupils are shielding or self-isolating:

- children and young people who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Few if any children will fall into this category, but parents should follow medical advice if their child is in this category
- child or young person who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting
- if a child or young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions - this may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend
- children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household