

Addendum - January 2021 updated March 2021

This guidance is to be read alongside the School Child Protection and Safeguarding Policy and the Keeping Children Safe in Education 2020 - Statutory Guidance for schools and colleges on safeguarding children and safer recruitment.



COVID-19 school re-opening - 8th March 2021

Presfield High School and Specialist College

School Name: Presfield High School and Specialist College

Policy owner: Cheryl Smith

Date: 13 January 2021 updated 8 March 2021

Date shared with staff: 14 January 2021 and 8 March 2021

Date shared with Governors: 13 January 2021 and 8 March 2021

This revised addendum of Presfield High School's Safeguarding and Child Protection Policy contains details of how we will continue to safeguard children and young people as they return to school on March 8th 2021.

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1. Context

From 8th March 2021 all students are returning to school unless they are shielding. Our key priority throughout is to protect and safeguard all children. Students will be offered lateral flow testing as they return to school and twice a week moving forward. On Monday 8th 2021 year groups 7,8,9 will return to school. On Tuesday 9th March 2021 year groups 10,11,12,13 and 14 will return to school. This is to allow for lateral flow testing. Students in any year group who have attended throughout the most recent Covid 19 lockdown period will attend as normal from Monday 8th March 2021.

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

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

All staff and volunteers have a legal responsibility to protect and safeguard children and young people, as outlined in Keeping Children Safe in Education 2020.

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Cheryl Smith	07518912244 or 01704 227831	csmith@presfieldschool.org
Deputy Designated Safeguarding Lead	Mark Rigby		mrigby@presfieldschool.org
Headteacher	Tony Fay	07857384919 or 01704 227831	tfay@presfieldschool.org
Deputy Headteacher	Lucy McLoughlin	07849593455 or 01704 227831	lmcloughlin@presfieldschool.org
Chair of Governors	Mark Purcell	01704 227831	mpurcell@presfieldschool.org
Safeguarding Governor	Howard Cooper	01704 227831	hcooper@presfieldschool.org
LA Designated Lead Education Safeguarding	Tracy McKeating	07837863075	Tracy.mckeating@sefton.gov.uk
Service Manager Sefton Children's Social Care	Julie Bucknall	07773096512	Julie.bucknall@sefton.gov.uk
Head VIRTUAL SCHOOL	Mary Palin	07816139316	Mary.palin@sefton.gov.uk
Head of SEND	Christopher Lee	07890387855	Christopher.lee@sefton.gov.uk

Presfield High school will continue to work with and support children’s social workers to help protect all 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: Cheryl Smith.

As children return to school parents may be concerned about the risk of the child contracting COVID19, Presfield High school staff will support both adults and children to overcome these anxieties following the advice set out by Public Health and the Department for Education.

Presfield High School recognises that all of our children and young people are vulnerable and we will expect them to attend school from 8th March 2021 . We will work with children and families in the best interests of the child to support them back into school, this may include a phased return and it may include some remote learning if needed.

2. Children currently open to Early Help

If our school has any specific concerns regarding a child open to Early Help, in the first instance they will speak to the early help worker attached to the school. The school may contact Tracy McKeating, LA DSL Education Safeguarding to discuss any concerns who can be contacted on 07837863075 or at tracy.mckeating@sefton.gov.uk Support for Early Help can also be accessed from the Family Wellbeing Centres in Sefton. There are 3 currently operating across North, Central and South Sefton.

North Locality	Talbot Street Family Well Being Centre St Andrew Place PR8 1HR	01704 534975
Central Locality	Netherton Family Well Being Centre Magdalen Square, Bootle L30 5QH	0151 282 1405
South Locality	Marie Clark Family Well Being Centre Linacre Lane Bootle L20 5A	0151 330 5260

3. Children not currently known to Early Help or Children’s Social Care.

In the event a school has concerns about a child not currently known to either Early Help or CSC a referral can be made into the MASH in the usual way. If a school/professional has concerns about a child that relate specifically to Covid19, at this time CSC would encourage professionals to ring the MASH for a conversation about the individual case before completing a referral.

4. Attendance monitoring

Attendance Procedure

- Staff in school will take a register each morning
- This information will then be reported to the DfE and LA in accordance with their guidelines
- Our school works with the LA in the operation of the first day response scheme for children who have a social worker. We will complete the required template and submit by 10.30am daily. This is to continue until March 26th 2021.
- From 8th March all children should be attending school full time. If for any reason they do not attend and are supported by a CP, CIN plan or who are LAC they must be seen face to face via a pathway visit once a week. If the school is unable to do this they will request a visit from the LA.
- Our school will inform the allocated social worker if the child has not attended or has discontinued to attend. It may be necessary for the school and Children’s Social Care to agree a supportive strategy to help either engage or re-engage the family to encourage their child attending school.

To support the above, Presfield High School will, when communicating with parents/carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers, preferably one outside of the household where they are available.

Shielding advice is currently in place, therefore all children identified as clinically extremely vulnerable are advised not to attend school. If a student is shielding there will be close contact with the family including remote learning for the child.

5. Children Missing Education

If schools are unable to make contact with families and all available avenues have been exhausted (telephone calls, home visits, checks with known sibling schools and emergency contact numbers etc), School should refer to the Local Authority Children Missing Education Coordinator, as per the locally agreed protocols for Children Missing in Education.

6. Designated Safeguarding Lead/Deputy Designated Safeguarding Lead

Presfield High School has a Designated Safeguarding Lead (DSL) - and a Deputy DSL.

The Designated Safeguarding Lead is: Cheryl Smith

The Deputy Designated Safeguarding Lead is: Mark Rigby

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.

In the event that 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 triaging concerns about children and liaising with the offsite DSL (or deputy) and liaising with children's social workers where they require access to children in need to carry out statutory assessments at the school or college. Where possible this will be the headteacher Tony Fay. In his absence it will be the deputy headteacher, Lucy McLoughlin. In her absence Steve Summerfield, assistant headteacher is responsible.

If a situation occurs whereby there is no DSL available as a school, we will utilise support from a Designated Lead from another school who would be available by phone or video link. We have made arrangements with Peter Chadwick at Merefield School who has agreed to take on this role for us should we need his support.

If there are concerns we may contact Tracy McKeating Education Safeguarding Lead.

It is important that all Presfield High School staff and volunteers have access to a trained DSL (or deputy). The staff on site will be made aware of who that person is and how to contact them.

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

7. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the School Safeguarding Policy.

Members of staff should speak to the DSL- Cheryl Smith in person or can send a concern via email with their concerns about children using the agreed format. They can also call Cheryl Smith on 07518 912244 if they wish to discuss a concern about a child.

Staff are reminded of the need to report any concern immediately and without delay. It is appreciated that these are difficult times but the safeguarding of children remains our paramount concern.

Where staff are concerned that an adult working, including supply staff, and those volunteering with children in the school has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against, or related to, a child
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

They should report the concern to the headteacher. The headteacher will ask them to complete a Local Authority Designated Officer (LADO) referral form to detail the concern. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher. The referral to LADO must be made within 24 hours of the allegation being made. The LADO in Sefton is Tracey Holyhead and she can be contacted on 0151 934 3783 Mobile: 07814059604

Email: Tracey.Holyhead@sefton.gov.uk

Concerns around the Headteacher should be directed to the Chair of Governors, Mark Purcell.

Staff can also alternatively contact the NSPCC Whistle Blowing helpline tel: 0800 028 0285 or email: help@nspcc.org.uk

8. Safeguarding Training and Induction

DSL training will continue to be delivered on line whilst there remains a threat of the COVID 19 virus.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

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

9. Remote Learning

Students who are shielding will continue to learn remotely. It is extremely important that the school's internet continues to be monitored regularly and that filtering systems are robust, in order to protect children whilst on-site. Any device loaned by the school, or donated to the school to support remote learning, must be thoroughly checked and reset to the manufacturers setting before being issued to any pupil. We currently have no loaned devices and all allocated student devices are controlled by the school.

If you become aware of an online/ e-safety concern, please seek immediate assistance from the school's IT technician/provider or alternatively from the DSL and/or Senior Leader. Senior Leaders should have the contact details for their IT provider (Schools Broadband 0113 322 2333), in the event of the usual personnel being unavailable.

For pupils who are accessing remote learning, there needs to be a clear mechanism in place for pupils to report back to the school if there are any concerns. Therefore, if you are setting activities for shielding pupils to complete online then please ensure you include any internal reporting system, plus details of other national organisations where they can seek support (e.g. Childline, CEOP, UK Safer Internet Centre).

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.

Our school will have procedures in place to check that shielding children are able to access remote learning, support with access (as far as possible), and regularly check pupils are doing so. Presfield High School will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

Presfield High School will ensure that parents and carers are aware of the importance of children being safe online. This includes emphasising the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

Guidance will be available via the school website and will include links and PDFs, sourced by our CEOP trained Computing Lead. This will assist parents and carers to set parental controls thus enabling them to keep their children safe when they are accessing information online.

The following may be of use to parents and carers in ensuring that the children are safe whilst online at home:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

If a student is shielding they will need to take part in virtual lessons. Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- Some staff will be using 1:1 sessions to work with students academically or pastorally. These sessions should be recorded and placed in a named folder, shared with the headteacher and the DSL.
- Parents and carers will be required to give permission for students to take part in virtual sessions, particularly 1:1 sessions and this can be given via email. A record of permissions is held.
- Staff and children must wear suitable clothing, as should anyone else in the household. We appreciate that students may be wearing loungewear and warm clothing such as a dressing gown and we will not end calls unless students are wearing inappropriate clothing such as underwear. The staff will use their professional judgement. If staff feel uncomfortable with the way a student presents they will end the call and they will then contact parents to discuss why the call was ended.
- Ideally computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred. However at Presfield High School we appreciate that quiet spaces to work at home may be limited. For this reason we will continue to offer virtual sessions to students who work in their bedrooms as we prioritise their ability to interact and learn.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.

- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils.
- Staff should record the length, time, date and attendance of any sessions held.
- Staff must follow school guidance when setting up on-line lessons to ensure that appropriate safeguarding settings are in place to prevent unauthorised use and access to on-line lessons.

10. Online safety in schools and colleges

Presfield High School 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.

11. Supporting children not in school (eg shielding students)

Presfield High School is committed to ensuring the safety and wellbeing of all its Children and Young People.

Presfield High School 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/carers.

If a student is shielding and there have been concerns but they are not currently open to social care, or if they would normally receive pastoral-type support in school then a robust communication plan should be in place for that child or young person. Details of contacts must be recorded on the school's contact sheet . The communication may include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Presfield High School and its DSL will work closely with all stakeholders to maximise the effectiveness of any contact.

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

12. Supporting children in school

Presfield High School is committed to ensuring the safety and wellbeing of all its students.

We will refer to the Government guidance for education and childcare settings on how to implement protective measures, including social distancing: implementing protective measures in education and childcare settings

The school continues to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of Covid-19.

We recognise that children returning to school will find it challenging. Staff will support children to adjust to the necessary changes to the school environment and routines.

Supporting pupil wellbeing will be at the forefront of our approach and school staff will seek to provide reassurance to pupils as we manage the transition period. Staff will talk to the children as they return to school; they will prepare them for any changes to the school day in an age appropriate manner, acknowledge and listen to pupil anxieties and support children to understand the altered routines. Pupil wellbeing is at the heart of our work. School staff will seek to provide appropriate support for pupils both in school and where required from specialist services.

Presfield High School recognises that for some children, home may not be a safe space, and there may be children who are relieved to return to school. School staff have been reminded of the need to respond sensitively to pupils' differing experiences and to pass on any concerns to the DSL.

School staff have been asked to be particularly vigilant for signs and indicators that a child may have experienced/be experiencing abuse or neglect. School staff have been trained about how to handle a disclosure from a child, and understand that any safeguarding concerns, including those that relate to the period of school closure, must be referred immediately to the Designated Safeguarding Lead (or deputies) in the usual way.

Presfield High School will ask parents and carers to ensure that all personal details held by the school, such as emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. At this time, parents and carers will also be asked to advise the school if there are any changes regarding the child's welfare, health and wellbeing that it would help school to be made aware of.

Where the school is aware of particular circumstances affecting a child or family, such as bereavement, a relationship breakdown, an incident of domestic violence, this will be shared with wider staff on a need-to-know basis so that children can be best supported.

To help ensure that the risk of virus spread for both staff and children is as low as possible, we will be adhering to our risk assessment which includes :

- telling children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)
- Ensuring staff (unless exempt) wear face coverings on corridors
- keeping movement around the building minimal
- ensuring class sizes reflect the numbers of teaching staff available and are kept as small as possible
- asking parents not to come on to the premises other than to drop off or collect their child and then to wait outside the front reception door
- ensuring all staff and children wash their hands with soap and water for 20 seconds frequently, and are encouraged not to touch their face, while using a tissue or elbow to cough or sneeze and using bins for tissue waste.
- Increasing cleaning of surfaces in classrooms, including desks and handles, and within toilet blocks and changing rooms, adhering to [guidance on cleaning of non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). This information can be found at <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

13. FSM -Children

Students who are learning at home due to shielding and are entitled to FSM will receive supermarket vouchers.

14. Domestic Abuse - Coronavirus (COVID-19): support for victims of domestic abuse including Operation Encompass

At our school we acknowledge that the order to stay at home will have caused anxiety for those who are experiencing or feel at risk of domestic abuse. Domestic abuse is unacceptable in any situation, no matter what stresses you are under. For anyone who feels they are at risk of abuse, it is important to remember that there is help and support available to you. As students return to school on 8th March 2021 they will be fully supported in school by familiar staff should they make a disclosure that they have been subjected to or witnessed Domestic Abuse.

<https://www.gov.uk/government/publications/coronavirus-covid-19-and-domestic-abuse/coronavirus-covid-19-support-for-victims-of-domestic-abuse>

If a child, subject to an Operation Encompass notification, is not attending due to shielding 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.

We will, as a school, contact Sefton Women's and Children Aid (SWACA) to access free confidential support for women, children and young people throughout Sefton who are experiencing domestic abuse. Due to COVID 19 risks they are offering support via phone and email.

Tel: 0151 922 8606
Text: 07779745594
Email: help@swaca.com

The team is available **Monday, Tuesday & Thursday** 9.30am – 5.00pm
Wednesday 9.30am – 7.00pm **Friday** 9.30am – 3.00pm

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>

15. Mental Health

At Presfield we understand as a school that children and young people and their families may be anxious as they return to school. This can affect children's emotional health and well-being and their overall mental health. We have an OT who offers professional support with mental health along with pastoral support offered by TA's and teachers. We also have a SALT who can support students with social stories. Both students attending school and any shielding at home can access this support .

The Government has issued guidance for parents and carers in relation to children and young people's mental health and well-being. This can be found at

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

Kooth is an online counselling service for 11-19 year olds which students can access at www.kooth.com

16. Useful Contacts:

NAME	TELEPHONE NUMBER
Addaction	0707983430995

Bully Busters	0800 169 6928
CAMHS (single point of access)	0151 282 4527
CATCH 22 CE	0151 934 2535
Channel Co-ordinator Claire Wright	0151 777 8328
Children Missing Education Co-ordinator Carole Blundell	0151 934 3181
Virtual Head teacher	0151 934 2226
Education Safeguarding Tracy McKeating	07837863075
Housing Options	0151 934 3541
Independent Domestic Abuse Advisors	0151 934 5142
Local Authority Designated Officer (LADO) Tracey Holyhead	0151 934 3783 Mob: 07814059604
LSCB Administrator Donna Atkinson	0151 934 4706
LSCB Business Manager Deb Hughes	0151 934 4706
Merseyside Police	101/emergency 999
Multi-Agency Safeguarding Hub (MASH)	0151 934 4013/ 4481.
Out of Hours Service	0151 934 3555.
Parenting 2000	01704 380047/0151 932 1163
Rape & Sexual Abuse Centre [RASA] Sefton	0151 558 1801
Sefton Women & Children's Aid (SWACA)	0151 922 8606
SEND Christopher Lee	07890387855
VENUS	0151 474 4744

Contacts for children who go to school in Sefton but live in neighbouring Local Authorities

Local Authority	Telephone number	Out of hours
Knowsley MASH	0151 443 2600	0151 443 2600 (same as MASH)
Lancashire Care Connect	0300 123 6720	0300 123 6722
Liverpool Care Line	0151 233 3700	0151 233 3700 (same as Care Line)

17. Review of the Child Protection and Safeguarding Policy

We will continue to keep this addendum to the safeguarding policy under regular review and consult closely with the Local Authority regarding these arrangements to ensure they continue to provide an effective and helpful response for children and families in our school.

18. Further Support

The Department for Education COVID-19 helpline is available to answer questions.

DfE Coronavirus helpline

Email: DfE.coronavirushelpline@education.gov.uk

Telephone: 0800 046 8687

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the hotline.

Sefton LSCB for the most up-to-date safeguarding information. You can access this at <https://seftonlscb.org.uk/lscb>