



Addendum to St Catherine's School Safeguarding & Child Protection Policy - School Closure during Coronavirus Pandemic

In response to the coronavirus (COVID – 19) St Catherine's is operating very differently from business as usual, however a number of important safeguarding principles remain the same:

- With regard to safeguarding, the best interests of children will always continue to come first
- If anyone in school has a safeguarding concern about any child they should continue to act and act immediately
- A DSL or deputy will be available
- We will ensure that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- We will continue to protect children when they are online

As far as reasonably possible, we will take a whole school approach to safeguarding so that any new policies and processes in response to COVID – 19 will not weaken our approach to safeguarding or undermine our Safeguarding and Child Protection Policy.

Our School's Child Protection Policy still applies and can be found on the school's website. Staff should be aware that their usual safeguarding duties apply while the school is closed and that any concerns must be shared in the usual way with the Designated Safeguarding Lead.

We are currently working in a very different way, so to keep our children and you safe, please take note of these safeguarding rules:

Interim Safeguarding Procedures

- A DSL is always available, in-person or by phone at all times –

DSL and Headteacher - Miss Kelly

Deputy DSLs and Deputy Heads - Ms Evans, Mrs Whatley and Miss Pavlou

Deputy DSL and Manager - Mrs Ward.

- Tel 02094404946 or email office@stcatherines.barnetmail.net marking it F.A.O Safeguarding Lead.
- An appointed senior person and Safeguarding Officer is onsite daily – either DSL Miss Kelly, Deputy DSLs Ms Evans, Mrs Whatley, Miss Pavlou or Mrs Ward
- The Headteacher or a member of SLT is always available by phone or email using the details above.
- There is a First Aider on site daily – All support staff have First Aid and at least one is always on the rota.
- There is a list of children who should be in school and this will be followed up where they do not attend – The office assistant will carry out first response.
- A morning register should be taken daily
- Submit daily register to DfE - Business Manager, Mrs McKenzie, or Pastoral Care Mentor, Julie Martin, will do this.
- Contact numbers for pupils attending are available – on Integris
- Staff must always sign in when on the school site

- H&S concerns about the school site should be reported to – The School Caretaker, Mr Betts
- There is a record of which staff are onsite daily – see rota

Working onsite or remotely with children

- Staff phones should not be used on site in front of children
- Staff still report concerns to the onsite DSL
- Concerns about another member of staff should still be reported to the Headteacher
- The normal rules and policies regarding safe use of the Internet apply and the Acceptable Use Policy is still in place. See see the school website for these policies.
- Staff dress although relaxed should be appropriate e.g not revealing or have inappropriate logos, pictures or wording
- The staff code of conduct still applies

Vulnerable children

- We have compiled a RAG rated list of vulnerable children and EHCP children. For those not attending the school we have allocated phone calls to them regularly – This is led by the Inclusion Leader Ms Evans
- Designated members of staff have been allocated families to contact each week. A log is kept of the contact made. Any concerns or help required by the family is immediately reported to the Inclusion Leader and Deputy DSL Ms Evans.
- Class teachers to monitor all children’s learning through PurpleMash. If there has been no indication of learning from either child or parent the class teacher will email via the class email address and inform a member of the SLT. If no response has been made a member of the SLT will follow up with a phone call. Report any concerns to the DSL.
- Staff phoning should ideally be on school phones but if not possible should call 141 first to protect and hide number.
- Treat phone numbers as data and store carefully, avoid paper copies of numbers.
- Any calls to parents that cause a safeguarding alarm should be reported immediately to the DSL.
- Any calls to parents that cause alarm because you are concerned about the emotional wellbeing of a parent or child should be reported to *DSL*.
- We will continue to attend CP and CIN meetings wherever practical or possible. These will most likely be virtual.
- Annual reviews will be carried out by phone or other safe means eg zoom or email etc if the parent and appropriate professionals are available and agree. Otherwise they will be delayed until school reopens.

Staying safe online

- We have reminded parents about how to keep their children safe online
- If making videos – songs, stories etc then remember safeguarding procedures- not recorded in a bedroom, wear appropriate clothing etc
- Never talk to parents or pupils via social media
- Never give a personal email address out or phone number
- Consider if it is necessary for children/parents to use your school email.
- Direct any emails through the Head or Deputy or Office email addresses
- Senior staff should not have automated replies on their emails as we are working even though the school is closed

Useful Numbers & Contacts

Where a child is at immediate risk of significant harm, the DSL or DDSL should call MASH on 020 8359 4066 or call the Police on 999.

Education Welfare Team 020 8359 7716 - ewt@barnet.gov.uk

MASH Education Welfare – EWTMASH@Barnet.gov.uk

MASH – 020 8359 4066 MASH@Barnet.gov.uk

Accessing Early Help remains the same, through a MASH referral. The 0-19 Early Help Hubs are also a source of advice for schools

East/Central Hub

Service Manager – Michaela Carlowe

Team Managers – Sally Bye, Ewa Janowska, Marta Cruz-Carneiro

Covers the postcodes of: N2, parts of N3, parts of N10, N11, N12 parts of N14, EN4 and EN5.

Main Hub office: Newstead Children's Centre, 1 Fallows Close (off Tarling Road), Finchley, N2 8LG, Telephone: 020 8359 3460

Looked After Children

For Children Looked After the Virtual School and the allocated Social Worker must also be informed.

Virtual School contacts:

Locke, Julie Julie.Locke@Barnet.gov.uk

Skoutaridou, Maria Maria.Skoutaridou@Barnet.gov.uk

M.Kelly
Headteacher & DSL

March 2020 (updated Jan 2021)