



OUR SCHOOL MOTTO IS:

## *Growing in Faith and Knowledge*

### OUR SCHOOL MISSION STATEMENT

St. Joseph's Preparatory School is a Catholic School, which was founded by the Christian Brothers and is a place where the staff and governors work to bring the Gospel values into all areas of School life and where prayer, worship and liturgy are seen as meaningful experiences.

Each child is encouraged to strive for the highest possible standards of work and behaviour, whilst learning to live as a well-mannered, self-disciplined and tolerant individual both inside and outside the classroom. The children learn to live as happy and caring members of a School community, which values their unique individual talents, and also the needs of others.

St. Joseph's Preparatory School values and nurtures a close partnership with parents and encourages the forming of meaningful links with the wider community. The children are encouraged to take part in extra-curricular activities in order to develop an interest in sporting, cultural and recreational activities.

St. Joseph's Preparatory School up holds fundamental British values and encourages respect for all people.

St. Joseph's Preparatory School recognises its legal duty to work with Local Safeguarding Children's Board acting on behalf of children in need or enquiring into allegations of abuse.

We recognise that pupils have a fundamental right to be protected from harm and require a secure environment in order to learn effectively.

St Joseph's Preparatory School's Safeguarding Children Policy follows the guidelines laid down by the City of Stoke on Trent Safeguarding Children's Procedures and "Working Together to Safeguard Children" (2018) and "Keeping Children Safe in Education" (2019) (KCSIE).

Our motto 'Growing in Faith and Knowledge' encapsulates the School's Aims:

- To provide a caring, Christian community, in which individuals can develop fully.
- To strive for excellence in all areas – academic, sporting, musical etc.
- To provide an ethos which brings the Gospel message alive.
- To develop strong community links.

(St. Joseph's Preparatory School has achieved International School Status and is an Eco School.

We are a Dyslexia Friendly School) *St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

## **Annex to Safeguarding Policy**

### **COVID-19 changes to our Safeguarding Policy**



## Annex to Safeguarding Policy

### COVID-19 changes to our Safeguarding Policy

29 March 2020

#### Response to COVID-19

There have been significant changes within our setting in response to the outbreak. Many young people are now at home and staffing is likely to be significantly affected through illness and self-isolation.

Despite the changes, the school's Safeguarding Policy is fundamentally the same: **children always come first, staff should respond robustly to safeguarding concerns and contact a member of the Safeguarding team in line with our established safeguarding policy and procedure.**

This annex sets out some of the adjustments we are making in line with the changed arrangements in the school and following advice from government and local agencies.

#### The current school position and local advice

The School will follow all updated advice received from the local 3 safeguarding partners, including advice received from local authorities regarding children with education, health and care (EHC) plans, the local authority designated officer and children's social care, referral thresholds and children in need.

#### Reporting Arrangements

The school arrangements continue in line with our Safeguarding Policy. The safeguarding team can be contacted by email.

The Designated Safeguarding Lead is: **Daniel Hood** [dhood@stjosephsprepschool.co.uk](mailto:dhood@stjosephsprepschool.co.uk) phone – 07786 435315

The Deputy DSLs are: **Joanne Brown** [jbrown@stjosephsprepschool.co.uk](mailto:jbrown@stjosephsprepschool.co.uk) and **Emma Gerrard** [egerrard@stjosephsprepschool.co.uk](mailto:egerrard@stjosephsprepschool.co.uk)

The school's approach ensures that a member of the safeguarding team is always on site or on call while the school is open. A member of the safeguarding team is also available during the holiday, during the Easter holiday this is Daniel Hood.

Staff will continue to follow the Safeguarding procedure and advise the safeguarding leads immediately about concerns they have about any child, whether in school or not. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting children's services are:

**Staffordshire First Response Team** - Tel: 0800 13 13 126

Email: [firstr@staffordshire.gov.uk](mailto:firstr@staffordshire.gov.uk)

Central Referral Unit - Tel: 0300 123 44 55

Emergency Duty Service - Tel: 0845 604 2886

Out of hours- Tel: 0845 604 2889

**Stoke on Trent Stoke** on Trent Advice and referral team

(The Regent Centre, Hanley) Tel: 01782 235100

Emergency Duty team Tel: 01782 234234]

Should a child in the school's view be at risk of significant harm and local agencies are not able to respond, the school will immediately follow the safeguarding children partnership escalation procedure, available here: [[https://www.staffsscb.org.uk/Search.aspx?search\\_keywords=escalation%20policy](https://www.staffsscb.org.uk/Search.aspx?search_keywords=escalation%20policy)].

## Identifying Vulnerability

We have put in place specific arrangements in respect of the following groups:

- Looked After Children – [One currently at school]
- Previously Looked After Children – [None Currently at the School]
- Children subject to a child protection plan – [None Currently at the School]
- Children who have a social worker – [Currently none at the School]. There is an expectation that children with a social worker **must** attend school, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.
- Children with an EHCP – [Currently Two Children – all Pupils with EHCP have Risk Assessments in place which have been shared with the local authority. These will be reviewed weekly]
- Children on the edge of social care involvement or pending allocation of a social worker – [None at the school at present].
- Other children the School considers vulnerable. More children may be added to this group in response to concerns raised with the DSL.

In addition, the following groups have specific arrangements around contact and support from the school.

- Children of key workers who may attend school – [These pupils are able to attend school, will be registered and a member of staff will check in with these pupils daily]
- Children at home – [Form Teachers will check in with their pupils and parents on a weekly basis via Microsoft Office]

## Attendance

The school is following the [attendance guidance issued by government](#). The department has introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

Where a child is expected and does not arrive the school will follow our attendance procedure and make contact with the family. If contact is not possible the safeguarding team must be informed. The Safeguarding team will attempt a range of methods to contact the parent and if necessary arrange a home visit by the school or another appropriate agency. The risk of COVID-19 **does not override** the duty on the school to ensure children and young people are safe.

## Staff will be Aware of Increased Risk

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, poverty and financial or health anxiety. These areas should be considered in the setting of any work for children to undertake at home (including recognising the impact of online learning – see below). Staff will be aware of the mental health of both children and their parents, informing the Safeguarding team about any concerns.

## Peer on Peer Abuse

We recognise the potential for abuse to go on between young people, especially in the context of a school closure or partial closure. Our staff will remain vigilant to the signs of peer on peer abuse including those between young people who are not currently attending our provision. Extra care should be taken where groups have mixed age, developmental stages, are attending other schools as an interim measure and similar. When making contact with these families our staff will ask about relationships between learners.

We also address the issue of peer-on-peer abuse in our remote learning curriculum. If there are any concerns please refer to a member of the safeguarding team who will address the issue.

Young people will be using the internet more during this period. The School is using Office365 and OneNote to deliver remote lessons and support. Staff will be aware of the signs and of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when children were learning at the school.

- The school continues to ensure appropriate filters and monitors are in place.
- Our governing body will review arrangements to ensure they remain appropriate
- Staff have been reminded of the risk that professional boundaries could slip during this exceptional period and been reminded of the school's code of conduct and importance of using school systems to communicate with children and their families.
- Children and young people accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the school, [Childline](#), the [UK Safer Internet Centre](#) and [CEOP](#).
- Parents have previously received information about keeping children safe online with peers and are aware of the platform that the School is using (Office365).
- Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](#).

## Allegations or Concerns about Staff

With such different arrangements young people could be at greater risk of abuse from staff or volunteers. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern regarding staff, no matter how small, to the Head Teacher (if the concern is about the Head Teacher, this should be reported to the Chair of Governors).

Although not anticipated, any staff or volunteers from outside our setting will complete an induction to ensure they are aware of the risks and know how to take action if they are concerned.

We have confirmed the arrangements to contact the LADO at the local authority remain unchanged [Via First Response Team - Tel: 0800 13 13 126 Email: [frist@staffordshire.gov.uk](mailto:frist@staffordshire.gov.uk)].

If necessary, the school will continue to follow the duty to refer to DBS any adult who has harmed or poses a risk of harm to a child or vulnerable adult, and to the Teacher Regulation Agency in line with paragraph 166 of Keeping Children Safe in Education 2019 using the address [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).

## 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, St Joseph's Prep School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE). In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact. Whilst we have cancelled extra-curricular and peripatetic teaching during the current period should the School need to utilise 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.

St Joseph's Prep School 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.

## **Safeguarding Training and Induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing St Joseph's Prep School staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019 and Annex A ). The Safeguarding team will 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 they will continue to be provided with a safeguarding induction.

This ANNEX is available on the school website in the Safeguarding Policy.