



St. James' School

A Woodard School

COVID-19
Safeguarding Addendum

St James' School

18-24 Bargate

Grimsby

N. E. Lincolnshire

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Introduction:

COVID-19, the closure of schools, remote learning, and the phased reopening of schools has introduced new areas of emphasis or impacted on the way we undertake our safeguarding responsibilities.

This is an addendum to our Safeguarding Policy. All aspects of the existing Safeguarding Policy remain in effect, with the two documents being used in conjunction with one another.

The following addendum summaries the necessary changes.

1. Designated Safeguarding Lead:

With effect from 1st April 2020 the Headmaster, Richard Murray, assumed the role of Designated Safeguarding Lead (DSL) at St. James' School. This is a permanent appointment.

Richard Murray, the DSL, can be contacted via:

Email: headmaster@saintjameschool.co.uk
Phone: 01472 503260

2. A checklist of actions if concerned about a pupil

It remains vital that staff remain vigilant and immediately report any safeguarding concerns to the DSL through established channels and procedures.

During the period of school closure new safeguarding concerns may have developed. Staff are reminded to assess safeguarding concerns independently and objectively.

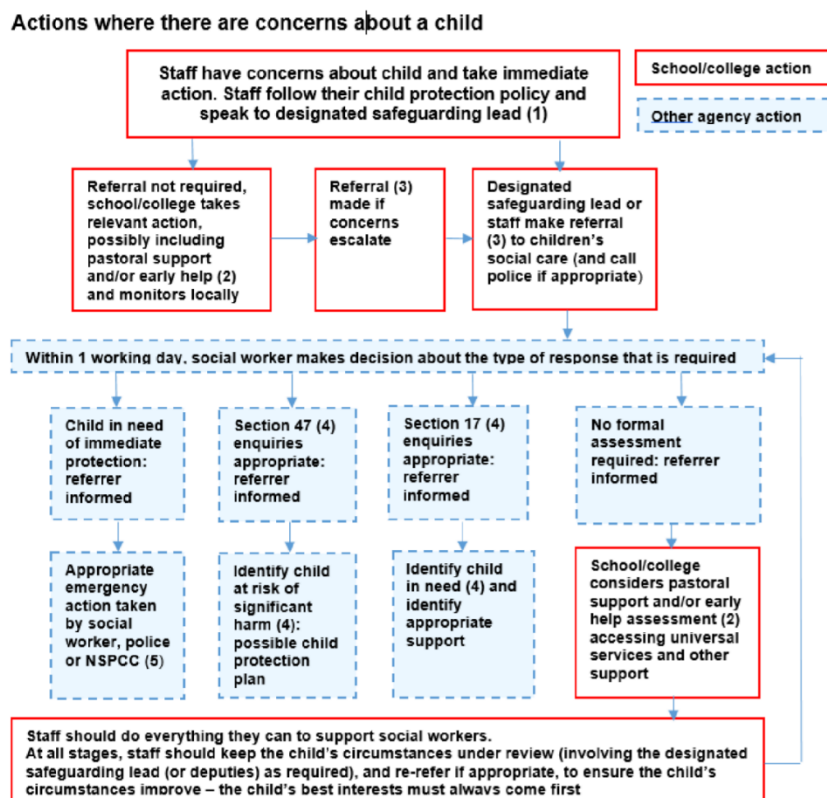
(a) DO:

- refer to Mr Richard Murray (HM), the DSL for the whole school (including EYFS) within 24 hours.
- listen carefully to anything you are being told, aiming to hear exactly what is said.
- make a written record of what was said within 24 hours.
- take steps to ensure the immediate safety of any pupil.
- Explain to the pupil the next step(s) that you will take
- In the case of serious harm the police should be informed from the outset

(b) DO NOT:

- either panic or delay! Simply try to speak to the HM as soon as practically possible.
- try to interview anyone.
- make promises of confidentiality. You must pass information on to the DSL/ Headmaster.

For a wider picture of the process of reporting a safeguarding concern refer to the following flowchart:



- (1) In cases which also involve a concern or an allegation of abuse against a staff member, see Part Four of this guidance.
- (2) Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.
- (3) Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).
- (4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).
- (5) This could include applying for an Emergency Protection Order (EPO).

3. A checklist of actions if concerned about a member of staff

If Staff are concerned about the conduct of a colleague they should refer to the School's Safeguarding and Whistleblowing Policies. They should, without delay, inform the Headmaster. If the concern is regarding the Headmaster staff should contact the Chair of Governors, Mr Bob England.

4. Updating Records:

As children return to St. James' parents will be asked to update the medical, welfare and wellbeing information held by the School.

5. Peer-on-Peer Abuse and Online Safety

During the closure of St. James', due to the social distancing, any peer-on-peer abuse would most likely have to take a digital form; Cyber Bullying.

In addition to the guidance on Cyber Bullying within the School's Anti-Bullying policy, staff and pupils have been given clear guidance on the conduct of video conferencing teaching/lessons within the Home Learning Programme booklet as follows:

Pupil Rules:

- I will only use technology for school purposes as directed by my teacher
- I will only use technology when there is an adult in the house and they know I am using it
- I will not reveal my passwords to anyone
- I will be responsible for my behaviour and actions when using technology, this includes the resources I access and the language I use
- I will make sure that all my communication with classmates, teachers or others using technology is responsible and sensible
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parents
- I will not record or take photos of my classmates or teachers during face-to-face sessions
- I understand that when using email, Edmodo, Class Dojo, Zoom or OneNote that my usage can be monitored and logged and can be made available to my teachers
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parents contacted

Zoom specific:

- Zoom from an environment that is quiet, safe, and free from distractions
- Be on time for Zoom lessons
- Be dressed appropriately for learning (no pyjamas etc)
- Remain attentive during lessons
- Interact patiently and respectfully with teachers and classmates
- You must not record each other's online interactions
- Provide feedback to your teacher about your experience and any helpful suggestions

Zoom Lessons - Information for Parents:

- All Zoom lessons will be password protected, and the invitation link will only be shared within secure communications such as email, or on Class Dojo.
- Staff will engage the waiting room, only admitting users who's names are clearly identifiable.
- It is essential when joining the lesson, that pupils use their **FULL, REAL NAME**.
- Once all children have been admitted the meeting will be locked so that no one else can enter.
- **Both staff and pupils must be properly dressed - no pyjamas, modest attire.**
- **Staff and pupils must also consider the background and location at which they are sat. Somewhere quiet and NO BEDROOMS please. An adult should be close to hand.**
- There may be occasions where Zoom lessons begin, or become one-to-one working between teaching and pupil. For staff and pupil protection, Zoom lessons will stick to the published times, and if any additional Zooming is necessary, it will require both the Headmaster's and Parents' consent.
- Zoom lessons are for pupils and teachers only. Parents should continue to contact teachers via email or through Class Dojo.
- Parents may not record, share or comment on public forums about individual teachers.

Parental Consent:

- By completing the Google form, you give your permission for your child to attend face-to-face Zoom lessons with St. James' School Staff.

Any infringements of these rules will be managed according to the School's Behaviour Policy and should be reported, in the first instance, to the Class Teacher or Form Tutor.

6. Local Authority

St. James' School works closely with the local authority on all matters, not just Safeguarding. Alterations to their services are set out on the Safenel website:

<https://www.nelincs.gov.uk/covid-19-advice-and-guidance/>

7. Vulnerable children and those with EHPs

St. James' School will, from 1st June, reinstate the ability for vulnerable children or those with EHPs to attend school.

At this time all existing procedures and policy will apply.

Policy	Date Approved	Body Approved	Author	Date of next review
COVID-19 Safeguarding Addendum	19 th May 2020	Full School Council	RGM	26 th May 2020



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