

# **St Mary's Catholic College, Wallasey**

## **COVID-19 school closure arrangements for Safeguarding and Child Protection**



**School Name: St Mary's Catholic College, Wallasey**

**Policy owner: Mr J Wilson (DSL)**

**Date: 22 January 2021**

**Date shared with staff: 22 January 2021**

## **Context**

From the start of January 2021 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.

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available on site or through informed contact information provided to staff
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

This document should be read in conjunction with: Safeguarding Policy, E-safety Policy, E-safety Annex, Attendance policy, COVID 19 Attendance procedure.

This addendum of the St Mary’s Catholic College, Wallasey Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

<b>Context .....</b>	<b>2</b>
<b>Key Contacts.....</b>	<b>4</b>
<b>Vulnerable children .....</b>	<b>4</b>
<b>Attendance monitoring .....</b>	<b>5</b>
<b>Designated Safeguarding Lead .....</b>	<b>7</b>
<b>Reporting a concern .....</b>	<b>7</b>
<b>Safeguarding Training and induction.....</b>	<b>8</b>
<b>Safer recruitment/volunteers and movement of staff .....</b>	<b>9</b>
<b>Online safety in schools and colleges .....</b>	<b>9</b>
<b>Children and online safety away from school and college .....</b>	<b>10</b>
<b>Supporting children not in school .....</b>	<b>10</b>
<b>Supporting children in school .....</b>	<b>11</b>
<b>Peer on Peer Abuse .....</b>	<b>11</b>
<b>Prevent.....</b>	<b>12</b>
<b>Support from the Multi-Academy Trust .....</b>	<b>12</b>
<b>Dealing with sad and difficult situations as a result of CV 19. ....</b>	<b>12</b>
<b>Appendix 1 - Interim DfE Safeguarding Guidance: Actions required .....</b>	<b>13</b>
<b>Appendix 2 - WIRRAL SAFEGUARDING - COVID 19 AGREED PRIORITISATION OF WORK....</b>	<b>15</b>

## Key contacts

Role	Name	Email (monitored during school hours only)	Contact Number
Designated Safeguarding Lead	Mr J Wilson	<a href="mailto:Safeguarding@stmaryswallasey.com">Safeguarding@stmaryswallasey.com</a>	0151 6397531
Deputy Designated Safeguarding Leads	Mrs C Moor Mrs M Todd Ms J Jones	<a href="mailto:Safeguarding@stmaryswallasey.com">Safeguarding@stmaryswallasey.com</a>	0151 6397531
Headteacher	Mr A Boyle	<a href="mailto:Schooloffice@stmaryswallasey.com">Schooloffice@stmaryswallasey.com</a>	0151 6397531
Chair of Governors	Mr C Donnelly	<a href="mailto:Schooloffice@stmaryswallasey.com">Schooloffice@stmaryswallasey.com</a>	0151 6397531
CLA	Mr J Wilson	<a href="mailto:CLA@stmaryswallasey.com">CLA@stmaryswallasey.com</a>	0151 6397531
LADO	Ms Anne King	<a href="mailto:anneking1@wirral.gov.uk">anneking1@wirral.gov.uk</a>	666 5525 07342058612
Social Care	Integrated Front Door	<a href="mailto:IFD@wirral.gov.uk">IFD@wirral.gov.uk</a>	0151 606 2008

## 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.

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

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputies), 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.

St Mary's Catholic 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 persons for this will be: Mrs C Moor & Mrs M Todd.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent does not want to send their child to an education setting, and their child is considered vulnerable, the social worker and St Mary's Catholic College will explore the reasons for this directly with the parent/carer.

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

St Mary's Catholic College will encourage our vulnerable children and young people to attend school, including remotely if needed.

Vulnerable pupils have been identified by key staff and regular contact is made with them / their families should they fail to attend registration or make contact regularly. All calls will be logged on ClassCharts / CPOMS.

### **Attendance monitoring**

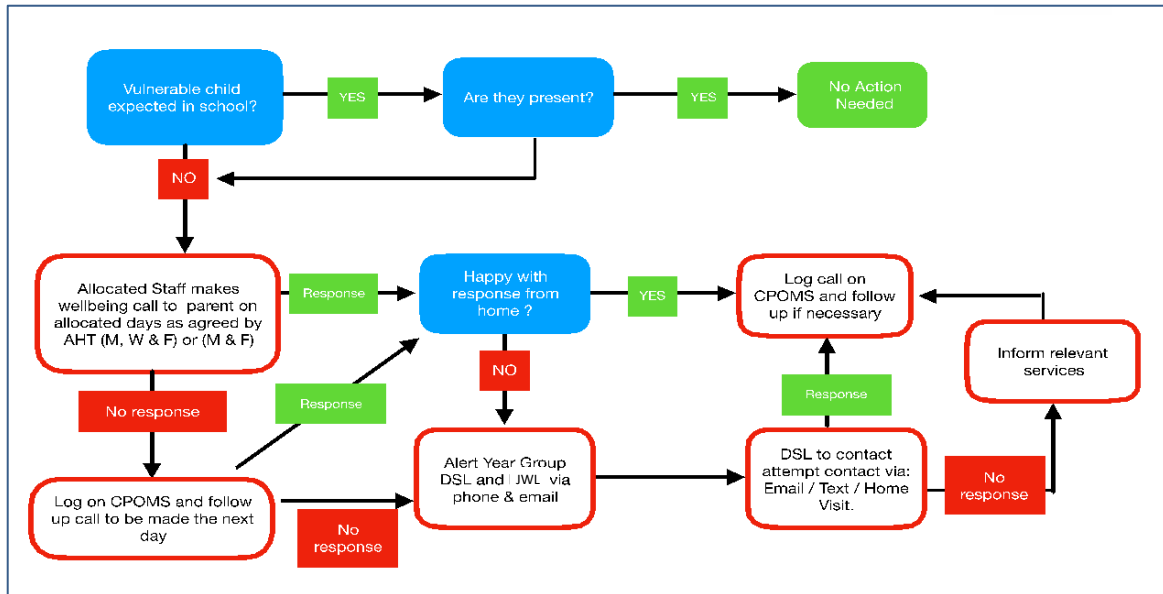
Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

St Mary's Catholic College and social workers will agree with parents/carers whether children in need should be attending school – will then follow up on any pupil that they we are expecting to attend, who does not. We will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend. (See diagrams below)

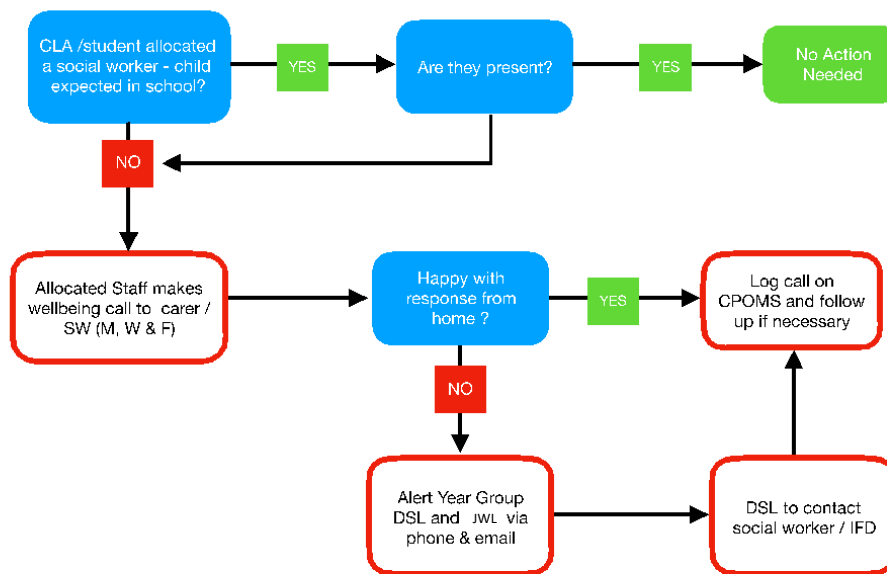
In mainstream schools, all secondary-age pupils who are not expected to be in school during lockdown, should be recorded as 'code X'.

Children for whom on-site provision is being provided should be recorded in line with the normal school attendance requirements. See flowchart below for procedure to follow should specific pupils not attend school during lockdown.

Other Vulnerable Pupils – Wellbeing Call – During Shutdown



CLA and Pupil with a Social Worker – Wellbeing Call – During Shutdown



To support the above, St Mary's Catholic College will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. A full procedure is listed in the Covid attendance document.

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

## **Designated Safeguarding Lead**

St Mary's Catholic College school has a Designated Safeguarding Lead (DSL) and Deputy DSLs. The Designated Safeguarding Lead is: Mr J Wilson.

The trained DSL (or deputy) will be 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 (level 3 trained) will assume responsibility for coordinating 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 St Mary's Catholic College staff and volunteers have access to a trained DSL (or deputy). All members of the Senior Leadership team will be on site. On each day staff on site will be made aware of who to speak to regarding concerns and how to speak to them should anything change. The DSL and other safeguarding team members will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely. (see additional information from Wirral – Appendix 2)

The Department for Education 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. This should be completed daily on the shared attendance sheet and uploaded to the DfE specified website.

## **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely and must include a conversation with the DSL.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead and [safeguarding@stmaryswallasey.com](mailto:safeguarding@stmaryswallasey.com). This will ensure that the concern is received.

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

Staff can also make referrals to Wirral Integrated Front Door – 0151 606 2008 or the Police – 101 or 999.

Where staff are concerned about an adult working with children in the school, they should report the concern to the DSL. 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.

Concerns around the Headteacher should be directed to the Chair of Governors: Mr C Donnelly.

Any allegation should be reported to the LADO within 24 hours using contact details below.

Initial consultations will be dealt with in the first instance by **Anne King, Local Authority Designated Officer**. Anne can be contacted on Telephone 0151 666 5525, Mobile 07342058612 email: [Anneking1@wirral.gov.uk](mailto:Anneking1@wirral.gov.uk)

**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 deputies) who has been trained will continue to be classed as a trained DSL (or deputies) even if they miss their refresher training. (All level 3 training at SMCC valid for another 15 months)

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 St Mary's Catholic College, they will continue to be provided with a safeguarding induction.

If staff are deployed 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.



For movement within the Trust, schools should seek assurance from the Multi-Academy Trust (MAT) that the member of staff has received appropriate safeguarding training. Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

### **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 Mary's Catholic College 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 (2020) (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.

Where St Mary's Catholic 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.

St Mary's Catholic 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 179 of KCSIE.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

St Mary's Catholic 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 St Mary's Catholic College 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, St Mary's Catholic College will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE.

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

St Mary's Catholic 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 Child Protection 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 e-safety policy.

St Mary's Catholic College will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- 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 only use platforms provided to communicate with pupils: Google Classroom / School Office email / year group emails / staff school email accounts - Any concerns should be reported to line manager / DSL as appropriate and complaints should be forwarded to Shirley O'Neill.
- Staff should be aware that deleted emails can be recovered through the G-suite vault.
- Staff may use their work email to contact other professionals.  
Staff need to refresh on the e-safety policy – emailed to staff when updated.

## **Supporting children not in school**

St Mary's Catholic College is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL/deputies have 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 child or young person.

All contact should be recorded on ClassCharts should pupils be absent - any escalations or lack of contact after day 3 should be logged on CPOMS.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

St Mary's Catholic 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 school will share safeguarding messages on its website, Parent Mail and social media pages.

St Mary's Catholic 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/carers. Teachers at St Mary's Catholic College need to be aware of this in setting expectations of pupils' work where they are at home.

St Mary's Catholic College will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. Any work completed or concerns should be recorded on CPOMS.

Regular support will be provided for wellbeing on Google Classrooms and to parents through Parent Mail. Support will also be shared on the school Twitter and Facebook site.

To support parents with concerns an email address: [safeguarding@stmaryswallasey.com](mailto:safeguarding@stmaryswallasey.com) has been shared and is monitored daily (during school hours) by the DSL and deputies.

## **Supporting children in school**

St Mary's Catholic College is committed to ensuring the safety and wellbeing of all its students.

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

St Mary's Catholic 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.

St Mary's Catholic College will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. Concerns and support should be recorded on CPOMS.

## **Peer on Peer Abuse**

St Mary's Catholic College recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school 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 the Child Protection Policy.

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

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

## **Prevent**

The Merseyside Prevent team are requesting our assistance in terms of Prevent referrals during these difficult times. There has been a significant decline in referrals and the absence of such safeguarding referrals from areas where we would normally receive regular referrals such as Children's Services, Vulnerable Adult Care and particularly Education, has been concerning.

The link below leads to the 'Let's talk about it' campaign, that advocates working together to prevent terrorism. This is an extremely useful site for all professionals and parents it has been shared with parents.

<https://www.ltai.info/>

Further support available from

Amanda Waterfall

Education Officer

Wirral Safeguarding Children Partnership

Tel: 0151 666 4822

Mob: 07795 617 644

### **Support from the Multi-Academy Trust**

The Multi-Academy Trust (MAT) will review and share safeguarding procedures during regular Headteacher meetings.

### **Dealing with sad and difficult situations as a result of CV 19.**

Sadly, during this time, we may find ourselves in very difficult situations with some sad news due to the nature of this virus. In the tragic event of a pupil death as a result of the CV 19 support is available from Child bereavement UK – Contact details:

Shirley Potts at [Shirley.Potts@Childbereavementuk.org](mailto:Shirley.Potts@Childbereavementuk.org)

Support services for families and professionals are still operating via telephone or virtual means. The National Helpline on 0800 02 888 40 and LiveChat remain open Monday-Friday 9-5. Further information is available at [www.childbereavementuk.org](http://www.childbereavementuk.org). In the event of this – information from this can be provided to parents. The Headteacher, pastoral team, and AHTs should be made aware.

Chaplaincy team to contact home and speak with parents. If agreed information will be shared with staff. Pastoral team to identify any pupils who may be impacted by this and contact home to offer support.

## Appendix 1 Interim DfE Safeguarding Guidance: Actions required

<u>Requirement</u>	<u>Evidence of Action</u>	<u>Action</u>
Ensure that someone is responsible for ensuring these actions are completed	JWL completing the action plan and policy amendment.	Yes
Ensure governors are aware of the Government's interim safeguarding guidance	Sent by CWi – Tuesday 26 <sup>th</sup> January 2021	Yes
Ensure that someone is responsible for continuity in safeguarding leadership	DSL and Deputies all available.	Yes
If you are a hub understand that you have the responsibility for safeguarding all children and staff	NA	NA
Ensure DSL is available, in-person, by phone or video link	Details of all DSL and contact information available.	Yes
Nominate a senior leader to be the onsite safeguarding lead	DSL and deputies on site daily.	Yes
Create a Coronavirus Outbreak addendum to your child protection policy to include the specific issues for these circumstances	This document and policy addendum to be published.	Yes
Ensure staff know the new arrangements for DSLs and reporting concerns	This policy addendum has been shared	Yes
Understand what changes there may be for contacting the LADO	No changes to LADO – details for contact provided here.	Yes
Understand what changes there may be for contacting the MASH team or other 'front door' services.	No changes to IFD – Details provided here.	Yes
Understand what changes there may be for contacting social workers Know which children have social workers and how to contact them.	Shared drive contains details of social workers.	Yes
Know which children are CLA/PLAC, who their Virtual School Head is and how to contact them.	All CLA and PLAC pupils identified and part of our weekly vulnerable contact strategy.	Yes
Know which children should be in school and follow up where they do not attend	Daily register taken – see flow charts in document for follow up.	Yes
Ensure that emergency numbers and alternatives are kept up to date	Parent Mail used to ensure parents can be kept updated.	Yes
Ensure that there are safeguarding induction processes for new staff, staff relocated to the school, and volunteers	Any new staff will receive appropriate training.	Yes
Ensure that new staff, staff relocated to the school, and volunteers understand the staff code of conduct	New staff training will continue to include safeguarding training.	Yes

Ensure that any volunteers have been individually risk-assessed.	NA – No volunteers have been used. Where SMCC 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.	NA
Ensure that each vulnerable child has an easily transferable record of why they are vulnerable, a copy of the EHCP and/or CIN or CP Plan, the name of their social worker and contact details, for CLA children the name of the relevant Virtual School Head	All records held on CPOMS.	Yes
Ensure there is a record of which staff are onsite daily	Daily staff attendance schedule shared with SLT and sign-in desk.	Yes
Ensure that the SCR is up to date with any relocated staff or volunteers and the checks that have been made.	SCR up to date.	Yes
Ensure that your safer recruitment processes are clear and adhered to, for example, be aware of anyone unknown to the school offering themselves as a volunteer.	Recruitment will continue and ensure that a panel member is safer recruitment trained.	Yes
Ensure that staff are aware that there may be an impact of the mental health of pupils, parents and staff or volunteers; and what support may be available	Regular support sharing to both pupils through Google Classroom, Social Media and to Parent – Parent Mail.	Yes – Ongoing
Consider what to do if there are no IT staff available	Staff working remotely. MAT support if required.	Yes
Ensure that the school has an online teaching and learning policy which considers safeguarding risks	E safety Policy updated.	Yes
Ensure that pupils, parents and staff know how to raise any safeguarding issues that may arise during any online learning	<a href="mailto:Safeguarding@stmaryswallasey.com">Safeguarding@stmaryswallasey.com</a> email address provided to parents. Regular support sent through Parent Mail.	Yes
Ensure that SLT has a plan for how any bereavements may be handled, including obtaining any support services (not otherwise shared) [See charity websites, for example, Winston's Wish, Grief Encounter, Childhood Bereavement Network or Hope Encounter.]	See final paragraph.	Yes

**Appendix 2 - WIRRAL SAFEGUARDING - COVID 19 AGREED PRIORITISATION OF WORK  
 AGREED IN PRINCIPLE 17/3/2020 – TO BE KEPT UNDER REVIEW AND UPDATED  
 REGULARLY.**

<p><b>MASH</b></p>	<p>Screening staff (social care advisors and social workers) will work from home responding to calls remotely. All can access systems from home.</p> <p>The duty team located at the integrated front door (IFD) to respond to priority referrals. Minimum 1 team manager advanced practitioner and 3 social workers. Capacity of this team to respond to be reviewed on a daily basis. Other staff to be available from home to be called out if required.</p> <p>If MASH very busy rest of CIN team on duty to support responses to increase referrals/contacts remotely from home.</p>
<p><b>Children in need</b></p>	<p><b>Assessments</b> - we envisage less assessments to go through in the short term. All children protection referrals will be prioritised, and children seen within 24hours. Timescales when cases are allocated for a full assessment remain within 45 days. Most should be shorter and there should be no delay in service provision if required. For low priority work however, if there is slippage due to CV-19 this is to be recorded on child’s file by manager. <b>(Cross reference to visiting guidance)</b></p> <p>Visits where possible to be done remotely if any risk however, ideally at least 1 face to face home visit to take place during assessment. General precautions to be followed for this visit same as planned below for other statutory visits.</p> <p><b>Visits</b> – workers should be able to visit everyone apart from families who have CV-19 or who state are self-isolating. Phone and check with families if self-isolating/have symptoms before visit. When unable to visit social workers should see children remotely over a device with a camera and this should be recorded as statutory visit, record to be marked as taken place remotely due to COVID 19. Visiting frequency to remain as per existing plan/stat guidance unless risk assessed decision pertaining to covid 19 is recorded on file - all COVID 19 related case records to be recorded as SIGNIFICANT EVENT with evidence of management oversight</p> <p><b>What to do if we suspect families are avoiding contact with us:</b></p> <p>Public Health advice to be sought about need to visit and response agreed case by case. This will be the same for S47 activity and we</p>



	<p>will need fulfil statutory duties to these children where clear safeguarding concerns. We will need agree which SW undertake visits (none with underlying health conditions who will be self distancing anyway). Where COVID 19 is a known risk further instruction will be issues on how the visit is to be conducted.</p> <p><b>Medicals</b> – CCG have confirmed that A&amp;E will continue in the event CDU closes. Whilst CDU open it is business as usual for medicals. No change at this time.</p> <p><b>Strategy Meetings</b> – to be completed via Teams and partner agencies invited to attend via Teams calendar invite. Strategy meeting to be recorded as not directly face to face due to Covid-19. Minimum quoracy (Social Care/Health/Police) remains.</p>
<b>Family Matters</b>	<p>Will maintain a minimal office presence with all other staff working from home.</p> <p>All children rag rated- children requiring visits as per red will be prioritised. Risk assessment will be undertaken on all children requiring a visit if the household is self isolating- Central list of all families self isolating kept under review- Management oversight to determine any further actions if vulnerable children are with families refusing visits.</p> <p>Vulnerable groups of staff have been identified- they are being redeployed to undertake other tasks as they are not undertaking home visits</p> <p>Back up rota for residential care to be agreed as appropriate</p>
<b>CIN / CP</b>	<p><b>CIN Meetings</b> To be done virtually remotely or telephone calls, info recorded and should remain in timescales marked done in a different way because of Covid 19.</p> <p><b>Core groups</b> same as CIN meetings</p> <p><b>CP Conferences</b> – complete virtually. Statutory agencies, minimum quorate. Close Conference centre.</p> <p>CP consultation process to be amended to reflect safety planning as priority/ other services to be assessed.</p> <p>CP consultation requests to be routed through operational HOS</p> <p>CP plans reviewed by safeguarding unit and RAG rated to reflect current circumstances</p>
<b>LEGAL GATEWAY</b>	<p>Meeting to continue virtually</p> <p>In the absence of assessed imminent risk of harm plan to remain at current level, with safety planning reviewed. Exceptions to be discussed as HOS level.</p>

	<p>If risk of immediate harm is felt to exist – family courts to be utilised – consult with legal</p>
<p><b>Looked After Children</b></p>	<p><b>Family Time Contact</b> – review every child, curtail those with high levels (e.g. 5 x per week) to reduce. Where possible, particularly for longer term placed children seek to conduct remotely. For now contact centre to remain open, clear hygiene messages and welfare calls to check on status of child and parent before going ahead – any self isolation or symptoms contact to be cancelled and clear reason for this noted on child’s file.</p> <p><b>S47 enquiries for CIC</b> – as in CIN/CP</p> <p><b>Care Order at home</b> – efforts to visit should be taken, telephone in advance to see if anyone is self isolating or has symptoms, decision case by case with emphasis on need to see these children face to face. Where we suspect noncompliance, PHE advise to be sought and a plan developed to see child, if need visit when family is self isolating or someone unwell we will need PHE advise re self isolation of that social worker post visit.</p> <p><b>All PWP agreements to reviewed in the context of risk and visit frequency</b></p> <p><b>MFH IRI’s</b> – to be done virtually.</p> <p>Foster carers who are over 70 – speak to individually re their plan, we will need organise transport where support networks unable. Continuity of care is priority and in no circumstances will we support children being moved due to this. Clear decisions to be recorded on child’s case record.</p> <p><b>Care leavers</b> PA’s to follow guidance for meetings and visits as with social workers.</p> <p><b>Care leaver payments</b> Skeleton staff to pay out following safe procedures.</p> <p>Health Dental SDQ – cancelled if not a priority.</p> <p><b>Short breaks offer</b> – letter sent, at present at parent’s discretion, checks with parents – any symptoms or self isolation short break will be cancelled. For children staying in the home who become unwell, parents will be asked to collect, and we will review with public health approach to other children and staff with a view to deep clean and self isolation period.</p>

	Short break unit to review with families and where viable offer outreach rather than bringing children into centre.
<b>ADMIN STAFF</b>	To work from home where possible, skeleton staff focus mainly on finance
<b>RECRUITMENT</b>	Continue. Advise candidates interviews will be via Teams or phone.
<b>PANELS</b>	Need to be virtual and minimum quorate. If it is not possible to hold a panel ADM to make decision, then early panel review as soon as able.
<b>Residential</b>	Will review care plans on case by case basis as any child becomes unwell or needs to self isolate? Support rota to be developed. SW staff as cover.  Individual BCP plans in place for each home.  Reg 44 visits – suspended
<b>Student placements</b>	Cancelled planned placements, we cannot offer appropriate learning opportunities at present. Existing students, including Step up and frontline who are already with us to continue same rules as other staff to apply will need speak to university about difficulties in evidencing learning etc.