



# BROMSGROVE SCHOOL

## SAFEGUARDING AND CHILD PROTECTION ARRANGEMENTS DURING THE COVID-19 RESPONSE PERIOD. SAFEGUARDING CHILDREN (including Child Protection) POLICY ADDENDUM

Author: Safeguarding Co-ordinator  
Reviewed: 8<sup>th</sup> January 2021 for immediate implementation  
Scope: All Schools

# **SAFEGUARDING AND CHILD PROTECTION ARRANGEMENTS DURING THE SCHOOL CLOSURE FOR COVID-19**

## **SAFEGUARDING CHILDREN (INCLUDING CHILD PROTECTION) POLICY ADDENDUM**

### **CONTEXT**

In England, as from 6<sup>th</sup> January 2021, the government has stated that vulnerable children and the children of key workers can attend school. All other children from reception upwards will learn remotely until February half term (to be reviewed).

Bromsgrove School will continue to follow the Department for Education (DfE) statutory guidance 'Keeping Children Safe in Education', alongside working with our local safeguarding partners. It is expected that staff will remain vigilant and responsive to safeguarding concerns, and ensure vulnerable children and young people are safe, particularly as more pupils will be learning remotely.

This addendum to Bromsgrove School's Safeguarding Children Policy addresses changes to safeguarding provision during this period and contains details of individual safeguarding arrangements in the following areas:

1. Vulnerable Children
2. Attendance Monitoring
3. Designated Safeguarding Lead
4. Reporting a Concern
5. Safeguarding Training and Induction
6. Safer Recruitment, Volunteers and Movement of Staff
7. Online Safety in School
8. Children and Online Safety Away from School
9. Supporting Children not in School
10. Supporting Children in School
11. Peer on Peer Abuse
12. Support from Worcestershire Children First

This version of this policy addendum has regard to:

- The updated 1<sup>st</sup> September 2020 version of the DfE statutory guidance Keeping Children Safe in Education
- DSL staffing changes in the School
- Changes in the COVID-19 response

## Key Contacts

Role	Name	Contact
Designated Safeguarding Lead - DSL	Miss Z Leech – Senior	01527 579679
	Mr M Marie – Prep	01527 579600
	Mr B ETTY-Leal – Pre-Prep	01527 579600
	Mr R Mitchell – Winterfold	01562 777234
Deputy DSL	Mr A McClure, Mr S Matthews, Mrs J Boonnak (Senior)	01527 579679
	Mrs J Deval Reed (Prep and Pre-Prep)	
	Miss Kate Western (Pre-Prep)	
	Mrs K Tilsley and Mrs M Southall (Holiday Club, Pre-Prep)	01527 579600
	Mrs D Toms (Whole School, Winterfold )	
	Mrs C Bolton (Years 1 and 2, Winterfold)	
	Mrs B Miles and Mrs P Thackery (Early Years)	01562 777234
Mrs S Parker (Woodhouse Nursery)		
Miss R Truswell (Holiday Club, Winterfold)		
Headmaster	Mr P Clague	01527 579679
Safeguarding Coordinator	Mrs E Mullan	01527 579679
Chair of Governors	Mr P West	01527 579679

### 1. 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.

Senior leaders, especially the Designated Safeguarding Leads (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.

Bromsgrove School 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 person for this will be the DSL in the respective School.

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 bring their child to an education setting, and their child is considered vulnerable, the social worker and Bromsgrove School will discuss the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, Bromsgrove School, or the social worker, will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Bromsgrove School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

## **2. 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.

Bromsgrove School and social workers will agree with parents/carers whether children in need should be attending school – Bromsgrove School will then follow up on any pupil that they were expecting to attend, who does not. Bromsgrove School will also follow up with any parent or carer who has arranged care for their child/children and the child/children subsequently do not attend.

### **How Will This Look?**

To support the above, Bromsgrove School 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. In all circumstances where a vulnerable child does not take up their place at School, or discontinues, Bromsgrove School will notify their social worker.

## **3. DESIGNATED SAFEGUARDING LEAD**

Bromsgrove School has a Designated Safeguarding Lead (DSL) and a Deputy DSL in each section of the School.

The Designated Safeguarding Leads are:

- Miss Z Leech (Senior School),
- Mr M Marie (Prep School),
- Mr B ETTY-Leal (Pre-Prep School)
- Mr R Mitchell (Winterfold House).

The Deputy Designated Safeguarding Leads are:

- Mr A McClure, Mr S Matthews and Mrs Julia Boonnak (Senior School),
- Mrs J Deval Reed (Prep School and Pre-Prep School),
- Mrs K Western (Pre-Prep School),
- Mrs D Toms (Whole School, Winterfold House),
- Mrs C Bolton (Years 1 and 2 Winterfold House),
- Mrs B Miles and Mrs P Thackery (Early Years Winterfold House) and Sheila Parker (Woodhouse Nursery, Winterfold House).

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.

Where 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 updating and managing access to child protection records 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.

It is important that all Bromsgrove School staff and volunteers have access to a trained DSL (or deputy).

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

## **4. REPORTING A CONCERN**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Children Policy. This includes making a report, which can be done remotely. In the

unlikely event that a member of staff cannot access the School IT facilities to do this from home, they should email/phone the Designated Safeguarding Lead, or Headmaster. This will ensure that the concern is received.

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

Where staff are concerned about an adult working with children in the School, they should report the concern to the Headmaster. If there is a requirement to make a notification to the Headmaster whilst away from School, this should be done verbally and followed up with an email to the Headmaster.

Concerns around the Headmaster should be directed to the Chair of Governors: Mr P West.

Worcestershire Children First will continue to offer support in the process of managing allegations.

## **5. 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 School staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). 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 Bromsgrove School, they will continue to be provided with 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.

Bromsgrove School will seek assurance that the member of staff has received appropriate safeguarding training. Upon arrival, they will be given a copy of the Safeguarding Children (including Child Protection) Policy, confirmation of local processes and DSL arrangements.

## **6. 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, Bromsgrove School will continue to follow the relevant safer recruitment processes, 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.

Where the School is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Bromsgrove 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. Full details can be found at paragraph 179 of KCSIE.

Bromsgrove School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 of KCSIE and the TRA's 'Teacher misconduct advice' for making a referral.

During the COVID-19 period all referrals should be made 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Bromsgrove School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE.

## **7. ONLINE SAFETY IN SCHOOL**

Bromsgrove 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.

## **8. CHILDREN AND ONLINE SAFETY AWAY FROM SCHOOL**

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 outlined in the Safeguarding Children 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 Staff Code of Conduct and other documents referring to acceptable use of IT.

Bromsgrove School will ensure any use of online learning tools and systems is in line with privacy and data protection requirements.

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

- no 1:1s, groups only, unless explicitly approved by the Headmaster in advance e.g. Music lessons
- 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 or indistinct
- 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
- language must be professional and appropriate, including any family members in the background
- staff must only use platforms provided by Bromsgrove School to communicate with pupils
- automatic recording will ensure that the length, time, date and attendance of any sessions are registered.

## **9. SUPPORTING CHILDREN NOT IN SCHOOL**

Bromsgrove School is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL has identified a child to be on the edge of social care support, or a child would normally receive pastoral-type support in School, the DSL should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded, as should a record of contact made. The communication plans can include remote contact and phone contact. Other individualised contact methods should be considered and recorded.

Bromsgrove School and the 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.

Bromsgrove 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. Teachers at Bromsgrove School need to be aware of this in setting expectations of pupils' work where they are at home.

## **10. SUPPORTING CHILDREN IN SCHOOL**

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

Bromsgrove School will continue to be a safe space for all children to attend and flourish. The Headmaster will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Bromsgrove School 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 COVID-19.

Bromsgrove School 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. This will be bespoke to each child and recorded.

Where Bromsgrove School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately.

## **11. PEER ON PEER/CHILD ON CHILD ABUSE**

Bromsgrove School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the 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 Safeguarding Children (including Child Protection) Policy and Sexual Violence and Sexual Harassment Policy.

The School will listen to 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 and appropriate referrals made.

## **12. SUPPORT FROM WORCESTERSHIRE CHILDREN FIRST**

Worcestershire Children First will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

They can also provide group and individual supervision sessions. This may take the form of an online meeting.