

Annex

COVID-19 school closure arrangements for Safeguarding and Child Protection at The Bishop of Hereford's Bluecoat School

1. Context

From 20th March 2020 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.

This addendum of the school name Safeguarding, and Child Protection policy Contains details of our individual safeguarding arrangements in the following areas:

- ***Context***
- ***Vulnerable children***
- ***Attendance monitoring Designated Safeguarding Lead***
- ***Reporting a concern***
- ***Safeguarding Training and induction***
- ***Safer recruitment/volunteers and movement of staff***
- ***Online safety in schools and colleges***
- ***Children and online safety away from school and college***
- ***Supporting children not in school***
- ***Supporting children in school***
- ***Peer on Peer Abuse***
- ***Support from BHBS***

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 BHBS, 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 deputy) 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.

BHBS 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. 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 school name will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, The DSL, SENCO or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

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

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.

BHBS staff and social workers will agree with parents/carers whether children in need should be attending school – BHBS will then follow up on any pupil that they were expecting to attend, who does not. BHBS 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.

To support the above, BHBS, 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, school name will notify their social worker.

Designated Safeguarding Lead

BHBS has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Peter Gibbins

The Deputy Designated Safeguarding Lead is: Jonathan Nicholas, Ellie Bunston and Martin Henton.

The Pastoral Mentors for each year group form part of the wider safeguarding team as does the school attendance officer.

The optimal scenario is to have a trained DSL (or deputy) available on site or contactable by phone - for example when working from home.

Normal safeguarding protocols will apply and the safeguarding log has been made accessible remotely.

The safeguarding team will maintain close links 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.

The DSL (Peter Gibbins) will be contactable by phone using the school safeguarding phone 07779301985. Should he be unavailable the safeguarding team will be contactable via their school email address.

The safeguarding team will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

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 an email report so that there is a paper trail, which can be done remotely.

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 report the concern to the DSL or if it is regarding the DSL to the Headteacher. 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:
Tim O'Byrne.

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 school name, 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 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, BHBS 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.

Where BHBS 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.

BHBS 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 163 of KCSIE.

BHBS 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 emailing 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, BHBS will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

BHBS 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 BHBS code of conduct.

BHBS 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, **currently BHBS is not considering the use of webcams and this guidance is put in only if this does become the case.**

- 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.
- 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, 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 provided by BHBS to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

BHBS 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 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.

Details of this plan must be recorded on My Concern, as should a record of contact have made.

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

BHBS 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 and social media pages.

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

BHBS 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 on the safeguarding log.

Supporting children in school

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

BHBS 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.

BHBS 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.

BHBS 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 on the safeguarding log.

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

Peer on Peer Abuse

BHBS 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 of the Child Protection Policy.

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

Concerns and actions must be recorded on the safeguarding log and appropriate referrals made.

Online Parents Evenings

BHBS recognises the need to deliver parents evenings in a new format whilst the pandemic is here. Guidance from the DFE states that we have to continue with social distancing whilst meeting the requirement of delivering parents evenings to all of our students. BHBS will be using Parents Evening Booking System. This system means that no recordings will be made by staff of the interactions with parents. BHBS expects that staff will interact with parents in a normal way ensuring that there is face to face contact. Students will be expected to behave in an appropriate way and any student who does not meet these expectations will be dealt with via our school behaviour policy. Parents/carers are expected to not record on another device or use staff images for any other purpose. BHBS will involve the appropriate agencies should we be aware that this has taken place. All parents/carers will be informed of this before the parents evening.

COVID 19 safeguarding plan- key procedures

The Bishop of Hereford's Bluecoat School:

- The procedures cover children with child protection plans and children in need- any child with a social worker
- Social worker contact details to be stored on the safe and well check spreadsheet in the staff G drive.
- DSL's at each school to remind staff to follow child protection procedures as usual if they have any concerns about a child, whether they're in school or not
- Check that staff working remotely have contact details for school safeguarding team and LA social care team, and can access my concern
- The safeguarding team and SENCO will collate a list of students who are considered to be vulnerable and a rota of phone calls will be created. There will be a log of calls made and responses to ensure we stay in contact with our most vulnerable students. Our EWO Jo Ellis will also communicate with our persistently absent students.
- Where needed home visits will be coordinated by the DSL and recorded and all visits will follow the government guidance for social distancing.
- Attendance- All pupils to be registered at start of each day. Staff registering pupils to check with parents / pupils on first day what their expected a pattern of attendance is going to be.
- Attendance registers to be marked with # for all pupils not in school –Julie Chapman to co-ordinate this. A central record will be available online for those expected/requested a place in school in the folder title 'Coronavirus Registration' available on the staff G drive.
- Office staff make first day calls for any pupils who are expected but do not turn up, and use KKS to follow up.
- Complete a new streamlined record of attendance for all children attending the educational setting using a simple spreadsheet. The spreadsheet is available at:
 - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- The spreadsheet will calculate the exact information needed to complete a short online form notifying the Department for Education about status regarding COVID-19. BHBS is now working collaboratively with Aylestone High School as a Hub for the two schools. Aylestone will submit the attendance form because BHBS is now closed.
- The online form is available at:
 - <http://www.education.gov.uk/educational-setting-status>

For those with Current child protection concerns (pupils with a child protection plan)

- Phone contact to be made once a week. A conversation with the student must take place. Any concerns a home visit will be made.
- School liaises with all necessary professionals as usual
- Attending any planned review meetings (these meetings are likely to be virtual) with other agencies, unless advised otherwise. A member of the safeguarding team will endeavour to be present.
- All staff use the safeguarding log and the safe and well list in the staff G drive.

Vulnerable families (where the pupil is a 'child in need')

- As for CP children.

Underlying principles:

DSL:

DSL to be available by phone each day for emergency contact. All concerns to be logged on the safeguarding log and checked by relevant DSL daily. DLS contact details to be logged with MASH.

Contact with pupils:

Home visits:

- Make sure to see and speak to pupils
- Speak to them on the doorstep, or see them through a window if they're self-isolating
- Avoid close contact with them (no closer than 2 metres for no more than 15 minutes), in line with government advice on social distancing
- Avoid staff going to pupils' homes alone. Have 2 members of staff go, ideally including someone with a good relationship with the family
- Follow any risk assessments in place for pupils

Phoning pupils:

- Use work phones if possible
- If you need to use personal phones, see how to hide your number on Apple and Android
- Make sure you speak to the child and not just their parents/carers

Key contacts	Name	Contact number	Email
Designated Safeguarding Lead	Peter Gibbins	07779301985	pgibbins@bhbs.hereford.sch.uk
Deputy Designated Safeguarding Lead	Jonathan Nicholas Ellie Bunston	Jonathan - 07503186755 Ellie - 07876338765	jnicholas@bhbs.hereford.sch.uk ebunston@bhbs.hereford.sch.uk
Pastoral Mentors	Kris Long Jo Foggo Michelle Harper Ellie Clayton Cally Vaughan Marion Roberts Kate Tyler		klong@bhbs.hereford.sch.uk jofoggo@bhbs.hereford.sch.uk mharper@bhbs.hereford.sch.uk eclayton@bhbs.hereford.sch.uk cvaughan@bhbs.hereford.sch.uk marion.roberts@bhbs.hereford.sch.uk ktyler@bhbs.hereford.sch.uk
Headteacher	Martin Henton	07775428337	mhenton@bhbs.hereford.sch.uk
Chair of Governors	Tim O'Byrne		TO'Byrne@bhbs.hereford.sch.uk