

Addendum 1



COVID-19 school closure arrangements for Safeguarding and Child Protection at the Brookfield School

Written: March 2020

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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 Brookfield School's Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

2. Vulnerable children
4. Attendance monitoring
5. Designated Safeguarding Lead
6. Reporting a concern
7. Safeguarding Training and induction
8. Safer recruitment/volunteers and movement of staff
9. Online safety in schools and colleges
10. Children and online safety away from school and college
11. Supporting children not in school
12. Supporting children in school
13. Peer on Peer Abuse

Key Contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead and Headteacher	Michelle Parkes	07531498335 (mobile) 077464875167 (temporary emergency number)	mparkes@brookfield.hereford.sch.uk
Deputy Designated Safeguarding Lead	Jill Hurst Jan Greene Richard Knight	07788 944246 07570713866 (temporary emergency number) 07387 079543 07716167900	jhurst@brookfield.hereford.sch.uk jgreene@brookfield.hereford.sch.uk rknight@brookfield.hereford.sch.uk
Counsellor	Helen Grundy	07444865876 (temporary emergency number)	hgrundy@brookfield.hereford.sch.uk
Chair of Governors Safeguarding Trustee	Tim Manson	07850253382	t.manson803@btinternet.com
Safeguarding Trustee	Susanna McFarlane	07970163482	sj@mc-farlane.co.uk

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 have been 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 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.

The Brookfield 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 during this emergency response will be Michelle Parkes, with Jill Hurst as the Deputy.

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 Headteacher will explore the reasons for this directly with the parent.

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

Attendance monitoring

The Brookfield School are not completing our usual day-to-day attendance processes to follow up on non-attendance.

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

We have communicated with all parents/ carers directly and have updated 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, the Brookfield School will notify their social worker.

Designated Safeguarding Lead

The Brookfield School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Michelle Parkes, Headteacher.

The Deputy Designated Safeguarding Leads are: Jill Hurst (Assistant Headteacher), Jan Greene (Arrow Manager) and Richard Knight. Contact details can be found above.

In optimal circumstances, we will have a trained DSL (or deputy) available on site. Where this is not the case, for example, if staff are self-isolated or sick, a trained DSL (or deputy) will be available to be contacted via phone or online video.

The DSL/ DDSL 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 a report via CPOMS, which can be done remotely. In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Headteacher. 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 Headteacher (via email/ call/ discuss in person). Concerns around the Headteacher should be directed to the Chair of Trustees: Tim Manson (contact details above).

Safeguarding Training and induction

Whilst there remains a threat of the COVID 19 virus, DSL training will be on-line using our staff CPD programme. 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 will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

It is not anticipated that new staff will be recruited during this time, but if this is the case, or if volunteers came onto site, 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 Brookfield School'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. In the unlikely event of recruiting new staff, the Brookfield 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.

In the unlikely event of the Brookfield School 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.

We 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.

The Brookfield School 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 we are 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, we 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

The Brookfield School will continue to provide a safe environment, including online. This includes the use of an online filtering system at school and giving details of trusted sites only. Where students are using computers in school, appropriate supervision will be in place and firewall services are in place as usual through Sonic Wall. Remote IT support is also available.

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 activities have been set by each class teacher, using secure platforms e.g. BKSB, Sumdog and Education City. All pupils have individual logins and passwords.

We are following joint Union advice and asking teachers not to live stream lessons. Guidance from the NEU states that 'Teachers should not live stream lessons from their homes or engage in video calls'. We believe that teacher – pupil interaction is crucial in our setting and all of our children need support and guidance to complete tasks. Therefore, our focus has been on consolidating learning and extending knowledge rather than learning new content.

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

Supporting children not in school

The Brookfield School is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL/ DDSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they have a personal communication plan in place. All children have been risk assessed, most are receiving weekly calls, where we can speak with the child where possible (lowest risk). Some children are receiving weekly calls from SLT or the school counsellor and their class teacher (medium risk). This also may include calls or emails to a social worker. For those deemed at high risk, we are in contact usually daily via text, email, voice calls and weekly safe and well checks (home visits) wherever possible, following current guidance and using basic PPE where available.

A record of all contact is recorded on CPOMs.

The plans are being reviewed regularly and will be risk assessed during the Easter break, as we know more from Central Government. Any concerns will be recorded, and MASH/ police intervention or referrals made as appropriate.

The Brookfield School is using its online services to update all parents, staff and pupils (website, blog, Facebook site, Facebook PTA site, texting service).

We understand 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 are aware of this and have reduced their expectations of pupils' work where they are at home. This has been communicated to parents and carers through individual calls.

Supporting children in school

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

We 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 maximize safety. Usually this will be around 1:4, although individual pupil risk assessments may determine that a higher ratio is required, for example 1:1. In these cases, a further risk assessment will be carried out and specific staff may be asked to work with a pupil. This will be dependent on pupil need and staff sickness/ numbers in self-isolation. We will ensure a first aider is on site whenever children are onsite.

The Brookfield 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 COVID19.

We will ensure that where we care for children of critical workers and vulnerable children on site wherever suitable alternatives cannot be made. This will be bespoke to each child and recorded on CPOMS and on the risk assessment spreadsheet. Any changes will be updated. Where we have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Trustees.

Peer on Peer Abuse

The Brookfield School 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 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.

This includes accessing Child Protection files remotely (chronology on CPOMS) for guidance and support. All contact details of social workers or other key workers can be accessed using our secure online Information Management System (Scholar Pack).