



## **Brinsworth Whitehill Primary School**

# **COVID-19 school closure arrangements for Safeguarding and Child Protection at Brinsworth Whitehill and Safeguarding Addendum B (May 2020) during COVID-19 Transition**

**Policy owner:** Wickersley Partnership Trust/Brinsworth Whitehill Primary

**Date:** 25.05.20

**Date shared with staff:** 26.05.20

## 1. Context

From 20<sup>th</sup> 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 Brinsworth Whitehill Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

Role	Name	Email
Designated Safeguarding Lead	Caroline Oxborough	coxborough@brinsworthwhitehill.org
Deputy Designated Safeguarding Lead	Leanne Henson	lhenson@brinsworthwhitehill.org
Headteacher	Caroline Oxborough	coxborough@brinsworthwhitehill.org
Trust Designated Safeguarding Leader	Andy Jessop	<a href="mailto:ajessop@wickersleypt.org">ajessop@wickersleypt.org</a> 07827 420424
Chair of Governors	Hellen Bolton	hbolton-gov@brinsworthwhitehill.org

## 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 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.

Brinsworth Whitehill 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: Leanne Henson

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 Caroline Oxborough will explore the reasons for this directly with the parent. We will keep in contact with this child and family via regular email, phone call or face to face contacts.

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

We 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.

Brinsworth Whitehill and, where appropriate, social workers will agree with parents/carers whether children in need should be attending school – Brinsworth Whitehill will then follow up on any pupil that they were expecting who does not attend. Brinsworth Whitehill 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, we 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, we will notify their social worker.

## **Designated Safeguarding Lead**

Brinsworth Whitehill school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Caroline Oxborough

The Deputy Designated Safeguarding Lead is: Leanne Henson

Our trained DSL or deputy DSL will be available to be contacted via phone or online video. A senior leader will assume responsibility for co-ordinating 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. All staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them. The DSL 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 Designated Safeguarding Lead on [coxborough@brinsworthwhitehill.org](mailto:coxborough@brinsworthwhitehill.org) 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 contact 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: Hellen Bolton

The Multi-Academy Trust will continue to offer support in the process of managing allegations.

## **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 will 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, 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) HR Manager Jen Jarvis (Primary) that the member of staff has received appropriate safeguarding training.

ALL statutory safeguarding arrangements have been carried out and are recorded on the Trust Single Central Record online system.

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, we 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 Brinsworth Whitehill 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.

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. Brinsworth Whitehill 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](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, 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**

Brinsworth Whitehill 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 MAT code of conduct. We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things staff are asked 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.
- 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.

## **Supporting children not in school**

Brinsworth Whitehill 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 CPOMS, 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. We 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.

We recognise 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 in setting expectations of pupils' work where they are at home.

We 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 where appropriate, recorded on CPOMS.

## **Supporting children in school**

Brinsworth Whitehill 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 maximise safety. Brinsworth Whitehill 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.

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 trust and put appropriate provision in place.

## **Peer on Peer Abuse**

We recognise 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 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 CPOMS and appropriate referrals made.

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

The Multi-Academy Trust (MAT) Designated Safeguarding Leader (Andy Jessop) will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. This may include, remotely accessing CPOMS files for the purpose of quality assurance, support, guidance and direction. The MAT may also provide regular group and individual supervision sessions, as and when required. This may take the form of an online meeting.

## **Safeguarding Addendum B (May 2020) during COVID-19 Transition**

**New documentation: Coronavirus (COVID-19): safeguarding in schools, colleges and other providers response to the expected return back to schools on June 1st 2020.**

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

In the light of new national safeguarding guidance issued to schools on 20.05.20 Brinsworth Whitehill has revised and updated its safeguarding policy.

The statutory guidance 'Keeping Children Safe in Education' remains in force and reminds all employees of their safeguarding responsibilities. Where new staff are recruited, or new volunteers enter the school, they will continue to be provided with an appropriate safeguarding induction.

Brinsworth Whitehill recognises the impact of 'lockdown' and the associated social isolation this has brought to students and their families and that new safeguarding issues and concerns may arise as students return back to school. All staff in school will be vigilant as children return and promptly report any issues through the appropriate channels ie: vigilant to changes in a student's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. Those staff with specific safeguarding and pastoral responsibilities will continue to have additional dedicated time to ensure the welfare and safety of all students. School will utilise advice, guidance and resources from other welfare agencies to support students' mental health and well-being.

The school will signpost students experiencing mental health and well-being issues to the appropriate support partners and is committed to raising the awareness of the key signs and indicators of mental health and well-being with all staff.

The school recognises the vital role that the Designated Safeguarding Lead (or Deputy Designated Safeguarding Lead) plays in school and we will have at least one safeguarding officer and a DSL on site at all times on a rota basis. The contact details for the safeguarding team are below:

Caroline Oxborough (DSL) – [coxborough@brinsworthwhitehill.org](mailto:coxborough@brinsworthwhitehill.org) or 01709 828242  
Leanne Henson (DDSL) – [lhenson@brinsworthwhitehill.org](mailto:lhenson@brinsworthwhitehill.org) or 01709 828242

Where any of the above are not available staff can contact:

Andy Jessop - Executive Improvement Partner for WPT on 07827 420424 or  
[ajessop@wickersleypt.org](mailto:ajessop@wickersleypt.org)

The onsite education of vulnerable students will continue in circumstances where school, parents/carers and social care, following a detailed risk assessment, feel that their needs will be met more safely in school. It is the school's expectation that, where it is safe to do so and where attendance is appropriate, vulnerable students will be educated in school. This will not necessarily be a for a full day and the timetable will be agreed in advance with all parties.

This Addendum will be communicated to all employees in the school, so they can be familiar with the new guidance and procedures.

When our school is recruiting new staff, we will continue to follow the relevant Safer Recruitment processes including all checks and risk assessments, inline with 'Keeping Children Safe in Education' guidance.

The school accepts that there is no obligation for teachers to deliver virtual lessons from home, but should they choose to do so teachers must maintain strict professional standards. This will include using an appropriate platform, maintaining professional dress and presentation, ensuring a neutral background, avoiding members of their own family entering into the camera view, staff should only contact children during normal school hours, or at times agreed by the school leadership team, talking to students regularly about the benefits and risks of the online world etc. Please note this list is not exhaustive.

Further advice is available from the NSPCC learning, Safer Internet and Gov.uk websites;

<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely>

<https://www.saferinternet.org.uk/helpline/professionals-online-safety-helpline>

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Brinsworth Whitehill will continue to protect students by working together with other local welfare partners and respond to any changes in Local Safeguarding Partnership procedures.

Previous revised safeguarding procedures introduced in Addendum A (March 2020) will remain in place including; the whistleblowing policy, online safety for students who are remote learning from home and ongoing welfare checks for vulnerable students - preferably speaking directly to the student face-to-face (appropriately socially distanced), by phone or video link.

Brinsworth Whitehill

Leanne Henson