

## Addendum: Arrangements for Safeguarding and Child Protection during COVID- 19 at Old Buckenham High School

This section of the whole school policy was created in response to Covid-19 and agreed by the Governing Body on 20/01/21. It will be kept it under review as circumstances continue to evolve in line with national and local guidance and should be read in conjunction with the full policy document.

Signature:



Headteacher

Date:

Signature:



Chair of Governors

Date: 25<sup>th</sup> January 2021

This addendum to our Safeguarding and Child Protection Policy contains additional information about our safeguarding arrangements in the following areas:

- 5.1 Context
- 5.2 Key Contact Information
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- 5.4 Attendance monitoring
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- 5.10 Children Moving Schools
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### 5.1 Context

From 5<sup>th</sup> January 2021 parents were asked once again to keep their children at home, wherever possible, and for schools to remain open 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.

It is crucial that all staff and volunteers understand the continued importance of acting immediately on any safeguarding concerns that arise. The key principles of our approach to safeguarding and promoting the welfare of children and young people at our school remain the same. This guidance has been developed to give clear direction to staff, volunteers, visitors and parents about our safeguarding procedures in light of the current national and local situation. This appendix should be read in conjunction with the whole school safeguarding policy and not as a standalone document. Unless otherwise stated within this guidance, our normal safeguarding procedures should be adhered to.

## 5.2 Key Contact Information:

Role	Name	Contact details incl. those when working remotely:
Designated Safeguarding Lead (DSL)	Andy Dwight	<a href="mailto:adwight@obhs.co.uk">adwight@obhs.co.uk</a> Mobile: 07827881369
Deputy DSL	Theresa Picksley Caroline Wabe	<a href="mailto:tpicksley@obhs.co.uk">tpicksley@obhs.co.uk</a> <a href="mailto:cwabe@obhs.co.uk">cwabe@obhs.co.uk</a>
Nominated Senior Leader in the absence of a trained DSL	Andrew Fell	<a href="mailto:afell@obhs.co.uk">afell@obhs.co.uk</a> Mobile: 07733 314329
Headteacher/Principal	Andrew Fell	<a href="mailto:afell@obhs.co.uk">afell@obhs.co.uk</a>
Named Safeguarding Governor	Emily Severn	<a href="mailto:esevern@chapelgreenschool.org.uk">esevern@chapelgreenschool.org.uk</a>
Chair of Governors	Jack Eves	<a href="mailto:jeves@obhs.co.uk">jeves@obhs.co.uk</a>
SET Safeguarding Lead	Claire Fox	<a href="mailto:claire.fox@se-trust.org">claire.fox@se-trust.org</a> Mobile: 07816 094172
SET Safeguarding Director	Zoe Fisher	<a href="mailto:zoe.fisher@se-trust.org">zoe.fisher@se-trust.org</a> Mobile: 07920 183447

## 5.3 Providing School places for Vulnerable Children

For the purposes of this guidance, vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans, in line with the [DfE guidance](#).

At Old Buckenham High School we will risk assess the needs of all pupils with an EHC plan 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. In line with Government guidance, we appreciate that many children and young people with EHC plans can safely remain at home.

At Old Buckenham High School our Designated Safeguarding Leads and other Senior Leaders 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 increased 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 staff will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID-19, school staff and/or the child's allocated social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Our Designated Safeguarding Leads know who our most vulnerable children are. The school will offer places in school to children who meet the vulnerable children criteria as defined by the DfE. As a school, we have the flexibility to offer a place to other pupils we identify as being vulnerable who may be on the edge of receiving children's social care support.

#### **5.4 Attendance monitoring**

In line with the DfE guidance, '[Recording the attendance in the school attendance register during the coronavirus outbreak](#)', we will resume taking an attendance register using the appropriate codes to [record attendance and absence](#) in the attendance register. We will submit daily attendance figures to the DfE using the [educational setting status form](#) by midday every day.

At Old Buckenham High School our DSLs will continue to liaise with allocated social workers and will agree with parents/carers whether children in need should be attending school. Staff will seek advice and guidance from the Local Authority Attendance Team as appropriate. School staff will then follow up on any pupil that we were expecting to attend, who does not in line with our usual attendance procedures. 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.

Each student with a social worker will have a concern opened on MyConcern. Weekly contact will be recorded in this concern during the school closure period.

Pastoral staff have been allocated a Year group to respond to attendance and engagement concerns. Attendance and contact is ensured through the introduction of a form time session in the morning and a remote learning package consisting of live lessons.

The parents of student who do not attend form time or lessons will receive a call/email from the allocated member of staff. This is a daily expectation. All contact is recorded, and a weekly report produced for the Progress Leaders/Head of Year. Appropriate actions will be taken by the Progress Leaders/Head of Year.

Where staff are able to attend school, a telephone call will be made from their staff office. Where staff are unable to attend School, calls should be made from a work mobile where applicable, or an email sent if not. If you are unable to make contact

with the parent, this should be recorded on the required document. If this persists, the DSL must be informed and a MyConcern opened.

Subsequent frequency of telephone calls to parents and students will be dependent on the level of vulnerability.

EHCP or SW = Once a week

High Concern = Once a week

Medium Concern = Once a fortnight

Low Concern = Once a month

All contact is to be recorded on Teams under the COVID-19 team file.

In all circumstances where a vulnerable child does not take up their place at school, or fails to attend as expected, where there is a social worker in place, school staff will notify the child's allocated social worker and agree a plan to contact the family. If there is not a social worker in place the school will take appropriate actions to ensure the wellbeing, safety and academic needs are met.

To enable us to effectively support the attendance of all children, we will ask parents/carers to confirm that emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

### **5.5 The Designated Safeguarding Lead**

We have identified key designated contacts for safeguarding at our school in section 4.2. of this guidance.

At Old Buckenham High School we aim to have a trained DSL (or deputy) available on site whenever possible. We recognise however that this may not be possible, and where this is the case, we will endeavour to ensure that a trained DSL or deputy from the school or college can be available to be contacted via phone or online when they are working remotely from home. In some circumstances we might also work with other settings to share trained DSLs or deputies with other schools or colleges (who should be available to be contacted via phone or online video).

Where a trained DSL or deputy is not on site, a senior leader will take responsibility for co-ordinating safeguarding arrangements in place on-site. This might include updating and managing access to child protection/ our online safeguarding management information system, liaising with the off-site DSL (and/or deputy) and, as necessary, 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.

We will ensure that all staff and volunteers know how to contact and have access to advice from a trained DSL (or deputy). Each day, staff will be made aware of who that person is and how to contact them.

We will continue to work in partnership with children, parents and other agencies to safeguard and promote the welfare of children. Our DSLs will keep up to date with the latest [Norfolk Safeguarding Children Partnership advice](#) or <https://suffolksp.org.uk/>

advice and guidance from the [LA](#) the school is part of. Our DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely in line with the NSCP guidance on attending and contributing to [child protection conferences](#) and [Developing Child Protection Plans](#).

## 5.6 Procedures for Reporting Concerns

The principles for responding to safeguarding concerns as outlined in Section 5 of the main body of the safeguarding policy still apply. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outline in this policy.

During this unprecedented time, when the majority of children will not be physically attending school, staff are reminded of the need to report any concern immediately and without delay in line with our usual procedures.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk including at risk from peer on peer abuse and exploitation. 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.

The following key questions (modelled on Signs of Safety) can be used as a basis for any conversation with parents and students.

**What is going well? How is the student managing?**

**Are there any worries from the parent or student?**

**What needs to happen i.e can the school provide any support, guidance or signposting?**

**Where appropriate, you may wish to refer parents to the information booklet sent by the school with useful information.**

**At the end of the telephone call, you may wish to specify a time that you will call again (see point 11 below).**

If a member of staff becomes concerned about the student's welfare /safety, they must do the following:

If they believe the child is at **immediate risk of significant harm**, call 999;

If they have an **urgent concern** about the welfare/safety of a child call Andy Dwight on **07827 881369**;

If they have a concern that is **not urgent** about the welfare/safety of a report it on My Concern in the usual way.

If the allocated member of staff feels that they might have done or said something which may be misinterpreted or leave them vulnerable to allegations, they **must self-refer** to the Headteacher (Andrew Fell – [afell@obhs.co.uk](mailto:afell@obhs.co.uk))

Staff are also reminded of the need to adhere to our Staff Code of Conduct and safer working practices guidance.

Where staff are concerned about an adult they should report the concern to the Headteacher. Concerns about the Headteacher should be reported to the Multi-Academy Trust CEO: Jonathan Taylor.

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

## **5.7 Remote education**

At Old Buckenham High School we will give clear guidance to all our staff who are providing remote education about appropriate use of devices and ensure there are clear parameters about what contact with pupils should look like in order for children and staff to be kept safe. Staff are reminded that when engaging with pupils and / or parents online they have a responsibility to model safe practice at all times.

We have clearly articulated to staff about where and when they will be delivering remote education and have also shared expectations with parents and carers about the school's approach to lessons and how their child(ren) should be accessing these.

Staff are also reminded of the need to adhere to our Staff Code of Conduct and safer working practice guidance. Staff should continue to report any concerns they have about adults who are working with children in line with the safeguarding policy.

The safety of pupils when they are asked to work online is of paramount importance. The same principles as set out our staff code of conduct must be applied to all online teaching. All staff should ensure that they have read the staff code of conduct and associated [safer working practice guidance](#) and are clear about the acceptable use of technologies, staff pupil/student relationships and communication including the use of social media.

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.
- 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 should record, the length, time, date and attendance of any sessions held.

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

## **5.8 Staff Training and induction**

All existing staff and volunteers have received a safeguarding induction and training. They have read part 1 of Keeping Children Safe in Education (2020) and are expected to continue to follow this guidance. The DSL will ensure that all existing staff receive this addendum to the safeguarding policy and will communicate 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 join our school, they will continue to be provided with a safeguarding induction as outlined in the main policy.

If staff are deployed from another education or children's workforce setting to work in our school, we will take into account the DfE guidance on safeguarding children during the COVID-19 pandemic. This means that on arrival to our school, we will verify that they have received safeguarding training and they will be given a copy of our safeguarding policy and information about our procedures including information about our DSL arrangements.

## **5.9 Safer recruitment of staff & 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 our safer recruitment and selection policy, the procedures outlined in the safeguarding policy and Part 3 of Keeping Children Safe in Education (2020).

In those circumstances where we continue to use volunteers in our school, we will continue to follow the checking and risk assessment processes as set out in paragraphs 183 to 188 of KCSIE and our own safer recruitment and selection policy. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

If staff are deployed from another education or children's workforce setting to work in our school, we will take into account the DfE guidance on safeguarding children during the COVID-19 pandemic. This means that we will risk assess the movement of staff and seek written assurances from the current employer that the individual has undergone all the safer recruitment required checks as set out in Part 3 of KCSIE and there are no concerns about their suitability to work with children.

At Old Buckenham High School 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 in accordance with 'Keeping Children Safe in Education' (2020). We will also continue to make referrals to the Teaching Regulation Agency (TRA) in line with statutory guidance and understand that 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 environment, Old Buckenham High School we understand that it is essential from a safeguarding perspective that, on any given day, we are aware of which staff/volunteers will be in the school, and that appropriate checks have been carried out. We will continue to keep the single central record (SCR) up to date and use this as a means to log everyone that will be working

or volunteering in our school or college on any given day, including any staff who may be on loan from other institutions. The SCR will also be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

### **5.10 Children moving schools and colleges**

In some circumstances our pupils may need to attend another setting. In order to support children attending another setting during this time, the DSL will endeavour to contact the DSL at the receiving school to provide any relevant welfare and child protection information including any arrangements in place to support them. We will continue to pay regard to data protection and GDPR but these do not prevent the sharing of information for the purposes of keeping children safe.

As a minimum, we will ensure that the receiving setting has access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is). This will ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Where it is not possible for this exchange of information to occur between DSLs the identified senior leaders will take responsibility for this.

### **5.11 Online Safety**

At Old Buckenham High School we recognise that it is more important than ever that we provide a safe environment for pupils including online. We will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online via our IT systems and/or recommended resources.

The safety of pupils when they are asked to work online is of paramount importance. The same principles as set out our staff code of conduct must be applied to all online teaching. All staff should ensure that they have read the staff code of conduct, associated [safer working practice guidance](#) and DfE guidance '[Safeguarding and remote education during coronavirus \(COVID-19\)](#)' and are clear about the acceptable use of technologies, staff pupil/student relationships and communication including the use of social media.

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

- Parents/Carers must be contacted for consent to live lessons if a student is identifiable and /or if recorded. Consent may be gained through an opt in or opt out method.
- No one to one sessions should take place but groups of a minimum of two students. If a child requires one to one support for SEND / EHCP need, this may be part of a lesson and conducted through a breakout room where the teacher can 'drop in' or an additional named member of staff invited to the session to drop in. All one to one sessions should be risk assessed.
- 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 absent of any



material that may bring the person, school or Trust into disrepute.

- The live class could be recorded so that if any issues were to arise, the video can be reviewed.
- Language must be professional and appropriate, including any family members in the background.
- Staff and or school should have a method in place that records the length, time, date and attendance of any sessions held.

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

We will ensure that children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes to key school staff, we will also signpost children to age appropriate practical support from external organisations such as:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

We will also communicate with parents to reinforce the importance of children being safe online. We will ensure that parents and carers are aware of what their children are being asked to do online, including the sites they will be asked to access as well as who from the school or college (if anyone) their child is going to be interacting with online.

Where parents and carers choose to supplement the school's online offer with support from online companies and in some cases individual tutors, we will emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

We will signpost parents and carers to advise what will help them keep their children safe online including:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online.
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations.
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support.
- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world.
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online.
- [Net-aware](#) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games.

- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation.
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services.

## **5.12 Mental Health**

At Old Buckenham High School we recognise that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents.

We will ensure that staff understand that mental health issues can bring about changes in a child'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. DSLs will make reference to the DfE guidance [Mental health and behaviour in schools](#) to help identify children who might need additional support, and to put this support in place.

We will consider the provision of pastoral and extra-curricular activities to all pupils, including those learning at home (for example through online activities and assemblies), designed to:

- Support social engagement and maintaining friendships
- Address and equip pupils to respond to issues linked to coronavirus (COVID-19)
- Support pupils with approaches to improving their physical and mental wellbeing

Our DSLs are aware of the support services available to staff, children and families both locally and nationally and will signpost and / or make referrals as appropriate.