



**COVID-19 school closure arrangements for  
Safeguarding and Child Protection Policy  
Addendum at  
Bournville School**

**School Name: Bournville School**

**Date: 31st March 2020**

## 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 who cannot be safely cared for at home.

The key features of safeguarding remain the same:

- the best interests of children must always come first
- if anyone in the academy has a safeguarding concern about any child they should act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should be protected when they are online

Bournville School is following government COVID-19 guidance on school closures, maintaining education provision with local authorities and for education settings, all of which are frequently updated.

This addendum to the Bournville School Safeguarding and Child Protection policy (September 2019) contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

### **Bournville School: Key Safeguarding Contacts**

Please contact the relevant Designated Safeguarding Lead for all issues relating to safeguarding children (including Prevent strategy) or for issues regarding Looked After Children.

Please note that we would recommend that safeguarding staff are contacted by telephone rather than email so that we are able to direct you to a member of safeguarding staff immediately if the Designated Safeguarding Lead is not available.

<b>Role</b>	<b>Staff Member</b>	<b>Telephone</b>	<b>Email</b>
<b>Secondary Phase</b>			
Designated Safeguarding Lead (secondary phase)	Mr John Dovey	0121 475 3881	<a href="mailto:Dovey.j@bournville.bham.sch.uk">Dovey.j@bournville.bham.sch.uk</a>
Deputy Designated Safeguarding Lead (secondary phase)	Ms Moira Green	0121 475 3881	<a href="mailto:Green.m@bournville.bham.sch.uk">Green.m@bournville.bham.sch.uk</a>
Other DSL trained staff	Ms Elaine Tisdell	0121 475 3881	<a href="mailto:Tisdell.e@bournville.bham.sch.uk">Tisdell.e@bournville.bham.sch.uk</a>
<b>Primary Phase</b>			
Designated Safeguarding Lead (primary phase)	Mrs Rebekah Chappelow	0121 475 3881	<a href="mailto:Chappelow.r@bournville.bham.sch.uk">Chappelow.r@bournville.bham.sch.uk</a>
Deputy Designated Safeguarding Lead (secondary phase)	Mr John Dovey	0121 475 3881	<a href="mailto:Dovey.j@bournville.bham.sch.uk">Dovey.j@bournville.bham.sch.uk</a>
Other DSL trained staff	Mrs Ajinder Bharj	0121 475 3881	<a href="mailto:Bharj.a@bournville.bham.sch.uk">Bharj.a@bournville.bham.sch.uk</a>
<b>Board of Associates (please do not contact with any urgent safeguarding matters)</b>			
Chair of Associates and Safeguarding Link Associate	Mr Paul Majster	0121 475 3881	<a href="mailto:chairofassociates@bournville.bham.sch.uk">chairofassociates@bournville.bham.sch.uk</a>
<b>Fairfax Multi-Academy Trust</b>			

Director of Education	Mr Mark Rhatigan	0121 378 1288 ext 3653	<a href="mailto:safeguarding@fmat.co.uk">safeguarding@fmat.co.uk</a>
CEO of FMAT	Mr Simon Jones	0121 378 1288 ext 3653	<a href="mailto:safeguarding@fmat.co.uk">safeguarding@fmat.co.uk</a>

## 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.

Bournville 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: John Dovey (DHT and DSL).

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 Bournville School will explore the reasons for this directly with the parent.

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

Bournville School 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.

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

To support this, Bournville School will, when communicating with parents/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, Bournville School will notify their social worker.

### **Designated Safeguarding Lead**

Detail of our Designated Safeguarding Leads and Deputy Designated Safeguarding Leads are given above in the contacts table.

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 'My Concern' online management system 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.

It is important that all Bournville School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who 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 'My Concern', which can be done remotely from any internet connected device.

In the unlikely event that a member of staff cannot access their 'My Concern' from home, they should email the Designated Safeguarding Lead and/or Head of Academy. This will ensure that the concern is received. Staff also have details of how to raise an urgent concern directly with Birmingham Children's Trust and the police.

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 Head of Academy. If there is a requirement to make a notification to the Head of Academy whilst away from school, this should be done verbally and followed up with an email to the Head of Academy.

Concerns around the Head of Academy should be directed to the Mark Rhatigan, Trust Director of Education.

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 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 Bournville School, 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 that the member of staff has received appropriate safeguarding training.

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, Bournville 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.

Where Bournville School is 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.

Bournville 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 163 of KCSIE.

Bournville 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](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, Bournville School 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**

Bournville 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.

### **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.

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

All students are aware of the school 'SHARP' system and can refer a concern about their wellbeing through this online platform

### **Key expectations for safe interaction between teachers and pupils on line:**

Most online learning should be passive i.e. with the teacher posting activities which the pupils complete and submit independently. This would include Show My Homework Podcasts and voice tutorials. Teachers should be cautious about using interactive or live sessions.

Below are some things to consider if staff are delivering virtual live lessons, especially where webcams are involved (Note: any such lessons would need to be approved beforehand by the Head of Academy):

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

Staff and pupil relationships: the same expectations for respectful pupil and staff behaviour and communication apply online as in the classroom. It is not appropriate for children to call teachers by their first names.

Communication between staff and pupils will be carried out through safe and well checks to the phone number of the parent or carer only and not a child's personal phone number. Any electronic communication will be done through school email addresses only.

The use of social media: staff should not be communicating with children via social media.

The academy ensures that any use of online learning tools and systems comply with privacy and data protection/GDPR requirements. The Fairfax MAT Acceptable use of ICT policy still applies.

### **Supporting children not in school**

Bournville 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 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 made.

Bournville School 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.

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

Bournville 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 on 'My Concern'.

### **Supporting children in school**

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

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

Bournville 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.

Bournville 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 on 'My Concern' where appropriate.

Where Bournville School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – leaders will discuss them immediately with the trust executive team.

### **Peer on Peer Abuse**

Bournville 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 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 'My Concern' and appropriate referrals made.