



## COVID-19 APPENDIX

APPENDIX CREATED: April 2020

REVIEW SCHEDULE: As and when required by update to guidance last Jan 2021

STAFF RESPONSIBLE: Laurie Robinson (Designated safeguarding Lead)

GOVERNOR RESPONSIBLE: James Cope

### *1. Introduction*

While the way in which Beaudesert Park School currently operates in response to coronavirus (COVID-19) is fundamentally different to business as usual, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and 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 continue to be protected when they are online

This appendix to the Safeguarding (Child Protection) Policy sets out interim measures to ensure that any new processes in response to COVID-19 are not weakening the School's collective approach to safeguarding or undermining the main Safeguarding policy.

### *2. Keeping Updated*

The School remains up-to-date with advice and guidance on COVID-19 response and safeguarding from a number of sources, including:

- Department for Education / Cabinet Office / Public Health England
- Gloucestershire County Council
- Local safeguarding partners, Gloucestershire Safeguarding Schools Executive

Guidance from our local authority includes information regarding children with Education, Health and Care Plans and any changes in procedures relating to the School's inter-agency work, including reporting mechanisms, referral thresholds and children in need.

Key guidance from the DfE informing this appendix can be found at <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

### *3. Reporting Safeguarding Concerns*

All staff and volunteers retain the responsibility for working within the scope of the School's Welfare and Safeguarding Policy and acting immediately on safeguarding concerns. While colleagues may be working remotely from school, the Designated Safeguarding Lead or a Deputy DSL will remain contactable at all times.

All concerns about a child should ultimately be passed on to the DSL (or Deputy DSL) immediately. All staff have been given the direct mobile number of the DSL

Laurie Robinson is the Designated Safeguarding Lead for the School and the EYFS setting:

Mobile: 07939546140 Email: l.robinson@bps.school

Alex Standen McDougal is the Deputy Designated Safeguarding Lead for the School:

All staff are reminded of the usual reporting procedures as set out in the main Safeguarding Policy, including the requirement to report concerns as soon as possible. Concerns about a child should be reported to a DSL or DDSL. Concerns about a member of staff or volunteer should be reported to the DSL/Headmaster. Concerns about the Headmaster should be reported to the Chair of Governors. All contact details are available in the main Safeguarding Policy.

If a child discloses abuse to a member of staff whilst within school, these concerns should be passed immediately to the member of the SMT who is in school on that day. The member of SMT will then contact the DSL (or DDSL) immediately to seek advice.

If a child discloses abuse to a member of staff over email/online – the email must be forwarded on to the DSL (or DDSL) immediately. Staff should not respond to the email until they have consulted with the DSL – please forward immediately for the DSL to consider next steps.

All staff are also, as ever, able to make a referral directly to Children's Services using the contact details set out in the Safeguarding Policy, but should inform the DSL of this as soon as they are able to.

The Gloucestershire Safeguarding Children's Executive telephone number is 01452 42 6565 and their email address is [childrenshelpdesk@gloucestershire.gov.uk](mailto:childrenshelpdesk@gloucestershire.gov.uk).

All parents are aware that in cases where there is imminent risk of harm to a child, they should call 999 rather than following the communication methods above.

### *4. Provision for Vulnerable Pupils*

The School continues to remain open for the provision of care to pupils who are considered to be vulnerable and to the children of critical workers. However, it is important to note that every child who can be safely cared for at home should be.

All families of children considered to be vulnerable have been given the opportunity to register for the provision of this care in school, should they be unable to arrange appropriate and safe care at home.

The DSL, DDSLs and other members of the Senior Leadership Team have risk assessed the safety and welfare of pupils considered vulnerable who have not registered for in-school provision.

Provision of care in school has continued to be offered during term time.

Support for vulnerable – and, in fact, all pupils – who are not in school during this time will be provided in a number of ways, including:

- contact (eg. via email, the virtual learning platform - Firefly, Microsoft Teams, Zoom or telephone) from form teachers
- contact from DSL or DDSLs
- contact from subject teachers in setting learning tasks on Firefly. Subject teachers should raise concerns with a DSL or DDSL if a pupil does not respond to communications regarding work, particularly for pupils on the School's Vulnerable Watchlist.
- updates provided by SLT/the DSL to families sharing latest guidance from public authorities or the School, including safeguarding strategies

#### *5. Attendance*

Although the School does not follow its usual attendance procedures during the partial closure (as most children will not be attending school), it is complying with the DfE's measures to record the daily attendance of children of critical workers and vulnerable children. We will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

Follow up on their absence with their parents or carers, by phone call initially, followed by email correspondence.

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will use iSAMs to make sure we have up-to-date emergency contact details, and additional contact details where possible.

Additionally, staff on site are issued a register of expected attendees for each day of in-school provision and parents making use of the service are required to follow strict signing in and signing out procedures, through the main school reception.

#### *6. Supporting Children in School*

The School is committed to ensuring the safety and wellbeing of all its learners and will be a safe space for eligible children to attend and flourish. The Senior Management Team will ensure that there are appropriate staff on site and that staff to learner ratios have been considered to maximise the safety of children.

When EYFS pupils are on the school site, the school will follow the usual procedures with regard to safeguarding these children, including the requirement to have a member of staff on site with a

current paediatric first aid qualification, and the usual rules applying to the use of mobile phones and other devices.

The School will follow the current government guidance in relation to social distancing and all matters relating to public health from the respective websites and outlets. The School will ensure that all children who are either categorised as vulnerable or children of critical workers and are in attendance are appropriately supported and will continue to record any support provided to children in relation to safeguarding issue.

### *7. Online Safety-Keeping Children Safe Online*

Social distancing and online learning is likely to give rise to a considerable increase in the use of the internet by young people to work and to communicate with others. The use of technology has become a significant component of many safeguarding issues and we are likely to see this escalate during the COVID-19 crisis. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm.

All colleagues should read Part 5 of KCISE 2019 so that they are aware of the signs and can intervene and escalate any incident where appropriate. We recognise that staff will not have the same daily interactions with children that they would have normally done before the COVID-19 crisis, but they should be aware of the issues that greater exposure to online materials will bring.

Advice will be shared with parents on a regular basis regarding ways in which to ensure their child is safe online. Useful resources for parents can be found in a number of places, including:

- <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>
- <https://www.internetmatters.org/schools-esafety/parent-online-support-packteachers/>
- <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
- <https://www.thinkuknow.co.uk/parents/>

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. The School will signpost children to age-appropriate practical support from the likes of:

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

The School will be in regular contact with parents and carers. Those communications will be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access. Parents have all been issued with login details to access the 'tasks' set on Firefly, and so they are additionally able to verify tasks set themselves.

### *Distance Learning*

School staff are reminded that all the usual e-Safety and online safeguarding measures and procedures apply. In fact, these become even more important at a time when increasing amounts of work will be conducted remotely.

The following key principles should be adhered to:

- Only use school email addresses when communicating with pupils or parents
- If you use your personal phone number to call a parent, dial 141 to block caller ID
- Work should be set through the Firefly
- The School strongly advises against live streaming from home using media not integrated through the School's platforms
- If a pupil submits work (or otherwise contacts a member of staff) through a non-school email address, staff should not reply directly to the same address.
- Email protocol continues to be in place. Emails should not be sent directly to pupils and parents during late evenings or at night (after 8pm)

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 Safeguarding Policy.

The starting point for Distance Learning should be that the same principles as set out in the School's Staff Code of Conduct, including the acceptable use of technologies, staff pupil relationships and communication including the use of social media.

Similarly, the Behaviour Management Policy continues to apply in the expectations that staff should have of pupils when interacting online, either with the member of staff or with other pupils (eg. through Microsoft Teams or Zoom).

Although the School may not have access to the full range of rewards and sanctions specified in the Pupil Behaviour Policy, the School will still seek to recognise exemplary work, effort and behaviour. Examples of poor behaviour, and particularly indications of potential peer-on-peer abuse should be reported as usual on iSams Reward & Conduct. SLT will continue to monitor this log, and will maintain a safeguarding concern log, including any ongoing peer-on-peer abuse issues.

### *7. Peer-on-peer abuse*

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

The guidance on peer on peer abuse from the safeguarding policy will continue to be followed and support victims and perpetrators as necessary during school closure. This will be done on an individual basis.

## *8. Mental health & Wellbeing*

Where possible, we will continue to offer support for pupil mental health and wellbeing for all pupils. This will include the school's remote educational platform Firefly, phones call home, Zoom and Microsoft Teams meetings where necessary.

We will also signpost all pupils, parents and staff to other resources on Firefly to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

## *9. Safeguarding Training*

DSL training is 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. Formal DSL refresher training will be undertaken as soon as possible. DSLs will continue to keep their knowledge up to date through other means.

New staff recruited during the period that this appendix to the Safeguarding Policy applies will still be required to complete the usual Safeguarding Induction training.

## *10. Safer Recruitment*

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.

During Covid-19 if Beaudesert Park School recruits new staff we will continue to follow the relevant safer recruitment practices.

If volunteers are recruited we will continue to follow the guidance in accordance with KCSIE 2020 and. Volunteers who have not had the relevant checks will not be left unsupervised with a child.

Beaudesert Park School will continue to update the single central record and will log details of any risk assessment carried out on volunteers and staff.

## *11. Additional Support and Links*

Vulnerable Children Guidance:

COVID-19: guidance for educational settings:

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Coronavirus (COVID-19): attendance recording for educational settings:

<https://www.gov.uk/guidance/how-to-complete-the-educational-setting-status-form>

Specific Links relating to Coronavirus for Learners and Parents/Carers

Gloucestershire County Council: [www.gloucestershire.gov.uk/covid-19-information-and-advice/](http://www.gloucestershire.gov.uk/covid-19-information-and-advice/)

Childline: <https://www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/>

Mind: <https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/>

Young Minds: <https://youngminds.org.uk/find-help/looking-after-yourself/coronavirus-and-mental-health/>

Children's Commissioner:

o Children's guide to coronavirus:

[www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/](http://www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/)

o Resources for parents during coronavirus:

[www.childrenscommissioner.gov.uk/coronavirus/resources/](http://www.childrenscommissioner.gov.uk/coronavirus/resources/)

Sport England: [www.sportengland.org/stayinworkout](http://www.sportengland.org/stayinworkout)

Place2be:

o <https://www.place2be.org.uk/about-us/coronavirus-updates-advice-and-support/>

Online Safety

NCA-CEOP: [www.thinkuknow.co.uk/](http://www.thinkuknow.co.uk/)

Internet Matters: [www.internetmatters.org/](http://www.internetmatters.org/)

Childnet: [www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19](http://www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19)

UK Safer Internet Centre: [www.saferinternet.org.uk/blog/keeping-children-happy-and-safe-online-during-covid-19](http://www.saferinternet.org.uk/blog/keeping-children-happy-and-safe-online-during-covid-19)

NSPCC: [www.nspcc.org.uk/keeping-children-safe/online-safety/](http://www.nspcc.org.uk/keeping-children-safe/online-safety/)

Parent Info: <https://parentinfo.org/>

BBC Own it: [www.bbc.com/ownit](http://www.bbc.com/ownit)

Domestic Abuse

Domestic Abuse Services: [www.domesticabuseservices.org](http://www.domesticabuseservices.org)

Victim Support: 0808 16 89 111 [www.victimsupport.org.uk/help-and-support/gethelp/supportline](http://www.victimsupport.org.uk/help-and-support/gethelp/supportline)

National Women's Aid Domestic Abuse 24hr helpline:0800 2000247

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