

Addendum to the Child Protection and Safeguarding Policy and Checklist



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

Where new/updated Government guidance is issued which would effect a change to this policy it will take precedence over this policy for that specific matter until such time as we are able to update the policy.

Policy owner: Sandra Hörmann

Date: 6th April 2020

Chair of Governors, Chair's Action Approval date: 5th April 2020 (Roni Malek)

Date shared with staff: 8th April 2020

Updated 29th June 2020 (Changes are shown in yellow.) Adopted by the Governing Body Meeting of the 30th June 2020.

Date shared with staff: 8th April 2020

1. 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 Broomfield Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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

Addendum A - Interim DfE Safeguarding Guidance Checklist - Updated 31/3/2020 by HMN

Key contacts:

Role	Name	Contact number	Email
Designated Safeguarding Lead (DSL)	Sandra Hörmann (HMN)		office@broomfield.enfield.sch.uk
Deputy Designated Safeguarding Lead	Cate Seymour		office@broomfield.enfield.sch.uk
Head Teacher	Peter Travis		office@broomfield.enfield.sch.uk
Chair of Governors	Greg Thwaites/Kate Peacock		office@broomfield.enfield.sch.uk
Governor Safeguarding Lead	Robin Lurie		office@broomfield.enfield.sch.uk
Office Manager	Gill Ellis		office@broomfield.enfield.sch.uk

2. 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.

Broomfield school will work collaboratively with children's social workers to help protect vulnerable children. This includes working with and supporting Social Workers and the Local Authority's Virtual School Head (VSH) for Looked After and Previously Looked After children in their safeguarding roll. The lead person for this will be Sandra Hörmann.

There is an expectation that vulnerable children who have a social worker will attend an educational 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 educational setting, and their child is considered vulnerable, the Social Worker and Broomfield School's Attendance Officer/DSL will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, the Social Worker/Attendance Officer/DSL will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Broomfield School will encourage our vulnerable children and young people to attend school, including remotely if needed.

3. Attendance monitoring

Local Authorities and educational settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance but now need to follow new requirements set out by the DfE. The Attendance Officer will be responsible to submit this information daily to the DfE and Welfare Call.

Broomfield School & Social Workers will agree with parents/carers whether children in need should be attending school – we will then follow up on any pupil that are expected to attend but fails to turn up. A spreadsheet containing this information will be updated on a daily basis by SENCO/Attendance Officer and DSL following such communication

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Broomfield School will liaise with the parent/carer and notify the relevant social worker.

4. Designated Safeguarding Lead

The optimal scenario is to have a trained DSL (or Deputy) available on site.

Where this is not the case a Senior Leader or Middle Leader will assume responsibility for co-ordinating safeguarding on site and consult via phone or video conferencing with the DSL or Deputy, who should be contactable at all times and follow through with action to be taken.

It is important that all Broomfield staff have access to a trained DSL (or Deputy). All on-site staff will be informed, on a daily basis, of how to contact the DSL/Deputy if would like to report a worry or concern about a child.

The DSL will continue to engage with social workers, and attend all Multi-Agency Meetings, which are currently done remotely and via video conferencing.

5. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school's Child Protection & Safeguarding Policy.

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 directly to the DSL on site or via a phone call. This will then need to be followed up by emailing a completed a Broomfield Safeguarding concern form to the DSL.

Concerns around the Head Teacher should be directed to the Chair of Governors. Please contact the Chair of Governors via the Office Manager, Ms Gill Ellis at the email address on page 3. The Chair might be contacted directly ontbc.

The Local Authority Designated Officer will continue to offer support in the process of managing allegations against staff.

6. Safeguarding Training and induction

Face to face DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 the following measures are in place: on- line level 3 training to be arranged and completed by SLT and all Achievement Directors. The Deputy DSL will also be expected to complete this course as a refresher. Two other Deputies along with the DSL do not need their training refreshed this year, but if need be this will be reviewed and on-line training put in place.

All existing school staff have received up to date safeguarding training and have read part 1 of Keeping Children Safe in Education (2019) along with Annex A. 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 Broomfield School they will continue to be provided with a safeguarding induction through the completion of an on-line Safeguarding course and Prevent course through the Educare website.

If staff are deployed from another school 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 our standard pack of information that will include: a copy of our Child Protection Policy; confirmation of local processes; confirmation of DSL arrangements; KCSIE part 1 and Annex A and other relevant information.

7. 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, Broomfield 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 Broomfield School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE as set out in our Visitor's Policy. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Broomfield School 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.

Broomfield 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 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, Broomfield School continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

8. Online safety in schools and colleges

Broomfield School will continue to provide a safe environment, including online. This includes the use of an online filtering system. The school website provides up to date information for pupils and parents regarding on-line safety and cyber crime.

Where pupils are using computers in school, appropriate supervision will be in place and the school's IT policy applies for safer internet use.

The school continues to identify pupils that are in need of a suitable device to carry out their remote learning effectively. Once a pupil is identified a survey is completed with these pupils to ascertain their specific IT needs. Following this the parent is required to sign a safety agreement that ensure safe on-line of the device at home, before the school delivers such a device to their home for educational use. A large number of pupils now have Chromebooks on loan from the school, which have been prepared by IT with all suitable anti-virus software. See the E-Teaching and Learning Policy for further reference.

9. 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.

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

Online teaching should follow the guidance as set out in the *E-Teaching and Learning Policy*, *Protocol for Audio and Video recordings for On-line Learning* and protocol for pupils on *the Handing in of Filmed Work*.

9.1. Protocol for pupils on *Handing in Filmed Work*

- This is only to be used in subjects where the curriculum requires pupils' work to be presented in this way. If your subject curriculum would not normally require you to assess pupils in a practical way you should not request pupils completed work in this format. **If you are unsure please check with your SLT line manager or DSL**
- A list of pupils whose parent/carers have given permission will be sent out, and only these pupils must be asked to send work in this format.
- This is voluntary on the part of the pupils even if parents have given permission.
- All videos should be sent to the google classroom.

Pupils must strictly follow these guidelines:

- Film in a communal area with blank wall as a background, or outside NEVER IN A BEDROOM
- Pupils must be dressed appropriately, in clothes that are age appropriate and not revealing

A reminder to staff on giving feedback:

When commenting remember to uphold the professional pupil-staff boundaries and to stay professional at all times. Our motto is: friendly yet professional.

A REMINDER THAT OUR SAFEGUARDING AND CHILD PROTECTION POLICY APPLIES ALONG SIDE KCSIE2019 PART 1 Annex A.

Any safeguarding matters or concerns should be communicated to Sandra Hormann immediately via a telephone call followed by an email or completion of our internal safeguarding form.

9.2. Protocol for Audio/Video recordings

1. The School recognises that some staff members may not wish to have their images recorded and placed on-line. The video lesson is therefore voluntary.
2. We would however like all teachers to produce audio lessons for the on-line learning.
3. These – video and audio - are to be pre-recorded and not live.
4. Two presentations must be checked before placing on-line.
 - a. Before placed on-line these are to be submitted to your middle-leader line-manager for a check.
 - b. Middle-leaders should run their productions by their SLT line manager.
5. For videos
 - a. To are to be pre-recorded.
 - b. Ensure that the room in which you make the video is appropriate, e.g. a sitting room, kitchen or office. It must not be a bedroom.
 - c. Sit against a neutral background.
 - d. Ensure that you are dressed professionally and in accord with the School's dress code.
 - e. Ensure that no-one wanders into shot.
 - f. See audio, below.
6. For audio
 - a. To are to be pre-recorded.
 - b. Choose a quiet environment for your audio or webcam recordings.
 - c. Use professional language at all times and not casual language.
 - d. Ensure that no other voices or noises are recorded.

Can Audio/Video recordings help with remote learning?

Do not under-estimate the impact and encouraging motivation in hearing a familiar voice or seeing a familiar face.

1. Modelling

One way in which audio can be used is through modelling. This approach ensures that you are effectively showing students how to do things. Show students how you respond to a problem or question. It's like teaching a class with zero distraction and furthermore students can repeat the part of the lesson over and over, so they can learn at their own pace.

2. PowerPoint recordings

Talking over power points and perhaps embed a webcam video. This allows for a bit of human interaction that a presentation on its own lacks. If your PowerPoints are fairly basic, they may not be adequate for distance learning. Adding narration can be a huge help for students but it

can also save you time in having to change all your presentations with loads more slides. Talking through the slides is much less work than rewriting, and these will make great revision resources for next year when things are back to normal (hopefully).

3. Clarity of information

Most of the videos already out there are by people who are no longer in the classroom...why not build on what you're doing in your context with your pupils to save confusion when they return? There are lots on YouTube, but your students will learn best with your input. It isn't going to be easy at first if you are new to this, but it'll be a whole lot easier if they are still on the same page and haven't been confused by conflicting input.

4. Reading

One of the big things that students miss out on when they are not in front of their teacher is the specialist understanding the teacher provides. One of the areas that this is applicable to is key vocabulary, and, more specifically, how to pronounce key vocabulary. Obviously, this issue is amplified in homes with less support.

We rarely have time as teachers to create resources such as this, so if it is something you can embrace the benefits are there. What's more, done well, there is no reason why audio can't supplement future lessons to help home learning once we're back in class as normal.

10. Supporting children not in school

Broomfield School is committed to ensuring the safety and wellbeing of all its children and young people.

The Designated Safeguarding Lead (DSL) and Special Educational Needs Coordinator (SENCO) manage an updated list of vulnerable pupils, especially those that receive EH or are subject to CIN/CP plan or on an EHC plan. There are risk assessments in place for our EHC plan pupils and for any other vulnerable pupil to which an RA would be relevant. The school's website provides updates on continuous well-being via the *Wellbeing* tab for all other pupils, staff and parents.

Details of such Risk Assessments can be found in SEN or CP folders.

Broomfield School's Safer School's Police Officer will also be conducting *Door-Step* visits to a list of pupils that we might define as being on the cusp of vulnerability, or vulnerable, and would benefit from regular *Door-Step* visits.

Broomfield School's DSL/SENCO/Attendance Officer will work closely with all stakeholders to maximise the effectiveness of any communication plans/ Risk Assessments/Safety Plans.

These plans must be reviewed regularly by the DSL/SENCO/Attendance Officer (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate. SENCO will be in regular contact with all pupils subject to an EHC plan.

The school will share safeguarding messages on its website and social media pages.

Broomfield 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 Broomfield School need to be aware of this when setting work to be completed at home. Via the school's website. It is important not to provide too much work that could lead to young people feeling overwhelmed and also important that all work is differentiated so all pupils are able to access the work provided.

11. Supporting children in school

Broomfield School 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.

Broomfield 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.

Broomfield 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.

From the 15th of June the Government asked secondary schools to offer face-to-face support to supplement the remote education of year 10 and year 12 pupils, which should remain the predominant mode of education during this term for pupils in these year groups. To ensure safety and minimise the risk as pupil numbers continue to grow and Lockdown measures relax further, across the country, the Governors and Head Teacher have put in place a detailed RA for all staff and pupils to follow in order to keep safe and minimise the risk to all when in the school building and moving around on the school premises. Making the school a Covid safe environment for all. Great consideration is given to ensure group sizes are kept small and movement around the school is minimal. To stay safe pupil groups have different start and finish times as well as separate lunch

and breaktime areas and times. Further RA for some of our vulnerable pupils, attending school, are kept up to date following incidents that breach any of the Covid-19 measures whilst on the premises and on their journeys to and from school.

11. Peer on Peer Abuse

Broomfield school recognises 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, we 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 to ensure the safety and security of that young person. The DSL will respond with appropriate action in liaison with Enfield Social Care. As more children attend school staff may identify new safeguarding concerns following partial school closures. The best interest of the child continues to come first and if anyone in school has a safeguarding concern they should continue to act immediately by contacting the DSL or Deputy via phone, if they are not reachable on site, followed by an email and or the completion of an internal referral form.

13. Support from the Local Authority

The DfE and Local Authority will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

a. **Enfield Council support:**

Enfield Council and Enfield Voluntary action have brought together key local partners and organisations so that they have a coordinated effort across the borough to organise volunteers and reach those who need help.

Please follow the link below to find forms for if you **want to help**, and if you **need help**. <https://new.enfield.gov.uk/services/your-council/enfield-stands-together/>

Prevent support and Covid-19:

Please get in touch with the Prevent Education Officer, Evie Gibson if: the school has a new or ongoing safeguarding concern linked to radicalisation/ extremism

Please use the contact details below:

Phone: 02081484352

Mobile: 07866153709

Email: evie.gibson@enfield.gov.uk

b.

c. ENFIELD CHILD PROTECTION CONFERENCES – COVID 19 CONTINGENCY PLAN

Child protection conferences require family members and professionals to come together to consider whether children within a household are at ongoing risk of significant harm and devise plans in order to keep them safe. Given the current context we have reviewed how this process can continue to protect children from suffering harm and safeguard the health of parents and professionals.

With effect from **Monday 30th March 2020** the process to be followed is as follows:

- Initials and Pre-birth conferences will only be held for children identified by social care teams as being in urgent need of protection, for example children who have been physically or sexually assaulted, beyond parental control or who are failing to thrive. Initial Child Protection Conferences (ICPC's) should be convened within 15 working days from the first strategy discussion and pre-birth conferences within 10 weeks of the estimated date of delivery.
Conferences will be held virtually, and agencies and family members will dial in to participate.
- Reports from each agency should be sent to MPESupport.scs@enfield.gov.uk 48 hours in advance of an initial or pre-birth and 5 working days in advance of a review.
The Chair of the conference will collate the reports and arrange for family members and children, where appropriate, to participate in the conference.
- Family members and agencies that have been unable to participate in the conference will be informed of the decision within 24 hours by business support.

These measures will remain in place until it is determined that we can resume normal working arrangements.

Parents retain their right to complain through the established complaints procedures and agencies will continue to use the escalation processes as necessary.

End of Addendum.

Activity	Completed (Yes/No)
<small>Addendum to the Child Protection and Safeguarding Policy during the Covid 19 School Lockdown and Checklist @ 29/6/2020 HMN</small> Ensure that someone is responsible for ensuring these actions are completed. DSL alongside HT and SLT.	Y
Ensure governors are aware of the Government's interim safeguarding guidance.	Y
Ensure that someone is responsible for continuity in safeguarding leadership.	Y
If you are a hub understand that you have the responsibility for safeguarding all children and staff.	N/A
Ensure DSL is available, in-person, by phone or video link.	Y
Nominate a senior leader or middle leader to be the onsite safeguarding lead. (Where the on-site Safeguarding Lead is not trained to DSL level, they are to liaise directly with a nominated DSL or Deputy via phone.)	Y
Create a Coronavirus Outbreak addendum to your child protection policy to include the specific issues for these circumstances.	Y
Ensure staff know the new arrangements for DSLs and reporting concerns.	Y
Understand what changes there may be for contacting the LADO.	Y
Understand what changes there may be for contacting the MASH team or other 'front door' services.	Y
Understand what changes there may be for contacting social workers.	Y
Know which children have social workers and how to contact them.	Y
Know which children are LAC/PLAC, who their Virtual School Head is and how to contact them.	Y
Know which children should be in school and follow up where they do not attend.	Y
Ensure that emergency numbers and alternatives are kept up to date.	Y
Ensure that there are safeguarding induction processes for new staff, staff relocated to the school, and volunteers.	Y
Ensure that new staff, staff relocated to the school, and volunteers understand the staff code of conduct.	Y – also see Visitor’s Policy
Ensure that any volunteers have been individually risk-assessed.	N/A
Ensure that each vulnerable child has an easily transferable record of why they are vulnerable, a copy of the EHCP and/or CIN or CP Plan, the name of their social worker and contact details, for LAC children the name of the relevant Virtual School Head.	Y
Ensure there is a record of which staff are onsite daily.	Y
Ensure that the SCR is up to date with any relocated staff or volunteers and the checks that have been made.	Y
Ensure that your safer recruitment processes are clear and adhered to, for example, be aware of anyone unknown to the school offering themselves as a volunteer.	Y
Ensure that staff are aware that there may be an impact of the mental health of pupils, parents and staff or volunteers; and what support may be available.	Y – HMN attended 2 Webinars this week & will share good practice and updating well-being folder weekly or when necessary.
Consider what to do if there are no IT staff available.	N/A

Ensure that the school has an online teaching and learning policy which considers safeguarding risks .	Y
Ensure that pupils, parents and staff know how to raise any safeguarding issues that may arise during any online learning.	Y
Ensure that SLT has a plan for how any bereavements may be handled, including obtaining any support services (not otherwise shared). (See charity websites, for example, Winston's Wish, Grief Encounter, Childhood Bereavement Network or Hope Encounter.)	Y

Addendum A

Interim DfE Safeguarding Guidance Checklist - *Updated 29/6/2020 by HMN.*

End of checklist.