

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

School Name: Broomfield House School

Policy owner: Susie Byers

Date: 12/01/2021

Date shared with staff: 20/01/2021

1. Context

From 5th January 2021 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for Nursery aged children and 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 in our pre-kindergarten, 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 House School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

Key contacts

Role Name	Contact Number	Email
Designated Safeguarding Lead - Jo Pache	07730 051971	jpache@broomfieldhouse.com
Deputy Designated Safeguarding Lead and Headteacher - Susie Byers	07740 471069	head@broomfieldhouse.com
Deputy Designated Safeguarding Lead - Adam Anstey	07515 001572	aanstey@broomfieldhouse.com
Deputy Designated Safeguarding Lead - Ross Montague	07590 035025	rmontague@broomfieldhouse.com
Deputy Designated Safeguarding Lead - Antonia Baird	07788 893873	abaird@broomfieldhouse.com
Dukes Education Compliance - Lisa Maynard	07423 431588	Lisa.maynard@dukeseducation.com
Chair of Governors - Aatif Hassan	07956 665988	Aatif.hassan@dukeseducation.com
Safeguarding Governor - Libby Nicholas	07791 953552	Libby.nicholas@dukeseducation.com

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.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) 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 House School will encourage our vulnerable children and young people to attend 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.

Broomfield House School will record the children's attendance twice daily using our registers on Engage.

Broomfield House School will agree with parents/carers whether children in need should be attending school - Broomfield House School will then follow up on any pupil that they were expecting to attend, who does not. Broomfield House School 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, Broomfield House 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.

Designated Safeguarding Lead

Broomfield House School has a Designated Safeguarding Lead (DSL) and Deputy DSLs.

The Designated Safeguarding Lead is: Jo Pache

The Deputy Designated Safeguarding Leads are: Susie Byers, Adam Anstey, Ross Montague and Antonia Baird.

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 the safeguarding log (using the safeguarding report form) and liaising with the offsite DSL (or deputy).

It is important that all Broomfield House 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 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 on CPOMS, which will alert the DSL who will update the safeguarding log.

In the unlikely event that a member of staff cannot access their CPOMS log in from home, they should email the Designated Safeguarding Lead and Deputies. 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 report the concern to 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.

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. An Educare module can be completed as interim training, contact Lisa Maynard for this to be added to individual staff member accounts.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). 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 House School, they will continue to be provided with a safeguarding induction and should complete the Educare Module relevant to the setting.

For movement within the Group, schools should seek assurance from the school 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, Broomfield House 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 (2020) (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 House 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. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Broomfield House 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.

Broomfield House 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 House 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

Broomfield House 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

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 School's code of conduct.

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

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

- 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 where possible.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Staff should record, the length, time, date and attendance of any sessions held. This can be done by recording the session and keeping a copy on their Google Drive.
- Where possible, two adults should be joined to each live class session. Where this is not possible, sessions must be recorded.
- 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 Google Classroom, Tapestry or Microsoft Teams to communicate with pupils.

Supporting children not in school

Broomfield House 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 the communication record which will be attached to the safeguarding log.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Broomfield House 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.

Broomfield House 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 house School need to be aware of this in setting expectations of pupils' work when they are at home.

Broomfield House 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 the safeguarding log.

Supporting children in school

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

Broomfield house 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 House 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 house 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 the safeguarding log.

Where Broomfield House School has concerns about the impact of staff absence - such as our Designated Safeguarding Lead or first aiders - the school will discuss them immediately with the chairman.

Peer on Peer Abuse

Broomfield House 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 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 then logged on the safeguarding log and appropriate referrals made.

Support from Dukes Education

Dukes Education Compliance Director and Chairman will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

Dukes Education will also provide regular group and individual supervision sessions. This may take the form of an online meeting.