



# BEESTON HALL SCHOOL

## Safeguarding Addendum

The purpose of this addendum is to ensure our current safeguarding policy maintains the safety of our staff and children during the current COVID-19 pandemic.

This document will be updated as the crisis develops, but responds directly to the DfE guidance, *“Coronavirus (COVID-19): safeguarding in schools, colleges and other providers”* and *“Coronavirus (COVID-19): guidance on vulnerable children and young people”*, published on 27<sup>th</sup> March 2020

With the children being educated off site through remote learning tools and key worker children being cared for onsite by a skeleton staff, it is essential that Beeston’s safeguarding measures ensure the comprehensive safety of children and staff and adherence to our child protection policy.

Local authorities have a commitment to ensure that children of critical workers and vulnerable children can, where required, attend a school or college. Local authorities’ crucial responsibilities in maintaining effective safeguarding and child protection services in this challenging time, will endeavour to ensure schools and colleges can access the support they need. Local authority contact links are published in the Beeston Hall Safeguarding Policy.

If Beeston Hall were to become a hub to support other schools to care for key worker children, it is important that Keeping children safe in education (KCSIE) and this guidance continue to apply. In particular, Beeston acting as the hub for the cluster would continue to provide a safe environment, keep children safe and ensure staff and volunteers have been appropriately checked and risk assessments carried out as required. The DfE will continue to develop the guidance on this matter. At present, only Beeston staff would work at Beeston Hall until we no longer felt we had the capacity to manage the child numbers safely. In the event of this relevant checks would be made with neighbouring schools to ensure the appropriate checks and DBS had been carried out at that school for any visiting member of staff. These checks would be done by Viv Farnell who maintains the schools single central record.

### **Adherence to KCSIE 2019**

The way Beeston is currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, 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
- The DSL team Paul Leaver (Lead), Fred de Falbe and Holly Davies are always still contactable by email as shown in the safeguarding policy. In addition, concerns identified on ISAMs wellbeing manager will continue to notify the DSLs of those concerns.
- For urgent concerns, Fred de Falbe will remain on site during the school term and Paul Leaver is contactable further by phone on 07825 296456.
- Beeston will maintain a commitment to only use appropriate people to work with and support our children.
- Our children should continue to be protected when they are online



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## **Maintaining effective child protection**

- Beeston will stay up to date with any updated advice received from the local 3 safeguarding partners. The DSL team will receive regular updates from Norfolk Safeguarding Children Board and Norfolk DSL on twitter feeds and amend practices accordingly. Through membership of Operation Encompass we will maintain contact with the Norfolk Constabulary where concerns happen at home and CCGs where appropriate.
- These links will provide any updated advice received from local authorities regarding children with education, health and care (EHC) plans, the local authority designated officer (LADO) and children's social care, reporting mechanisms, referral thresholds and children in need
- Staff will be briefed on what to do in these circumstances if they have any concerns about a child
- Given Beeston children are conversing with each other and with staff via remote learning platforms and social media tool. It is important that enhanced guidance is provided on how the school will monitor for and respond to peer on peer abuse.
- Beeston will provide guidance for parents on how they should report any safeguarding concerns for children, either from staff or other people the child is in contact with remotely or directly
- Beeston will publish what arrangements are in place to keep children not physically attending the school safe, especially online and how concerns about these children should be progressed
- It is important that all staff and volunteers are aware of the new policy and are kept up to date as it is revised. The revised policy should continue to be made available publicly.

## **Supporting vulnerable children.**

A vulnerable child is identified as any child at Beeston who has EHC plan or has a social worker.

Many children and young people with EHC plans can safely remain at home. Beeston will need to consider the needs of all children and young people with an EHC plan, alongside the views of their parents, and make a risk assessment for each child or young person. Mrs Watson should undertake a risk assessment for each child with an EHC plan in consultation with Paul Leaver.

The risk assessment will need to consider a number of different risks to each individual, including:

- the potential health risks to the individual from COVID-19, bearing in mind any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required
- the risk to the individual if some or all elements of their EHC plan cannot be delivered at all, and the risk if they cannot be delivered in the normal manner or in the usual setting
- the ability of the individual's parents or home to ensure their health and care needs can be met safely
- the potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered

Children and young people with EHC plans will fall likely into the following categories:

- Children and young people who would be at significant risk if their education, health and care provision and placement did not continue, namely those who could not safely be



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supported at home. This may include those with profound and multiple learning difficulties, and those receiving significant levels of personal care support.

- Children and young people whose needs can be met at home, namely those who are not receiving personal care from their educational setting, or whose limited need for personal care can be met in their family home.

## **Change in law for EHC**

The Coronavirus Act 2020 allows the Secretary of State, where appropriate, to temporarily lift the statutory duty on local authorities to maintain the precise provision in EHC plans; with local authorities needing instead to apply 'reasonable endeavours' to support these children and their families. As such, where the Secretary of State has issued a temporary notice and a local authority is unable to secure the full range of provision stated in a plan, as long as they use their 'reasonable endeavours' to do this, they won't be penalised for failing to meet the existing duty in section 42 of the Children and Families Act 2014. Children that have an EHC will be risk assessed in conjunction with the parents to evaluate the needs of the child and whether the child is in need of attending the school. In most cases children with EHC will be best placed to be at home, except in circumstances where this is a risk to the child remaining in the home setting.

## **Attendance monitoring**

The DfE have introduced a separate way of keeping a record of vulnerable children who are able to attend their education setting. This will allow for a record of attendance for safeguarding purposes and allow schools to provide accurate, up-to-date data to the department on the number of children attending through a new **daily web form**.

Beeston has an obligation from 23<sup>rd</sup> March to send numbers of children and staff attending on site daily before 12pm to the DfE, via the online form on the DfE sign in web page. The school must also notify the DfE of periods when the school is closed.

In the absence of normal school registers children are to be marked with a '#', representing partial or full closure of the school. **There is no obligation by the DfE to monitor attendance of children not in the school setting until Beeston fully reopens.**

For pastoral purposes, this will be done retrospectively by the school office, as Beeston wish to monitor closely the children engaging in the remote learning at home. Daily, form tutors will register their children on ISAMs as normal for the start of each school day. This will commence for Monday to Friday from the first day of the Summer term.

Bob Hammond will then maintain regular phone links with parents of children who are not registering regularly to ensure that appropriate support and care is available to the children whilst in the home setting, so they can still engage in their home learning.

## **Reporting teacher misconduct to TRA**

Where it has been necessary to suspend or dismiss a member of staff for misconduct, Beeston should 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). All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.



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## **Mental health of children and parents**

Beeston is committed to supporting parents and children through the difficulties that the self-isolation and home schooling may bring. To this end, as staff we need to be aware of the stresses that these groups may be facing. Daily, Bob Hammond will take the lead on a wellbeing session for children at the end of their working day. This will allow reflection on how they are managing, giving them some support through the RULER framework and providing advice about how to cope with the demands of these times. Parents will be sent up to date training on the RULER programme, through an online tutorial which will be delivered at the start of the term by Mr Hammond.

## **Online safety at Beeston**

With remote learning, the need to consider the safety of children and staff online is imperative.

Our online interactions include at present:

1. Emailing children through their Beeston Hall email addresses
  - All emails should be addressed formally from the teacher.
  - Parents should expect to monitor teacher-pupil interactions at home.
  - Emails should pertain to the school work, pastoral monitoring as directed by Bob Hammond and nothing else.
2. Sending pre-recorded expositions via Google Classroom or Tapestry
  - The teacher presents themselves formally and should be in formal dress.
  - They should ensure the environment is open and free of inappropriate images that may be caught on camera.
  - They should as far as possible limit distractions that may lead to teacher being represented in an unfavourable light.
  - Expositions should be sent via Google Classroom and not through private emails, as GC is monitored by the SLT.
3. Streaming live expositions and registrations to small groups and classes via Google Hangouts.
  - Similar standards of behaviour and conduct should be maintained, as would be expected in a classroom, both from the teacher and pupil perspective.
  - Parents given clear guidance about children being part of live sessions at home. Eg. Attend in a public place, appropriately dressed, no distractions, parent present or in earshot of interactions etc.
  - Teachers given clear guidance about their conduct and appearance during live sessions.
  - Teachers trained how to record live sessions, which will be saved into the teacher's google drive, rename the files with the lesson details and then share with Mr Leaver.
  - Recorded live lessons will be published on the stream, for children that are unable to attend, but only once agreement has been received from parents for this to take place.
4. Conversing with children via the Google Classroom stream
  - Teachers conduct themselves professionally and address any inappropriate use of the stream by children
5. Providing feedback to children on their work through the classwork function on Google Classroom.
6. Tutor phone calls home from teacher personal phone numbers
  - Tutors may use 141 to protect their personal numbers.



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- Tutors should only talk to the parents by phone and not the child, unless it is a conference call with the parent present.
- 7. Peer to peer interactions through Google Hangouts, Gmail, or Google Classroom stream.
  - Teacher to monitor the appropriateness of interactions on google stream and report any concerns eg. Peer on peer abuse. Paul Leaver do sample monitoring
  - Children should not be using our learning platform for social purposes. Therefore, if parents authorise their child to stay in touch with friends through social media, this must not take place using their school login details using Google Classroom or Google Hangouts.

### **Children and online safety away from school and college**

Beeston will be doing what they reasonably can to keep all of their children safe. In most cases, the majority of children will not be physically attending the school or 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 school's child protection policy and where appropriate the DSL will make referrals to children's social care and as required the police.

Beeston will consider as part of our remote learning strategy includes:

- The use of technology.
- Recently published guidance from the [UK Safer Internet Centre](#) on safe remote learning and from the [London Grid for Learning](#) on the use of videos and livestreaming could help plan online lessons and/or activities and plan them safely.

Beeston will consider the safety of their children when they are asked to work online. The starting point for online teaching should be that the same principles as set out in the school code of conduct policy. This policy sets out acceptable use of technologies, staff pupil/student relationships and communication including the use of social media. The policy should apply equally to any existing or new online and distance learning arrangements which are introduced. Schools and colleges should, as much as is reasonably possible, consider if their existing policies adequately reflect the new reality of so many children (and in some cases staff) working remotely online.

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

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. As well as reporting routes back to the school or college this should also 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

Beeston is going to be in regular contact with parents and carers. These communications will be used to reinforce the importance of children being safe online. It will be especially important for



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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 and be clear who from the school their child is going to be interacting with online.

Parents and carers may choose to supplement the school's online offer with support from online companies and in some cases individual tutors. In their communications with parents and carers, Beeston 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. Support for parents and carers to keep their children safe online includes:

[London Grid for Learning](#) - for support for parents and carers to keep their children safe online

[Net-aware](#) - for support for parents and careers from the NSPCC

[Parent info](#) - for support for parents and carers to keep their children safe online

[Thinkuknow](#) - for advice from the National Crime Agency to stay safe online

[UK Safer Internet Centre](#) - advice for parents and carers

[Internet matters](#) - for support for parents and carers to keep their children safe online

### **Useful links:**

DfE coronavirus helpline

Email [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Tel: 0800 046 8687