



BERKHAMPSTEAD SCHOOL

COVID-19 SAFEGUARDING ARRANGEMENTS

APPENDIX 1 – COVID-19

From 20th March 2020 parents and carers 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.

It is important that schools remain safe places for children and this is why Berkhamstead School is continuing 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 Annex forms part of Berkhamstead School's Safeguarding and Child Protection Policy and contains the Safeguarding provision for pupils being educated both on and off site during COVID-19.

The Safeguarding and Child Protection Policy of Berkhamstead School remains fundamentally the same and continues to have regard for the Keeping Children Safe in Education Statutory guidance. This Annex sets out the adjustments Berkhamstead School is making in line with the changes to operational practice. This Annex has been produced in line with the Government Guidance contained in Coronavirus (COVID-19): safeguarding in schools, colleges and other providers- Published 27 March 2020.

In response to COVID19 communication is key. To ensure safeguarding is effective Berkhamstead School are confirming all emergency contact details and clear communication methods for staff, pupils, parents and carers during this time. The Annex will continue to be reviewed on a quarterly basis or as and when further Guidance is updated and issued by the Government.

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1. Designated Safeguarding Leads

Berkhampstead School has a Designated Safeguarding Lead ('DSL') and Deputy DSLS

The Designated Safeguarding Lead is: Michelle Bareham
Email address: pastoral@berkhampsteadschool.co.uk
Contact Telephone Number: 01242 523263
Emergency Contact Number: 07973379502

The Deputy Designated Safeguarding Lead is: Gill Agg
Email address: deputy@berkhampsteadschool.co.uk
Contact Telephone Number: 01242 523263
Emergency Contact Number: 07985 497804

The Deputy Designated Safeguarding Lead is: Helen Roddy-Watts
Contact Telephone Number: 01242 523263
Emergency Contact Number: 07719056351

In the case whereby the DSL or Deputy DSL are unavailable to be onsite, the DSL or Deputy DSL will be available to be contacted via phone, email or online video whilst working from home, using the above contact details.

In the event whereby a trained DSL or Deputy DSL is not available Richard Cross who is the Headteacher will take responsibility for the co-ordinating of safeguarding on site. Such responsibilities will include, but not limited to:

- Managing access to child protection files;
- Liaising with the offsite DSL (or deputy);
- 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;
- Reporting any changes or concerns;
- Ensuring site safeguarding checks are carried out and recorded.

2. Critical Worker Definition

Children with a parent or carer who is listed on the government's critical worker list should

be considered for a school place, so long as their job cannot be done from home.

Many parents working within these sectors will be able to ensure their child is kept at home

and every child who can be safely cared for at home should be, to limit the chance of the virus spreading. Berkhampstead School will contact each parent or carer to establish whether those who are eligible will require a school place.

The critical worker list is as follows:

Health and social care

This includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.

Education and childcare

This includes childcare, support and teaching staff, social workers and those specialist education professionals who must remain active during the COVID-19 response to deliver this approach.

Key public services

This includes those essential to the running of the justice system, religious staff, charities and workers delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting.

Local and national government

This only includes those administrative occupations essential to the effective delivery of the COVID-19 response, or delivering essential public services, such as the payment of benefits, including in government agencies and arms-length bodies.

Food and other necessary goods

This includes those involved in food production, processing, distribution, sale and delivery, as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines).

Public safety and national security

This includes police and support staff, Ministry of Defence civilians, contractors and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the COVID-19 pandemic), fire and rescue service employees (including support staff), National Crime Agency staff, those maintaining border security, prison and probation staff and other national security roles, including those overseas.

Transport

This includes those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass.

Utilities, communication and financial services

This includes staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure), the oil, gas, electricity and water sectors (including sewerage), information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19

response, as well as key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services), postal services and delivery, payments providers and waste disposal sectors.

3. Vulnerable Children Definition

Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans,

'looked after' children, young carers, disabled children and those with education health and care (EHC) plans.

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 by Berkhamstead School in consultation with the local authority and parents, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home.

Home support could include, if necessary, carers therapists or clinicians visiting the home to

provide any essential services if applicable. Many children and young people with EHC plans

can safely remain at home. Berkhamstead School will ensure that any decision made will be logged and reviewed regularly and a copy maintained of the child's SEND file.

4. Identifying Vulnerable Children COVID19

There is the expectation that children who have a social worker must attend school during

COVID19 partial closures, unless agreed and recorded otherwise.

Berkhamstead School will have special consideration for the following groups of children:

- Children who are subject to a child protection Order;
- Children who have, or have previously had, a social worker involvement;
- Looked After Children;
- Previously Looked After Children;
- Children with an EHCP;
- Children in which the school have previous raised concerns;
- Children who are pending social care allocation;
- Children of keyworkers;
- Children in alternative education;
- Children who are being educated off site or at home.

Berkhamstead School will use information on CPOMS to identify any child considered to be vulnerable and assess the risk. Concerns will be recorded on CPOMS and if warranted escalated through to the appropriate routes. It is important to remember that Berkhamstead School continue to maintain a responsibility for the

child's welfare even if the child is not being educated on site. Where appropriate the child's individual plan will be shared with other agencies.

Children not meeting the 'vulnerable definition'

Berkhampstead School will undertake as outlined above to monitor any child they feel

is vulnerable even if the child does not fall into the 'vulnerable' definition contained within

Government guidance. Berkhampstead School will adopt the same procedure and practice for any child identified as vulnerable, that does fall into the statutory vulnerable category. This could include a welfare call, whereby a member of school staff will speak with the child

directly and record and action accordingly. When carrying out welfare calls, it is important that staff speak directly to the child and not through a parent or carer.

5. The Role of the Local Authority

Berkhampstead School has received the following information from the Local Authority in response to COVID19:

<https://www.gscb.org.uk/media/2097299/covid-gcse-letter-6th-april-2020-final.pdf>

Contact details for Gloucestershire Safeguarding Children's Executive (GSCE)

<https://www.gloucestershire.gov.uk/gsce/safeguarding-child-protection-arrangements/the-mash/>

6. Keeping Children Safe in Education

This Annex has been drafted to ensure that Berkhampstead School continues to have regards to Keeping Children Safe in Education.

The way in which the school is currently operating in response to COVID-19 is fundamentally different to how we would normally operate, however, a number of important safeguarding principles remain the same:

- The welfare of children remains our key priority;
- The best interests of children will always continue to come first;
- If anyone in Berkhampstead School has a safeguarding concern about any child, they will continue to act and act immediately;
- A DSL or deputy will be available, either onsite or remotely;
- Unsuitable people will not be allowed to enter the children's workforce and/or gain access to children;
- Children will continue to be protected when they are online.

Berkhampstead School has adopted a whole school approach to safeguarding including policy updates in response to COVID-19. All policies are reviewed regularly by the senior leadership team and governing body and are being updated accordingly. Any updates made are subsequently cascaded to staff via CPOMS to shape best safeguarding practice.

7.Attendance

Berkhampstead School is following the Coronavirus (COVID-19): attendance recording for educational settings – updated 26 March 2020.

In the case of social worker involvement, Berkhamstead School will liaise where necessary with the child's social worker to agree with the families whether the child in need should be attending the education provision provided. In all circumstances where a vulnerable child does not take up their place at school or discontinues the Berkhamstead School will notify their social worker immediately where contact has been unsuccessful.

If a child who is expected in school fails to attend, it will be followed up in accordance to

Berkhamstead School's attendance policy and contact will be made with the parent, carer or social worker.

If contact has not been made by 09.30 on that day, this will then be followed up and the office staff will attempt to make contact using a range of methods including phoning and e-mailing. If contact is unsuccessful a home visit will be arranged by the school or other appropriate agency. In the case of a home visit being required, a risk assessment will be completed and logged. The risk of COVID19 will not override the duty of care the school owe in ensuring the child is safe.

8. Reporting and Monitoring a concern

Whether a child is educated at home, off site at a cluster school or in school, every member

of staff and or volunteer hold a duty to report any concern they may have.

Berkhamstead School continues to adhere to the reporting procedures as outlined in our Safeguarding and Child Protection Policy. If staff have any concern for a child, they will report it immediately to the DSL or Deputy DSL via CPOMS.

9. Increased risk in safeguarding

Families will be under immense pressure at the moment and not every home will be a place

of safety for the child. Some children will be living in a confined living space and may be

witnessing or be subject to an abusive household situation.

Due to an increase strain on families both financially and emotionally, in response to COVID19, there is an increased requirement for safeguarding vigilance, reporting and

monitoring.

Children's services may be working at a reduced capacity which will mean there is an

additional prominence for persistent referring and the following up of any referrals made.

It is important that in response to COVID19 a concern is not disregarded and is followed up and there is evidence of any action that has been taken.

If a member of staff is reporting a concern remotely, they will log their concern on CPOMS.

When a referral is made the DSL or Deputy DSL will follow this up and action appropriately. In response to COVID19 it is appreciated that staff will be working at a stretched capacity,

10. Safeguarding Training and Staff induction

All existing Berkhamstead School staff have undertaken safeguarding training and have read part 1 of Keeping Children Safe in Education (KCSIE). Berkhamstead School is monitoring any updates or changes to Government guidance and/or local arrangement and are cascading this to all staff and or volunteers. Berkhamstead School has implemented a robust reporting system in place during COVID19 to ensure remote reporting is accessible and the variation in operation is taken into consideration. Where new staff are recruited, or new volunteers enter the school, Berkhamstead School will provide them with a safeguarding induction, including access to CPOMS.

Berkhamstead School will make all staff and volunteers aware of this Annex to the Safeguarding and Child Protection Policy.

Berkhamstead School understands that in response to COVID19 there may be movement of staff between cluster schools temporarily. On a case-by-case basis Berkhamstead School will assess the level of safeguarding induction required. Berkhamstead School understands that every individual school will adhere to their own safeguarding and child protection policy and in most cases the existing workforce will already have received appropriate safeguarding training and all they will require is a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

11. Children Moving Schools

Berkhamstead School fully understands that in response to COVID19 pupils may have to attend another school setting. Berkhamstead School will provide, wherever reasonably possible, (in accordance to the Information Sharing Policy) the receiving institution with any relevant welfare and child protection information.

Berkhamstead will ensure that in a case of one of our pupils is to be educated at a cluster

school offsite, we will make the receiving school aware of the reason the child is vulnerable

and any arrangements which are currently in place to support them.

If possible, before our pupil moves to a cluster school, Berkhamstead School will securely give the receiving school access to the vulnerable child's:

- EHC plan;
- Child in need plan;
- Child protection plan;
- For looked-after children, their personal education plan;
- Social worker details;
- Virtual School Headteacher with responsibility details.

In addition to the above, Berkhamstead School will ensure that any additional information relevant to the child, including medical condition and allergies, are logged and registered

appropriately. Any medication which the child takes will be stored and handled in accordance with the school's first aid policy.

In the case that the information is unable to be transferred before arrival,

Berkhamstead School will securely send the information as soon as is reasonably practicable.

Berkhampstead School will ensure, where it is practical, that any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs coordinators/named individual with oversight of SEN provision for children with EHC plans.

Berkhampstead School will continue to have appropriate regard to data protection and GDPR. We will share information for the purposes of keeping children safe. In the event of a child being educated offsite, any information or concerns will be recorded

on our CPOMS safeguarding system and a copy securely given to the receiving school DSL.

In the event that Berkhampstead School becomes the host cluster school we will continue to follow our own internal safeguarding and child protection policy and procedures in keeping children safe. Berkhampstead School will request that as above any information relating to a child that is not a pupil at our school is to be transferred securely to our DSL or Deputy DSL, where practical prior to the child's arrival onsite. It is important that 2 key contact details and medical details are up to date for transferring children.

A risk assessment will be implemented and maintained for any new information received.

12. Safer Recruitment, Volunteers and Movement of Staff

Berkhampstead School continues to follow the Safer Recruitment Policy to ensure that people who are unsuitable are not allowed to enter the school in order to gain access to children. If Berkhampstead School recruits new staff or volunteers, we will uphold our Safer Recruitment practice, taking into account Part 3 of Keeping Children Safe in Education.

In response to COVID-19, the Disclosure and Barring Service (DBS) have implemented COVID-19: Changes to DBS ID checking guidelines – 24 March 2020 which minimises the need for face-to-face contact. With the COVID19 altered provision in place children could be at greater risk of abuse from staff or volunteers. Any concern will be reported immediately.

If Berkhampstead School utilises volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of Keeping Children Safe in Education.

Under no circumstances will a volunteer who has not been checked be left unsupervised or

allowed to work in our school especially those in regulated activity.

In the case of a cluster school, Berkhampstead School will ensure that the temporarily transferring member of staff's DBS record is inspected. A record will be made and upheld on our single central record. The single central record will also be used to log details of any

risk assessments carried out on volunteers and staff temporarily transferring from another school.

The Government have issued guidance, contained in Coronavirus (COVID-19): guidance on

vulnerable children and young people - Updated 27 March 2020; that a workforce already

engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school or college to support the care of children. If Berkhamstead School is the receiving institution for a cluster school, we will risk assess all members of staff transferred. Where possible new checks will be undertaken but if not possible, an assurance from the current employer will be received and recorded in writing. Berkhamstead School will ensure that even with the cluster school arrangement it will be aware, on any given day, which staff/volunteers will be in the school and to ensure that appropriate checks have been carried out and photographic proof of identity will be held. Any staff or volunteer new to the school will complete a safeguarding induction.

13. Allegations or concerns about staff

Berkhamstead School will continue to adhere to the whistle blowing policy. The school understands the importance of maintaining the view that 'it can happen here'. If necessary, Berkhamstead School will make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of Keeping Children Safe in Education.

During the COVID-19 period all referrals should be made by emailing:
Misconduct.Teacher@education.gov.uk.

14. New staff or volunteers

In the event of a cluster school and Berkhamstead School being a host school, it is important that every new member of staff or volunteer read this policy and undertake a safeguarding induction with the DSL or other appointed person prior to starting. It is important that new members of staff or volunteers, even if working in another setting and only temporarily transferring over, are familiar with the reporting procedure and staff code of conduct at Berkhamstead School.

In the case of staff or volunteers transferring to Berkhamstead School evidence and confirmation will be sought from the home school of:

- Safeguarding training;
- Photo identification;
- Confirmation they have read policy and procedure including annex 1 to KCSIE;
- DBS check, especially where it is a regulated activity;
- Risk assessment in place;
- Contact details.

Berkhamstead School will ensure that any changes will be updated on the single central record immediately.

15. Mental Wellbeing

At this unprecedented time staff, pupils, parents and carers may be experiencing severe stress and anxiety. Everyone reacts differently to events and changes in the way that we think, feel and behave vary between different people and over time. Teachers should be aware of this in setting expectations of pupils' work where they are at home and/or on site. Equally taking into consideration their own working arrangements and workload.

Mental health issues can bring about changes in a young people's behaviour or emotional state which can be manifested in a range of different ways, and that can be an indication of

an underlying problem. Staff will have special consideration for:

- Emotional state (fearful, withdrawn, low self-esteem);
- Behaviour (aggressive or oppositional; habitual body rocking);
- Interpersonal behaviours (indiscriminate contact or affection seeking, overfriendliness or excessive clinginess; demonstrating excessively 'good' behaviour to prevent disapproval; failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed; coercive controlling behaviour; or lack of ability to understand and recognise emotions).

To support parents and carers, pupils and staff, Berkhamstead School will take into consideration the below factors:

- The importance on how to connect with and support others;
- The importance of voicing concerns;
- How to handle worries and concerns and coping strategies;
- The importance of physical wellbeing;
- The importance of sleep;
- Managing media and information;
- Understanding the facts;
- Focusing on positives and goal setting;
- Keeping an active mind;
- Worries about health and finance;
- Routine.

The contact details of the Head of Pastoral Care are

pastoral@berkhampsteadschool.co.uk

16. Peer on peer abuse

In response to COVID19 closure or partial closure Berkhamstead School recognises that there is an increased opportunity for peer-on-peer abuse to take place. We will continue to remain vigilant to signs and symptoms of such abuse taking place. We continue to adhere to and follow Part 5 of Keeping Children Safe in Education.

Special consideration has been given to, but not limited to:

- Children educated off site;
- The use of the internet;
- Children being educated in mixed age groups;
- Increased vulnerabilities during this time.

All pupils at Berkhamstead School are aware of who to speak to if they have a concern using the contact details contained in section 19 of this Annex.

17. Online Safety in Schools

Many pupils will have an increased use of the internet in response to COVID19 which may put them at an increased risk. Berkhamstead School will continue to provide a safe online working environment for our pupils. Berkhamstead School continues to operate an appropriate firewall, filtration and monitoring system. Staff are trained and are aware of the signs and signals of cyberbullying and other online risks.

Berkhamstead has an appointed IT support officer Richard Cross whose contact details

are technicalsupport@berkhamsteadschool.co.uk. Our information sharing policy is available online.

18. Online Safety away from School

When asking our pupils to work online Berkhamstead School places the child's safety at the highest priority. Berkhamstead School recognises that in response to COVID19 the majority of pupils will not physically be attending school. This increases their vulnerability and online safeguarding risk factors. The staff will be extra vigilant during remote interactions with pupils and report any concerns they may have in accordance with our CPOMS reporting system and Safeguarding and Child Protection policy. Where necessary, concerns will be referred to social services and if required the police. Staff and volunteers will be made aware of the importance of keeping themselves safe online.

Berkhamstead will ensure that any use of online learning tools and systems are in line with

privacy and data protection/GDPR requirements.

For staff, Berkhamstead School adopts the same principles for online learning as is set out in our staff behaviour policy or code of conduct. In response to COVID19 implemented an online face-to-face teacher protocol.

This includes, but is not limited to:

- Acceptable use of technologies;
- Staff pupil/student online relationships;
- Communication, including the use of social media;
- Minimum expectations;
- Online safety;
- Essential rules for remote teaching;
- SENCO and pastoral care
- Subject leaders and form tutors;

For pupils, parents or carers, Berkhamstead School adopts the same principles for online learning as set out in the pupil behaviour policy.

Berkhamstead School understands that not every parent will feel comfortable allowing their child to use the internet for face-to-face contact and for some parents or carers they may feel this is an invasion of their privacy. The school will discuss with the parents and carers any concerns they may have including who will have access to the face-to-face learning via an online model. The school will maintain

continued communication with parents and carers during this time to reinforce the importance of safe online learning.

Advice will be given such as, but not limited to:

- Confirmation of online tools and or sites that the school will be using/if using;
- Confirmation of what the child may be asked to do online;
- Confirmation as to who their child will be interacting with online;
- Confirmation as to whether other pupils will be able to access their child via the online platform;
- Allowing the parent or carer the opportunity to voice any concerns;
- The importance of not leaving the child alone during screen time;
- Monitoring the search history;
- Maintaining open communication with the child about online safety;
- How to report a concern;
- Ensuring during face-to-face online sessions the child take place in an appropriate central home location.

Berkhampstead School will ensure parents and carers understand the importance of safe online procurement if wishing to engage in a supplementary online learning resource or tutor for their child. It is importance that parents, and carers understand that anyone having access to their child should be vetted appropriately and should be procured through a reputable source. Not everyone offering a service in response to COVID19 will have good intentions.

Parents and Carers at Berkhampstead School will be provided with links to lists of support services including:

- 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

Children are able to report any concerns they have online back to the school using the details contained in section 19 of this Annex.

19. Help and Support

For parents, carers and pupils safeguarding concerns

pastoral@berkhampsteadschool.co.uk.

01242 523263 Emergencies 07973379502.

All children have been made aware how to report a concern remotely and have also been

issued with the ChildLine contact details.

ChildLine: 0800 1111 who are operating a 9am – Midnight service in response to COVID19.

UK Safer Internet Centre: <https://reportharmfulcontent.com/report/>

CEOP: <https://www.ceop.police.uk/ceop-reporting/>

The Department for Education COVID-19 helpline:

Email: DfE.coronavirushelpline@education.gov.uk

Telephone: 0800 046 8687

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

Young Minds Crisis Messenger: 85258 – free text service for 24/7 support

NSPCC Helpline:

Phone: 0808 800 5000

Email: help@nspcc.org.uk

Mind: www.mind.org.uk

20. References

- Coronavirus (COVID-19): guidance on vulnerable children and young people - Updated 27 March 2020
- Guidance for schools about temporarily closing - Updated 27 March 2020
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers - Published 27 March 2020
- COVID-19: Changes to DBS ID checking guidelines – 24 March 2020
- Questions from the Governing Board – updated 2 November 2016.
- Keeping Children Safe in Education
- Working Together to Keep Children Safe
- Teacher Misconduct: referring a case – updated 28 March 2014
- NSPCC Lone Working Guidance – Published 30 September 2019
- CEOP
- UK Safer Internet Centre
- Safer Recruitment Policy
- Attendance Policy
- Whistle Blowing Policy
- First aid and Medical Conditions policy
- Staff behaviour policy – code of conduct
- Pupil behaviour policy