

COVID 19 Safeguarding and child protection in school closure arrangements at Bilton Grange School

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1. Context

On 11th January 2021 Bilton Grange parents were asked to keep their children at home, wherever possible, and the government ordered schools to remain open only for vulnerable children and those children of workers critical to the COVID-19 response - who absolutely need to attend and who cannot be safely cared for at home.

Should the need arise to enter lockdown again during 2022, this addendum of the Bilton Grange Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact Number	Email
Designated safeguarding lead	Mireille Everton	07423 663038	mje@biltongrange.co.uk

Deputy Designated safeguarding Lead with specific responsibility for EYFS	Katie Gedye	01788 810287	kg@biltongrange.co.uk
Deputy Designated safeguarding lead	Stefan de Bruin		SDB@biltongrange.co.uk
Deputy Designated Safeguarding Lead	Chris Bartley		CBB@biltongrange.co.uk
Headmaster	Gareth Jones	01788 818208	gebj@biltongrange.co.uk
Safeguarding Governor	John Moreland		JM2@rugbyschool.net
Chair of Governors	Barry O'Brien		bob@rugbyschool.net

Katie Gedye and Stefan de Bruin both live on site and Katie Gedye as Head of Pre-Prep is the on-site DSL.

Mireille Everton and Gareth Jones are available to be contacted via phone or MS Teams for example when working from home.

Vulnerable children

Bilton Grange School currently has two vulnerable children on roll. Both of whom would be closely monitored in the event of a lockdown by the AHP as the designated person.

Attendance monitoring

Local authorities and education settings do not need to complete their usual day- today registration.

At Bilton Grange, tutors will be in regular contact with their tutees and/ or families. This may be via email, contact through MS Teams/ Seesaw, tracking access to online tasks or by telephone. This information will be logged and recorded on BG Pastoral Team. Where staff have a concern, they will raise it on My Concern.

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 via My Concern, which can be done remotely.

In the unlikely event that a member of staff cannot access their My Concern from home, they should email the Designated Safeguarding Leads and Headteacher. This will ensure that the concern is received. If the concern is urgent, staff should contact a DSL by telephone.

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 use a yellow form to 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 Barry O'Brien or Peter Green, Executive Head.

Safeguarding Training and induction

DSL training and refresher DSL training took place remotely during November 2020.

Refresher training for all staff took place on the 7th January 2022 and a recording was also available for any absentees.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2021). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

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, Bilton Grange 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 (2021) (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.

In the unlikely event that Bilton Grange are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 287 to 300 of KCSIE (2021). Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Bilton Grange 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 329 of KCSIE (2021).

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, Bilton Grange will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE (2021).

Online safety in schools and colleges

Bilton Grange will continue to provide a safe environment, including online. This includes the use of an online filtering system.

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.

Bilton Grange 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:

- No 1:1s, groups only (with the exception of approved performing arts lessons, EAL lessons and Learning Support lessons, tutor meetings)
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas (not in bedrooms unless this is the designated study area) and the background should be blurred.
- The live class should be recorded by the teacher so that if any issues were to arise, the video can be reviewed.
- 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 platforms provided by Bilton Grange to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

Bilton Grange 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 My Concern, as should a record of contact have made.

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

The school counsellor will also continue counselling vulnerable children using MS teams and following specific ethical guidance as directed by the Sr RS School Counsellor; The BACP Ethical framework, The BACP 'working online in the counselling professions' guidance and The BACP 'Using digital technology in the counselling professions'. Counselling sessions will not be recorded.

Bilton Grange 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. Bilton Grange 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 Bilton Grange need to be aware of this in setting expectations of pupils' work where they are at home.

Bilton Grange 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 My Concern.

Peer on Peer Abuse

Bilton Grange 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 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 My Concern and appropriate referrals made.

In order to promote positive online behaviour and mitigate the risk of peer-on-peer abuse, amendments have also been made to the Sanctions Policy.