

Bullers Wood Multi Academy Trust



Temporary Policy Addendum:

COVID-19 school closure arrangements for Safeguarding and
Child Protection at
Bullers Wood Multi-Academy Trust

This Policy addendum is effective from 8 March 2021

Bullers Wood Multi-Academy Trust :
Policy owner: Deborah Carter
Date: 25 February 2021
Date shared with staff: 15 March 2021
Approved by the Trust Board:

Context

On Monday, 22 February 2021, The Prime Minister announced the government's roadmap to ease lockdown restrictions in England cautiously. This included a direction that from 8 March 2021, all pupils should attend school.

Bullers Wood Multi-Academy Trust will continue to regard the statutory safeguarding guidance keeping children safe in education (as amended, Jan 2021).¹

We will ensure that we have appropriate support in place for children on site where we care for children on site.

We will take advice and work with the local safeguarding partners.

We will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow Public Health England's advice on handwashing and other measures to limit the risk of spread of Coronavirus.

This addendum of the Bullers Wood Multi-Academy Trust Safeguarding and Child Protection Policy contains details of our safeguarding arrangements in the following areas:

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf

Key contacts

Remain as per the School Safeguarding Policy.

Vulnerable children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989², including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services) and could benefit from continued full-time attendance. This might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority's discretion, including pupils and students who need to attend to receive support or manage risks to their mental health.

Bullers Wood Multi-Academy Trust will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: Deborah Carter (DSL)

In circumstances where a parent is hesitant about or does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Bullers Wood Multi-Academy Trust will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Bullers Wood Multi-Academy Trust or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

² <https://www.legislation.gov.uk/ukpga/1989/41/section/17>

Bullers Wood Multi-Academy Trust will encourage all pupils to attend a school.

Attendance monitoring

We expect all pupils to attend school.

Parents or carers are expected to contact the school on the first day of **any** illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence. We expect parents or carers to make contact to make us aware of the status of any COVID-19 tests that have become necessary and update the school on the pupil's welfare.

From 8 March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended)³ for all pupils.

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has Coronavirus (COVID-19)

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school, while shielding advice applies nationally.

For children self-isolating or quarantining or shielding – we will use code X.

In compliance with the Remote Education, Temporary Continuity Direction⁴ will provide remote education to pupils who cannot attend school because they are complying with government guidance or legislation around Coronavirus (COVID-19).

Also, we will offer pastoral support to pupils who are:

- self-isolating
- shielding
- vulnerable (and off-school)

The Department for Education expects schools to grant applications for leave in exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

³ <https://www.legislation.gov.uk/ukxi/2006/1751/contents/made>

⁴ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf

Where pupils cannot attend school, as they are following clinical or public health advice related to Coronavirus (COVID-19), the absence will not be penalised.

Reporting a concern

Where staff are concerned about a child, they should continue to follow the school Safeguarding Policy process. This includes making a report via CPOMS, which can be done remotely.

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 their concern to the headteacher and DSL.

Safeguarding Training and induction

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL will communicate with staff about any new local arrangements to know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter Bullers Wood Multi-Academy Trust, they will continue to be provided with a safeguarding induction.

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust (MAT) HR Manager that staff members have 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 the movement of staff

When recruiting new staff, Bullers Wood Multi-Academy Trust will continue to follow the relevant safer recruitment processes for their setting, including appropriate, pertinent sections of part 3 of Keeping Children Safe in Education (2020) (as amended, Jan 2021).

Where Bullers Wood Multi-Academy Trust is utilising volunteers for testing, we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of KCSIE.

Under no circumstances will a volunteer whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.⁵

Volunteers

Bullers Wood Multi-Academy Trust will use volunteers to help hand out and secure COVID-19 test kits to students and staff members. Other duties may be required, such as building test kits, cleaning down areas and directing people.

Under no circumstances will a volunteer **for** whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

On an unsupervised basis, volunteers provide personal care on a one-off basis in Bullers Wood Multi-Academy Trust, which will regulate the activity. This means that if a volunteer administers a COVID-19 test whilst un-supervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in the regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- Regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will continue to follow safer recruitment processes.

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. As per the Child Protection Policy, any such concerns should be dealt with 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 MAT code of conduct.

Bullers Wood Multi-Academy Trust will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

⁵ Paragraph 183. Keeping Children Safe in Education (2020) (as amended, Jan 2021)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf

Below are some things to consider if there are virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- 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.
- The live class should be recorded so that the video can be reviewed if any issues were to arise.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family from 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager/provider to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held.

Supporting children not in school as they are following clinical or public health advice related to Coronavirus (COVID-19)

Bullers Wood Multi-Academy Trust is committed to ensuring **the safety and wellbeing** of all its **students**.

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 CPOMS, as should a record of contact **the school has** made.

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

Bullers Wood Multi-Academy Trust and the Director of Safeguarding (DSL) will work closely with all stakeholders to maximise any communication plan's effectiveness.

This plan must be reviewed regularly, and where concerns arise, the DSL will consider any referrals as appropriate.

Bullers Wood Multi-Academy Trust recognises that school is a protective factor for children and young people. The current circumstances can affect the mental health of pupils and their parents/carers.

Teachers at Bullers Wood Multi-Academy Trust need to be aware of this in setting pupils' work expectations where they are at home.

Supporting children in school

Bullers Wood Multi-Academy Trust is committed to ensuring the safety and wellbeing of all its students.

Bullers Wood Multi-Academy Trust will continue to be a safe space for all children to attend and flourish.

Bullers Wood Multi-Academy Trust will refer to the Government guidance for education and childcare settings on how to implement social distancing⁶ and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.

Bullers Wood Multi-Academy Trust will ensure that where we care for children of critical workers and vulnerable children on-site, we provide appropriate support for them. This will be bespoke to each child and recorded on CPOMS.

Bullers Wood Multi-Academy Trust will ensure that appropriate support is offered to all students concerning their mental health.

Elective Home Education (EHE)

Bullers Wood Multi-Academy Trust will encourage parents to send their children to school, particularly vulnerable children.

An application is made to consider whether a parent's decision to educate at home gives more significant cause for concern than remaining in school.

Where we feel that there is an additional cause for concern, the designated safeguarding lead will consider making a referral to the local authority in line with existing procedures. This will happen as soon as Bullers Wood Multi-Academy Trust becomes aware of a parent's intention, or decision, to home educate.

Bullers Wood Multi-Academy Trust will work with local authorities and, where possible, coordinate meetings with parents to seek to ensure EHE is being provided in the best interests of the child.

If parents want to admit their child to Bullers Wood Multi-Academy Trust, we will follow our standard processes for in-year admissions applications.

⁶https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

Contingency planning

Bullers Wood Multi-Academy Trust will ensure that for individuals or groups of self-isolating pupils and pupils who are shielding, we follow government guidance related to Coronavirus (COVID-19), remote education plans.

Bullers Wood Multi-Academy Trust will continue to operate as normally as possible. If restrictions in schools are needed to help contain the spread of the virus. We will refer to the contingency framework, which has been updated and outlines how schools should operate in the event of any restrictions.

Support from the Multi-Academy Trust

The Multi-Academy Trust (MAT) Safeguarding Directorate 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 quality assurance, support, guidance and direction.

The Director of Safeguarding will ensure that as children return, they will aim to give designated safeguarding leads and their deputies more time to:

- support staff and pupils with new safeguarding and welfare concerns
- handle referrals to children's social care and other agencies where appropriate

This policy should be read in conjunction with the following documents;

- Control of Covid 19 Risk Assessment –
<http://www.bwsgirls.org/wp-content/uploads/2021/03/Covid-19-Risk-Assessment-BWSFG-Feb-2021.pdf>
- Addendum to Bullers Wood School Visitor Policy During the Coronavirus Outbreak 2020 – Appendix **A**

Appendix A

Addendum to Bullers Wood School Visitor Policy During the Coronavirus Outbreak 2020

This is additional information to our Visitor policy which highlights the changes we have made to keep students and staff safe in our school following closures due to the COVID-19 virus. It remains essential that as far as possible, Bullers Wood School continues to be a safe place for our students and staff.

We are asking for the support and understanding of our visitors in helping us to minimise the risk of Covid-19. Bullers Wood continues to take guidance from Public Health England. Taking this into account, we are now limiting access to the school. We will not allow visitors into school. The only time a person outside our organisation would be permitted on site is:

- to resolve a maintenance or Health and Safety Issue
- to hold a pre-arranged meeting organised under the standards stated in section A
- from the police force or social care organisations holding a photo id badge

They would not have any direct contact with or enter a room where children are present. If access to a specific room or student is needed, this will be agreed and arranged by the School Leadership Team.

If someone needs to enter the building, the following protocol must be followed (section A):

- Visitors must confirm that they have not recently travelled from, or knowingly been in contact with someone who has travelled from any of the named countries listed in Public Health England advisory information without having undergone the advised action relating to 14 days self-isolation. If recently symptomatic, they have been screen tested in the UK through NHS111 service and been given a negative result.
- Visitors must confirm that they have not knowingly been in close contact with anyone with a confirmed case of Coronavirus. Close contact means living in the same house, contact with their bodily fluids, e.g. being coughed or sneezed on or being within 2m of the person for more than a few minutes.
- During their time on-site, visitors must act in a way to avoid the spread of the virus through their best endeavours as recommended by the NHS.
 1. Wash your hands with soap and water immediately after entering the building and often during the time spent and before leaving the site.
 2. Use the hand sanitiser gel provided.
 3. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.

4. Put used tissues in the bin straight away and wash your hands afterwards
5. Visitors to Bullers Wood who start to feel unwell after arrival and begin to present with flu-like symptoms including a fever, a cough, or difficulty breathing, must immediately make a staff member aware. Whilst awaiting instruction, visitors must sit in the designated isolation area (B9) next to an open window and avoid touching surfaces and door handles as much as possible. Please note that Bullers Wood does not have resources to provide medical care, other than first aid or self-isolation facilities to visitors, but will assist you in seeking appropriate advice from NHS111.
6. If you develop such symptoms within 14 days of visiting the school, please also inform us as soon as possible by emailing or telephoning the school office.
- 7.

Visitors To enhance learning

At Bullers Wood, we believe external visitors can help enhance learning. If staff feel that using a visitor is beneficial at this time, they will consider and evaluate how an online session could be delivered. The same conditions stated in our current visitor policy still apply. This includes holding a current DBS check, and the visitor would be asked to complete the visitor agreement questionnaire before the session and share this with the relevant staff member. A staff member must always be present during the delivery of the session.

Staff Training

If we require staff training from an external agency, the school will provide this Training online. As stated above, the same conditions stated in our current visitor policy still apply.

Parents/Carers

If parents and carers require a meeting with any staff member, this will be completed over the phone. If a face to face meeting is required, the parents will be allowed to enter the school building following the visitors' instruction, see section A. This is to ensure the safety of our students, staff and visitor.