

**Addendum I**

**COVID-19 school closure arrangements for  
Safeguarding and Child Protection at  
Buckswood School**

**School Name: Buckswood School Date: 30<sup>th</sup> March 2020 Date shared with staff:  
31 March 2020 Updated following return to school September 2020**

## **I. Context**

From 5<sup>th</sup> January 2021 parents 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.

Schools and all childcare providers were asked 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 addendum of the Buckswood School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

<b>1. Context .....</b>	<b>2</b>
<b>2. Attendance monitoring .....</b>	<b>4</b>
<b>3. Designated Safeguarding Lead .....</b>	<b>4</b>
<b>4. Reporting a concern .....</b>	<b>5</b>
<b>5. Safeguarding Training and Induction .....</b>	<b>5</b>
<b>6. Safer recruitment/volunteers and movement of staff .....</b>	<b>6</b>
<b>7. Online safety in schools and colleges .....</b>	<b>7</b>
<b>8. Children and online safety away from school and college.....</b>	<b>7</b>
<b>9. Supporting children not in school.....</b>	<b>8</b>
<b>10. Supporting children in school .....</b>	<b>9</b>
<b>11. Peer on Peer Abuse.....</b>	<b>9</b>

## 2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Richard Maclean	07903351176	<a href="mailto:rmaclean@buckswood.co.uk">rmaclean@buckswood.co.uk</a>
Deputy Designated Safeguarding Leads	Anne Jeffery Rosie Muggeridge Gary Morris Ross Carroll	01424 813813 01424 813813 01424 813813 01424 813813	<a href="mailto:admin2@buckswood.co.uk">admin2@buckswood.co.uk</a> <a href="mailto:hob@buckswood.co.uk">hob@buckswood.co.uk</a> <a href="mailto:gmorris@buckswood.co.uk">gmorris@buckswood.co.uk</a> <a href="mailto:hive@buckswood.co.uk">hive@buckswood.co.uk</a>
Principal	Kevin Samson	01424 813813	<a href="mailto:ksamson@buckswood.co.uk">ksamson@buckswood.co.uk</a>
Academic Principal	Michael Shaw	01424 813813	<a href="mailto:mshaw@buckswood.co.uk">mshaw@buckswood.co.uk</a>
Proprietor	Giles Sutton	01424 813813	<a href="mailto:achieve@buckswood.co.uk">achieve@buckswood.co.uk</a>
Safeguarding AGB member	Julie Reece	01424 813813	<a href="mailto:safeguardinggovernor@buckswood.co.uk">safeguardinggovernor@buckswood.co.uk</a>

### Local Authority Safeguarding Team

Local Authority Designated Officer (LADO)	Amanda Glover	Consultation via the online portal <a href="#">here</a>
Safeguarding Officer and Assistant Local Authority Designated Officer (LADO)	Sue Giles	
Referrals into Early Help and Social Care	Single Point of Advice	01323 464222 0-19.SPOA@eastsussex.gov.uk
Emergency Duty Service	After hours, weekends and public holidays	01273 335906 01273 335905

## **2. Attendance monitoring**

Education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If Buckswood School has any children in attendance (e.g. because their parent(s) are critical workers) we will submit the daily attendance sheet to the DfE by 2 pm - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recordingfor-educational-settings>

If the school has closed, we will complete the return as requested by the Department of Education.

To support the above, Buckswood School will, when communicating with parents, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

## **3. Designated Safeguarding Lead**

Buckswood School has a Designated Safeguarding Lead (DSL) and a number of Deputy DSL.

The Designated Safeguarding Lead is: Richard Maclean

The Deputy Designated Safeguarding Leads are: Anne Jeffery, Rosie Muggerridge, Ross Carroll and Gary Morris.

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 email - 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 access to child protection online management system, My Concern and liaising with the offsite DSL (or deputy).

It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them. Rosie Muggerridge and Ross Carroll are the Deputy DSL in residence with the boarding students who have remained on site during the period of isolation. Anne Jeffery will be on-call and working from home when required.

The DSL will continue to engage with social workers, and attend all multi-agency meetings as required, which can be done remotely.

#### **4. Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, 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 the concern to the Co-principals by email. If there is a requirement to make a notification to the Co-principals whilst away from school, this should be done verbally and followed up with an email to the Co-principals.

Concerns around the Co-principals should be directed to the Proprietor: Mr Giles Sutton.

Concerns around the Proprietor should be directed to the Safeguarding AGB member: Mrs. Julie Reece.

The DSL team will continue to offer support in the process of managing allegations.

#### **5. 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. This refresher training will then take place at the first available opportunity after the COVID 19 virus precautions have subsided.

All existing school staff have had safeguarding training and have read Part I 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 Buckswood School, they will continue to be provided with a safeguarding induction which will be on line.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check

- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

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.

## **6. 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, Buckswood 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.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual
- added to the school's SCR

Where Buckswood School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in part three of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Buckswood 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 in part three of KCSIE.

Buckswood School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per part three 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)

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, Buckswood School will continue to keep the single central record (SCR) up to date as outlined in part three of KCSIE.

A register will be taken daily by the Proprietor of all staff who are on the school site each day.

## **7. Online safety in schools and colleges**

Buckswood 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.

## **8. 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.

Online teaching should follow the same principles as set out in the school code of conduct.

Buckswood School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. The school has put in place a Distance Learning Policy for Staff and Students.

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

- Where one to one online lessons are taking place, the school advises parents to sit in on the lesson. If the parent is not able to do this, the school will write to the parents of the student, requesting permission for these to take place
- 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 or not contain any personal items such as family pictures etc.

- All live classes must be recorded 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. Lessons should follow the proscribed timetable.
- 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. Buckswood School uses Microsoft Teams as our chosen method of online learning delivery. Please do not use Zoom for communicating with parents and children as we are unable to verify its security.
- Staff should record, the length, time, date and attendance of any sessions held.
- Students should be made aware of expectations of their behaviour and that they are not to record and then share images/sound/content from their online learning outside of the school environment. To do so may constitute a criminal act.
- Any concerns should be communicated immediately to the DSL and students not following directions should be removed from the online learning session.
- Positive and negative events should be recorded on SIMS as they would be during a normal lesson.

## **9. Supporting children not in school**

Buckswood School is committed to ensuring the safety and wellbeing of all its children.

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 MyConcern, 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.

Buckswood 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, newsletter and social media pages.

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

## **10. Supporting children in school**

Buckwood School is committed to ensuring the safety and wellbeing of all its children.

Buckwood School will continue to be a safe space for all children to attend and flourish. The Principals and Proprietor will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Buckwood 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.

Buckwood 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.

Where Buckwood School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will evaluate whether it is safe to keep the school open for children of Key Workers.

## **11. Peer on Peer Abuse**

Buckwood 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 multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on MyConcern and appropriate referrals made.