Child protection and safeguarding: COVID-19 addendum

Bristol Steiner School

Approved by:	James Wetz	**Date:** 02-04-2020
Last reviewed on:	02-04-2020	
Next review due by:	21-05-2020	

Bristol Steiner School, Redland Hill House, Redland Hill, Redland, Bristol. BS6 6UX
Telephone: 0117 933 9990 Facsimile: 0117 933 9999
E-mail: reception@bristolsteinerschool.org Website: www.bristolsteinerschool.org
Member of the Steiner Waldorf Schools Fellowship Company Number 1131462 Charity Number 310257

Page | 2

Child protection and safeguarding: COVID-19 addendum

Bristol Steiner School

Contents

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Ruth Glover	ruthglover@bristolsteinerschool.org
Deputy DSL	Erika Taylor Jess Dawson	erikataylor@bristolsteinerschool.org jessdawson@bristolsteinerschool.org
Headteacher	Ruth Glover	
Local authority designated officer (LADO)	Nicola Laird -Local Authority Designated Officer –LADO (Acting)For child protection concerns re under 18s with an adult in a position of trust, ie our staff and homestay providers	Tel: 0117 9037795, 07795 091020 nicola.laird@bristol.gov.uk Out of hours number 01454 615165 or call number given on answerphone message
Chair of Trustees & Safeguarding Trustee	James Wetz	jameswetz3@gmail.com
Children's Services BCC	First Response Team on	0117 903 6444
If you have concerns that anyone (child or adult) is at risk of immediate harm call 999. If it is not an emergency but you still need help call 101.		

Child protection and safeguarding: COVID-19 addendum

Bristol Steiner School

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from Keeping Bristol Safe Partnership (KBSP)

It sets out changes to our normal child protection policy in light of the Department for Education's guidance Coronavirus: safeguarding in schools, colleges and other providers, and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

> Have a social worker, including children:

- With a child protection plan

- Assessed as being in need

- Looked after by the local authority

> Have an education, health and care (EHC) plan

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, Keeping Children Safe in Education.

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

> The best interests of children must come first

> If anyone has a safeguarding concern about any child, they should continue to act on it immediately

> A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)

> It's essential that unsuitable people don't enter the school workforce or gain access to children

> Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

Email concern forms to all 3 members of the Safeguarding Team (password protected)
erikataylor@bristolsteinerschool.org
ruthglover@bristolsteinerschool.org
jessdawson@bristolsteinerschool.org
As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

All staff have received the Emergency safeguarding procedure ' Emergency_Safeguarding_procedures for all staff March 20'

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

We will keep all school staff and volunteers informed by email of any changes of DSL or deputy and how to contact them.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

Bristol Steiner School, Redland Hill House, Redland Hill, Redland, Bristol. BS6 6UX
Telephone: 0117 933 9990 Facsimile: 0117 933 9999
E-mail: reception@bristolsteinerschool.org Website: www.bristolsteinerschool.org
Member of the Steiner Waldorf Schools Fellowship Company Number 1131462 Charity Number 310257

Page | 4

Should the school reopen top some pupils their may be occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be a member of the School Management Team . You can contact them by: reception@bristolsteinerschool.org.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

> Identify the most vulnerable children in school

> Update and manage access to child protection files, where necessary

> Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

> Our 3 local safeguarding partners

> The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

The following guidance is currently in place:

The Government's interim safeguarding guidance Coronavirus (Covid 19): Safeguarding in schools, colleges and other providers published 27th March 2020

6. Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

> Follow up on their absence with their parents or carers, by telephone and or email

> Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

Bristol Steiner School, Redland Hill House, Redland Hill, Redland, Bristol. BS6 6UX
Telephone: 0117 933 9990 Facsimile: 0117 933 9999
E-mail: reception@bristolsteinerschool.org Website: www.bristolsteinerschool.org
Member of the Steiner Waldorf Schools Fellowship Company Number 1131462 Charity Number 310257

Page | 5

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

> They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or

> They would usually attend but have to self-isolate

These plans set out:

> How often the school will make contact

> Which staff member(s) will make contact

> How they will make contact

We have agreed these plans with children's social care where relevant, and will review them at weekly Safeguarding Team meetings.

If we can't make contact, we will take appropriate measures; contacting Children's social care and or the police.

10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online (see section 11 below).

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If the school's IT contractor is unavailable, we will employ the services of another.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy.

Emails:

• Only send and receive from your schools email accounts

• Keep copies of everything you send out

• Do not send any information that could identify a pupil, i.e full name, date of birth, address etc. in an email

Bristol Steiner School, Redland Hill House, Redland Hill, Redland, Bristol. BS6 6UX

Telephone: 0117 933 9990 Facsimile: 0117 933 9999

E-mail: reception@bristolsteinerschool.org Website: www.bristolsteinerschool.org

Member of the Steiner Waldorf Schools Fellowship Company Number 1131462 Charity Number 310257

Page | 6

• Identifiable information may only be sent by email in an encrypted document attached to an e-mail (how to do this is set out in the Emergency Safeguarding Procedure you have been sent)

Telephone:

• Should only be used for checking in with vulnerable pupils and their families

• Block your personal number prior to phoning.

Live Webcams/ Zoom:

Though we are not using these for teaching at the moment, we have suggested using Zoom for Parent Conferences where children can be present. End the call if at any time the following are not being addressed.

• No 1:1s with children, parents must be present.

• 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 where possible be against a neutral background.

• Record and back-up elsewhere, so that if any issues were to arise, the video can be reviewed.

• keep 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 will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

Via 'Safeguarding Information for Parents and Pupils March 20' sent to parents and carers

11.3 Working with parents and carers

We will make sure parents and carers:

> Are aware of the potential risks to children online and the importance of staying safe online

> Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school

> Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides

> Know where else they can go for support to keep their children safe online

Via 'Safeguarding Information for Parents and Pupils March 20' sent to parents and carers

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Signposting has been sent to parents and carers 'Safeguarding Information for Parents and Pupils March 20'.

Bristol Steiner School, Redland Hill House, Redland Hill, Redland, Bristol. BS6 6UX
Telephone: 0117 933 9990 Facsimile: 0117 933 9999
E-mail: reception@bristolsteinerschool.org Website: www.bristolsteinerschool.org
Member of the Steiner Waldorf Schools Fellowship Company Number 1131462 Charity Number 310257

Page | 7

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

13.2 Staff 'on loan' from other schools

We will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. These will be carries out by SMT & Ruth Glover

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

13.3 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

> A safeguarding induction

> A copy of our children protection policy (and this addendum)

> Keeping Children Safe in Education part 1

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

> A copy of our child protection policy and this addendum

> Confirmation of local processes

> Confirmation of DSL arrangements

13.4 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

We will use the single central record to log:

> Everyone working or volunteering in our school each day, including staff 'on loan'

> Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

---

Bristol Steiner School, Redland Hill House, Redland Hill, Redland, Bristol. BS6 6UX

Telephone: 0117 933 9990 Facsimile: 0117 933 9999

E-mail: reception@bristolsteinerschool.org Website: www.bristolsteinerschool.org

Member of the Steiner Waldorf Schools Fellowship Company Number 1131462 Charity Number 310257

Page | 8

14. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

> The reason(s) why the child is considered vulnerable and any arrangements in place to support them

> The child's EHC plan, child in need plan, child protection plan or personal education plan

> Details of the child's social worker

> Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Monitoring arrangements

As guidance from the KBSP, the LA or DfE is updated, we will review and update this policy. The policy will be reviewed as a minimum every 6 weeks by Ruth Glover. At every review, the full governing board will approve it.

16. Links with other policies

This policy links to the following policies and procedures:

> Child protection policy

> Staff behaviour policy/code of conduct

> IT acceptable use policy

> Health and safety policy

> Online safety policy

> Peer on peer abuse Policy

> Whistle-blowing Policy

> Anti-bullying Policy

Bristol Steiner School, Redland Hill House, Redland Hill, Redland, Bristol. BS6 6UX
Telephone: 0117 933 9990 Facsimile: 0117 933 9999
E-mail: reception@bristolsteinerschool.org Website: www.bristolsteinerschool.org
Member of the Steiner Waldorf Schools Fellowship Company Number 1131462 Charity Number 310257

Page | 9