



COVID-19 School Closure Arrangements for Child Protection and Safeguarding at Bishop Stopford's School

School Name: Bishop Stopford's School

Policy owner: Garry Lyle

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From 20th March 2020 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 Bishop Stopford's School Child Protection and Safeguarding policy contains details of our individual safeguarding arrangements in the following areas:

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Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans. Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority.

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 in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services.

Many children and young people with EHC plans can safely remain at home. Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability. Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Bishop Stopford's 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 relevant local authority virtual school head (VSH) for looked-after and previously looked-after children. This will be undertaken by Bishop Stopford's Safeguarding Team (relevant Safeguarding Officers, Deputy Headteacher - Ella Moynihan and key office staff). The lead person for this will be Garry Lyle (Designated Safeguarding Lead).

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and relevant Safeguarding Officer will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID-19, the relevant Safeguarding Officer or the social worker and will talk through these anxieties with the parent/carer following the advice set out by Public Health England. The relevant Safeguarding Officer will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. and social workers will agree with parents/carers whether children in need should be attending school – the Safeguarding Team will then follow up on any pupil expected to attend, who does not. The Safeguarding Team will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, the Safeguarding Team, when communicating with parents and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the Safeguarding Team will notify their social worker.

Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) is Garry Lyle and the Deputy DSL is Tammy Day.

The Safeguarding Team is comprised of each Head of Year, Eva Budweg (EAL Provision and LAC Lead) and relevant Office Staff involved in administration).

Bishop Stopford's will ensure there is always a trained Safeguarding Officer available on site who is in turn able to communicate directly with the DSL or Deputy DSL via school mobile phone. This officer A senior leader will assume responsibility for co-ordinating safeguarding on site. This might include liaising with the offsite DSL (or deputy) and 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 or college. It is important that all staff and volunteers have access to the DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Child Protection and Safeguarding Policy. 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 also report the concern to the DSL. All staff have been issued with the 'COVID-19 Safeguarding Measures' which details appropriate guidance for staff during the period of temporary school closure.

Concerns around the Headteacher should be directed to the Chair of Governors – Mrs Kate Roskell.

Safeguarding Training and induction

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). 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 the school (if appropriate), they will continue to be provided with a safeguarding induction. 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

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, we will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (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 Bishop Stopford's uses volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Bishop Stopford's 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.

We will also continue to keep the single central record (SCR) up to date as appropriate.

Online safety

Bishop Stopford's will continue to provide a safe environment, including online by ensuring home-school work is provided via the school's own preferred online system (namely Google Classroom). Where students are using computers in school, appropriate supervision will be in place.

Children and online safety away from school

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 and Safeguarding 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 Bishop Stopford's Teaching and Learning Policy.

Supporting children not in school

Bishop Stopford's is committed to ensuring the safety and wellbeing of all its young people. The Safeguarding Team will ensure regular contact with those students' families identified as the most vulnerable and, where relevant, with social services as well.

We will also share safeguarding messages on its website and social media pages. We recognise 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 need to be aware of this in setting expectations of pupils' work where they are at home. Bishop Stopford's 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.

Supporting children in school

Bishop Stopford's is committed to ensuring the safety and wellbeing of all its students and will continue to be a safe space for all children to attend and flourish where relevant. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

We 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 COVID-19.

Bishop Stopford's 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.

Peer on Peer Abuse

Bishop Stopford's 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 and Safeguarding 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 the school's Safeguarding Concern system and appropriate referrals made if relevant.

COVID-19 Safeguarding Measures

Whilst the school is closed and we are working from home and communicating with students outside of the normal channels (e.g. via Google Classroom) there may be safeguarding concerns raised or scenarios whereby, as a member of staff, you feel you need to report something.

In this event, or if you have any concerns around a student and their well-being please share your concern as you would normally do if you were in school.

We have a number of safeguarding officers in school who can be contacted via email if you need to share a concern:

Garry Lyle	DSL	glyle@bishopstopfords.enfield.sch.uk
Tammy Day	Deputy DSL	tday@bishopstopfords.enfield.sch.uk
Alfie Egembah	Deputy DSL	aegembah@bishopstopfords.enfield.sch.uk
Ella Moynihan	CP Officer	emoynihan@bishopstopfords.enfield.sch.uk
Judith Dougherty	CP Officer	jdougherty@bishopstopfords.enfield.sch.uk
Nicole Daniels	CP Officer	ndaniels@bishopstopfords.enfield.sch.uk
Claire Robbins	CP Officer	crobbsins@bishopstopfords.enfield.sch.uk
Karis Folan	CP Officer	kfolan@bishopstopfords.enfield.sch.uk
Tracy Dorrington	CP Officer	tdorrington@bishopstopfords.enfield.sch.uk
Peter Smyth	CP Officer	psmyth@bishopstopfords.enfield.sch.uk
Tamsin Holland	CP Officer	tholland@bishopstopfords.enfield.sch.uk
Maria Pavlou	CP Officer	mpavlou@bishopstopfords.enfield.sch.uk
Eva Budweg	CP Officer	ebudweg@bishopstopfords.enfield.sch.uk
Cheryl Hunter	CP Officer	chunter@bishopstopfords.enfield.sch.uk

In the first instance please contact the relevant CP Officer for the Year Group of the student **and** Garry Lyle (DSL). If you receive no reply, please then contact one of the Deputy DSL's (Tammy Day or Alfie Egembah).

If there is any problem in contacting CP officers, particularly if you have a real concern regarding the imminent safety of the young person, then please contact the Enfield Multi Agency Safeguarding Hub (details on page two).

Remember also that in cases of emergency (such as someone being hurt or shut out of their home) the Police should be called on 999.

School Mobile Number for Garry Lyle: 07401 938 684

Please talk to us

Safeguarding children and young people is everyone's responsibility. As someone who might live, work or study in Enfield you have a role too. If you are worried about someone or yourself, **please talk to us**.

You can call us at any time and you don't have to say who you are. You can get help in any of these ways:

- Ring the Children Multi-Agency Safeguarding Hub (MASH) Team on **020 8379 5555**, Monday to Friday 9.00am to 5.00pm.
- Call the emergency duty team on **020 8379 1000** at night and weekends, and tell them what is happening.
- You can email at: **ChildrensMash@enfield.gov.uk**
- In an emergency – such as when someone is being hurt or shut out of their home – ring the police on 999. You can also ring **ChildLine** on **0800 1111** or visit the **ChildLine website**.

If you don't want to talk to someone you don't know, you can ask an adult that you trust, like a teacher or youth worker or even a friend, to make the phone call for you. When people are working with children they have to follow set procedures, but they will explain to you what they will do and should be able to support you through the process.



ChildLine have launched the '**For Me**' app – the first app to provide counselling for young people via smartphone and other mobile devices. For more information and to download the app for free, follow the **link**.



There is also helpful information on the Safeguarding Enfield website. Go to: **www.enfield.gov.uk/SafeguardingEnfield**

Child Protection Officers can make referrals to Enfield Children's Services via the online portal:

www.enfield.gov.uk/childrensportal

Safeguarding Policies

Please note that, whether we are in school working with students or at home working with students in a virtual sense, we must be guided by our usual safeguarding policies – all of which are available in the shared area (T:\Staff Information\School Policies). These include:

- Child Protection and Safeguarding Policy
- Online Safety Policy 2020
- Student Behaviour Policy May 2019

Please also note that the use of webcams, video communication and so on is not advised between staff and students in relation to online learning. The safeguarding risks are very high. Communication should be via the normal Google Classroom procedures. Staff should not use their personal phones to communicate with students or parents.

Any communication via school social media accounts should be for school purposes only and should not be of a personal nature.

If you have any queries regarding safeguarding then please contact Garry Lyle.

Both staff and students are guided by acceptable use policies regarding ICT use as you can see on the next pages. Please note these are slightly updated versions and should be read and understood carefully.

Bishop Stopford's School Pupil Acceptable Use Policy 2020

When using the school's ICT systems (like computers, Google Classroom) and get onto the internet in school:

1. I will only use ICT systems in School, including the Internet, e-mail, digital video and mobile technologies for School purposes.
2. I will not download or install software on School technologies.
3. I will only log on to the School network, other systems and resources with my own username and password.
4. I will follow the Schools ICT security system by setting secure passwords, not reveal them and change them regularly.
5. I will disable cellular internet connection whilst in School on any device and connect to the internet only through the School wireless system.
6. I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
7. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
8. I will not access or attempt to access accounts belonging to other users.
9. I will not deliberately browse, download, upload or forward material that could be considered or illegal. If I accidentally come across any such material I will report it immediately.
10. Images of pupils and/or staff will only be taken, stored and used for School purposes in line with School policy and not distributed outside the School network without the permission of the Headmaster.
11. I will follow guidance and advice to ensure I use the Internet and related digital technologies safely. I will not give out personal information such as name, address or phone number. If I am concerned about mine, or someone else's, safety online I will speak to an adult.
12. I will ensure that my online activity, both in School and outside School, will not cause my School, the staff, pupils or others distress or bring into disrepute.
13. I will support the School approach to online safety and not deliberately upload or add any images, video, sounds, or text that could upset any member of the School community.
14. I will respect the privacy and ownership of others work on-line at all times. This includes respecting all copyright laws and never knowingly plagiarising another person's work.
15. I will not attempt to bypass the Internet filtering system.
16. I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to teachers.
17. I understand that these rules are designed to keep me safe and that if they are not followed, School sanctions will be applied and my parent/carer may be contacted.
18. I will tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others and understand that I can contact the ThinkUKnow website to report this material as well.
19. I will not arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision
20. I understand that personal mobile phones or other personal electronic devices are not to be used in school unless instructed to do so by a member of staff and that they may be confiscated if seen or being used without permission.

<https://www.thinkuknow.co.uk/>

<http://www.ceop.police.uk/Safety-Centre/>



To report abuse click on or type in this link.

Bishop Stopford's School Pupil Acceptable Use Policy 2020

ICT and related technologies such as e-mail, the Internet and mobile devices are an expected part of our daily working life in School. The policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents.

Any concerns or clarification should be discussed with the Designated Safeguarding Lead Officer. Staff should be aware that a breach of this acceptable use policy may amount to misconduct and result in disciplinary proceedings.

When using the school's ICT systems (like computers, Google Classroom) and get onto the internet in school:

1. I will only use the Schools email/Internet/Intranet/learning platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
2. I will limit the use of the internet for personal use to out of lesson time for teaching staff and to breaks and lunchtime for support staff.
3. I will confine my use of my personal mobile phone to private staff areas only.
4. I will comply with the ICT system security and ensure that I keep my password secure and ensure staff pages cannot be accessed by pupils by not leaving an unattended computer logged on and unlocked or let Students access it.
5. I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
6. I will not give out my personal details, such as mobile phone number and personal email address, to pupils.
7. I will ensure that any personal data (such as data held on BROMCOM) is kept secure and is used appropriately, whether in School, taken off the School premises or accessed remotely at home.
8. I will not install any hardware or software to School devices without the permission of IT services.
9. I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
10. Images of pupils and/or staff will only be taken, stored and used for professional purposes and with the written consent of parent, carer or member of staff. (A list of pupils who cannot be photographed for publicity purposes is held in the School Office).
11. I will not use my own mobile phone to record images of pupils. School cameras are available for recording such images. I will not download images of pupils to my own personal devices.
12. I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.
13. I will support the School approach to e-safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the School community.
14. I will respect copyright and intellectual property rights.
15. I will ensure that my online activity, both in School and outside School, will not bring my professional role into disrepute.
16. I will support and promote the School's e-safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
17. I will not accept any current pupil of any age or any ex-pupil of the School under the age of 21 as a friend, follower, subscriber or similar on any personal social media account, including any form of on-line gaming.
18. I will only use School sanctioned social media accounts for the communicating of official School business or news.
19. I will let the designated safeguarding lead (DSL) and Network Manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.
20. I will always use the school's ICT systems and internet responsibly and ensure that pupils in my care do so too.