

**Bullers Wood Trust - School Closure Safeguarding Policy (COVID-19)**  
**Updated 10 July 2020**

***Health, Happy, Resilient & Successful***

**The policy was written by Ben Walker DSL 01/04/2020**  
**Updated by Debbie Carter MAT DSL 09/04/2020, 22/5/2020, 10/7/2020**  
**Approved by Governors 24/04/20**

When the Government took the decision, on 18 March 2020, to close all schools temporarily due to COVID-19, planning was undertaken at school and Trust level to ensure that all members of the school community are safeguarded.

This policy is an addendum to the Trust Safeguarding Policy and Keeping Children Safe in Education (KCSIE) 2019, and will be updated to reflect the evolving local and national picture.

**Pre-closure**

**Vulnerable list of students identified**

The Government specifies vulnerable students as those with a Social Worker or Education Healthcare Plan (EHCP). As a school, we also included any student with a disability or whose homelife might mean their level of vulnerability may be increased during any extended period of home isolation.

This list is shared with The London Borough of Bromley (LBB).

**Invite to attend school**

Students with a Social Worker, EHCP or disability have been invited into school during the closure. For these students, in particular, it is known that school acts as a protecting factor.

There is no requirement for the offer to be taken up. However, families can take up the offer at a later date, and the school will remain in contact with these families. If a concern is raised by either the school or Social Worker, the reason for not taking up the school place will be explored. For example, this might relate to health risks or anxieties.

If any new vulnerability comes to our attention students will be added to our school list.

Any Social Workers, and other professionals working with the students/families, were informed of this offer.

**Key Workers**

As per Government direction, families where one parent is a key worker (from those professions listed by the Government) are welcome to send their children into school, should they have no other alternative and their child's health would not be put at risk. Parents are asked to self-identify if they would like to make use of this provision. They have been asked to provide up to date contact details.

**Government Key Worker Guidance:**

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

## **Attendance reporting**

**A centralised record is maintained by the Office and shared with LBB and the Police. This is overseen by the Trust Safeguarding Lead, Debbie Carter.**

## **Attendance monitoring**

Bullers Wood and social workers will agree with parents/carers whether children in need, Child Looked After and those on a Child Protection Order should be attending school

The safeguarding team will then follow up on any student that they were expecting to attend, who does not. Bullers Wood 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. Parents and Carers of Key workers are asked to contact the school before 1 pm of the previous day to confirm attendance.

Bullers Wood will, 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 school will notify their social worker.

## **Free School Meals**

Students in receipt of Free School Meals are provided with digital shopping vouchers. The DSL will check if families are accessing the vouchers and contact the families if necessary.

## **Underlying Health Conditions**

The families of students with underlying health conditions (e.g. sickle cell or type 1 diabetes) have been communicated with in regard to staying at home and following the government advice.

## **Staff, Student & parent advice**

Ahead of the school closure students were given reminders of how to stay safe, and report any safeguarding concerns as well as sources of support and information.

Staff were reminded of their statutory duty to ensure they report any safeguarding concerns in the usual way during the school closure. Remote access to CPOMS is via <https://bullerswoodboys.cpoms.net/dash>  
<https://bullerswood.cpoms.net/dash>

In a communication to parents/carers reminders were given about the importance of student wellbeing, as well as the means for reporting any safeguarding concerns directly to the school, via a DSL or the office@email address.

## **Establishing communication with LBB**

The LBB contacts within Child Social Care were confirmed.

## **During closure**

### **Opening hours**

The school is open for any attending students, from both Trust schools, from 9 am to 2 pm.

### **Student supervision**

A member of BWSfB and BWSfG SLT is in each day, on a rota.

Students on site are supervised at all times. There are at least two staff with the boys and girls.

SLT are present for before school, lunch and break.

Boys are based in the boy's school. The girl's school have three classrooms which based in the Inglewood area of the school supported by cover supervisors, LSA's and support staff.

Specific toilets are designated for boys and girls. Students may not use the toilet during lessons. Should they need to, SLT should be contacted.

Each teaching room being used has a radio (Set to channel 4) for contacting SLT, the Office and Site Staff in an emergency.

The Designated Safeguard Lead (DSL) is available either remotely or in school throughout the normal school day. The DSL will continue to lead on safeguarding matters. In the case that the DSL becomes unavailable, the Deputy or Second Deputy will lead, with the oversight of the Trust Safeguarding Lead, Debbie Carter.

### **Sharing of Safeguarding information**

Relevant safeguarding information, for students attending, will be shared with all staff that are working on-site. This is sited in the staffroom.

Staff are prompted to check the information when they sign in and by the member of the team on-site each day.

All student attendance is recorded on our electronic registration system, SIMS.

### **Student well being**

The information has been shared with families to promote student wellbeing.

Bromley Y provision has continued. The School Counsellor and Trailblazer services have offered phone consultations by those who are engaged with the Counselling or Trailblazer services. Updated referral forms are in place.

The Heads of Year and the SENCO regularly make wellbeing checks for those vulnerable students not attending school and record the information on CPOMS.

### **In light of the updated Government advice parental guidance on supporting children's wellbeing and mental health is below.**

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing> - **updated 25 June 2020**

### **Multi-Agency Safeguarding Hub referrals**

All local authorities continue to operate as usual. Most Social Workers are working remotely. The DSL, or Deputies, will liaise with the MASH team and complete referral forms.

### **CPP, CHIN, CAF/TAC & PEP meetings**

These will continue as normal as directed by the Social Worker or Chair. These are likely to take place as phone conferences.

Where meetings are not possible reports shall be submitted or requested.

### **Online Safety**

Much of the educational provision during the school closure is via a range of online platforms. This means the amount of time students are online will be higher than usual. This brings an increased safeguarding risk.

Parents will receive safeguarding information and be reminded of the need to promote and monitor online safety.

The safety of schools' online platforms has been checked.

Specific Personal Development lessons will be delivered to the students on the topic of online safety.

A protocol has been developed for Show My Homework and Google Classroom online lessons, so both students and staff are safeguarded. This includes the moderation of comments. A Student Code of Conduct will be established.

Staff must only use their school accounts and email addresses to set up platforms and communicate with students and parents.

Any concerns that staff have must be logged on CPOMS.

### **Advice from Local Safeguarding Partnerships**

Updates from Bromley Safeguarding Partnership will be monitored and acted upon.

### **Holiday provision**

A decision will be made at a Trust level about any arrangement that is made over holidays. Parents will be informed of any amended educational offer. For vulnerable students, the revised educational offer will be shared with other agencies.

If students are directed to attend another educational provision, the relevant safeguarding information would be shared, and the DSL would be available, should any issues arise.

### **Staff Training**

Staff will be directed to complete online safeguarding training, depending on the length of any closure.

### **Recruitment vetting & volunteers**

There will be no new staff joining this academic year. HR will follow the Government advice regarding the vetting of recruits. <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

All volunteer contact is suspended until further notice. This relates mainly to Bromley Mentors and Sixth Form Mentors.

### **Online lessons**

A separate policy for online lessons contains safeguarding information and follows the principles set in the MAT code of conduct and is in line with privacy and data protection/GDPR requirements.

## Guidance referenced in this policy Updated 10 July 2020

### **Guidance for schools: coronavirus (COVID-19)**

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#history>

### **Actions for schools during the coronavirus outbreak - updated 3 June 2020**

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

### **Coronavirus (COVID-19): Closure of educational settings: information for parents and carers – updated 18 June 2020**

**Critical workers who can access schools or educational settings- updated 16 June 2020** <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>

### **Coronavirus (COVID-19): free school meals guidance – updated 30 June 2020**

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

**Coronavirus (COVID-19): guidance on vulnerable children and young people – updated 15 May 2020** <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

### **Coronavirus (COVID-19): safeguarding in schools, colleges and other providers – updated 20 May 2020**

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

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