

**ADDENDUM: COVID-19 SCHOOL CLOSURE ARRANGEMENTS FOR SAFEGUARDING AND CHILD PROTECTION AT KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS (THE 'SCHOOL') IN THE EVENT OF LOCKDOWN/ PERIOD OF REMOTE/BUBBLE LEARNING**

TABLE OF CONTENTS: PLEASE CLICK ON HEADING TO BE TAKEN TO THAT SECTION

<b>1. Context</b>	<b>1</b>
<b>2. Key contacts</b>	<b>2</b>
<b>3. Vulnerable children</b>	<b>2</b>
<b>4. Attendance monitoring</b>	<b>3</b>
<b>5. Designated Safeguarding Lead</b>	<b>3</b>
<b>6. Reporting a concern</b>	<b>3</b>
<b>7. Safeguarding Training and induction</b>	<b>4</b>
<b>8. Safer recruitment/volunteers and movement of staff</b>	<b>4</b>
<b>9. Online safety in schools</b>	<b>5</b>
<b>10. Children and online safety away from school</b>	<b>5</b>
<b>11. Supporting children not in school</b>	<b>5</b>
<b>12. Supporting children in school</b>	<b>6</b>
<b>13. Peer on Peer Abuse</b>	<b>6</b>
<b>14. Support from the King Edward VI Foundation</b>	<b>7</b>
<b>15. Acting as a 'Cluster' or 'Hub' School</b>	<b>7</b>
<b>LOCAL SOURCES OF SUPPORT</b>	<b>8</b>

**1. Context**

At various points during 2020-21 parents have been asked to keep their children at home, either due to lockdowns or in order to self isolate individuals/year groups. Schools were also 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.

In light of the fact that there may be future local or national lockdowns/periods of remote learning the principles in this addendum will be applied.

This addendum of the School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the areas listed in the table of contents above.

## 2. Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Jane Glendenning	07850 204688	<a href="mailto:jglendenning@kingedwardvi.bham.sch.uk">jglendenning@kingedwardvi.bham.sch.uk</a>
Deputy Designated Safeguarding Leads	Nick Heppel Clare Berry Nicola Daniel	07932 823656 07801 719099 07590 229331	<a href="mailto:nheppel@kingedwardvi.bham.sch.uk">nheppel@kingedwardvi.bham.sch.uk</a> <a href="mailto:cberry@kingedwardvi.bham.sch.uk">cberry@kingedwardvi.bham.sch.uk</a> <a href="mailto:ndaniel@kingedwardvi.bham.sch.uk">ndaniel@kingedwardvi.bham.sch.uk</a>
Headteacher	Amy Whittall	07970 107329	<a href="mailto:awhittall@kingedwardvi.bham.sch.uk">awhittall@kingedwardvi.bham.sch.uk</a>
Trust contacts for escalation of serious safeguarding concerns	Jodh Dhesi Nicky Walters	07501 166586	<a href="mailto:jodh.dhesi@ske.uk.net">jodh.dhesi@ske.uk.net</a> <a href="mailto:nicky.walters@ske.uk.net">nicky.walters@ske.uk.net</a>
Chair of Governors	David Wheeldon		<a href="mailto:David.Wheeldon@kevibham.org">David.Wheeldon@kevibham.org</a>
Safeguarding Trustee	Lynda Roan		<a href="mailto:lynda.roan@kevibham.org">lynda.roan@kevibham.org</a>

## 3. 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 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 DSL (and deputies) 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.

The School 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 School is Nick Heppel.

There is an expectation that during any period of lockdown/remote learning, 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 the School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, the School or the Social Worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The School will encourage our vulnerable children and young people to attend school, if permissible. We expect all students to continue to access learning remotely.

#### **4. Attendance monitoring**

During periods of remote learning, local authorities and education settings will suspend day-to-day attendance processes. This will resume immediately when schools/bubbles are allowed to return.

The School and social workers will agree with parents/carers whether children in need should be attending school – members of the Pastoral Team in school will then follow up any pupil that they were expecting to attend, who does not. That same team member will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently does not attend.

To support the above, the School 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.

#### **5. Designated Safeguarding Lead**

Where a trained DSL (or deputy) is not on site during periods of remote learning, a senior leader will assume responsibility for coordinating safeguarding on site.

This might include updating and managing access to the child protection online management system, CPOMS, and liaising with the offsite DSL (or deputies) 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.

It is important that the School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to contact them. This information will be available in a Google shared document.

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

As it is likely that there will be significant changes to operating procedures in many areas, it may be advisable to perform additional risk assessments where and when applicable.

#### **6. Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the Safeguarding and Child Protection policy, which includes making a report via CPOMS remotely, and calling the DSL on duty/responsible for that Key Stage.

If a member of staff cannot access CPOMS from home, they should email the Designated Safeguarding Lead and deputies to ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay. The DSL and Deputy DSL's telephone numbers are listed above and should be used to report an urgent concern.

Where staff are concerned about an adult working with children in the school, they should telephone and report the concern to the headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the Headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: David Wheeldon. The Academy Trust and Foundation will continue to offer support in the process of managing allegations.

### **7. Safeguarding Training and induction**

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2021). The DSL will 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 they will continue to be provided with a safeguarding induction, remotely if necessary.

If staff are deployed from another education or children's workforce setting to our School, we will consider 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 of a safeguarding nature relating to that individual.

For movement within the Academy Trust/Foundation, schools should seek assurance from Menaz Akhtar, Academy Trust HR Partner, that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's Safeguarding and Child Protection policy, confirmation of local processes and confirmation of DSL arrangements.

### **8. 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, the School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections of Keeping Children Safe in Education (2021) (KCSIE).

The 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.

The School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per KCSIE and the TRA's 'Teacher misconduct advice for making a referral'.

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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the school will continue to keep the single central record (SCR) up to date as outlined in KCSIE.

### **9. Online safety in schools**

The 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.

### **10. 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 Safeguarding and 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 Academy Trust/Foundation Code of Conduct.

The School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons:

- Staff and children must wear suitable clothing;
- 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 if any issues were to arise, the video can be reviewed;
- Live classes should be kept to a reasonable length of time, as per school guidance;
- Language must be professional and appropriate, including any family members in the background;
- Staff must only use platforms provided by the School to communicate with pupils and approved by Jackie Kendall;
- Pastoral Leaders who are supporting students have the option to check in on students according to the student's preference:
  - Email;
  - School phones if available;
  - Google meet chat function;
  - Google video call (recorded) with or without camera. Parents will be informed beforehand that the video call will be taking place. Any concerns will be shared immediately with a DSL/Deputy and the recording shared.
- The King Edward VI Handsworth School for Girls [Online Safety Policy](#) is adhered to.

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

The School is committed to ensuring the safety and wellbeing of all its children and young people.

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, there is a robust communication plan in place for that young

person. All students needing pastoral intervention are recorded on a live Google document and each week a member of the Pastoral team makes contact and checks on their wellbeing. If there is no response by the end of the week, the Pastoral Leader will discuss concerns with parents and ask to speak to the young person. All actions are recorded on the spreadsheet and CPOMS. If there are further concerns, they will be escalated to the DSL and/or Deputy DSL.

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

The school will continue to share safeguarding messages on its website, twitter feed, weekly bulletin to parents and school comms when necessary.

The 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 the School need to be aware of this in setting expectations of pupils' work when they are at home.

The 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 and recorded on CPOMS.

### **12. Supporting children in school**

The School is committed to ensuring the safety and wellbeing of all its students.

The School will continue to be a safe space for children to attend. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety and as per Government guidance.

The 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.

Where the School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Academy Trust / Foundation.

### **13. Peer on Peer Abuse**

The 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 this 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 will be recorded on CPOMS and appropriate referrals made.

#### **14. Support from the King Edward VI Foundation**

The Foundation's Safeguarding Leads will provide additional support and guidance as appropriate to enable the DSL to carry out their role effectively.

If necessary, this will include, remotely accessing Child Protection (CP) files for the purpose of quality assurance, support, guidance and direction. All CP information is stored on CPOMS.

The Foundation also provides a peer support group through Basecamp for Safeguarding, Mental Health and Wellbeing Leads. Online meetings will be offered in the place of face to face meetings if appropriate.

#### **15. Acting as a 'Cluster' or 'Hub' School**

Although it is not envisaged that this will be undertaken at any point, it is important that schools are mindful of the potential for this to take place.

If a single site is acting as an operational location for multiple schools, the DSL or SLT of the 'host' school will need to act as the main liaison for all parties

They should then:

- Ensure a 'safe' environment for everyone on site;
- Follow 'safer recruitment' guidelines to confirm that all staff (& volunteers), with access to children, have authority to do so;
- make sure all information security & GDPR guidelines are followed;
- Perform risk assessments where applicable;
- Provide clear guidelines for communication and escalation of issues.

## LOCAL SOURCES OF SUPPORT

### Birmingham Community Healthcare (BCHC) information update on COVID-19

<https://www.bhamcommunity.nhs.uk>

### The Birmingham School Health Support Service (BSHSS)

During the periods of school closure/self-isolation support and advice from the School Nursing Service continues by either emailing the service, by telephone or text message.

New Teams	Contact details
Selly Oak Northfield Quinton Edgbaston Perry Barr Ladywood	South Central School Nurse Team Lansdowne Health Centre 34 Lansdowne St, Birmingham B18 7EE Tel: 0121 245 5750 NHS Net: BCHNT.southcentralsnteam@nhs.net Team Leader: Christine Roberts

The email and telephone lines will be staffed Monday to Friday 8am – 5pm and staff will be able to support or advise parents or education staff as required.

### Chat health Text Service - 07480 635485

The School Health Support Service can provide help for students with relationships, mental health, alcohol, bullying, self-harm, smoking, drugs and healthy eating. During COVID 19 parents are also able to text this number to seek support.

### Families in need of Early Help

Families continue to face many challenges as a direct result of Coronavirus. So the following sectors are connecting together in ten localities: community, voluntary and faith sectors, health, family support, social work, police, schools, further education, nurseries, children's centres, health visitors and GPs.

Some families need support from more than one professional. Professionals can get support for a child, young people, or a family, by completing the [Family Connect form for Professionals](#). Families can self refer by completing the self-referral [Family Connect Form](#).

Also available on the website is a [range of information](#).

### Worried about a child?

For any concerns about the safety and/or welfare of a child or young person, telephone the Children's Advice & Support Service (CASS) on 0121 303 1888 or via secure email [CASS@birminghamchildrenstrust.co.uk](mailto:CASS@birminghamchildrenstrust.co.uk). Outside of normal office hours call 0121 675 4806 for the Emergency Duty Team.

### KOOTH mental health services for 11 to 25-year olds now available in Birmingham

Kooth is a new free, safe and anonymous service to support young people's emotional and mental health in Birmingham. The new service launched in Birmingham on 13 April 2020. The online self-referral is available at [www.kooth.com](http://www.kooth.com). This is an online platform for advice and support and is linked into the wider mental health support from Forward Thinking Birmingham.

**[Communication and Autism Team \(CAT\)](#)** The Communication and Autism Team provides support for autistic children and young people and children and young people with social communication needs, their parents/carers and educational settings.

**[Educational Psychology Service](#)** are a team of professionals who are trained to understand how children and young people learn and develop. Pastoral teams can email [EducationalPsychology@birmingham.gov.uk](mailto:EducationalPsychology@birmingham.gov.uk) for further information.

**[Forward Thinking Birmingham – Young People’s Mental Health](#)** The city's mental health partnership, for 0-25 year olds. Forward Thinking Birmingham is part of Birmingham Women’s and Children’s NHS Foundation Trust and it is the first type of service to be set up in this way, so it is the first of its kind nationally and internationally.

Forward Thinking Birmingham, work as a partnership bringing together the expertise and commitment of Birmingham Women’s and Children’s NHS Foundation Trust (the lead provider), the Priory Group, providing inpatient beds, and the Children’s Society who provide our ‘Drop in’ service called Pause. Pause opening times are: 10am-6pm Monday to Friday, 10am-5pm Saturdays – closed on Sundays and Bank Holidays. Drop in sessions are currently suspended, but appointments are available via phone and video call – [request a session](#)

Children and young people can access free confidential support anytime from Government-backed voluntary and community sector organisations by: texting **SHOUT** to 85258. Calling **Childline** on 0800 1111; calling **The Mix** on 0808 808 4994.

**[The Children's Society in the West Midlands](#)** working to support young people with multiple disadvantages in the Midlands. Services support children, young people and families across Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

**Place2Be:** [Mental health support](#) to intervene early to prevent life-long mental health issues. Place2Be provide support early to spot mental health problems before they develop and help children cope with challenges throughout their lives. They offer a menu of different services, including advice and support for families and school staff, to build resilience and raise awareness of mental health across the whole school community.

**[Peacemakers educates for peace](#)** work with both adults and children to develop skills, knowledge, behaviour and systems that develop peaceful behaviour and environments and help communities find creative ways to deal with conflict and harm.

**The Muslim Youth Helpline ([MYH](#))** is an award winning registered charity which provides pioneering faith and culturally sensitive services to Muslim youth in the UK.

Supporting Black, Asian & Minority Ethnic communities (BAME) affected by domestic abuse including Forced Marriage & Honour Based Abuse. Set up in 1979, **[Roshni](#)** Birmingham is a leading provider supporting BAME communities through their journey to safety, confidence and independence to live free from violence, abuse and fear. 0800 953 9666 – 24 hours, 365 days a week.

**[Sikh Women’s Action Network](#)** (SWAN) provides a support network and guidance for socially and economically disadvantaged women; one to one support for victims of Domestic Abuse, Child Sexual

Exploitation, Grooming & Honour Based Violence; and a forum for women to engage in dialogue to discuss challenges and issues facing them.

**Birmingham and Solihull's Women's Aid for domestic abuse** telephone 0808 800 0028.

**The Waiting Room**: Birmingham and Solihull Health and Wellbeing services all listed in one place.

**CEOP** for advice on making a report about online sexual abuse

**PAPYRUS** is the national charity dedicated to the prevention of young suicide (under 35s). Their vision is for a society which speaks openly about suicide and has the resources to help young people who may have suicidal thoughts. West Midlands Office, F8-F9, The Arch, Floodgate Street, Digbeth, Birmingham B5 5SL [0121 437 0411](tel:01214370411) [westmidlands@papyrus-uk.org](mailto:westmidlands@papyrus-uk.org) [https://papyrus-uk.org/hopelineuk/0800 068 4141](https://papyrus-uk.org/hopelineuk/08000684141)

Two organisations providing support for pupils who are **young carers**, whether that support is providing physical support for parents or siblings, but also emotional support for young carers and support for those who have to care for themselves if their parent/carer is unable to.

**Homegroup Mental Health Carers Support Service** provides support specifically for pupils whose parent/carer has a mental health issue or diagnosed mental illness.

**Spurgeons Young Carers** provides support for Young Carers up to the age of 18. Groups are split into three age groups; Under 12, 12-14 and 15+.

For support with an eating disorder, children and young people can ring **Beat's Youthline** on 0808 801 0711.

**STICK education consultation service** email [bwc.stickfb@nhs.net](mailto:bwc.stickfb@nhs.net) The STICK Team's approach is that of prevention, early identification and early intervention to improve opportunities for engagement with children, young people and families in the delivery of mental health support in universal and universal partnership levels of care. Contact for advice and consultation before filling out an Early Help Assessment Form.

**Education legal intervention team** 0121 464 8979 [attendance@birmingham.gov.uk](mailto:attendance@birmingham.gov.uk)

**Children and Family Court Advisory and Support Service (Cafcass)**, Assistant Director, Rachel Holmes  
0300 456 4000 [Rachel.Holmes@cafcass.gov.uk](mailto:Rachel.Holmes@cafcass.gov.uk)