

## **Annex to Safeguarding and Child Protection policy- January 2021**

### **Safeguarding and Child protection during COVID-19**

This Annexe to our Safeguarding and Child Protection policy sets out details of our safeguarding arrangements for:

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#### **1. Context**

Schools and colleges are currently operating in response to Coronavirus (COVID-19) in a fundamentally different way to business as usual. From January 5th, the school will be opening for children who are vulnerable and children whose parents are critical to the COVID19 response (key workers). Children who do meet this criteria will be accessing home learning.

#### **2. Version control and dissemination**

This is version 2 of the annexe. It will be reviewed by our DSL or a member of the SLT on an as needed basis, as circumstances continue to evolve or following updated Department for Education or CSCP's advice and guidance. It is available on the school website, and is made available to staff via email.

We will ensure that, on any given day, all staff and volunteers on site are aware of who the onsite DSL is and how staff and volunteers can speak to her. In addition, the school's DSL will be available from home via email or by mobile phone.

### **3. Safeguarding priority**

During these challenging times the safeguarding of all children at our school – whether they are currently at home or attending lessons – continues to be our priority. The following fundamental safeguarding principles remain the same:

- The best interests of children continue to come first;
- If anyone in our school has a safeguarding concern, they will act immediately;
- A designated safeguarding lead (DSL) or deputy will always be available;
- No unsuitable people will be allowed to gain access to children;
- Children should continue to be protected when they are online;

### **4. Current school position**

From January 5th, the school will be open every weekday between the hours of 08.00-16.00 where we will be running a series of bubble classes for EYFS and years 1-6. Classes will be made of up to 15 pupils and taught by 2 members of staff.

Staff who are not in school will be continuing to stay in touch with children over the phone and setting work on google classroom. Pupils not attending school are expected to log into the school's Google Classroom provision to engage with remote learning facilities provided there. See 'attendance' for more information on registering children working from home.

Vulnerable children who do not take a place up in school, will receive additional phone calls from class teacher or LSA.

### **5. Safeguarding partners' advice**

We will continue to work closely with Camden's Safeguarding Children's Partnership (CSCP), as well as Islington's equivalent, and to ensure that this annex is consistent with their advice. This will include meeting expectations for supporting children with education, health and care plans (EHCPs), liaising with the local authority designated officer and children's social care, utilising reporting mechanisms, meeting referral thresholds and dealing with children in need.

The CSCP's Coronavirus page (<https://cscp.org.uk/resources/>) will be updated regularly with the latest advice and guidance as well as details of any changes to local safeguarding and support services. As this is a fast-moving situation, the information contained may change at short notice. Please visit the website and/or follow @CamdenSCP <https://twitter.com/CamdenSCP> to keep up-to-date with any new announcements.

## **6. Roles and responsibilities**

The roles and responsibilities for safeguarding in our school remain in line with our Safeguarding and Child Protection Policy. The DSL or Deputy DSL will be on site. In the event that the DSL or Deputy DSL are not on site, then, in addition to one of the above contact options, we will also ensure a senior teacher from the school takes responsibility for co-ordinating safeguarding on site.

**The DSL is Laurel Robin** email:

**[head@brookfield.camden.sch.uk](mailto:head@brookfield.camden.sch.uk)**

**The Deputy DSL is Faye Winslade** email:

**[f.winslade@brookfield.camden.sch.uk](mailto:f.winslade@brookfield.camden.sch.uk)**

## **7. Vulnerable children**

In our setting, vulnerable children include those who have a social worker, Looked After Children or Previously Looked after Children, those with a family support worker, families who have been referred to Early Help and those children and young people up to the age of 11 with an EHCP.

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.

There is an expectation that vulnerable children who have a social worker will be invited to attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.

Decisions for those with an EHCP will be made in consultation with parents and the Local Authority, 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 EHCPs can safely remain at home.

We will encourage our vulnerable children and young people to attend school, including part-time, if appropriate.

Leaders in our school, in particular the DSL and Deputy DSL, know who our most vulnerable children are, and they have the flexibility to offer a place to those on the edge of receiving children's social care support.

We will continue to work with children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

## **8. Increased vulnerability or risk**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of students and their parents. Staff will be aware of this in setting expectations for student work where they are at home. Where we are providing for children of key workers and vulnerable children on site, we will ensure appropriate support is in place for them. Our staff and volunteers will be aware of the mental health of children and their parents and carers and will contact the DSL or a deputy if they have any concerns.

## **9. Attendance**

Where a child is expected to attend but does not arrive at school, we will follow our attendance procedure and attempt to contact the family or emergency number.

If contact cannot be made, the DSL or a deputy DSL will be informed. If contact cannot be made or if the DSL or a deputy DSL deems it necessary, we will undertake a home visit or ask an appropriate agency, such as our Safer Schools Officer, PC Tracey Sadler, or one of her colleagues to do so.

Appropriate social distancing will be adhered to in carrying out these tasks. Where a vulnerable child does not take up their place, we will notify their Social Worker.

For children working from home, teachers will take a daily register using google meets each morning. Children must have their videos switched on and be seen each morning. If a child does not attend, a teacher or LSA will attempt to call home twice. If contact is not made following this, teachers must alert phase leaders who will try alternative numbers and assess whether a home visit is appropriate.

The school will monitor levels of engagement of pupils in their remote learning on Google Classroom, and follow up with that child's parents if it becomes apparent that they are not engaging in online learning in order to identify barriers to learning that the school can assist with.

## **10. Reporting concerns about children or staff**

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains of the utmost importance at this time. Staff and volunteers will continue to advise the DSL of any concerns they have about any child, including those who are not attending school, directly or through the school's Child Protection online monitoring system (CPOMS). For staff working from home, CPOMS can be accessed using the following link:

<https://brookfieldcamden.cpoms.net/auth/identity?origin=https://brookfieldcamden.cpoms.net/>

Should any member of staff not be able to access CPOMS they should email the DSL or Deputy DSL directly (see above emails).

Staff are also able to contact MASH directly: 020 7974 3317. Out of hours: 020 7974 4444

The various arrangements we have put in place as a result of COVID-19 do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our Allegations Against Staff Policy.

## **11. Staff training and induction**

For the duration of the current phase of COVID-19, our DSL and deputy DSL will keep abreast of developments through the DfE guidance and any webinars offered by safeguarding organisations. All current school staff have received safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education.

When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Safeguarding and Child Protection Policy.

If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- The individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any cause for concern;
- There are no safeguarding investigations into the conduct of that individual;
- The individual remains suitable to work with children.

## **12. 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 our Safer Recruitment policy.

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. For volunteers, we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.

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

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer-on-peer abuse. All peer-on-peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures. Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our Safeguarding and Child Protection Policy.

## **14. Online safety**

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and

monitoring software remains in use during this time to safeguard and support children. Staff who interact with children online and by telephone will continue to look out for signs that a child may be at risk. Where necessary, staff may set up 1:1 zoom calls with children to provide interventions. This will be arranged with the parent/carer and an acceptable use agreement will be signed before: **See appendix b.**

If a staff member is concerned about a child, that staff member will follow the approach set out in this annexe and report that concern to the DSL or to a deputy DSL, in person or through CPOMS. Families will receive advice and reminders on online safety regularly through school newsletters.

#### **15. New children at the school**

We are not open to children from other settings. If, in exceptional circumstances a child did, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable. The DSL will undertake a risk assessment based on the information received, considering how risks can be managed and which staff need to know the information.

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

Where the DSL/Deputy DSL has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that they receive targeted support during their regular phone calls to support that child and their family. Details of those conversations will be recorded and will be reviewed regularly.

### **Appendix A**

#### **SCHOOLS AND SAFEGUARDING: COVID 19 CONTINGENCY PLAN**

Schools play a vital role in all aspects of safeguarding and therefore it is important to maintain this communication and liaison to the highest extent possible, despite the obvious challenges posed by COVID-19 and associated school closures.

Consequently, practice will continue to uphold the values of London Child Protection Procedures whilst following a different course in terms of process where usual approaches are no longer practicable.

In this context, schools are requested to adhere to the following principles:

#### **Strategy Discussions and Section 47 Enquiries**

- Where strategy discussions and child protection enquiries are undertaken on new cases, information shared by schools is particularly valuable, partly as the families concerned may not be previously known to Children's Social Care
- School knowledge is also important where strategy discussions and child protection enquiries are undertaken on cases that are already open to Children's Social Care

- Therefore, schools are requested to be available for dial in conversations to assist the assessment of risk
- The DSL should be the primary point of contact for Children’s Social Care, but a list of back up options from each school is also needed, given the unpredictability of who and when individuals may be impacted by COVID-19

### **Child Protection Conferences and Core Group Meetings**

- Every effort will be made to continue to hold initial and review child protection conferences in the usual way where this is possible for the chair and participants concerned
- Where this is not possible, conferences will no longer be a single meeting but will be a series of meetings or discussions running over a period of no more than 2 working days
- Reports from each agency remain a requirement and should be emailed to CSF-SSCNorthCP@camden.gov.uk 48 hours in advance of an initial or pre-birth and 5 working days in advance of a review
- Reports must make clear whether the agency assesses the child to be at on-going risk of significant harm, whether a child protection plan (or other plan) is needed and what should be included in the plan
- The chair of the conference will read all reports and speak with involved professionals by phone/skype where necessary
- The DSL should be the primary point of contact for this purpose, but a list of back up options from each school is also needed, given the unpredictability of who and when individuals may be impacted by COVID-19
- The chair will call parents/carers/young people to seek their views
- At the end of the conference process, the chair will define the content of the harm and safety statement, make a decision as to whether a child protection plan (or other plan) is needed, and draw up an outline plan where required
- The chair will share the decision and recommendations directly with the family by telephone or, if this is not possible, by email
- The chair will ensure that members of the professional network are updated
- Core group meetings are governed by the same principles i.e. where it is not possible to convene a face to face meeting, a ‘virtual’ meeting should take place instead

### **Referrals**

- If school staff become aware of a new safeguarding concern, then this should be referred to the MASH in the usual way – the MASH will continue to operate a service

- The LADO referral system also remains operational, so the usual process should be followed for any LADO referrals

## **Contacts**

- If school staff have any queries regarding the above contingency plan, then please contact one of the following Heads of Service:
  - Looked After Children – Sally Joseph  
[Sally.Joseph@camden.gov.uk](mailto:Sally.Joseph@camden.gov.uk)  
0207 974 6798
  - Children in Need – Michelle O'Regan  
[Michelle.O'Regan@camden.gov.uk](mailto:Michelle.O'Regan@camden.gov.uk)  
0207 974 1905
  - Child Protection Conferences, Looked After Children Reviews and LADO – Sophie Kershaw  
[Sophie.Kershaw@camden.gov.uk](mailto:Sophie.Kershaw@camden.gov.uk)  
020 7974 3828
  - Children and Young People Disability Service – Crina Popa  
[Crina.Popa@camden.gov.uk](mailto:Crina.Popa@camden.gov.uk)  
0207 974 4867
  - Virtual School – Natalie White  
[Natalie.White@camden.gov.uk](mailto:Natalie.White@camden.gov.uk)  
0207 974 2359

These measures will remain in place and may be reviewed in the eventuality of further change, until it is determined that the COVID-19 crisis is over and normal business can be resumed.

Parents retain their right to complain and agencies to use Camden's complaints or Escalation Policy.

## **Appendix B**

### ZOOM Meeting User Agreement Brookfield Primary School

#### Staff and volunteers

- All staff, including, agency staff, and volunteers are responsible for consistently implementing this agreement.
- All staff must agree and consistently implement this Zoom Meeting User Agreement.
- All safeguarding incidents should be reported to the DSL immediately to ensure that they are logged and dealt with appropriately.



- Staff must ensure that their work device is secure and compliant with the school's data protection policies.
- All concerns should be raised with the Phase Leader and, where appropriate, with the head teacher

### **Requirements for setting up a Zoom Meeting**

- Password protect your meetings and send the password to the attendees in a separate communication which is not obviously marked. Do not add it to the Calendar event.
- Use a new meeting room and password each time (i.e. don't use the personal meeting ID).
- Do not allow attendees to join before host.
- Mute attendees on joining.
- Set up a 'waiting room' for attendees to join before admitting them to the room.
- Remind attendees of rules for appropriate behaviour at the start of each meeting.
- Consider if the screen share function is required for the meeting, if not then disable the function.
- Lock your meeting room once all attendees have joined and the meeting has started.
- Do not publicise your meeting's link on social media.

### **Requirements when attending a Zoom meeting**

- **Background:** be aware of what you have on display behind you; is it anything that you would not want people to see? You can set up a virtual background, to obscure everything, if you wish.
- **Location:** consider where the web conference is being held and if this is an inappropriate location, e.g. your bedroom. Your microphone can pick up background noise, so make sure you are on your own in the room while you are hosting the meeting; ensure any other people in your household know that you are interacting with children and should not be disturbed, and that they should use appropriate language.
- **Content:** the topics discussed should follow normal lesson and school interactions.
- **Recording:** Zoom offers the recording of the interactions; this can be used for safeguarding purposes as evidence of what occurred. All participants must be advised in advance if the session is being recorded. Immediately after the meeting, any recordings must be saved in the folder 'Zoom Recordings' on the school's GC drive. Once downloaded onto the school system, recordings must then be safely and securely retained in accordance with the school's data retention schedule.
- **Screen sharing:** take a few seconds to prepare before you hit the share button. Clear your desktop of any extra tabs or programs you may have open and make sure no private or confidential information is visible.
- **Audio:** mute your side of the call if you're not speaking. Your microphone can pick up a lot of background noise, so muting allows others on the call to easily hear who is speaking.
- **Speaker/headphones:** where possible please use headphones; this prevents anyone physically present being able to hear other attendees.
- Do not take any screenshots, or any photographs of children attending the meeting.
- When ending the meeting, select the 'End meeting for all' option.

I confirm that I have read and understood the above and that I will adhere to the requirements for using Zoom.

Name: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: