

Annex 1



CREATING A CLIMATE FOR GREAT LEARNING,  
SUCCESS AND OPPORTUNITY

**COVID-19 school closure arrangements for  
Safeguarding and Child Protection at  
Benton Park School**

January 2021

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## **Context**

From 5<sup>th</sup> January 2021 parents/carers were again asked to keep their children at home, wherever possible, and for schools to remain open only for those children of Critical Workers who need to attend and children who are vulnerable and cannot be safely cared for at home.

We remain responsible for the safeguarding and child protection of all students on our roll and for any other children who attend our site from any other educational provision during this period.

All staff working in schools should understand their specific roles in the safeguarding of children.

This addendum of the Benton Park [Safeguarding and Child Protection Policy](#) contains details of our individual safeguarding arrangements in the following areas at times where the school is required to close to the majority of students and will also apply in situations where staff are required to teach remotely or students are receiving education remotely.

## Key Contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Claire Scaife	0113 2502330 Ext 126	claire.scaife@bentonpark.net
Deputy Designated Safeguarding Lead	Elle Bentley	0113 2502330 Ext 167	elle.bentley@bentonpark.net
Safeguarding Officer	Sara Wood	0113 2502330 Ext 183	sara.wood@bentonpark.net
Headteacher	Delia Martin		delia.martin@bentonpark.net
Designated Officer	Jo Welbourne	0113 2502330 Ext 198	jo.welbourne@bentonpark.net
Designated Officer	Kathryn Holdsworth	0113 2502330 Ext 147	kathryn.holdsworth@bentonpark.net
Designated Officer	Emma Tyldsley / Lara Tizard	0113 2502330 Ext 171 Ext 152	emma.tyldsley@bentonpark.net lara.tizard@bentonpark.net
Designated Officer	Sandie Hearne	0113 2502330 Ext 168	sandie.hearne@bentonpark.net
Safeguarding Governor	Julian Clough		julian.clough@bentonpark.net
Chair of Governors	Helen Flesher		helen.flesher@bentonpark.net

### Other Key Contacts:

<b>Children's Services Education Safeguarding Team</b>	<b>0113 3789635</b>
Email: <a href="mailto:estconsultation@leeds.gov.uk">estconsultation@leeds.gov.uk</a>	
<b>Children's social work service duty and advice team</b>	<b>0113 3760336</b>
Email: <a href="mailto:childscreening@leeds.gov.uk">childscreening@leeds.gov.uk</a>	
<b>Emergency Duty Team (Out of hours)</b>	<b>0113 5350600</b>
Email: <a href="mailto:childrensEDT@leeds.gov.uk">childrensEDT@leeds.gov.uk</a>	
<b>Prevent Team</b>	<b>0113 5350810</b>
Email: <a href="mailto:prevent@leeds.gov.uk">prevent@leeds.gov.uk</a>	
<b>LADO service</b>	<b>0113 3789687</b>
Email: <a href="mailto:lado@leeds.gov.uk">lado@leeds.gov.uk</a>	
<b>Leeds Schools Crisis line</b>	<b>0113 3783645</b>

## **Vulnerable Children**

As outlined in government guidance published in January 2021 vulnerable children who will be allocated a place to attend school include those who are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child.

Vulnerable students also include children who have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:

- Children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
- Adopted children or children on a special guardianship order
- Those at risk of becoming NEET ('not in employment, education or training')
- Those living in temporary accommodation
- Those who are young carers
- Those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
- Care leavers
- Others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

Eligibility for free school meals in and of itself is not a determining factor in assessing vulnerability.

The Safeguarding Team know who our most vulnerable children are. They have the flexibility to offer a school place to those on the edge of receiving children's social care support or those that become vulnerable through this period.

The Safeguarding Team will continue to work with and support children's social workers to help protect vulnerable children.

This includes Emma Tyldsley and Lara Tizard as our Designated Teachers for looked after students working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

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 increased risk. In circumstances where a parent does not want their child to attend school, and the child is considered vulnerable, schools will explore the reasons for this directly with the parent/carers in the first instance to encourage attendance.

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

If parents/carers still do not intend to accept a place in school the relevant social worker will be notified and staff will monitor engagement with remote learning alongside welfare checks agreed with the relevant social worker. Where concerns persist safeguarding visits will be carried out by designated officers, observing social distancing guidance.

Those with an EHC plan will be risk-assessed in consultation with their parents/carers and the SENCo, to decide whether they should attend school in order to meet their needs, or whether they can safely have their needs met at home. We recognise some children and young people with EHC plans can safely remain at home.

Where students have identified vulnerabilities but do not fit the criteria for attending school regular checks will be carried out by designated officers to ensure students are safe and well and engaging with remote learning and appropriate support offered. Where concerns persist this will include safeguarding visits observing social distancing guidance.

Benton Park School will encourage all our students to continue with their learning through this period and where students do not engage with remote learning parents/carers will be contacted by the Pastoral Teams.

### **Attendance Monitoring**

Benton Park School will submit the daily attendance sheet to the DfE for staff and student in school as requested in national guidance.

Benton Park School will agree with parents/carers and social workers which children should be attending school, we will then follow normal attendance procedures for any student we are expecting to attend, who does not making safeguarding calls to parents/carers as appropriate.

Shielding advice is currently in place, so all children deemed clinically extremely vulnerable are advised not to attend school.

To support good communication, staff will, when communicating with parents/carers 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 to attend, Benton Park School will notify their social worker and discuss safeguarding arrangements.

## **The Safeguarding Team**

Benton Park School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is Claire Scaife

The Deputy Designated Safeguarding Lead is Elle Bentley

The Safeguarding Officer is Sara Wood

Benton Park School has the following Designated Safeguarding Officers (DSO):

Kathryn Holdsworth (KS5), Jo Welbourne (KS4), Delia Martin, Headteacher and Sandie Hodson-Walker.

School staff will continue to have access to Designated Safeguarding Officers at all times and a member of the safeguarding team will be present on site each day the school is open to students. All DSOs can also be contacted via their phone extensions using the 3CX system. All students and staff have been reminded of these numbers. In addition, all staff also have mobile contact numbers for the school's Senior Leadership Team, including Claire Scaife (DSL) and Delia Martin, Headteacher.

All staff have been advised to continue to log any safeguarding concerns on the CPOMS system and provided with the on-line link: <https://bentonpark.cpoms.net>

DSOs will continue to liaise with children's social workers where they require access to children in need and/or to carry out statutory assessments and will continue to attend all multi-agency meetings, which can be done remotely.

Staff can also contact the children's services education safeguarding team consultation line number (0113 3789685) should a DSO be unavailable and they require urgent safeguarding advice.

The Safeguarding Team will meet regularly throughout the closure period to discuss any areas of concern.

## **Reporting a Concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school's Safeguarding and Child Protection Policy, this includes making a report via CPOMS, which can be done remotely.  
<https://bentonpark.cpoms.net>

In the unlikely event that a member of staff cannot access CPOMS from home, they should email the Safeguarding Team. This will ensure that the concern is received promptly.

Staff are reminded of the need to report any concern immediately and without delay. If the matter is urgent staff will also call one of the Safeguarding Team to ensure the immediate safety and welfare of students.

Where staff are concerned about any adult working with children in the school or remotely, they should report this to Claire Scaife or Delia Martin. This can be done by phone initially but should be followed up by email.

All staff must follow Part 4 of Keeping Children Safe in Education (2020) (KCSIE) and the local authority model safeguarding model child protection policy (section 10.2) guidance for managing allegations against staff.

The school will continue to use the local authority designated officer (LADO) notification form in order to assess the level of concern. The completed LADO notification form will be sent to [lado@leeds.gov.uk](mailto:lado@leeds.gov.uk) within one working day of the allegation being made.

The education safeguarding team manager (Raminder Aujla [raminder.aujla@leeds.gov.uk](mailto:raminder.aujla@leeds.gov.uk)) will continue to offer support in the process of managing allegations.

Safeguarding concerns regarding the Headteacher should be directed to the Chair of Governors, Helen Flesher ([helen.flesher@bentonpark.net](mailto:helen.flesher@bentonpark.net)).

### **Safeguarding Training and Induction**

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if access to their refresher training delayed.

The school have ensured that the designated staff who were due refresher training are booked onto remote learning now these have become available.

All existing school staff have had safeguarding training and have read Part 1 of KCSIE (2020). All staff have been reminded of the procedures for reporting safeguarding concerns during this period as part of the staff expectations document.

Where new staff or volunteers are recruited they will continue to be provided with a safeguarding induction and registered for their Child Protection basic awareness training.

Upon arrival, new staff will be issued with the statutory safeguarding documents as outlined in Part 1 of KCSIE (2020) including a copy of the receiving setting's safeguarding and child protection policy, guidance for safer working practice for staff working in educational settings, behaviour policy, children missing education procedures, online safety policy including acceptable use and confirmation of local processes and confirmation of DSL arrangements.

## **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, Benton Park School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in Part 3 of KCSIE (2020).

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. <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

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

Staff deployed to work at Benton Park School will be given a copy of our Safeguarding and Child Protection Policy, confirmation of local processes and confirmation of DSO arrangements.

If during this period Benton Park School recruit or utilise volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE (2020). Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Undertaking COVID-19 testing on children directly who are unable to do this themselves will meet the regulated activity requirement.

Benton Park 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. Full details can be found at paragraph 179 of KCSIE (2020).

Benton Park School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 182 of KCSIE (2020) and the TRA's Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 to 171 in KCSIE (2020). Any staff employed to conduct in school testing will be added to the SCR.

### **Online Safety in School**

Benton Park School will continue to provide a safe environment, including online. This includes the use of an online filtering system for students using the school computer systems or issued with a school device to access remote learning.

Where students are using computers in school, appropriate supervision will be in place.

### **Children and Online Safety Away From School**

Where students are using their own digital technology away from school for the purposes of remote learning, the duty to ensure appropriate supervision is the responsibility of the child's parent/carer.

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 reported to DSOs in line with the Safeguarding and Child Protection Policy. Where appropriate referrals should still be made to children's social care and as required, the police.

Live lessons and work set remotely for students will be delivered through Microsoft Teams and communication between teachers and students will be through Microsoft Teams and/or school email addresses. Staff have been reminded of professional expectations for contact with students. Staff setting work that involves using other websites should ensure that these are safe and appropriate sites and that students are reminded of the principles of staying safe online.

Online teaching should follow the principles as set out in the Safer Working Practice Guidance, ICT Acceptable Use Policy (AUP) and Online Safety Policy. Staff must ensure that communication with students remains appropriate and professional at all times and report any inappropriate contact from students to SLT so these can be followed up with the students and where appropriate parents/carers.

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

Staff will use the video functionality in Microsoft Teams to deliver live lessons, they must observe the following:

- Live lessons should be to a class group or small group, not 1:1.
- Live lessons should meet the school's expectations for remote learning.
- Staff and students must wear suitable clothing, as should anyone else in the household.

- Where staff are working remotely any technology used for communication should be in appropriate areas, staff need to be mindful that backgrounds do not compromise personal confidentiality or breach the guiding principles of safer working practice guidance for staff working in educational settings, where possible the background should be blurred.
- The live class should be recorded and kept for 20 days so that if any issues arise, the video can be reviewed. Staff should ask for students' consent at the start of the lesson and students who do not want their image recorded will have the option of switching off their video.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by SLT and approved by Jack Garratt, Network Manager to communicate with students.
- Staff should deliver lessons in line with the normal timetable and provide a record of attendance of students at each session held in line with our remote learning expectations and send these to Karen Fox, Attendance Officer
- Where staff use breakout rooms within live lessons, staff should be confident that this is appropriate for the age and ability of students, that students are aware of the expected conduct and staff should move between breakout rooms to check on students learning. We recognise that time in breakout rooms will not be recorded as part of the live lesson so it is essential that any issues or concerns are followed up promptly.
- Where 1:1 sessions are essential for the welfare or educational progress of a child, for example Options Interviews or Tutorials for Sixth Form students, these may be authorised by SLT and specific safeguarding measures put in place to manage risks.

### **Supporting children not in school**

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

Where the DSOs have identified a student to be on the edge of social care support, or who would normally receive key pastoral support in school, they should ensure that an appropriate support plan is in place for that child. Details of the support and contact with the student will be recorded on CPOMS.

Staff should not use their own personal mobile phone number to make contact with families. Staff needing to contact parents and carers should use the 3CX app to make the call through the school system. Staff should not give parents/carers personal mobile telephone unless this is deemed essential, in these cases specific permission must be granted by an appropriate senior leader.

In a small number of identified cases Delia Martin, Headteacher has approved the relevant DSO to retain a student's personal mobile number to enable this ongoing communication while students are not in school. Calls from the DSO will be through the 3CX system. In these cases this will be logged on CPOMS.

Support for some students includes the provision of some external services being offered through remote methods. In some cases this is provided outside of school

systems and has been agreed directly with parents who have provided consent. Where agencies do not have this capacity contact can be arranged through the school's Microsoft Teams platform.

Agreed contact will be reviewed regularly and where concerns arise, the DSOs will consider any referrals as appropriate or increase or amend contact as required to ensure the safety and welfare of the child.

Safeguarding information is available on the school website and support agencies are detailed on the wellbeing information issued to all students, this includes contact information for the Safeguarding Team.

Benton Park School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of students and their parents/carers. Teachers at Benton Park School are aware of this in setting expectations of students' work where they are at home. Students will be encouraged to engage with remote learning and where they cannot access remote learning students may be offered a place in school. Teachers will not penalise students not able to carry out work due to their individual personal circumstances but will refer them to the relevant Pastoral Team for additional support.

Where families are in critical need we will seek to refer them to partner agencies who can support or refer them to the LCC Helpline 0113 3760330.

### **Supporting Children in School**

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

Benton Park School will continue to be a safe space for all children to attend and learn. We will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety. At all times there will be a qualified First Aider on site.

Benton Park School will continue to follow the Government guidance for education and childcare settings on how to implement social distancing and the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.

Benton Park School will ensure that we care for students on site and ensure appropriate support is in place for them.

Where we have concerns about the impact of staff absence on the safety or welfare of our students we will discuss these with the local authority education safeguarding team and/or health and safety team.

Staff mobile phones should be used in line with or online safety policy and should not be used for non-educational purposes when supervising or teaching children. Staff should take reasonable steps to ensure they are not distracted from their duties by non-urgent alerts or notifications. Where staff receive urgent alerts related to the

track and trace or their own children's school they should follow school procedures to ensure continuity of supervision for any students in their care.

### **Peer on Peer Abuse**

Benton Park 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 (2020) and of those outlined within our Safeguarding and Child Protection 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.

### **Mental Health and Wellbeing**

We recognises that the current exceptional circumstances may affect the mental health and wellbeing of pupils, parents and staff in many different ways. We will continue to provide details of appropriate support available for students, parents/carers and staff.

These are unusual and difficult times for many people and for some families they may become traumatic times and involve loss and grief. We will provide appropriate remote learning for our students to complete during this period of time whilst the vast majority of pupils are at home.

We recognise that the expectations of remote learning may be challenging on some students and families. School will provide reassurance and support to students and parents/carers in order to manage these expectations.

Our Pastoral teams will continue to provide pastoral support to students, including seeking advice from services when necessary about the universal and targeted offer around mental health and wellbeing. Where we are made aware students have suffer bereavement we will discuss appropriate support with students and parents/carers.

### **Support from the Local Authority**

The Children's Services Education Safeguarding Team will continue to provide support and guidance as appropriate to enable the Safeguarding Team to carry out their role effectively.

## **Support for the Trust**

Benton Park School will continue to support other schools in the trust throughout this period especially if staff shortages mean individual schools are not able to safely support vulnerable students. Where agreed with all parties this may include offering trained DSO support or by accommodating students and staff on our site.

Useful contacts/web links:

Child line: 0800 1111

[www.childline.org.uk](http://www.childline.org.uk)

[www.nhs.uk](http://www.nhs.uk)

[www.mind.org.uk](http://www.mind.org.uk)

[www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing](http://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing)

[www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips](http://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips)

[www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak](http://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak)

[www.nhs.uk/conditions/stress-anxiety-depression/talking-to-children-about-feelings/](http://www.nhs.uk/conditions/stress-anxiety-depression/talking-to-children-about-feelings/)

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

[www.mindmate.org.uk/](http://www.mindmate.org.uk/)