



CREATING A CLIMATE FOR GREAT LEARNING,  
SUCCESS AND OPPORTUNITY

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

March 2020

## **Context**

From 20<sup>th</sup> March 2020 parents/carers were asked to keep their children at home, wherever possible, and the Government instructed schools to remain open only for the following children:

- 1) Children of workers critical to the COVID-19 response - who cannot stay safely at home.
- 2) Children who are vulnerable including those with a social worker
- 3) Children with an ECHP

This addendum of the Benton Park Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Claire Scaife	0113 2502330 Ext 126	claire.scaife@bentonpark.net
Deputy Designated Safeguarding Leads	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	Sara Cowley	0113 2502330 Ext 152	sarah.cowley@bentonpark.net
Designated Officer	Sandie Hodson-Walker	0113 2502330 Ext 168	Sandie.hodson-walker@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>
<b>Email: <a href="mailto:estconsultation@leeds.gov.uk">estconsultation@leeds.gov.uk</a></b>	
<b>Children's social work service duty and advice team</b>	<b>0113 3760336</b>
<b>Email: <a href="mailto:childscreening@leeds.gov.uk">childscreening@leeds.gov.uk</a></b>	
<b>Emergency Duty Team (Out of hours)</b>	<b>0113 5350600</b>
<b>Email: <a href="mailto:childrensEDT@leeds.gov.uk">childrensEDT@leeds.gov.uk</a></b>	
<b>Prevent Team</b>	<b>0113 5350810</b>
<b>Email: <a href="mailto:prevent@leeds.gov.uk">prevent@leeds.gov.uk</a></b>	
<b>LADO service</b>	<b>0113 3789687</b>
<b>Email: <a href="mailto:lado@leeds.gov.uk">lado@leeds.gov.uk</a></b>	
<b>Leeds Schools Crisis line</b>	<b>0113 3783645</b>

## **Vulnerable Children**

Vulnerable children invited to attend school include those who have a social worker, those children with education, health and care (EHC) plans and children of families supported by an Early Help Plan.

Those who have a social worker will include children who have a Child Protection Plan, those who are supported by a Child in Need Plan and those who are looked after by the Local Authority (CLA).

Those with an EHC plan will be risk-assessed in consultation with their parents/carers and the SENCo, to decide whether they need to attend school in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, other professionals visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

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.

There is an expectation that vulnerable children who have a social worker will be offered a place in school, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the relevant social worker will be notified and regular safeguarding visits will be carried out by designated officers, observing social distancing guidance.

The Safeguarding Team at Benton Park 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 for looked-after and previously looked-after children.

Where students have identified vulnerabilities but do not fit the criteria for attending school regular safeguarding visits will be carried out by designated officers, observing social distancing guidance.

Benton Park School will encourage all our students to continue with their learning through this period and all families will be contacted regularly by the Pastoral Teams.

## **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.

If Benton Park School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon -

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the Benton Park School closes during this period, we will complete the return once as requested by the DfE.

Benton Park School will agree with parents/carers whether children should be attending school, we will then follow up on any student we are expecting to attend, who does not.

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, Benton Park School will notify their social worker.

### **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 Sara Wood

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

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

School staff will continue to have access to Designated Safeguarding Officers at all times. Each week the staffing rota for school will indicate the DSO who is on call who will attend the school site on request. All DSO's 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.

## **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.

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 (2019) 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**

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, any DSO who has been trained will continue to be classed as a trained DSO even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). 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.

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.

### **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 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.

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 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.

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 163 of KCSIE.

Benton Park School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 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,

Benton Park School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **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.

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 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.

All work set remotely for students will be signposted 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.

If staff use the video functionality in Microsoft Teams to deliver virtual lessons, they must observe the following:

- Virtual lessons should be to a whole class group, not 1:1.
- Virtual lessons should be pre-approved by a member of SLT.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible 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, or the streaming may prevent the family 'getting on' with their day.

- 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 record, the length, time, date and attendance of any sessions held.

## **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 a robust communication plan is in place for that child.

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 has been logged on CPOMs.

Specific contact with students not in school and the agreed nature of the contact is recorded on the School Contact log accessible through Sharepoint to Pastoral teams, DSOs and SLT. This will updated throughout the period. Contact of a safeguarding nature will also be recorded on CPOMs.

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 learning on-line paper resources will be issued to students. Teacher's will not penalise students not able to carry out work due to their 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 COVID19.

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

### **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 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.

### **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)

[Mind.org.uk](http://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)

