



COVID-19 school closure arrangements for
Safeguarding and Child Protection at
Bishop Milner Catholic College

'God is our refuge and strength, an ever-present help in trouble' Psalms 46:1

School Name: Bishop Milner Catholic College

Policy owner: Mrs S Hand

Date: 31.03.20

Date shared with staff: 31.03.20

Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were 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.

This addendum of the Bishop Milner Catholic College Safeguarding 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	Sharon Hand	01384 889422	shand@bmilner.dudley.sch.uk
Deputy Designated Safeguarding Leads	Stephen Lodge Gloria Nicholls Marie Prime	01384 889422	slodge@bmilner.dudley.sch.uk gnicholls@bmilner.dudley.sch.uk mprime@bmilner.dudley.sch.uk
Headteacher	Richard May	01384 889422	rmay@bmilner.dudley.sch.uk

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 or college 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 Designated Safeguarding Lead (and deputy) 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.

Bishop Milner Catholic College 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 will be: Sharon Hand

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 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 Bishop Milner Catholic College will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Bishop Milner Catholic College or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Bishop Milner Catholic College will encourage our vulnerable children and young people to attend a school, including remotely if needed.

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.

Bishop Milner Catholic College and social workers will agree with parents/carers whether children in need should be attending school – Bishop Milner Catholic College will then follow up on any pupil that they were expecting to attend, who does not. Bishop Milner Catholic College will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

The DSL will contact all teaching staff towards the end of each week to get an overview on how many children have been logging onto the remote learning sessions. All teaching staff will be issued with a list of children who require monitoring during this period of time, they will report to the DSL on whether these children have been online or engaging with their learning. Any monitored children who have not logged on or made contact will be followed up by the DSL. This will involve a telephone call home to parent/carer and an email to their allocated social worker to inform them.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Bishop Milner Catholic College will notify their social worker.

Designated Safeguarding Lead

Bishop Milner Catholic College school has a Designated Safeguarding Lead (DSL) and three Deputy DSL's.

The Designated Safeguarding Lead is: **Sharon Hand**

The Deputy Designated Safeguarding Leads are: **Stephen Lodge, Gloria Nicholls, Marie Prime**

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or email - for example when working from home. The staff daily rota will take this into account

The safeguarding team will continue to update and manage access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) 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 or college.

It is important that all Bishop Milner Catholic College staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

The DSL will continue to engage with social workers, and 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 Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead and Deputy Safeguarding Leads. This will ensure that the concern is received. All staff will have received and read a copy of the Safeguarding Protocol (March 2020) which identifies all necessary processes to safeguard students and staff. (See Appendix 1)

During holiday periods, staff and the Dudley MASH team can contact the DSL on a central email inbox: safeguarding@bmilner.dudley.sch.uk

An Emergency telephone number will also be available: 07425 812393

This information is also available on the college website

Staff are reminded of the need to report any concern immediately and without delay.

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

Concerns around the Headteacher should be directed to the Chair of Directors: **Gaynor Rennicks**

The MAC will continue to offer support in the process of managing allegations.

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, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing college staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should 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 Bishop Milner Catholic College, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our college, 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

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, Bishop Milner Catholic College 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.

Where Bishop Milner Catholic College are utilising 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.

Bishop Milner Catholic College 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.

Bishop Milner Catholic College 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

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, Bishop Milner Catholic College will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

Bishop Milner Catholic College will continue to provide a safe environment, including online. This includes the use of an online filtering system.

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

Children and online safety away from school and college

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 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 BMCC code of conduct.

Bishop Milner Catholic College 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, especially where webcams are involved:

- No 1:1s, groups only
- 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 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 provided by Bishop Milner Catholic College to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in college

Bishop Milner Catholic College is committed to ensuring the safety and wellbeing of all its children and young people.

All teaching and non-teaching staff will be issued with a list of students who require monitoring to ensure their welfare and wellbeing, as teaching and learning is carried out remotely. Staff to report to the DSL weekly if they have not had contact with any child identified on this list.

Bishop Milner Catholic College and its DSL will work closely with all stakeholders to maximise the effectiveness of this plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The college will share safeguarding messages on its website and social media pages.

Bishop Milner Catholic College 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 Bishop Milner Catholic College need to be aware of this in setting expectations of pupils' work where they are at home.

Bishop Milner Catholic College 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.

Supporting children in college

Bishop Milner Catholic College is committed to ensuring the safety and wellbeing of all its students.

Bishop Milner Catholic College will continue to be a safe space for all children to attend and flourish. The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Bishop Milner Catholic College 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.

Bishop Milner Catholic College 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.

Where Bishop Milner Catholic College has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Governors.

Peer on Peer Abuse

Bishop Milner Catholic College recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school or college 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 of the Safeguarding Policy.

The college will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

Appendix:

*Coronavirus (Covid-19): safeguarding at Bishop Milner Catholic College.
Interim Safeguarding Protocol and Guidance (March 2020)*

Coronavirus (Covid-19): Safeguarding at Bishop Milner Catholic College
Interim Safeguarding Protocol and Guidance
March 2020

The Safeguarding Policy has had an addendum to cover this period of time. This is to be read and confirmed by all staff on Every. The existing information in the BMCC Safeguarding Policy is still valid, this addendum is in addition to the main policy.

Term Time:

All members of the BMCC Safeguarding Team (SHD/SLO/GNI/MPR) are available to deal with any concerns, either on site or contactable by email.

All staff to continue to log their concerns on CPOMs

All parents/carers and students have been issued with a safeguarding contact email but can continue to contact reception between 9-3pm, Mon – Fri

The central email address for parents/carers and students during term time is:

safeguarding@bmilner.dudley.sch.uk

Parents have been issued with an emergency contact number. This is not available to students

All information has been sent to parents/carers by letter and email. Students received an information leaflet in their remote learning pack listing main safeguarding contacts including Children's Services, NSPCC, Childline etc.

This information is also on the website

Holiday cover:

In the event of an emergency or urgent safeguarding concern during holiday periods, staff are to use the central email address: safeguarding@bmilner.dudley.sch.uk

In the event of an emergency, staff may contact the DSL on: **07425 812393**

Staff must also log their concern on CPOMs

The DSL will be on call for the duration of the holiday, apart from weekends and Bank Holidays.

The DSL will check the email inbox periodically, these emails will be monitored via an alert to the emergency phone

The DSL has added an alert to her work email address with instructions for staff and external agencies on how to make contact in the event of an urgent concern during the holiday period

Parents/carers and students have been issued with relevant contact detail for the MASH team, various agencies such as NSPCC and Childline in addition to the central email address.

External agencies:

Any enquiries during term time are made via the Safeguarding team or reception, as usual
During holiday time, any emergency or urgent enquiries are to be made to the central safeguarding email inbox.

Dudley MASH team have been issued with the central email and emergency number for the DSL