



Addendum to Safeguarding Policy (Coronavirus)

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**Schools,
teachers and
pupils freed
to succeed.**
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Context

BMAT Academy's Safeguarding policy and appendices are available on our Academy websites under Key Information. All staff have read this policy and parents have been informed via standard communication for each Academy. Furthermore, all staff and governors have read Part 1 of Keeping Children Safe in Education (KCSIE) and have received continued safeguarding training.

This addendum provides guidance on our safeguarding arrangements in light of our new operating practices, as a response to the Corona Virus and resulting government guidelines. This addendum should be read by all staff.

We will continue to update this policy throughout the weeks and months ahead to ensure it reflects latest guidance from Government, Newham MASH, Essex Safeguarding Children Board and BMAT Education.

BMA	Burnt Mill Academy
CS	Cooks Spinney Primary Academy and Nursery
ESJ	Epping St John's
FHS	Forest Hall School
FW	Freshwaters Primary Academy and Nursery
LP	Little Parndon Primary Academy
MC	Magna Carta Primary Academy
RDA	Royal Docks Academy
RY	Roydon Primary Academy
SFG	Sir Frederick Gibberd
STEM	BMAT STEM

Each BMAT school is legally defined as an Academy, regardless of whether the term 'school' is used to describe it in the policy.

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Introduction

All staff are required to familiarise themselves with this new guidance and subsequent updates as a mandatory part of their training.

Updates are as follows:

- This new addendum considers any updated advice received from our safeguarding partners.

Temporary change of premises/provision

- As from Monday 23rd March 2020, any BMAT pupils who are children of key workers, or pupils classed as vulnerable, whose parents cannot look after them at home, attend a BMAT reduced provision service, at one of the 11 Academies.
- Where numbers of key worker children are low, provision may move to be joined up with another BMAT Academy. Secondary Academies may amalgamate with another Secondary Academy. Primary Academies may amalgamate with other Primary Academies. Magna Carta Primary Academy is the only exception to this rule, as it is in Stansted at a considerable distance from the other four Primaries. In the event of reduced numbers, Magna Carta Primary key worker provision, will be housed at Forest Hall School. Forest Hall Secondary School will provide the pupils and familiar Magna Carta staff, a space in their school library, which is a comfortable and well-resourced space.
- If transport is an issue for some of our vulnerable pupils, where possible and appropriate, transport will be provided.
- Food will be provided for all key worker children, who attend the provision, regardless of site.
- FSM vouchers will be delivered/emailed to vulnerable families.
- Risk assessments are taken to ensure sufficient measures are in place to safeguard all of these key worker children. The risk assessment considers the following risks: physical, learning, change in routines and staffing.

Communication and logging of pupil concerns for keyworker duty staff on site.

- Headteachers and SLT are on rota, with a daily presence on each site. Log on to Safeguard in the usual way to log the concern, always tagging the DSL team. Please also alert via email **and in person**, the Head or SLT member on site that day (this may not be your Head, or SLT if on another BMAT Academy site) and before the pupil leaves site for the day.
- For all other members of staff, not on site, who become aware of information that is concerning regarding the safety of any BMAT pupil, please follow the guidance for **Essex on Appendix A** and **Newham on Appendix B**, which all staff have been issued, before closure by their Academy DSL.

Physical

- There are accessible toilets for all in the 11 BMAT Academies.
- The reduced number of key worker children have large enough space in each Academy to meet social distancing measures.
- Outside space is secure.

Learning

- Staff have prepared learning and take sufficient resources to the keyworker provision site, to ensure high quality childcare for the pupils who attend.
- Teaching staff will continue to prepare high quality resources and learning opportunities, for pupils who are not attending the keyworker provision.

Change in routines

- All medicines will be taken to the Academy, the keyworker pupils attend, if there is a change of Academy venue, the medicines will be transferred.
- Fire evacuation procedures are explained and practiced – assembly points made clear.
- Pupils have a staggered lunch time, if a large number are on site, to meet social distancing guidelines, where needed. This will apply as long as necessary.

Staffing

- Academies have details of staffing via rotas designed by the Head of each Academy.
- Where Academies have been condensed to fewer sites, a Single Central Record is kept on a separate tab for those additional Trust members in the Academy.

Children

- Academies should have key contact information of all the children who could attend the key worker provision. This is in case of emergency; if a child falls ill.
- In the event of a child falling ill, The Academies have allocated areas to isolate the child while their parents are contacted to collect them.

Designated Safeguarding Leads (DSLs)

- The new guidance states it is an optimal scenario for any school providing care for children to have a trained DSL or deputy available on site. A level three trained member of staff should always be on site, this does not always have to be a member of the core safeguarding team. However, core safeguarding officers working from home are available as normal via Safeguard online, email or telephone.
- The Academy DSL and deputies will ensure the BMAT Safeguarding policy is followed and that children and staff are safe during hours of on-site key worker provision.

- The DSL and deputies will ensure a telephone call is made to vulnerable children at home, at least once per week. These are children who may have additional needs who benefit from knowing that their school has not forgotten them. They may also contact other children who are at home, for the same reasons. When this is carried out from the member of staff's own device, the caller ID is hidden. The Acceptable Use policy is applicable here.

DSL and Deputy Training

- Whilst the new guidance states that 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 BMAT DSL's and their deputies are currently up to date with their training.

Vulnerable Children

- Ensuring that vulnerable children remain protected is a top priority for the government. Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHCPs, read more in the [guidance on vulnerable children and young people](#) for further information.
- Children who fall into this category have been offered a 'safe place' on-site provision at a BMAT Academy and we will continue to do this during the pandemic. This means that the number of vulnerable children accessing this provision will increase and decrease in line with demand. We will continue to review and adapt safeguarding arrangements in line with this demand.

Attendance

- Schools currently do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. Where we have agreed a vulnerable child should attend school, and they do not, we will follow this up accordingly to establish why the child didn't attend and assure their safety.
- The Department for Education has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.
- BMAT staff who are on the rota for keyworker provision, may choose to bring their own children with them. This is in order to limit the number and length of journeys as well as limit the number of people members of the same family have been exposed too. These children would also be counted on the daily attendance form.
- DSLs and Headteachers will arrange calls to the most vulnerable children on role in their Academies, who are not accessing the key worker provision.

EWO/Social Care involvement

- Calls to the most vulnerable families will be made at least weekly. The DSL/Deputy must make every effort to speak to the child, as well as the parent/carer. If no weekly contact has been made with a vulnerable child, the BMAT EWO team will be alerted and where possible a home visit will be carried out. If there are ongoing concerns regarding contact and the wellbeing of a vulnerable child, a social care referral will be made by a member of the safeguarding team.

Staff Training and Safeguarding Induction

- All existing BMAT staff will already have had safeguarding training and have read Part 1 of KCSIE. The important thing for these staff will be awareness of any new local arrangements so they know what to do if they are worried about a child. This is why reading this Safeguarding Policy addendum is a mandatory part of your training.
- Where new staff are recruited, or new volunteers enter the school they will continue to be provided with a safeguarding induction via video conference. Reading this addendum will form part of that induction. **At the moment, this is not applicable and no new volunteers should be accepted into any BMAT Academy at this time.**

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. If we recruit new staff, they will continue to follow the relevant safer recruitment processes for BMAT Education, including, as appropriate, relevant sections in Part 3 of 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.
- Schools must continue to follow their 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.
- Schools should 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. All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so, consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.
- We will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. While our pupils attend alternative BMAT school sites, leaders there will ensure their SCR is updated to reflect the additional BMAT adults on site.

Mental Health

- Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of both children and adults. We all need to consider this in our on-line interactions with our pupils and parents, continually checking they are safe, and on their mental health and emotional wellbeing.
- We should also be open to the fact that a number of our pupils and/or parents may become ill during this period, therefore, any communication must be carried out sensitively. We are clear with parents that we set learning for children, however, they are not expected to complete it all and we will not set deadlines.
- Where we have vulnerable children and children of key workers on site, we will continue to do this with them. Additional guidance on this can be found here: [mental health and behaviour in schools](#).
- We also acknowledge that this is a particularly stressful and worrying time for school staff who are concerned about their own wellbeing and that of their families.
- If you are finding this quite a challenging time and you need any support please contact your line manager. Alternatively, there is The Trust's Employee Assistance Programme (EAP), which provides a free and confidential counselling and advice service that is available to all employees and members of your immediate family.
- The Employee Assistance Helpline can be contacted 24 hours a day, 7 days a week. The free phone number (0800 328 1437) will enable anyone who wants advice to contact a fully qualified and professional counsellor or another specialist advisor.
- Alternatively, a service can also be accessed online via the website (www.employeeassistance.org.uk), using the access code "Burntmill". This online forum provides links to a variety of additional useful sources of practical help and advice and provides an alternative way of accessing the service.

Online at a BMAT Academy

- The expectations of a safe environment that is conducive to learning are placed on our physical building as well as on-line. We will continue to ensure that appropriate filters and monitoring systems are in place to protect pupils when they are online on the school's IT systems or recommended resources.

Children and Online Safety away from School

- The Department for Education is providing separate guidance on providing education remotely. It will set out 4 key areas that leaders should consider as part of any remote learning strategy. This includes the use of technology. Recently published [guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) could help plan online lessons and/or activities and plan them safely.
- Resources are regularly added to BMAT Academies home learning pages on the school website.

- Teachers and Co-educators are also using the school's online platforms, such as Class dojo/Show my Homework accounts, to upload resources, message pupils and parents and respond to pupils' work and parents' queries. The same procedures and protocols are in place for remote learning as they are when pupils are in school.
- This includes acceptable use of technologies, staff/pupil relationships and communication including the use of social media.
- We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. In any discussions you have with our pupils you should check on their welfare both physically and within the on-line environment and, if issues arise, report these in line with this addendum.

Further guidance and support can be found at:

[Childline](#) - for support

[UK Safer Internet Centre](#) - to report and remove harmful online content

[CEOP](#) - for advice on making a report about online abuse

- If staff speak with parents or carers then these communications should be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school their child is going to be interacting with online.
- Parents and carers may choose to supplement the school's online offer with support from online companies and in some cases individual tutors. In your communications with parents and carers, you should emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

Staff communication with pupils online.

For staff guidance on the use of Teams, to communicate with specific years 10, 11, 12 and 13 only, please **see Appendix C**

Appendix A

Essex Academies - Protocol for safeguarding during forced school closure.

A long period of isolation for any of our families will be a difficult and challenging time. Within these families, there are a high number of very vulnerable pupils. During this time, those pupils are at even higher risk of harm; physically, emotionally or on-line. It is still our duty of care, to safeguard them all, as best as we can.

If you become aware that one of our pupils is at risk, you must act. If you see or hear, by any form of communication or contact, something that is a concern, you must follow this Trust protocol.

If you are a staff member (ALL and ANY adults employed by the Trust)

Between 8am and 5pm weekdays

- Log on to safeguard from home (do not allow your device to 'save/remember' the password)
(Please ensure your GDPR compliance, by not sharing this screen with family members and logging off straight afterwards. Do not download any documents from safeguard to any of your devices, school or personal)
- Make your referral in as much detail as possible
- Tag every one of the DSL team in your Academy

Out of hours concerns between 5pm and 8am weekdays

- Call the Emergency Duty Service (Immediate Out of Hours Response) No: 0345 606 1212
- Essex Police (999 or 112)
(Mon - Thurs 5.00pm – 8.45am, Fri 4.30pm – Mon 8.45am Inc. Bank holidays)

If staff feel that a pupil is at **risk of significant harm**, then they **MUST** first make a verbal referral to Social Care - **0345 603 7627** and ask for the **CHILDREN & FAMILIES HUB PRIORITY LINE**. Staff can make this referral to Social Care anonymously.

- Follow up the call to Social Care, with a referral on safeguard, including that a referral to Social Care has been made.

If you want to discuss the referral you plan to make before submitting it, telephone **0345 603 7627** and ask for the **CHILDREN & FAMILIES HUB PRIORITY LINE**.

If staff are unable to log onto Safeguard.

Any concerns must be reported to Social Care - **0345 603 7627** and ask for the **CHILDREN & FAMILIES HUB PRIORITY LINE**. Make your DSL team aware of your referral via email.

During the Easter break

DSLs are not expected to monitor Safeguard referrals during the Easter break. If staff feel that a pupil is at risk, then they **MUST** make a verbal referral to Social Care - **0345 603 7627** and ask for the **CHILDREN & FAMILIES HUB PRIORITY LINE**.

If you are a DSL

- You must keep your emails open and check them throughout the day.
- Make immediate contact with the member of staff, via email to confirm that the referral has been read.
- DSL teams to arrange daily cover across their teams, keeping each other informed if they are unwell and unable to monitor safeguard on their assigned day.

Appendix B

Newham protocol for safeguarding during forced school closure.

A long period of isolation for any of our families will be a difficult and challenging time. Within these families, there are a high number of very vulnerable pupils. During this time, those pupils are at even higher risk of harm; physically, emotionally or on-line. It is still our duty of care, to safeguard them all, as best as we can.

If you become aware that one of our pupils is at risk, you must act. If you see or hear, by any form of communication or contact, something that is a concern, you must follow this Trust protocol.

If you are a staff member (ALL and ANY adults employed by the Trust)

Between 8am and 5pm weekdays

- Log on to safeguard from home (do not allow your device to 'save/remember' the password)
(Please ensure your GDPR compliance, by not sharing this screen with family members and logging off straight afterwards. Do not download any documents from safeguard to any of your devices, school or personal)
- Make your referral in as much detail as possible
- Tag every one of the DSL team in your Academy

Out of hours concerns between 5pm and 8am weekdays

- Call the Emergency Duty Service (Immediate Out of Hours Response) No: 0208 430 2000
- Essex / Newham Police (999 or 112)
(Mon - Thurs 5.00pm – 8.45am, Fri 4.30pm – Mon 8.45am Inc. Bank holidays)

If staff feel that a pupil is at **risk of significant harm**, then they **MUST** first make a verbal referral to Newham Childrens Services – **0203 373 4600** and ask for the **NEWHAM MASH**. Staff can make this referral to Newham Childrens services anonymously.

- Follow up the call to Newham Childrens Services, with a referral on safeguard, including that a referral to Newham Social Care has been made.

If you want to discuss the referral you plan to make before submitting it, telephone **0203 373 4600** and ask for the **NEWHAM MASH**

If staff are unable to log onto Safeguard.

Any concerns must be reported to Social Care - **0203 373 4600** and ask for the **NEWHAM CHILDRENS SERVICES**. Make your DSL team aware of your referral via email.

During the Easter break

DSLs are not expected to monitor Safeguard referrals during the Easter break. If staff feel that a pupil is at risk, then they **MUST** make a verbal referral to Social Care - **0203 373 4600** and ask for the **NEWHAM CHILDRENS SERVICES**

If you are a DSL

- You must keep your emails open and check them throughout the day.
- Make immediate contact with the member of staff, via email to confirm that the referral has been read.
- DSL teams to arrange daily cover across their teams, keeping each other informed if they are unwell and unable to monitor safeguard on their assigned day.

Appendix C

Safe Use of Teams with years 10, 11, 12 and 13.

The use of online communication with pupils carries obvious safeguarding, GDPR and professional conduct risks. Please ensure you follow the instructions below when working with pupils online.

Policies

All BMAT and local school policies apply to online activity. In particular, please ensure you read and abide by the following:

- Safeguarding and Child Protection Policy
- Acceptable Use of Technology Policy (Staff and Stakeholders)
- BMAT Code of Conduct
- Behaviour Policy

You will find all policies on the [Policies](#) page of the staff intranet. If you have questions or cannot find the policy you need, please contact BMAT Governance, using governance@bmatrust.org.uk.

Specific rules for using video calling and chat messaging

1. No live video interaction with pupils. Camera is always off.
2. Setting and marking work should be done by uploading files and comments, as provided in the software.
3. Live lessons can be held with pupils from Yr10 upwards, but without video chat, only screen-sharing of work documents.
4. Recorded lessons are fine, provided they follow the above.
5. All chat should meet the same expectations as face to face and email communication (ie formal, teacher and pupil conversation). All chat messages are recorded.

Specific rules for students' use of video calling and chat messaging

1. Behaviour expectations are the same as if lessons were happening in the classroom.
2. When work is set, it should be completed on time and with the same level of quality and care as if submitting any other homework.
3. During a live session, pupil microphones should be off (ie on 'mute'). Contributions are to be given when asked for by the teacher.
4. All behaviour and pastoral issues should be reported using the usual school management process.

For any technical issues with Teams, please contact [Resolve](#). For any training or help with using Teams, please use the [Work from Home](#) tab on your school website, or contact BMAT Data Help, using datahelp@bmatrust.org.uk