

Addendum: COVID-19 School Arrangements for Safeguarding and Child Protection of remote learners during Blended Learning

1.0 Context

1.1 This addendum of our School's Safeguarding Children Policy gives details of our safeguarding arrangements during this response period.

2.0 Curriculum - Online safety during Virtual School Environment

2.1 Safety during online learning comprises of two main concerns:

- 2.1.1 Concern for physical wellbeing including mental health
- 2.1.2 Concern for safety with increased exposure online, including safeguarding.

2.2 Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers should be aware of this in setting expectations of pupils' work where they are at home. Mental health issues can bring about changes in a young person's behaviour or emotional state which can be displayed in a range of different ways, and that can be an indication of an underlying problem. BSB will continue to provide support for students in the current circumstances from specialist staff and support services.

2.3 BSB has invested in a secure online real-time teaching platform, Zoom (Premium), which is secure and protects all users from unwanted intrusion.

2.4 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 Child Protection 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 BSB Staff Code of Conduct.

2.5 Below are some things to consider when delivering lessons as part of the Blended Learning programme:

- 2.5.1 The published Pupil Expectations must be enforced at all times.
- 2.5.2 Parents should be encouraged to read the published Parent Guidelines
- 2.5.3 Interactive live video must be via Zoom and must be recorded at all times
- 2.5.4 Pre-recorded video can be used, but appropriate clothing should always be worn.
- 2.5.5 All BSB videos should only be filmed in inappropriate venues, i.e. no bedrooms.
- 2.5.6 Language must be professional and appropriate, including any family members.
- 2.5.7 No WhatsApp/texting groups should be set up.
- 2.5.8 The only methods of communication that can be used are:

- Zoom
- BSB School e-mail

2.5.9 Staff must only use platforms approved by BSB to communicate with pupils.

3.0 Safeguarding

3.1 Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring that children grow up in the circumstances consistent with the provision of safe and effective care

4.0 Designated Safeguarding Leads

4.1 BSB will ensure that a DSL or DDSL is contactable by telephone during term time. Where a trained DSL (or deputy) is not on-site, in addition to the above, a senior member of staff and/or manager will assume responsibility for co-ordinating safeguarding on site. This will include liaising with the offsite DSL as required. During this period the school’s main switchboard will be open, and the Receptionist on duty will be able to contact the DSL on duty if required.

5.0 Reporting a concern

5.1 Where staff have a concern about a child, they should continue to follow the process outlined in this Safeguarding Children Policy. A member of staff should e-mail the Designated Safeguarding Lead, and Deputy Safeguarding Leads.

5.2 A concern can still be raised through two means:

- E-mail: safeguarding@thebsbh.com
- Phone: 17610 898
- Both of these lines of communication re monitored continuously by the DSL for each school

5.3 Where staff are concerned about an adult working with children in the school, they should report their concern directly to the Executive Headmaster.

5.4 If there is a requirement to make a notification to the Executive Headmaster whilst away from school, this should be done via telephone and then followed up with an e-mail.

5.5 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 relevant Head and DSL. If there is a requirement to make a notification whilst away from school, this should be done by telephone call and followed up with an e-mail to the relevant Head and DSL.

5.6 Concerns about a Head should be directed to the Executive Headmaster.

5.7 Safeguarding concerns around the Executive Headmaster should be directed to the CEO North Africa & Middle East.

6.0 Safeguarding Training and Induction

6.1 Staff safeguarding induction training at BSB will take place virtually during the period during which measures are in place for the COVID-19 threat. However, we note that for the period during which 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.

6.2 Safeguarding training is completed online via Educare Training. This facility is available even during campus closure. All employees have access to a very comprehensive e-learning service through a range of high quality, expertly written safeguarding, health and safety and duty of care training courses.

7.0 Safer Recruitment/Volunteers and Movement of Staff

7.1 It remains essential that people who are unsuitable to do so are not allowed to work with or have access to children.

7.2 When recruiting new staff, BSB will continue to follow the relevant Safer Recruitment processes. 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 BSB utilises volunteers, we will continue to follow the checking and risk assessment process as set out in Keeping Children Safe in Education (KCSIE).

7.3 Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. BSB 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.

7.4 Whilst acknowledging the challenge of the current national emergency, BSB also acknowledges how essential it is, from a safeguarding perspective, that on any given day we know which staff and volunteers are on-site, and that appropriate checks have been carried out for these people, and especially for anyone engaging in regulated activity. As such, BSB will keep the Single Central Record (SCR) up to date as outlined in KCSIE.

7.5 BSB 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.

7.6 BSB will continue to consider and make referrals to the Teaching Regulation Agency (TRA)

7.7 During the COVID-19 period, all referrals will be made by e-mailing Misconduct.Teacher@education.gov.uk

8.0 Online safety in schools

8.1 BSB will continue to provide a safe environment, including online. This includes the use of an online filtering system for users at the BSB campus. Where pupils who are children of key workers or are deemed vulnerable children and are in school and are using computers in school, appropriate supervision will be in place.

9.0 Children and Online Safety away from school

9.1 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 in accordance with this Safeguarding Children Policy and, where appropriate, referrals must still be.

9.2 Online teaching will follow the same principles as set out in the School's Staff Code of Conduct, and the guidance is given in the BSB Reopening Handbook.

9.3 BSB will ensure that any use of online learning tools and systems is in line with the privacy and Data Protection/GDPR requirements.

9.4 Below are some things to consider when delivering remote learning / blended learning lessons, especially where webcams are involved:

9.4.1 One-to-one sessions will only be delivered when the member of staff's line manager has been consulted.

9.4.2 In general, permission for such sessions is usually only given to those specialist staff who need to use them to benefit the pupils in our care and provide for their safeguarding and wellbeing needs, e.g. School Counsellor.

9.4.3 There is guidance for all BSB teachers in our Reopening Handbooks and each school's guide to Blended Learning

9.4.4 Staff and pupils must wear suitable clothing, as should anyone else in the households concerned when such sessions are taking place.

9.4.5 Any computers used should be in appropriate areas, for example, not in bedrooms; and, where possible, the background should be blurred or plain.

9.4.6 Staff must record live classes so that if any issues were to arise, the video could be reviewed.

9.4.7 Staff are expected to deliver lessons in line with the highest of professional standards that the school requires under normal circumstances and in line with this Safeguarding Children Policy and the BSB Staff Code of Conduct.

10.0 Supporting Children, not in school

10.1 BSB is committed to ensuring the safety and wellbeing of all its children and young people.

10.2 Where the DSL has identified a child to be in need of significant support, or who would normally receive pastoral support in school, we will ensure that a robust communication plan is in place for that child or young person.

10.3 Details of this support will be recorded, reviewed with the Safeguarding Team regularly and, where concerns arise, the DSL will consider any referrals as appropriate. The school will share safeguarding messages on its website and social media pages.

10.4 BSB 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 or carers. Teachers at BSB need to be aware of this in setting expectations of pupils' work when they are at home.

10.5 BSB will continue to be a safe space for all children to attend and flourish. The SLT will ensure that appropriate staff are on-site, and staff to pupil ratio numbers are appropriate, to maximise safety. BSB will refer to the Ministry of Education's guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from the Ministry of Health on handwashing and other measures to limit the risk of the spread of COVID-19.

11.0 Attendance Monitoring:

11.1 BSB will continue to monitor student engagement to ensure there are no safeguarding concerns.

- 11.2 Lack of engagement over a 48 hour period will lead to a phone call placed to a parent/guardian to ensure all is well within the family and that the pupil remains safe at home
- 11.3 In all circumstances where a vulnerable child does not engage, then the DSL or DDSL will engage parents and pupil directly.

12.0 Peer-on-Peer Abuse

- 12.1 BSB recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.
- 12.2 Where a school receives a report of peer-on-peer abuse, they will follow the principles as set out in KCSIE and of those outlined within the Safeguarding Children Policy.
- 12.3 The school will listen and work with the young person, their parents or carers and any multiagency partner as required, to ensure the safety and security of that young person. As is always required, concerns and actions must be recorded, and appropriate referrals made.

13.0 Social Distancing

- 13.1 All staff and pupils working in school will observe the Ministry of Education guidelines on social distancing, and as such, when working on-site, they will stay 1.5 metres away from other people at all times, wash their hands thoroughly with soap and water and use the hand sanitiser that is available regularly but always before and after eating, drinking and using the toilet.