



**Child protection and safeguarding: COVID-19 addendum:  
Remote Learning arrangements for lockdown at  
Bootham Senior School**

This policy relates to the Senior School and should be read in conjunction with the school's Safeguarding and Child Protection Policy and procedures. A separate policy exists for the Junior School.

## **Context**

From 5<sup>th</sup> January 2021, following a Government directive, 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 Bootham Senior School 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
<b>Bootham Senior</b> Designated Safeguarding Lead	Liz Gallagher-Coates	07824 023479	<a href="mailto:liz.gallagher-coates@boothamschool.com">liz.gallagher-coates@boothamschool.com</a>
<b>Bootham Senior</b> Deputy Designated Safeguarding Lead(s)	Alice Ovenden Beth Steer (Boarding)	07931 101507 07856 645488	<a href="mailto:alice.ovenden@boothamschool.com">alice.ovenden@boothamschool.com</a> <a href="mailto:beth.steer@boothamschool.com">beth.steer@boothamschool.com</a>
Head	Chris Jeffery	07725 257093	<a href="mailto:chris.jeffery@boothamschool.com">chris.jeffery@boothamschool.com</a>
Deputy Head	Martyn Beer	07582 250939	<a href="mailto:martyn.beer@boothamschool.com">martyn.beer@boothamschool.com</a>
Chair of Governors	Cathy Limb		<a href="mailto:cathywoodbine@icloud.com">cathywoodbine@icloud.com</a>
Safeguarding Governor	Graham Ralph		<a href="mailto:governor.safeguarding@boothamschool.com">governor.safeguarding@boothamschool.com</a>
York MASH		01904 551900	<a href="mailto:childrensfrontdoor@york.gov.uk">childrensfrontdoor@york.gov.uk</a> <a href="mailto:childrensadvise@york.gov.uk">childrensadvise@york.gov.uk</a>
North Yorkshire MAST	Including out of hours Emergency Team for both York and North Yorkshire	01609 780780	<a href="mailto:edt@northyorks.gov.uk">edt@northyorks.gov.uk</a>

## **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.

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.

Bootham Senior 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 (VSH) for looked-after and previously looked-after children. The lead person for this will be Martyn Beer.

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 to bring their child to an education setting, and their child is considered vulnerable, the social worker and Bootham Senior School will explore the reasons for this directly with the parent.

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

Bootham Senior School will encourage our vulnerable children and young people to attend school, including remotely, if needed.

## **Attendance monitoring**

Students attending school remotely should register on the Bootham School Student Portal before 8:50am Monday- Friday and by 12:25pm on Saturdays. If a student is unwell or unable to attend virtual school that day then parents need to email [bootham.attendance@boothamschool.com](mailto:bootham.attendance@boothamschool.com)

As most children will not be attending school in person, during this period of school closure, we will not be completing our usual attendance registers. We will be completing

the DfE online attendance forms and submitting them daily. All staff are required to sign in and out at reception.

Bootham Senior School and social workers will agree with parents/carers whether children in need should be attending school – Bootham Senior School will then follow up on any student that they were expecting to attend, who does not. Bootham Senior School 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.

To support the above, Bootham Senior School, when communicating with parents and carers, will 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, Bootham Senior School will notify their social worker.

### **Designated Safeguarding Lead arrangements**

Bootham Senior School has a Designated Safeguarding Lead (DSL) and Deputy DSLs

The Designated Safeguarding Lead is: Liz Gallagher-Coates

The Deputy Designated Safeguarding Leads are: Alice Ovenden  
Beth Steer (Boarding)

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 online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing 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 Bootham Senior School staff and volunteers have access to a trained DSL (or deputy). All staff will be made aware of who that person is and how to contact 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 and Child Protection 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 either email or, in an emergency, phone the Designated Safeguarding Lead, Deputy Head or Head. Contact details are provided under 'Key Contacts' in this addendum. This will ensure that the concern is received.

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 Head. If there is a requirement to make a notification to the Head whilst away from school, this should be done verbally and followed up with an email to the Head.

Concerns around the Head should be directed to the Chair of Governors: Cathy Limb.

## **Safeguarding Training and induction**

All existing school staff have had safeguarding training and have read Part 1 of *Keeping Children Safe in Education (2020)*. 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 Bootham Senior School, they will continue to be provided with a safeguarding induction.

## **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, Bootham Senior 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 (2020)* (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 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

Where Bootham Senior School 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.

Bootham Senior 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*.

Bootham Senior 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, Bootham Senior 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 schools and colleges**

Bootham Senior School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

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 dealt with as per the Safeguarding and Child Protection Policy and, where appropriate, referrals should still be made to children's social care and as required, the police.

### **Online teaching**

Online teaching should follow the same principles as set out in the Staff Code of Conduct.

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

All recordings that include student images must remain on the staff member's drive on the school portal and should not be downloaded to personal areas.

### Teaching guidelines

- Staff and students must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas. Some students will work in their bedrooms, but this should be in a study type setting.
- Language must be professional and appropriate, including any family members in the background.
- Google Meet/Hangouts accessed through the Bootham Portal should be used for all video conferencing, unless other arrangements have been specifically agreed with the Deputy Head.
- Group lessons can be recorded for educational purposes, at the teacher's discretion. However, any recording shared must be done so through Google Drive as a 'viewable' not 'editable' (and therefore downloadable) file. Instructions on ensuring the correct permissions are set have been shared with all Senior School Teaching Staff and further support is available through Luke Gilliver. Any video shared outside of the Bootham Community must be edited, so that no student images/names remain. The IT Team are available to process videos in this way – staff should let the DSL or Deputy Head know if they need to share videos in this way.
- One to one lessons should be recorded. The student should consent to this at the beginning of each session and this should be included in the recording.

### Other online interactions

There may, at times, be a need to 'meet' with a student on a one to one basis due to pastoral/safeguarding concerns. In this situation the member of staff should contact the DSL or Deputy Head to discuss the situation, prior to meeting.

Details of the meet (code and time) should be sent to Deputy/DSL so that they are aware that this is taking place and can 'drop in' if necessary.

Consent to record the session should be obtained, wherever possible. It should be explained to the student that it would only be in a very exceptional circumstance that anyone would need to view this. However, the safety of the child is paramount, so if consent is not given the meeting can still go ahead, but detailed notes should be made and recorded on CPOMS.

Any recording should be shared with the DSL who will store this securely offline in the DSL office. All other recordings must be deleted.

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

Bootham Senior School is committed to ensuring the safety and wellbeing of all its Children and Young people.



Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan should be recorded on CPOMS as should a record of any contact made.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Bootham Senior School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once every three weeks) 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.

Bootham Senior 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 Bootham Senior School need to be aware of this in setting expectations of students' work where they are at home.

### **Supporting children in school**

Bootham Senior School is committed to ensuring the safety and wellbeing of all its students.

Bootham Senior School will continue to be a safe space for all children to attend and flourish. The Head will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.

Bootham Senior School 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 COVID-19.

Bootham Senior School 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. This will be bespoke to each child and, where appropriate, recorded on CPOMS.

### **Peer on Peer Abuse**

Bootham Senior School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where the school receives a report of peer on peer abuse, we will follow the principles as set out in part 5 of *KCSIE* and of those outlined within of the 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 must be recorded on CPOMS and appropriate referrals made.

### **Links with other relevant policies**

Whilst this addendum should be read in conjunction with the following policies and procedures, any changes in working practice outlined in this document, temporarily override any that conflict with those in our main policies and procedures.

- Anti-bullying Policy
- Staff Remote Teaching Guide
- Guide To Remote Teaching For Bootham Parents
- Guide To Remote Teaching For Bootham Students
- Health and safety policy
- IT Acceptable Use policy (staff and students)
- IT Acceptable Use Remote Learning
- Recruitment Policy
- Safeguarding and Child protection policy
- Staff Code of Conduct
- Whistleblowing Policy

**Date of last review:** January 2021  
**Person responsible:** Designated Safeguarding Lead  
**Review group:** Leadership Meeting  
**Approval group:** Governors' Meeting

**Date of next review:** This addendum will be reviewed regularly to implement any changes taking into account variations in Government advice. A further review will be undertaken in November 2021 in line with our annual safeguarding review.