



**BROCKWOOD PARK SCHOOL &  
INWOODS SMALL SCHOOL including EYFS**

**COVID 19 ADDENDUM TO THE SAFEGUARDING AND CHILD PROTECTION POLICY 2020-2021**

Last Trustee Review Date	August 2020
Policy endorsed by	The Trustees & Principal
Policy is maintained by	Brockwood & Inwoods DSL
ISI reference	A6, B2,B10, B15, B17, E1
Next review date	August 2021
Review body	Brockwood & Inwoods DSL

**It is everyone's responsibility to help keep children safe.**

This addendum to the Safeguarding and Child Protection Policy is applicable to all Trustees, staff, and regular volunteers in respect of all students in the School.

### **1. Important Contacts**

Brockwoods Safeguarding Team will continue to be available either via telephone, physically onsite (the DSL's of Brockwood and Inwoods and the DDSL live onsite), or online video.

Residential and nonresidential staff, all students and parents are aware of how to contact one of the Safeguarding Team, and the contact information will continue to be available on the Brockwood website, and periodic reminders of safeguarding nature will be made at school assemblies. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Role	Name	Email	Telephone
Brockwood DSL	Olya Maiboroda	dsl@brockwood.org.uk	01962 771744
Inwoods DSL	Kate Power	dsl@inwoods.org.uk	01962 771065

Brockwood and Inwoods DDSL	Antonio Autor	antonio@brockwood.org.uk	01962 771744
The Schools' Independent Listener.  She is available to be contacted by both staff and students.	Anne Greene	agreenesage@gmail.com	0797 666 7473

Wendy Smith and Gary Primrose are the Liaison Trustees for Child Protection issues, and Gary Primrose is the Chair of the Trustees; they can be contacted via the Bursar of Brockwood Park School and Inwoods Small School [bursar@brockwood.org.uk](mailto:bursar@brockwood.org.uk)

## 2. Context

In a further response to the COVID-19 pandemic, the Secretary of State for Education announced that from 5 January 2021, school sites would be closed to pupils, and parents were asked to keep their children at home, wherever possible. In response to this announcement, Brockwood Park School moved to remote learning and will continue to do so until such time that all students can return to the School site. Inwoods Small School closed and in response to the request of parents the children were registered as being home school for this period. Once the lockdown has ended they will return to the school site. The following policy is therefore written to ensure the safeguarding of the children at Brockwood during the current lockdown rather than Inwoods.

The Government guidance on 'Actions for schools during the coronavirus outbreak' outlines the following for boarding schools:

'Boarding and residential schools, including international pupils, vulnerable children and the children of critical workers who have already travelled to their boarding school should continue to receive face to face education. Where other pupils have already travelled to their boarding school, in anticipation of school starting, they can continue to receive remote education in their boarding houses. Vulnerable children and the children of critical workers who have not yet done so can return to their boarding school to receive face to face education. Where other pupils have not yet returned to their boarding school, they should not travel and should receive remote education at home.'

As a result, students are receiving remote education from home or with a guardian or other suitable adult in the UK.

## 3. Rationale

Although Brockwood is currently providing an education to its students remotely, it nevertheless remains essential that as far as possible the School continues to be a safe place for its students. This addendum applies during the period of the second school closure due to COVID-19. It sets out changes to the ['Brockwood Park School Safeguarding and Child Protection Policy'](#) in light of the [DfE guidance 'Safeguarding and remote education during coronavirus \(COVID-19\)'](#) and should be read in conjunction with this publication. This guidance supports the Trustees, senior leadership team and designated safeguarding leads (DSLs) so they can continue to have regard to the statutory safeguarding guidance ['Keeping Children Safe in Education, September 2020'](#) and keep children safe.

The School's normal Safeguarding and Child Protection Policy continues to apply and should be referred to alongside this document. Brockwood Park and Inwoods Small School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding is everybody's business, everybody's concern and everybody's responsibility.

This annex sets out where the School might consider safeguarding policy and process differently when compared to business as usual.

#### **4. Core safeguarding principles**

Although the way the School is operating in response to COVID-19 is fundamentally different to business as usual, the following important safeguarding principles are still being followed:

- The best interests of the child must come first.
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately.
- A Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead is available at all times.
- It is essential that unsuitable people do not enter the school workforce or gain access to children.
- Children should continue to be protected when they are online.

#### **5. Vulnerable children**

Although at present, there are no vulnerable children at Brockwood Park School and Inwoods Small School, the following would apply, if such children were to join.

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 plans (EHCP). 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 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 EHCP 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 essential services. Many children and young people on an EHCP can safely remain at home.

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. Should circumstances arise where a parent does not want their child in an education setting, and their child is considered vulnerable, the social worker and Brockwood Park and Inwoods Small School will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID-19, Brockwood Park and Inwoods Small School or the social worker will talk through these anxieties with the parent following the advice set out by Public Health England. Brockwood Park and Inwoods Small School will continue to work with, and support, children's social workers to help protect vulnerable children. The lead person for this will be the DSL's Olya Maiboroda and Kate Power.

## **6. Sponsored international pupils**

Child safeguarding duties and the duty of care to sponsored pupils continue to apply while pupils remain sponsored and are in the UK. This means for as long as students are in the UK and while Covid-19 measures continue to be in place, the School will continue to ensure suitable care arrangements for these pupils. The Admissions Officer who is also the Authorising Officer will check that all sponsored international students returned home during the holidays and if not, where they are staying, who with and the full contact details for that person. The tutors of any sponsored students remaining in the UK will be in regular contact with them, checking in weekly to ensure they are ok and updating the pastoral coordinators and the Authorising officer, who will keep this information on the Recruitment Server.

## **7. Reporting a safeguarding concern**

All staff must continue to act on any concerns they have about a child immediately. School arrangements will continue in line with the 'Brockwood Park and Inwoods Small School Safeguarding and Child Protection Policy'. COVID-19 and school closure mean most of the children are being educated at home, so there is a need for increased vigilance. Pressures on families and young people are significant and so we are perhaps even more reliant on the exceptional pastoral care and 1-2-1 tutorial system. It is vitally important that staff continue to advise the DSL or the DSL immediately about concerns they have for any child. This can be done via email or, in person. Details of all important contacts are listed at the start of this addendum. Although any member of staff can make a referral and staff have been given the professionals' number for reporting a concern to the LADO, it is expected that where a safeguarding concern about a student reaches this threshold, the referral will be made by the DSL.

## **8. Pupil attendance monitoring**

All pupils working from home are regularly monitored in terms of their wellbeing and their engagement with remote learning. The DfE Guidance: Coronavirus (COVID-19): attendance recording for educational settings is underpinning our approach to student attendance monitoring; however, our international context of varied time zones and other variables are also accounted for. All students attending classes are marked on an electronic register as present, absent with permission, or absent without permission by teachers delivering each class. A follow up process is in place for a student not attending a class without permission. Attendance of Study Hall is not monitored on the Study Hall days, but checked by Academic Advisors on a weekly basis. If students can not attend classes due to time difference, permission from parents is requested and registered. Tutors and Academic Advisors of these students are in touch with them on a weekly basis. If students do not want to engage in online classes, permission from parents is required and registered, and tutors and Academic Advisors of these students remain in touch with them on a weekly basis.

## **9. Supporting pupils not in School**

Brockwood Park School remains committed to ensuring the safety and wellbeing of all its pupils, wherever possible, even though they may not be physically on the School site. It is recognised that school is a protective factor for many children and the current circumstances can affect the mental health of pupils and their parents. Staff are made aware of this when setting expectations of pupils' work where they are at home.

Brockwood Park School sets out the support on offer to students and their families through tutor and pastoral care system. Where the DSL (or Deputy DSL) has identified a student, who requires

additional support from the School, the student or family will receive regular communication, at least once a week from their Tutor or in some cases Olya, the Pastoral Lead - Girls, or Thomas, the Pastoral Lead - Boys. This contact is recorded and overseen by the DSL. All staff should use their School email account, School phone or online video through Google Meet. The DSL will work closely with the Tutor and family to maximise the effectiveness of any communication. Any concerns and the DSL will consider any referrals as appropriate.

The School will share safeguarding messages in online whole school assemblies, on the online AT-WAM Classroom, and through its remote pastoral programme where appropriate.

Students, parents and staff will be reminded about how they can raise any safeguarding concerns even when students are not physically on the School site.

**9(a) Bereavement** The School is aware that during this period, some students may be affected by bereavement(s). As students normally spend the vast majority of their time at school, teachers and staff members will usually be the primary source of care and support. Bereaved students would have seen the School as a safe haven away from the turmoil of emotions at home and will look to trusted staff members for help and support. In cases of bereavement, the School will continue to provide help and support to the affected student(s) which may include identifying an appropriate support organisation.

**9(b) Emotional wellbeing** A survey by the mental health charity YoungMinds identified that the two factors most commonly cited that heighten negative emotions in young people when they are away from school are loss of daily routine and social isolation. Arguably, these two factors are magnified in boarding school pupils because they are used to a prescribed daily structure while being surrounded by friends 24/7. Staff who feel a student is struggling with their emotional wellbeing should contact the child's Tutor and inform the Pastoral Coordinators.

**9(c) Mental health** The past 10 months have been challenging for most people, and many families are likely to have experienced bereavement, loss, anxiety or other forms of trauma. The School's first priority is the wellbeing of all children and staff. Staff who are worried about the mental health of a student should alert the Tutor in the first instance. This can be done via email or, in person. They can advise on reputable websites and apps to help a young person through a difficult time. They also have access to the school's counsellors and mental health practitioners. To bolster the students' morale, Brockwood Park School will host weekly on-line assemblies, as well as occasional on-line Informal Evenings.

## **10. Online safety in and away from school**

The School will continue to provide a safe environment online, following the key guidance from Restricting attendance during the national lockdown: guidance for all schools (DfE Jan 2021), KCSIE 2021 (DfE September 2020), Safeguarding and remote education during COVID (DfE October 2020), and Teaching online safety in schools (DfE June 2019).

The IT department will continue to monitor internet filtering systems on School computers and detect any security breaches using the recognised services and tools. It is important that all staff who interact with children online, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with as per the School's Safeguarding Policy and Child Protection Procedures and, where appropriate, referrals should still be made to Children's Social Care and, if required, the Police. The School has provided parents with information on how to keep their children safe when working online. This information can be found in Guidelines for Online Learning for Parents, Appendix 1.

## **11. Teaching online lessons and communicating remotely with parents and pupils**

Online teaching should follow the same principles as set out in the [ICT Acceptable Use Policy](#). The School will also comply with any new guidance provided by the Department for Education in relation to providing education remotely and the use of online learning tools and systems will be in line with data protection principles. Teaching from home is different from teaching in the classroom. Staff should try to find a quiet or private room to talk to students or parents. When broadcasting a lesson or making a recording, staff should consider what will be in the background.

The list below gives some things the School has implemented when delivering online lessons or communicating with parents via Google Meet:

- guidance for online learning has been communicated clearly to students and staff during the online school assembly.
- staff and children must wear suitable clothing, as should anyone else in the household who may inadvertently step into view of the camera.
- any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- staff should aim to communicate within school hours as much as possible.
- language and behaviour must be professional and appropriate.
- staff must use school devices, wherever possible.
- staff must only use the approved platforms provided to communicate with pupils (not using Skype, FaceTime or other live-streaming apps such as WhatsApp, Voom or Houseparty).
- Staff should only use their Brockwood accounts for communication e.g. work email address. Personal email accounts or alternative forms of social media/messaging services must not be used to communicate with pupils.
- Staff keep a record of the sessions that they run.

Staff should be aware of the Brockwood Guidelines for Online Learning (Appendix 1). If a pupil is not adhering to the guidelines above, the member of staff should inform the tutor in the first instance.

## **12. Recording of 1-2-1 lessons**

For 1-2-1 lessons between staff and students, it is recommended good practice to record them. However, due to the fact that 1-2-1 interaction between students and tutors in tutorials, and between students and teaching staff is common practice within the Brockwood system, this is left to the member of staff's preference.

## **13. Supporting pupils in School**

The School adheres to government guidance on 'key workers'. For further information relating to key workers, see guidance here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people>

The School remains open if there are any children who are deemed to be vulnerable, as per government guidance. Should the need arise, the School has given careful consideration to which children need to continue to attend school, in order to ensure children are safe and to minimise the spread of COVID-19. Each child will be considered on a case-by-case basis and an assessment of risk will be made, with relevant external agencies, parents and the Local Authority, to decide if a child should be on site or not. The School considers children to be vulnerable and may need to attend if they are;

- Children on Child Protection Plans; Children in Need; Looked-After or Previously Looked-After;
- Children with SEND (with or without an EHCP), who would be safer at school than at home.

Children other than those above may be considered vulnerable and some children will become vulnerable during the time that the School is closed. The School will continually review which children will attend School, in line with local and governmental guidance.

Additional support may be put in place to safeguard;

- Children vulnerable to CE/Contextual safeguarding issues and those in receipt of early help;
- Children who are homeless/living in temporary accommodation, refugees and asylum seekers and young carers.

#### **14. Peer on Peer Abuse**

Brockwood Park School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Pupils are likely to be using social media groups to keep in touch and just as before COVID-19, there will be issues relating to cyberbullying, coercion, Youth Involved Sexual Imagery ('sexting') etc.

Where the School receives a report of peer on peer abuse, we will follow the principles as set out in [Part 5 of KCSIE January 2021](#) and of those outlined within the '[Brockwood Park School Safeguarding and Child Protection Policy](#)'. The School will listen and work with the young person/people, parents/carers and any multi-agency partner required to ensure the safety and security of them. Concerns and actions will be recorded and if appropriate referrals made.

#### **15. Children new to the School**

Children may join Brockwood Park School from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable. For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum, we will seek access to that child's EHCP, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker is (and, for looked-after children, who the responsible virtual school head is). Ideally, this will happen before a child arrives but where that is not possible, it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or Deputy DSL's) level, and likewise between specific educational needs co-ordinator/named individuals with oversight of SEN provision for children with an EHCP. The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.

#### **16. 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 of when COVID-19 measures are in place, a DSL (or Deputy DSL) who has been trained will continue to be classed as a trained DSL (or Deputy DSL) 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 2020. The DSL will communicate with staff about any changes in local arrangements, so they know what to do if they are worried about a child. Where new staff are recruited, they will be provided with a safeguarding induction, delivered remotely by one of the DSLs, and will complete online safeguarding training.

## **17. Recruitment of new staff**

The School continues to recognise the importance of robust safer recruitment procedures so that adults who work at Brockwood Park are safe to work with children. When recruiting new staff, the School will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education (September 2020). 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. In urgent cases, when validating proof of identity documents to apply for a DBS check, the School will initially accept verification of scanned documents via online video call link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS. New staff must still present the original documents when they first attend work at school.

If the School needs to utilise volunteers, it will continue to follow the checking and risk assessment process as set out in KCSIE 2021. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Brockwood 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. Brockwood Park School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per KCSIE 2021 and the TRA's 'Teacher misconduct advice for making a referral'. During the COVID-19 period all referrals will be made by emailing: [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).

## **18. Version control and dissemination**

This is version 1 of this Addendum. It will be reviewed by the DSL or Deputy DSL regularly as circumstances continue to evolve or following updated Department for Education advice or guidance. This Addendum and the Brockwood Park School Safeguarding Policy and Child Protection Procedures are available on our [School website](#) under Policies.

## **19. Links with other policies**

This policy links to the following policies:

Safeguarding and Child Protection Policy  
ICT Acceptable Use Policy  
E-Safety Policy  
Admissions Policy  
Special Education Needs Policy  
Student Supervision Policy  
Brockwood Guidelines for Online Learning



## **APPENDIX 1**

### **Brockwood Guidelines for Online Learning**

All online activity will be conducted to the same standards of effort and behaviour that is expected in the classroom at Brockwood. Students will not seek to disrupt or distract either their own learning or that of others with inappropriate use of the digital tools. If a student feels uncomfortable or feels that something inappropriate has happened in the virtual environment, they should contact the Designated Safeguarding Lead (DSL), Olya Maiboroda (email: [olya@brockwood.org.uk](mailto:olya@brockwood.org.uk)) or Deputy Safeguarding Leads (DDSL), Antonio Autor ([antonio@brockwood.org.uk](mailto:antonio@brockwood.org.uk))

#### **Guidelines for online learning (Students)**

During the period of school closure due to the Covid-19 pandemic, Brockwood Park School teachers will be hosting classes in a safe and controlled online environment using the video conferencing facility through Google Meet. If a teacher enables video then their head and shoulders are visible, as are the pupil's head and shoulders. We will expect teachers to upload resources for all students, via Google Classroom, to support them in their learning through this period of disruption.

Students should behave online as they would behave in class. What does this mean? Students should turn up for their online lessons on time and with the appropriate equipment for that subject. They should end the lesson when the teacher tells them it has finished. They should not have a mobile phone with them when the lesson is taking place, unless the teacher requires it for a particular learning task. Students should take part in online lessons in a room other than their bedroom: dining room, kitchen, office are more appropriate. Students must not take photos or screen shots at any point in the lesson. All homework uploaded to Google Classrooms should be your own. Students should follow Brockwood's casually formal dress code. Students should not have drinks or eat any food during the online lesson.

#### **Guidelines for online learning (Parents)**

During the period of school closure due to the Covid-19 pandemic, Brockwood Park School teachers will be hosting classes in a safe and controlled online environment using the video conferencing facility through Google Meet. If a teacher enables video then their head and shoulders are visible, as are the pupil's head and shoulders. We will expect teachers to upload resources for all students, via Google Classroom, to support them in their learning through this period of disruption.

Parents can play a vital role in supporting their children during this period. Our advice would be:

- Keep in regular contact with your child's tutor and Academic Advisor
- Get to know your child's timetable, and check which lessons they are going to be having online
- If your son or daughter is preparing for public examinations please ensure that they devote the majority of their time to these. They should be spending the same amount of time on their studies at home as they would if they were at Brockwood.
- Check that they have all the appropriate materials for constructive learning: pens, paper, fully-charged laptop, reliable wifi connection, calculator, textbooks, etc.
- Be strict about where these lessons are happening: ideally they should be done in a private place (such as a dining room, or office) where interruption and distraction is kept to a minimum. A bedroom is not appropriate.
- Double check that nothing personal (such as images, or messages) are visible, either on desktops, or in the background.
- Check that work being set by teachers is being submitted and that deadlines are being met.

- Keep asking questions of your child: this is new for all of us, so get suggestions from them about how it could be improved, and feed this back to your child's tutor and academic advisor.
- Make sure that your child dresses appropriately for any online lessons.
- Encourage your child to drink water, eat healthily, and get some exercise, during the day (just as they would at Brockwood).