

King Edward VI Academy Trust Birmingham and The Schools of King Edward VI in Birmingham  
**Addendum 1**



**COVID-19 school closure arrangements for Safeguarding and Child Protection at King Edward VI Camp Hill School for Girls**

**School name: KE VI Camp Hill School for Girls**

**Policy owner: L Maginnis**

**Date: 4 January 2022**

**Date shared with staff: 7 January 2022**

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## 1. Context

At various points during the pandemic parents have been asked to keep their children at home, either due to lockdowns or in order to self-isolate individuals/year groups. Schools were also 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.

In light of the fact that there may be future local or national lockdowns/periods of remote learning the principles in this addendum will be applied.

It sets out changes to our normal child protection policy in light of the Department for Education's [Operational Guidance for Schools](#), and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children 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 should be available at all times (see section 3 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

This addendum of the School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

## 2. Key contacts

Role	Name	Email
Designated Safeguarding Lead	Lyndsey Maginnis	l.maginnis@kechg.org.uk
Deputy Designated Safeguarding Lead	Karen Stevens	k.stevens@kechg.org.uk
Designated member of senior leadership team if DSL (and deputy) are not on site	Linda Johnson	l.johnson@kechg.org.uk
Headteacher	Linda Johnson	l.johnson@kechg.org.uk
Foundation Safeguarding Lead	Nicky Walters	nicky.walters@ske.uk.net
Chair of Governors	Kathy Halliday	k.halliday@kevibham.org
Safeguarding Trustee	Lynda Roan	lynda.roan@kevibham.org

### **3. 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 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.

The 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: Lyndsey Maginnis

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 the School will explore the reasons for this directly with the parent.

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

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

### **4. 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.

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

Heads of Year will follow up with individual families weekly.

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

## **5. Designated Safeguarding Lead**

The School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Lyndsey Maginnis

The Deputy Designated Safeguarding Leads are: Karen Stevens, Linda Johnson (Matt Johnson, Chris Revitt, Lisa Chadwick, Ben Hardy, Vicky Ridley – HOY).

The optimal scenario is to have a trained DSL (or deputy) available on site at all times. 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, MyConcern 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.

It is important that the School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site 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.

As it is likely that there will be significant changes to operating procedures in many areas, it may be advisable to perform additional risk assessments where applicable.

## **6. 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 MyConcern, which can be done remotely.

If a member of staff cannot access MyConcern from home, they should email the Designated Safeguarding Lead, Headteacher and the Trust Safeguarding Manager. 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 Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the Headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Kathy Halliday.

The Academy Trust and Foundation will continue to offer support in the process of managing allegations.

## **7. 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 school 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 the school they will continue to be provided with a safeguarding induction. Where members of staff return from long periods of absence from school such as long term sickness, maternity leave etc., a safeguarding refresher will be provided virtually.

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:-

- a. the individual has been subject to an enhanced DBS and children's barred list check
- b. there are no known concerns about the individual's suitability to work with children
- c. there is no ongoing disciplinary investigation of a safeguarding nature relating to that individual

For movement within the Academy Trust/Foundation, schools should seek assurance from Menaz Akhtar, Academy Trust HR Partner, that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

## **8. 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, the School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections of Keeping Children Safe in Education (2021) (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 the School is using volunteers, we will continue to follow the checking and risk assessment process as set out in KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

The 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 in KCSIE.

The School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as outlined in 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the school will continue to keep the single central record (SCR) up to date as outlined in KCSIE.

#### **9. Online safety in schools**

The 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 and online monitoring programs in place.

#### **10. 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 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 Academy Trust/Foundation Code of Conduct and the school's Remote Learning Policy.

Students who borrow school laptops during the school closure will maintain the usual online monitoring programs.

The School 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:

- Live lessons should take place at the same time as the timetabled lesson would take place in school.
- Live classes should be kept to a reasonable length of time.

- For students at home, lessons must take place in a suitable area of the house, such as in a communal part of the house (not a bedroom, for example), with the door open.
- Students at home must be appropriately dressed.
- Students must keep their camera on at all times.
- Students must keep their microphones on mute unless asked to contribute.
- For teachers not self-isolating, live lessons must take place in school using a school device.
- For teachers who are self-isolating at home because they have been in contact with a person showing symptoms of Covid-19, live lessons/discussions must take place on a school device with a blank or virtual background.
- All live lessons must be recorded by the member of staff for the protection of both the teacher and the student. Videos must be saved in a secure area of the school network and uploaded to Google Classrooms for students who cannot access the live lesson, for them to watch at a later time.
- Ideally the lesson will take place using either a laptop or large tablet to ensure clarity of the image.
- Language must be professional and appropriate, including any family members in the background. Students will engage with the session in a courteous manner, using the agreed protocol with the teacher: appropriate language and use of the chat function.
- Attendance will be recorded automatically.
- Lessons by video call are not a permanent replacement for school-based tuition – once the period of self-isolation ends, normal lessons/discussions in school will resume.
- Parents/carers have the right to opt out of these sessions for their child.

## **11. Supporting children not in school**

The 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 must be recorded on MyConcern along with a note of contact made.

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

The 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 a fortnight) 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.

The School 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 the School need to be aware of this in setting expectations of pupils' work where they are at home.

The 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 recorded on MyConcern.

## **12. Supporting staff and children in school**

The School is committed to ensuring the safety and wellbeing of all its staff and students.

The School will continue to be a safe space for staff and children to attend. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The 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 COVID19. Risk Assessments will be carried out, reviewed and amended as guidance changes, in line with the latest PHE and Government guidance.

The School will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them. This will be bespoke to each child and recorded on MyConcern. The School will ensure that the DSL tracks and monitors these pupils on site, liaising with Birmingham City Council where appropriate.

Where the School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the Academy Trust.

## **13. Peer on Peer Abuse**

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

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 of the 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 MyConcern and appropriate referrals made.

## **14. Support from the King Edward VI Foundation**

The Foundation's Safeguarding Lead will provide additional support and guidance as appropriate to enable the DSL to carry out their role effectively.

If necessary, this will include, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The Foundation also provides a peer support group through Basecamp for Safeguarding, Mental Health and Wellbeing Leads. Online meetings will be offered in the place of face to face meetings.

### 15. Acting as a 'Cluster' or 'Hub' School

Although it is not envisaged that this will be undertaken at this point, it is important that schools are mindful of the potential for this to take place.

If a single site is acting as an operational location for multiple schools, the DSL or SLT of the 'host' school will need to act as the main liaison for all parties

They should then:

- Ensure a 'safe' environment for everyone on site
- Follow 'safer recruitment' guidelines confirm that all staff (& volunteers), with access to children, have authority to do so
- make sure all information security & GDPR guidelines are followed
- Perform risk assessments where applicable
- Provide clear guidelines for communication and escalation of issues

### 16. If someone develops symptoms of Covid-19 in school

In line with government guidance for educational settings, if anyone develops coronavirus (COVID-19) [symptoms](#) in an education setting they must be sent home and advised to follow the [staying at home guidance](#).

If a child is awaiting collection, they will wait in the reception area. If they need to go to the bathroom while waiting to be collected, they should use the toilet in the medical room. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. Where a member of staff is supervising the child, PPE will be provided whilst they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). In an emergency, 999 will be called if they are seriously ill or injured or their life is at risk.

### 17. Local sources of support

**Birmingham Community Healthcare (BCHC) information update on COVID-19** <https://www.bhamcommunity.nhs.uk>

During the periods of school closure/self-isolation support and advice from the School Nursing Service continues by either emailing the service, by telephone or text message.

New Teams	Contact details
Selly Oak	South Central School Nurse Team
Northfield	Lansdowne Health Centre
Quinton	34 Lansdowne St, Birmingham B18 7EE
Edgbaston	Tel: 0121 245 5750
Perry Barr	NHS Net: BCHNT.southcentralsnteam@nhs.net

<b>Ladywood</b>	<b>Team Leader: Christine Roberts</b>
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The email and telephone lines will be staffed Monday to Friday 8am – 5pm and staff will be able to support or advise parents or education staff as required.

**Chat health Text Service - 07480 635485**

The School Health Support Service can provide help for students with relationships, mental health, alcohol, bullying, self-harm, smoking, drugs and healthy eating. During COVID 19 parents are also able to text this number to seek support.

**Families in need of Early Help**

Families continue to face many challenges as a direct result of Coronavirus. So the following sectors are connecting together in ten localities: community, voluntary and faith sectors, health, family support, social work, police, schools, further education, nurseries, children’s centres, health visitors and GPs.

Some families need support from more than one professional. Professionals can get support for a child, young people, or a family, by completing the [Family Connect form for Professionals](#). Families can self refer by completing the self-referral [Family Connect Form](#).

Also available on the website is a [range of information](#).

**Worried about a child?**

For any concerns about the safety and/or welfare of a child or young person, telephone the Children's Advice & Support Service (CASS) on 0121 303 1888 or via secure email [CASS@birminghamchildrenstrust.co.uk](mailto:CASS@birminghamchildrenstrust.co.uk). Outside of normal office hours call 0121 675 4806 for the Emergency Duty Team.

**KOOTH mental health services for 11 to 25-year olds now available in Birmingham**

Kooth is a new free, safe and anonymous service to support young people’s emotional and mental health in Birmingham. The new service launched in Birmingham on 13 April 2020. The online self-referral is available at [www.kooth.com](http://www.kooth.com). This is an online platform for advice and support and is linked into the wider mental health support from Forward Thinking Birmingham.

[Communication and Autism Team \(CAT\)](#) The Communication and Autism Team provides support for autistic children and young people and children and young people with social communication needs, their parents/carers and educational settings.

[Educational Psychology Service](#) are a team of professionals who are trained to understand how children and young people learn and develop. Pastoral teams can email [EducationalPsychology@birmingham.gov.uk](mailto:EducationalPsychology@birmingham.gov.uk) for further information.

[Forward Thinking Birmingham – Young People’s Mental Health](#) The city's mental health partnership, for 0-25 year olds. Forward Thinking Birmingham is part of Birmingham Women’s and Children’s NHS Foundation Trust and it is the first type of service to be set up in this way, so it is the first of its kind nationally and internationally.

Forward Thinking Birmingham, work as a partnership bringing together the expertise and commitment of Birmingham Women’s and Children’s NHS Foundation Trust (the lead provider), the Priory Group, providing inpatient beds, and the Children’s Society who provide our ‘Drop in’ service called Pause. Pause opening times are: 10am-6pm Monday to Friday, 10am-5pm Saturdays – closed on Sundays and Bank Holidays. Drop in sessions are currently suspended, but appointments are available via phone and video call – [request a session](#)

Children and young people can access free confidential support anytime from Government-backed voluntary and community sector organisations by: texting **SHOUT** to 85258. Calling **Childline** on 0800 1111; calling **The Mix** on 0808 808 4994.

[The Children's Society in the West Midlands](#) working to support young people with multiple disadvantages in the Midlands. Services support children, young people and families across Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

**Place2Be:** [Mental health support](#) to intervene early to prevent life-long mental health issues. Place2Be provide support early to spot mental health problems before they develop and help children cope with challenges throughout their lives. They offer a menu of different services, including advice and support for families and school staff, to build resilience and raise awareness of mental health across the whole school community.

#### **Peacemakers educates for peace**

Working with both adults and children to develop skills, knowledge, behaviour and systems that develop peaceful behaviour and environments and help communities find creative ways to deal with conflict and harm. [Peacemakers.org.uk](http://Peacemakers.org.uk)

The Muslim Youth Helpline ([MYH](#)) is an award winning registered charity which provides pioneering faith and culturally sensitive services to Muslim youth in the UK.

Supporting Black, Asian & Minority Ethnic communities (BAME) affected by domestic abuse including Forced Marriage & Honour Based Abuse. Set up in 1979, [Roshni](#) Birmingham is a leading provider supporting BAME communities through their journey to safety, confidence and independence to live free from violence, abuse and fear. 0800 953 9666 – 24 hours, 365 days a week.

[Sikh Women's Action Network](#) (SWAN) provides a support network and guidance for socially and economically disadvantaged women; one to one support for victims of Domestic Abuse, Child Sexual Exploitation, Grooming & Honour Based Violence; and a forum for women to engage in dialogue to discuss challenges and issues facing them.

**Birmingham and Solihull's Women's Aid for domestic abuse** telephone 0808 800 0028.

**The Waiting Room:** Birmingham and Solihull Health and Wellbeing services all listed in one place.

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

[PAPYRUS](#) is the national charity dedicated to the prevention of young suicide (under 35s). Their vision is for a society which speaks openly about suicide and has the resources to help young people who may have suicidal thoughts. West Midlands Office, F8-F9, The Arch, Floodgate Street, Digbeth, Birmingham B5 5SL [0121 437 0411](tel:01214370411) [westmidlands@papyrus-uk.org](mailto:westmidlands@papyrus-uk.org) [https://papyrus-uk.org/hopelineuk/0800 068 4141](https://papyrus-uk.org/hopelineuk/08000684141)

Two organisations providing support for pupils who are **young carers**, whether that support is providing physical support for parents or siblings, but also emotional support for young carers and support for those who have to care for themselves if their parent/carer is unable to.

[Homegroup Mental Health Carers Support Service](#) provides support specifically for pupils whose parent/carer has a mental health issue or diagnosed mental illness.

[Spurgeons Young Carers](#) provides support for Young Carers up to the age of 18. Groups are split into three age groups; Under 12, 12-14 and 15+.

For support with an eating disorder, children and young people can ring [Beat's Youthline](#) on 0808 801 0711.

**STICK education consultation service** [bwc.stickftb@nhs.net](mailto:bwc.stickftb@nhs.net) The STICK Team's approach is that of prevention, early identification and early intervention to improve opportunities for engagement with children, young people and families in the delivery of mental health support in universal and universal partnership levels of care. Contact for advice and consultation before filling out an Early Help Assessment Form.

**Education legal intervention team** 0121 464 8979 [attendance@birmingham.gov.uk](mailto:attendance@birmingham.gov.uk)

**Children and Family Court Advisory and Support Service (Cafcass)**, Assistant Director, Rachel Holmes  
0300 456 4000 [Rachel.Holmes@cafcass.gov.uk](mailto:Rachel.Holmes@cafcass.gov.uk)