



# SHENLEY BROOK END SCHOOL

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## Addendum to be used during the school closure due to Coronavirus

### Response to COVID-19

There have been significant changes within our setting in response to COVID-19. The vast majority of students are now at home and staffing is likely to be significantly affected through illness and self-isolation.

Despite the changes, the school's Safeguarding and Child Protection Policy is fundamentally the same: **children and young people always come first, staff should respond robustly to safeguarding concerns and contact the DSL in line with our established safeguarding procedure.**

This addendum sets out some of the adjustments we are making in line with the changed arrangements in the school and following [advice from government<sup>1</sup>](#) and local agencies

### Principle

This addendum should be read in conjunction with the full safeguarding policy for Shenley Brook End School and with the Keeping Children Safe In Education (2020) document. The aim is to ensure that the school always acts in the best interests of the student.

### Updated advice from the Local Authority

- Children who are deemed to be suffering or likely to suffer significant harm will continue to receive the intervention of specialist and statutory services as currently provided.
- Children referred into MASH who are children in need of support will be screened and a professional judgement applied regarding the level and type of intervention required.

### DSL Arrangements

- The DSL team is available during partial school closure via Teams, email and telephone.
- Any safeguarding concerns should be recorded on CPOMS as soon as possible.
- If there are any child protection concerns, please use a Teams call or telephone immediately (within 30 minutes) and speak to Jackie Hearty - Assistant Headteacher – DSL. If she is unavailable, please Teams call or telephone any DSL.
- All Child protection concerns must also be reported via CPOMS as soon as possible after this conversation.
- Remember we all continue to be responsible for safeguarding and therefore if no DSL was available you would need to raise any immediate child protection concerns directly by phoning the MASH team on **01908 253169/70** (Hours of working - Monday to Thurs 9-5pm and Fri 9-4.30pm) or if out of office hours please contact the Emergency Social Work Team **01908 265545**.
- If you believe a student is in immediate danger then contact the police on 999.

<sup>1</sup> <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

- CPOMS will be monitored throughout the day and concerns will be acted upon throughout the time our school remains partially closed.

## Site Safety

### Small school provision for vulnerable students and key worker children and Re-focus programme for identified students.

The school remains open for the children of key workers and for vulnerable children. During this time there will be a rota of teachers and support staff available to supervise these students. This team will be led by a member of the leadership group. In addition, one site supervisor will be available and where possible the office will be manned by one member of staff.

- All enquiries for a place within the small school provision will be managed by Sam Southwell and we follow government guidance when allocating places for students.
- All entry for the small school provision will be via phase three.
- All staff will sign in and out and a register will be taken each morning and parents will be contacted if a child who is scheduled to be in school has not attended.
- As is normal practice, no other personnel will be given access to the school during this time as the doors will be locked.
- Volunteers will **NOT** be used within the school provision for key worker and vulnerable children.
- Any contractors will have been approved already by Greg Cunningham. No others to be allowed on-site.
- A member of the site team, Matron or a relevantly-trained member of staff will be on site at all times whilst the school is open for some students to provide first aid where necessary.
- If students from other local schools attend Shenley Brook End School due to lack of provision elsewhere then appropriate information (e.g. contact, SEND and health details) will be obtained in advance. Similarly, if students from Shenley Brook End School attend provision elsewhere, parental consent will be sought so that their information can be shared with the DSL at the receiving school.
- Parents of students attending school will be given the school mobile telephone contact details of staff running the provision.
- All areas where students have accessed will be cleaned at the end of each day.
- Social distancing guidance will be followed by all staff and students on site at all times.
- In case of a fire, all emergency fire evacuation procedures and policies still apply.
- Risk assessments are in place for whole school and small school provision and are available to all staff via teams.

## Attendance

The school is following the [attendance guidance issued by government](https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings)<sup>2</sup>. An attendance register of all students on site each day will be maintained by Sam Southwell. Information regarding numbers of staff and students on site will be recorded with the Trust and with the DfE.

## Vulnerable Students

- We have identified all of our vulnerable students and have developed the following categories

**Red +**

Students most at risk of harm or neglect and have fewest protective factors eg those subject to a child protection or child in need plan, at risk of Criminal or Sexual exploitation. These students

<sup>2</sup> <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

	and their parents will be contacted at least once per week
<b>Red</b>	Students most at risk of harm or neglect and have fewest protective factors eg those subject to a child protection or child in need plan, at risk of Criminal or Sexual exploitation, young carers. The parents will be contacted at least once per week
<b>Amber</b>	Students with a moderate risk of harm but have some protective factors eg those students with a social worker (includes CLA) or mental health needs. Parents will be contacted at least every other week.
<b>Green</b>	Students where there are some concerns escalating or have unmet needs and required monitoring. Parents will be contacted at least every 3 weeks.
<b>Blue</b>	Students with additional learning needs, this includes students with an EHCP. Parents will be contacted weekly by a member of the SfL team. This will be monitored by the SENCO, Cathy Gillman

- Those students with social workers and other identified vulnerable students e.g. CLA, and SEND have been allocated a key contact who will maintain regular communication with home if they are not attending school.
- Contact will be recorded centrally on Teams and will be monitored by Steff Healy. Any safeguarding concerns identified during the contacts will be reported to a DSL via teams and where there are child protection concerns they must be reported within 30 minutes to Jackie Hearty and reported through CPOMS. If she cannot be contacted, staff must report all child protection concerns through MASH. CPOMS will be monitored by Jackie Hearty and the assistant DSL's.
- Staff have been advised to keep their personal phone number private when making calls by dialling 141 prior to the call.
- The DSL team will be in regular contact to ensure that all students are accounted for and safety issues raised.
- Contact with social workers, Child and family support workers and Virtual Schools will be maintained where required.
- Where contact cannot be made by the Safeguarding Team the MASH will be contacted for further advice. All contact with MASH and outcome will be recorded on CPOMS.
- Jackie Hearty, DSL, will be the main contact for MASH and will respond to all safeguarding queries. She will maintain contact with social workers through online and telephone forums where there are any child protection concerns.

### **Staff will be aware of increased safeguarding risk**

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, poverty, and financial or health anxiety. These areas should be considered in the setting of any work for children to undertake at home (including recognising the impact of online learning – see below). Staff will be

aware of the mental health of both [children](#)<sup>3</sup> and their [parents and carers](#)<sup>4</sup>, informing the DSL about any concerns.

## Peer-on-peer abuse

We recognise the potential for abuse to go on between young people, especially in the context of a school closure or partial closure. Our staff will remain vigilant to the signs of peer-on-peer abuse, including those between young people who are not currently attending our provision. Extra care should be taken where groups have mixed age, developmental stages, are attending other schools as an interim measure and similar. When making contact with these families our staff will ask about relationships between learners.

## Online Safety

- All work will be set by Microsoft teams and contact with students should only be through the available email communication systems on school email addresses or via the chat function on Teams.
- If providing live lessons or pre-recorded lessons all staff must wear appropriate clothing, please refer to the staff handbook. All recordings will take place in an appropriate space, for example not in a bedroom and where possible against a neutral background. All language used must be professional and appropriate.
- All correspondence should be professional and should not involve other forms of social media communication such as WhatsApp.
- Parent mail to be used when communicating online safety advice for parents.
- Staff have been reminded of the IT Acceptable Use Policy which is available to view and download on SSS.
- All staff working remotely will ensure they use school IT equipment where possible and if using their own computer, virus protection is up-to-date and will contact IT for support if required.
- All staff will work through RUnify or Office 365 when working remotely.
- All staff will make sure they have a strong password that is not shared and will lock their computer when not in use.
- Staff will not access student data except through web-based software (eg Go4Schools).
- Staff will not download any student data onto any personal devices.
- When using social media, before posting or commenting on items, all staff will consider whether you would be happy for your employer, colleagues, pupils and parents to see it. If you wouldn't want them to, then don't post it online.
- All parents and students to be made aware of the [wellbeing@sbeschool.org.uk](mailto:wellbeing@sbeschool.org.uk) for any wellbeing or mental health concerns. This will be maintained by the wellbeing team.
- Vulnerable students, attending the small school provision, where there are concerns about online safety will be monitored in school. If required, limitations regarding online accessibility will be put in place by the IT support team.

## Live lessons

- If staff have any concerns about anything they hear or see during a live lesson, they must record it on CPOMS and for serious child protection concerns, contact Jackie Hearty or any DSL, if she is not available, within 30 minutes or immediately at the end of the lesson.
- Live lessons will always take place during normal school hours and will only be run through Microsoft Teams.

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<sup>3</sup> <https://safeguarding.network/safeguarding-resources/specific-risks-children-additional-needs/mental-health/>

<sup>4</sup> <https://safeguarding.network/safeguarding-resources/parental-issues/parental-mental-ill-health/>

- All students will be able to access remote learning through Microsoft teams. This will include live lessons. Student video and audio can be used to improve participation and engagement as all lessons will be recorded.
- All staff must ensure their environment is set up professionally and wear professional clothing. Staff must ensure tabs/bookmarks which are visible on their computer are appropriate. Staff must not have any personal information in view. Staff can access a classroom in school to deliver their live lessons but must seek permission from the site team prior to coming to school.
- All live lessons must be recorded from the start in order to safeguard staff and students. You should remind students that this will happen at the start of each lesson. All recordings must be saved and stored for one year.
- All staff will be mindful that younger siblings may hear their lesson and must consider the content in advance.
- Additional support where required will be offered to SEND students by TA's. This will be via Teams, and all lessons will be recorded.
- The Shenley Brook School behaviour and conduct policy still applies. It is worth remembering that live streaming means screenshots and video recordings of your lesson could occur so you should always observe professional conduct at all times.
- All students to be reminded of the expectations during lessons, recording and screen shots are strictly forbidden.

### **Wider School Opening**

- Staff may identify new safeguarding concerns for students when they see them in person following the partial school closure. All new information should be logged on CPOMS and any child protection concerns should be immediately referred to a DSL within 30 minutes of learning this information. It is important that all members of staff maintain a high level of vigilance when students return to the school.
- As we are expecting an increase in safeguarding concerns when students return to school, there will be a minimum of one on site DSL throughout the wider opening period. We are expecting an increase in safeguarding concerns when students return to school.
- Prior to students returning to the school parents/carers will be asked to advise the school of any changes to their child's welfare, health or wellbeing. This advice will be shared on CPOMS.
- Staff should continue to raise concerns about colleagues who may pose a safeguarding risk to children by contacting Jackie Hearty, Assistant Headteacher - DSL or Chris Holmwood, Headteacher. This should happen immediately by email or telephone. If this concern relates to Chris Holmwood, then Malcolm Dobell, Chair of Trustees should be contacted.
- Vulnerable children will be encouraged to come into school via either the Small School, SfL or Refocus school. Admission will be managed by Sam Southwell - Director of Inclusion or Cathy Gilman - SENCO, if related to SEND students.
- Students with identified mental health or wellbeing concerns will be referred onto the Hub for additional support.
- Children who are not attending the school will continue to be safeguarded using the mechanisms set out earlier in the document.
- The school will respond to updated advice from local safeguarding partners and from the LA regarding children with EHCPs, the LADO, children's social care, reporting mechanisms, referral thresholds and children in need.
- The school recognises the continued importance of working with and supporting children's social workers and virtual school heads and will continue to engage efficiently with these and other safeguarding partners.