

# The Bliss Charity School



*The Bliss Charity School aims to provide a caring, secure and enriching experience;  
each child is encouraged to develop strong personal, academic, physical and creative skills for lifelong learning.*

## Appendix to the Child Protection and Safeguarding Policy (COVID-19 Arrangements from 8<sup>th</sup> March 2021)

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## **1. Context**

This appendix has been added to the school's Child Protection and Safeguarding policy following the period of partial closure between January 5<sup>th</sup> 2021 and March 8<sup>th</sup> 2021. From the 8<sup>th</sup> March 2021, all children, except those who are clinically extremely vulnerable and have been directed to shield at home, are expected to attend school.

This appendix has been added to provide all stakeholders with additional information about the school's child protection and safeguarding and arrangements from the 8<sup>th</sup> March 2021.

## **2. Guidance**

The school continues to comply with all statutory safeguarding and child protection guidance during this time, including [Keeping Children Safe in Education \(2020\)](#).

The school is currently operating under the latest COVID-19 guidance from the Department from Education, [Schools coronavirus \(COVID-19\) operational guidance \(February 2021\)](#) and [Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak \(February 2021\)](#).

## **3. What to do if you have a concern about a child**

A trained Designated Safeguarding Lead (DSL) will be available onsite at all times during school hours. Where this is not possible due to staff self-isolation, a trained DSL will be available to be contacted via phone or video-conferencing.

Any changes in arrangements for contacting the DSLs will be shared with staff before 9:00 am each day, as well as any relevant child protection and safeguarding updates and training.

If the school becomes aware that a child is suffering, has suffered, or is at risk of suffering harm or abuse, this will be managed in line with procedures outlined in the main body of the school's child protection and safeguarding policy.

## **4. Attendance**

In line with government guidance, we expect all children to attend school unless they are self-isolating or shielding. The school is responsible for recording attendance, following up absence and reporting children missing education to the local authority.

Parents/carers should contact the school on the first day of absence and inform the school of the reason why the child is not in attendance. Parents should inform the school of any COVID-19 tests that have been carried out and continue to keep the school informed of reasons for absence, as appropriate.

From 8<sup>th</sup> March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils.

In accordance with the 'Remote Education Temporary Continuity Direction', the school will provide remote education to pupils who are unable to attend school because they are complying with government COVID-19 guidance or legislation. We will keep a record of remote education delivered.

Absence information will be recorded in the register using the appropriate codes. Information about school attendance codes can be found in:

- [School attendance: Guidance for maintained schools, academies, independent schools and local authorities \(August 2020\)](#)
- [Schools coronavirus \(COVID-19\) operational guidance](#)

Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

We understand that some parents, carers and children may be anxious about children returning to school. We will work closely with families who are finding the transition more challenging to ensure that children are attending regularly.

We will work with other agencies (e.g. health and other education professionals) to support school attendance if this is required. We will continue to notify the pupil's social worker (if they have one) of any non-attendance.

## **5. Supporting children who are learning at home**

In the event that children are required to shield or to self-isolate, the school will continue to provide remote education and pastoral support. For more information about remote education at The Bliss Charity School, please visit [www.bliss.northants.sch.uk/index.php/information/remote-education](http://www.bliss.northants.sch.uk/index.php/information/remote-education).

In the event that a member of our school community (a child or a member of their family, for example) needs to seek safeguarding or wellbeing support, they should contact the school office ([office@bliss.northants.sch.uk](mailto:office@bliss.northants.sch.uk) or 01327 340758).

### **5.1 Vulnerable children**

If pupils who are self-isolating or shielding are within the government definition of 'vulnerable', we will support these children by providing access to high quality remote education and will keep in contact with them through regular welfare checks conducted via phone or video-conferencing.

When a vulnerable pupil is required to self-isolate, we will:

- notify their social worker (if they have one);
- agree with the social worker the best way to maintain contact and offer support;
- check if a vulnerable pupil is able to access remote education support;
- support them to access it (as far as possible); and
- regularly check if they are accessing remote education.

The government considers children to be vulnerable if they ...

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child.
- have an education, health and care (EHC) plan.
- have been identified as 'otherwise vulnerable' by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
  - on the edge of receiving support from Children's Social Care Services or in the process of being referred to Children's Social Care Services.
  - adopted children or children on a Special Guardianship Order.
  - on the school's Special Educational Needs and Disabilities (SEND) register or may be added to the school's SEND register in the near future because concerns have been raised or assessments are pending.
  - in receipt of Social, Emotional and Mental Health (SEMH) support or SEMH concerns have been raised.
  - living in temporary accommodation.
  - young carers.

We recognise that provision for pupils who have SEND may have been disrupted during the period of restrictions on attendance. We will work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils.

## **5.2 Clinically extremely vulnerable (CEV) children**

Children who have been confirmed as clinically extremely vulnerable and have received a shielding letter should not attend school until they have been removed from the shielding patient list. We will support these children by providing access to high quality remote education and will keep in contact with them through regular welfare checks conducted via phone or video-conferencing.

The school may request to see a copy of the child's shielding letter.

## **6. Supporting children on site**

The Bliss Charity 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.

The Bliss Charity School understands that some children will find the transition back into school challenging. As well as access to a broad and balanced curriculum, every class 'bubble' has at least two adults in the classroom to help pupils catch up on missed education. Moreover, as well as small group interventions in the core subjects, the additional support in every classroom means that adults will be available to promote wellbeing and wider development, as well as providing pastoral support to meet any social, emotional and mental health needs children may present.

## **7. Safer recruitment of staff and volunteers**

The school continues to adhere to Keeping Children Safe in Education (2020) and all relevant legislation relating to safer recruitment.

The school will adhere to all government guidance in relation to checking identification for the purposes of obtaining Disclosure and Barring Service checks and when conducting interviews.

Where The Bliss Charity School is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of Keeping Children Safe in Education (2020). Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

The Bliss Charity School will continue to update the single central record and will log details of any risk assessment carried out on volunteers and any temporary staff from other educational institutions.

## **8. Online safety and remote learning**

The Bliss Charity School recognises that additional safeguarding arrangements are required to ensure that children are safe online at this time. All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with this policy.

If pupils are self-isolating or shielding in line with government guidance, The Bliss Charity School is legally required to provide suitable remote learning for children whilst they are at home. In order to ensure that children are safe when learning online – please visit: [www.bliss.northants.sch.uk/index.php/information/remote-education](http://www.bliss.northants.sch.uk/index.php/information/remote-education).

The Bliss Charity School will:

- Direct all remote teaching and learning through a secure online platform (*Microsoft Teams*) that has been set-up with appropriate permissions so it is safe to use for children.
- Establish rules for online behaviour and the use of *Microsoft Teams*, e.g. how to behave during daily 'live' meetings and how to use the 'Post' and 'Chat' functions.
- Encourage parents/carers to supervise children when they are learning online at home.
- Check the suitability of resources that pupils are directed to use through the *Microsoft Teams* platform, e.g.

third-party websites and externally produced videos and materials.

- Ensure any use of online learning tools and systems are in line with GDPR requirements.
- Ensure all staff devices, including mobile phones, are managed in line with The Bliss Charity School's Staff Code of Conduct and The Bliss Charity School's Online Safety Policy.
- Ensure all communication with learners and parents/carers is in line with The Bliss Charity School's Staff Code of Conduct and The Bliss Charity School's Online Safety Policy, and takes place using school provided or approved channels (e.g. email and/or the 'Post' and 'Chat' functions in *Microsoft Teams*).
- Continue to provide online safety advice and updates for parents/carers and pupils in the normal way.

Staff will continue to provide remote education in line with The Bliss Charity School's Remote Learning Policy as required. 'Live' meetings will be regular opportunities to 'check-in' with all pupils, provide an opportunity for social interaction and identify the need for any pastoral support. Since the remote learning curriculum at the Bliss Charity School will, as far as possible, mirror the normal, curriculum in school, pupils who are learning at home will still have weekly lessons in PE and PSHE to encourage them to look after their physical and mental health.

The school recognises that children – both on site and off site – are vulnerable to abuse and radicalisation online. Children who are at home may spend more time online and this increases their vulnerability. All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with the main Child Protection and Safeguarding Policy and this Addendum. Where necessary, referrals will be made to LADO, children's social care and as required, the police.

When delivering remote education, staff at The Bliss Charity School will:

- Only use online tools that have been evaluated and agreed by School Leadership Team – if in doubt, staff should seek permission from a school leader before directing children to use the resources.
- Ensure remote learning activities are planned in accordance with the school's curriculum, taking learner needs and technology access into account.
- Where possible, pre-record content.

If remote education is taking place 'live' using webcams or chat facilities, staff and learners will ensure a professional environment is maintained. This means:

- Staff will record the length, time, date and attendance of any online lessons/contact held or made – this is done automatically in *Microsoft Teams*.
- Live sessions will involve at least two members of staff where possible.
- Sessions will not be delivered in any 1:1 situation, unless pre-approval has been given by a DSL and/or the Headteacher and the session is auditable.
- Staff will agree online behaviour expectations with learners and give regular reminders, using 'How to Use Devices and Behave Online'.
- Staff will revisit The Bliss Charity School's 'Acceptable Use Agreement for Pupils' (see The Bliss Charity School's Online Safety Policy) with learners as necessary.
- All participants will wear suitable dress, use professional language, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate.
- Staff and learners should ensure personal information and/or inappropriate or unsuitable personal items are not visible.
- Where possible, other household members should not be in the background or in shot; if this unavoidable, they should follow appropriate language and behaviour expectations.
- If live streaming, staff will mute and/or disable learners' videos and microphones, as required.
- Staff will ensure that no personal data is visible during live (or recorded) sessions, e.g. an open spreadsheet that is accidentally screen-shared.
- Staff will control the children's video/audio features, preventing pupils from turning their camera/microphone on themselves where possible and restricting children's access to chat and/or video functions before/after a live session.

Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not

possible, additional support can be accessed online via:

- Childline: [www.childline.org.uk](http://www.childline.org.uk)
- UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>
- National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): [www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre)

A list of useful sources of information relating to online safety is provided below ...

#### Support for schools implementing remote learning

- <https://swgfl.org.uk/resources/safe-remote-learning/>

#### Support for professionals when using videos and/or live streaming

- <https://static.lgfl.net/LgflNet/downloads/digisafe/Safe-Lessons-by-Video-and-Livestream.pdf>

#### Support for children and parents/carers

- Childline – [www.childline.org.uk](http://www.childline.org.uk)
- UK Safer Internet Centre to report and remove harmful online content – [www.reportharmfulcontent.com](http://www.reportharmfulcontent.com)
- CEOP (to make a report about online abuse) – [www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre)
- Internet Matters – [www.internetmatters.org](http://www.internetmatters.org)
- London Grid for Learning (for support for parents/carers and carers to keep their children safe online) – [www.lgfl.net/online-safety/](http://www.lgfl.net/online-safety/)
- Net-aware (support for parents/carers from the NSPCC) – [www.net-aware.org.uk](http://www.net-aware.org.uk)
- Parent info (for support for parents/carers to keep their children safe online) – [www.parentinfo.org](http://www.parentinfo.org)
- Thinkuknow (advice from the National Crime Agency to stay safe online) – [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk)
- UK Safer Internet Centre – <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

## **9. Contingency planning**

In the event that restrictions in schools are needed to help contain the spread of the virus, we will refer to the [contingency framework](#), which has been updated and outlines how schools should operate in the event of any restrictions. We will always ensure that safeguarding children is our priority and work within restrictions to keep children safe.

## **10. Inclusion**

This Addendum will be implemented in accordance with The Equality Act 2010 and the Public Sector Equality Duty (PSED), which requires public bodies to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it;
- Foster good relations between people who share a protected characteristic and people who do not share it.

## **11. Links with other policies/documentation**

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Online Safety Policy
- Remote Learning Policy
- Data Protection Policy
- Privacy Notice



# How to Use Devices and Behave Online

<p>I will ask an adult if I want to go online.</p>	
<p>I will only do the activities that an adult has asked or allowed me to do when going online.</p>	
<p>I will follow the school's RESPECT rules when I am online – my behaviour online will be just as good as my behaviour offline.</p>	
<p>I will be polite and responsible when I communicate with others online and I appreciate that others may have different opinions to me.</p>	
<p>I will not take or share images of anyone without permission.</p>	
<p>I will not open anything that I am unsure about – or I have not been given permission to use –when I use a computer, a tablet or a phone.</p>	
<p>I will tell an adult if I see something online that upsets me.</p>	
<p>I will not look for or 'click on' things which may upset me or others.</p>	
<p>I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong.</p>	