



LAMBROOK

Annex to Safeguarding and Child Protection Policy

Safeguarding during COVID-19

Updated 11th January 2021

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Policy owner: Ed Marland, Head of Pastoral Care, DSL

Date: 7th January 2021

Context

From 6th January 2021, parents were asked to keep their children at home. Schools were told to only remain open for those children of workers critical to the COVID-19 response. Schools (except EYFS) were asked to provide care for children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home. This annex of the Lambrook School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

- Vulnerable children
- Attendance monitoring
- Designated Safeguarding Lead and Deputies
- Reporting a Concern
- Safeguarding training and induction
- Safer recruitment and volunteers
- Online safety within Lambrook School
- Students and online safety away from Lambrook
- Support students not in School
- Peer on peer abuse

This annex has been put together using the statutory guidance from the Department for Education which was issued on the 27th March 2020 and 5th January 2021, 'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers' and guidance issued by Bracknell Forest Local Authority.

It is recognised that KCSIE 2019 is the statutory safeguarding guidance that the School will continue to have regard to, however the School needs to adjust their thinking in several areas particularly to accommodate the online learning environment and support for our students remotely. The School is operating in a fundamentally different way to usual, however, a number of important safeguarding principles remain:

- The best interests of the pupils continue to come first
- If anyone in the School has a safeguarding concern about a student, they should continue to act and act immediately
- A DSL or deputy will be available at all times
- No unsuitable people will be allowed to gain access to students
- Student should continue to be protected when they are online

Due to the rapidly changing guidance and advice issued by the Government, this annex will remain online and will be updated regularly. Updates will be communicated to staff and highlighted when changes are made. This annex is also available on the School website.

Current School position

The School is currently only open to pupils in Nursery. The School is also open to children of Key Workers and Vulnerable children.

The School is continuing the Remote Learning Programme for children in Reception to Year 8.

Key contacts

Key contacts for safeguarding remain as:

Position	Name	Phone	e-mail
Designated safeguarding lead (DSL)	Ed Marland	01344 882717	edward.marland@lambrookschoo.co.uk
Deputy DSL (Deputy Head)	Daniel Cox	01344 882717	daniel.cox@lambrookschoo.co.uk
Deputy DSL (Head of Middle School)	Bridget Scarlett	01344 882717	bridget.scarlett@lambrookschoo.co.uk
Deputy DSL (Lower School)	Lee Grant	01344 882717	lee.grant@lambrookschoo.co.uk
Deputy DSL (Head of Preprep)	Louise Farrar	01344 882717	louise.farrar@lambrookschoo.co.uk
Headmaster	Jonathan Perry	01344 882717	headmaster@lambrookschoo.co.uk
Chair of governors	Paddy Burrowes	Contact details can be obtained from Kim Parker 01344 882717	
Nominated safeguarding governor	Hannah Lyman	Contact details can be obtained from Kim Parker 01344 882717	

The responsibility chain, should a member of the DSL team become ill with COVID-19 is as follows:
EM→DC→LF→BS→LG

Bracknell Forest Children’s Social Care numbers and contact details

We continue to work closely with our local safeguarding partners and will ensure that this policy is consistent with Bracknell Forest advice. This will include expectations for supporting children with education, health and care (EHC) plans, the local authority designated officer and children’s social care, reporting mechanisms, referral thresholds and children in need. Contact details remain the same:

Name	Phone	Out of hours phone	Email
Duty Team	01344 352020	01344 786543	childrensocialcare@bracknell-forest.gov.uk
MASH Team	01344 352005	MASH@bracknell-forest.gov.uk	

Safeguarding and Child Protection Training, Consultation and Advice:

Title	Name	Phone	e-mail
Safeguarding & Inclusion manager (Children, young people and learning)	Debbie Smith	01344 354014	Debbie.Smith@bracknell-forest.gov.uk
Safeguarding Our Schools	http://can-do.bracknell-forest.gov.uk/Services/5145		

Support from the Safeguarding our Schools Team (Bracknell Forest)

The Bracknell Forest Safeguarding Our Schools Team continues provide support and guidance as appropriate to enable the DSL to carry out their role effectively. This includes the cascading of guidance, remote meetings with senior leaders as required, telephone and email contact.

Allegations against staff

Title	Name	Phone	e-mail
Local authority's designated officer (LADO)	Emma Langdon	01344 351533	LADO@bracknell-forest.gov.uk

Roles and responsibilities

The roles and responsibilities for safeguarding at Lambrook remain in line with our **Child Protection and Safeguarding policy**.

One DSL and at least one deputy will be available on site during the School day (both in the holidays and term time) and they will also be available by phone. A video call can be set up if required. A responsibility chain (See Page 3) has been established should a member of the DSL team become ill.

Vulnerable students and supporting students not in School

The DfE's definition of Vulnerable children includes "those who have a social worker and those children and young people up to the age of 25 with EHC plans." 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."

This identifies and supports students which have a particular pastoral need and this support will be on-going throughout the current closure.

Mental health support and guidance is available from the School Counsellor who will continue to offer counselling sessions (via telephone or video link) during term time should it be required.

Information about general wellbeing has been disseminated to students and staff via email and form teachers and tutors will maintain close contact with pupils. There will be 'tutor time' every day where tutors will check in pastorally with pupils.

All teaching staff have been made aware of the pastoral support structure which is in place, and the part that they play in ensuring that the wellbeing of the students is given utmost priority.

Staff will be aware of this in setting expectations of pupils' work where they are at home. Staff will be aware of any students with particular needs and all can contact the DSL, Head of Lower School, Head of Middle School, Head of Upper School or Head of Pre Prep should they have any concerns.

Attendance monitoring

All staff will monitor attendance , participation and engagement with the online curriculum and should keep their own records. Staff will liaise with tutors regarding any absence, lack of engagement. If tutors are concerned about attendance to online lessons then the DSL should be made aware along with the Head of School.

A member of the SLT will then attempt to contact the parent via telephone or email. If contact cannot be made this should be reported to the DSL who will assess the situation and decide on the appropriate next steps. This will involve:

- Ensuring that all contacts on iSAMS have been used
- Visiting the student's home (if close enough and appropriate to do so)
- Liaising with Debbie Smith (Safeguarding and Inclusion team manager for Bracknell Forest)
- Informing the Bracknell Forest MASH team for advice

Reporting a concern about children or staff

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains.

Staff and volunteers will continue to follow our Safeguarding and Child Protection procedures and advise the DSL of any concerns they have about any pupil.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that students may face from staff. As such, it remains extremely important that any allegations of abuse made against staff or volunteers are dealt with thoroughly and efficiently and in accordance with our Child Protection and Safeguarding Policy.

Staff training and induction

The safeguarding team remain trained to the appropriate levels. They will access online training and webinars in order to maintain their knowledge and update their understanding, particularly with regards issues which are pertinent to online safety, remote learning and communications and peer on peer abuse.

All current teaching staff have received Level 1 safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education.

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 during this time of closure, the School will continue to follow our Safer Recruitment policy and the SCR protocol guidance.

Peer on peer abuse

We recognise that children can abuse their peers and our staff are clear about the School's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during this period of closure and between pupils who do attend the School site during these measures.

Concerns and actions will be reported to the DSL.

Online safety

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and tutors will communicate with pupils the importance of staying safe online.

Our staff will follow the process for online safety set out in our **Child Protection and Safeguarding Policy**, the **Staff Code of Conduct**, **ICT Acceptable Use Policy** and the **Anti-Bullying Policy**.

Staff who interact with pupils online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the DSL or to a deputy DSL. Information about appropriate conduct during online lessons has been issued to all staff, pupils and parents and can be found in the documents:

- Remote Learning Policy
- Parent guidance for Remote Learning Programme
- Staff guidance for Remote Learning Programme including updated Online Safeguarding guidance that relates to the use of the various learning platforms.

Risk register

In order to identify safeguarding risks for students during this time as well as to assess and prioritise them based on the likelihood and the severity of impact a safeguarding risk register has been drawn up by the DSL and will be reviewed regularly.

Ed Marland (DSL)

11th January 2021

Appendix 1

Safeguarding: Key points for staff in the Online Learning Environment

As we are now teaching our children through various online platforms we need to continue to be mindful of our safeguarding responsibilities.

- The Schools “ICT Acceptable Use Agreement” (for staff), the “ICT Acceptable Use” (for children) and the “Staff Code of Conduct” extend to this period of online teaching and learning. Please ensure that you are up to date with those policies (they are attached for reference)
- We will be using Zoom as our platform for live teaching. Please see the attached guidance to ensure that you are confident and comfortable with using it. If there are any doubts around this, then you must contact Edward Marland , Jo Desforges or John Gracey before attempting a Zoom Live Lesson
- Any teaching videos that are recorded by staff must be uploaded onto Microsoft Teams, SeeSaw or Tapestry. Any videos should only include Lambrook staff members. Please bear in mind that making videos can be time consuming and it might be only to show a specific teaching point e.g. how to convert percentages to ratio’s. You must also ensure that you are dressed appropriately
- Language used in any videos must be professional and appropriate at all times. Consider the setting in which any learning video is made and that you are in suitable school attire
- If you are directing children to Internet resources these should be checked beforehand for suitability – remember the firewalls/filters at home may not be same as in school
- There are many excellent resources already available online. Use of YouTube, podcasts and other resources can complement and enrich the learning. However, these must be checked before recommending to children
- It is likely that children will be using the internet more than ever in an enforced school closure or period of self-isolation, so safer internet messages are particularly important
- Please ensure that any messaging that occurs through Teams is appropriate at all times. Conversations should be visible to the whole class
- Do not make or accept any phone or video calls from pupils. If you do receive any, please report to DSL
- If any direct email communication to a pupil is deemed suitable then it should always be “cc’d” to the parents
- In safeguarding the children, it is good to remind the pupils that time off a screen is really very important. Time outside, reading a book and so on is also essential
- No social media should be used to make any contact with pupils
- Be aware that when using personal devices, you ensure that any personal data is secure and that nothing is stored on your own device that could raise a potential GDPR issue
- Pupil behaviour if using the group conversation should be of the same standard as if in the classroom
- If you have any phone calls with parents, please ensure that there is a brief record of these with the following information: date/time/subject of call/brief record
- When screencasting/screen recording please be aware what other tabs you have open on your computer that might be visible to pupils. There could be sensitive information that inadvertently is in view
- Normal safeguarding protocols and guidance apply. If you have a concern then you must contact Ed Marland, Daniel Cox, Bridget Scarlett, Lee Grant or Louise Farrar. Email addresses and mobile numbers are as follows:

Ed Marland (DSL):
edward.marland@lambrookschoo.co.uk
07894 481067

Daniel Cox (Deputy DSL):
daniel.cox@lambrookschoo.co.uk

Bridget Scarlett (Deputy DSL):
bridget.scarlett@lambrookschoo.co.uk

Lee Grant (Deputy DSL):
lee.grant@lambrookschoo.co.uk

Louise Farrar (Deputy DSL):
louise.farrar@lambrookschoo.co.uk

Additional advice for peripatetic teachers:

- All lessons must be carried out by Zoom and be conducted at the time specified by the Music/LAMDA Timetable (supplied by Lambrook School)
- Safeguarding is just as important when teaching via Zoom as it is when teaching face to face
- It must be emphasised to both parents and pupils that Zoom is only to be used for lessons. There should be no other contact outside the specified lesson time
- When teaching via Zoom, dress smartly and use a neutral background. You may need to widen the frame depending on your instrument. Use a room in your home such as a lounge. On no account must a so called “private space” such as a bedroom be used. Please remove any personal items that could be on display
- At no time should there be any other adults in the room you are in, when teaching
- Pupils should be dressed for their lesson as if they were at Lambrook. This does not mean school uniform but they should not be in their pyjamas. All the resources required for the lesson should be readily available. Pupils should present against a neutral background wherever possible
- Pupil behaviour should be of the same standard as in any normal lesson in school. If the behaviour is not acceptable then the lesson should stop. The reason can be communicated to the parents via email afterwards with tutors copied in. If you feel that further action is necessary, please communicate this to the appropriate Head of School as, just as you would after any normal face to face lesson
- Teaching via Zoom may mean that your teaching style has to alter. You may wish to trial this first on a suitable pupil if time allows. This allows the technology to be tested and the manner in which you are going to teach
- A parent or other adult in the household must be present at the beginning and end of the lesson. This means that the parents are clear about the nature of the lesson and any feedback can be given verbally. Parents must be aware that Zoom teaching will be taking place. A signed consent will have been obtained by the School. If there is any doubt on this matter, then the School must be contacted for advice before a lesson takes place
- It is recommended that parents are present for the duration of the lesson. If this is not possible then a parent should be available (e.g. in the next room) if required
- There should be no recording of the lesson by either the teacher, pupil or parent
- If there are any concerns of a safeguarding nature, then normal procedure applies and one of the Safeguarding Team must be contacted immediately via email or phone

Guide to Zoom - Safeguarding

Please watch the following videos BEFORE you start using Zoom:

1. <https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>
2. <https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls->
3. <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->
4. <https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording>

Zoom have a number of videos to support use of the platform. Please go to this website for further information:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Zoom is undoubtedly a fantastic resource. It has, however, been in the headlines a lot over recent weeks with concerns over security. There has also been a huge amount written about how to make sure that Safeguarding remains of paramount importance. To ensure that we are using Zoom within our own Safeguarding guidance please ensure that you have read and understood the information below.

- A virtual lesson should, as much as is possible, replicate the safeguarding principles which would apply to a physical lesson. Dress-codes and an appropriate home environment (for both teacher and pupil) are essential. Bear in mind that for some children finding quiet spaces in the home might be challenging, as may the access to a device at the specified time. Consider the positives/negatives of any live teaching and whether pre-recorded lessons might be better. Children may well struggle for quiet spaces for live lessons. Remind them that the use of headphones can be helpful if they are in a space with lots of other activity. Children should not be in private spaces such as a bedroom.
- Zoom live group lessons will only need to be recorded if they are going to be posted for children to catch up on. You may have other mechanisms for children to cover the work and this is fine. However, live lessons do not need to be recorded if it is for an introduction to a lesson, if the lesson (or a portion of it) is of purely discussion based, for Q&A sessions OR it is a form group/tutor group session. Also, if all your class is at a lesson then you DO NOT need to record it. Before starting to record a lesson the following must be in place:
 - Another member of staff must always be invited to the lesson. They do not have to be present but may choose to drop in during the lesson. This is easy to do as other staff will most likely already be part of your class teams. This helps recreate an open door policy
 - All Pupil Video's must be OFF
 - All Pupil names must be set to initials OR just their first name
 - Once the lesson has finished the video should be posted onto the relevant Team/SeeSaw for that class AND posted on the Recorded Live Lessons Team for retention.

- Pupils should be reminded that the recorded lesson must only be viewed via the platform and not downloaded or shared. If you are unsure as to whether to post a video (something may have happened in the lesson) then please check first
- If you are recording a lesson and a pupil arrives late then pause the recording, admit the pupil, turn off their video and then start recording
- Remember you can Pause the video at any time
- Any one-to-one lessons must be considered alongside the usual protocols that we would have in school and therefore follow our existing Safeguarding guidance. We need to adapt to the online environment and the following protocols should be adhered to:
 - Parents are aware that the one-to-one lesson is taking place. The parent should be “present” supervising this lesson
 - Another member of staff should always be invited to the lesson so that they can drop in at any time. This replicates being in school whereby staff may well enter a classroom/office where a one-to-one lesson/meeting is taking place. If the “lesson” is a tutor chatting to an individual child, then the Head of School or Assistant Head (Pastoral) should be invited to attend the meeting. This helps us to replicate the sense of school where another adult can access a meeting/lesson at any time. We would often have two staff speaking to a child and the online environment should be no different
 - Whilst we would like one-to-one lessons to be accessed by the invited member of staff, this may not be possible with the large number of clinic sessions going on. Please do keep a note of one-to-one sessions and contact the DSL if there are any points of concern
 - Remember that our Staff Code of Conduct already has clear rules on one-to-one teaching and being alone with a child. If there are any “near misses” or low level incidents/concerns, then the form attached to this guidance must be completed and sent to the DSL.
 - Always consider whether a one-to-one lesson is required. Would a small group be more effective? Could it be pre-recorded? Are there other alternatives that would be better? If the one-to-one is absolutely necessary (and there will be times when it is) then remember:

It is your responsibility to recreate the “glass pane in the door” or the “nearby adult” to the virtual situation. If you are any doubt as to whether or not to hold a one-to-one session please check with the DSL or Deputy DSL’s first. You must keep a log (date of session, start/finish time, attendees) of any one-to-one lessons and email the DSL at the end of each week with your log.

Guide to SeeSaw – Safeguarding

We are pleased to have access to a new learning platform available to us. SeeSaw has given us the ability to provide an enhanced learning experience for the children. However, as with all platforms we need to ensure that we are keeping Safeguarding at the top of our list of priorities.

As a reminder please can you ensure that if children are uploading photos or videos then these are appropriate and should only contain that specific child. If it includes a sibling who is also at Lambrook then this is acceptable, but if a sibling is at another school or too young to be at school then this should not be accepted. Please also be mindful of audio files or photos and ensure that if there is content that is a cause for concern or you deem to be inappropriate in any way, contact the parents to make them aware (unless you have a clear Safeguarding/child protection concern for the child). Please also contact Louise Farrar for Pre Prep or Ed Marland for Prep School.

Guide to Teams – Safeguarding

Please be aware when using Teams that it is much less effective for the recording of Live Lessons. The ability to turn off the video of other children is greatly reduced, and the children can also record the content. If you are using the video function then please remind children that they must not record any content themselves – we will treat this very seriously if they do.

As a guide, if you are recording a Live Lesson, Zoom is preferred platform. This is because the host can turn off pupil videos. In addition, in Teams the video is then automatically added to the Posts and cannot be watched in advance of posting. This makes it difficult to then delete the video (if required) as you have to go into Stream to do this.

Remember, Live recording should not include any pupil visuals or full names. I am aware that this can be difficult at times, but safeguarding is paramount and must be our first priority.