

## **BETHLEM AND MAUDSLEY HOSPITAL SCHOOL**

### **COVID-19 school arrangements for Safeguarding and Child Protection for the Bethlem and Maudsley Hospital School**

#### **Context**

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open for those children of workers critical to the COVID-19 response. Schools are also asked to provide care for children who are vulnerable, who have education, health and care plans, or who have a social worker. Young people in the Child and Adolescent Mental Health wards and services meet the criteria for these children and young people. This addendum of the Bethlem and Maudsley Hospital School Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements.

## Key contacts

Role	Name	Contact number
Designated Safeguarding Lead	John Ivens, headteacher <a href="mailto:John@maudsley-bethlehemhospital.southwark.sch.uk">John@maudsley-bethlehemhospital.southwark.sch.uk</a>	02087771897
Deputy Designated Safeguarding Leads	Deputy Designated Safeguarding Lead and Deputy Head, Maarten Crommelin <a href="mailto:Maarten@maudsley-bethlehemhospital.southwark.sch.uk">Maarten@maudsley-bethlehemhospital.southwark.sch.uk</a> Deputy Designated Safeguarding Lead, Philippa Levy <a href="mailto:Philippa@maudsley-bethlehemhospital.southwark.sch.uk">Philippa@maudsley-bethlehemhospital.southwark.sch.uk</a> Deputy Designated Safeguarding Lead, Petra Woodford <a href="mailto:Petra@maudsley-bethlehemhospital.southwark.sch.uk">Petra@maudsley-bethlehemhospital.southwark.sch.uk</a> Deputy Designated Safeguarding Lead, Sarah Adams <a href="mailto:Sarah@maudsley-bethlehemhospital.southwark.sch.uk">Sarah@maudsley-bethlehemhospital.southwark.sch.uk</a> Deputy Designated Safeguarding Lead, Ben Hughes <a href="mailto:Ben@maudsley-bethlehemhospital.southwark.sch.uk">Ben@maudsley-bethlehemhospital.southwark.sch.uk</a> Deputy Designated Safeguarding Lead, Ruth Mumford <a href="mailto:Ruth@maudsley-bethlehemhospital.southwark.sch.uk">Ruth@maudsley-bethlehemhospital.southwark.sch.uk</a> Deputy Designated Safeguarding Lead, Sandra Perera <a href="mailto:Sandra@maudsley-bethlehemhospital.southwark.sch.uk">Sandra@maudsley-bethlehemhospital.southwark.sch.uk</a> Deputy Designated Safeguarding Lead, Sharon Chittenden <a href="mailto:Sharon@maudsley-bethlehemhospital.southwark.sch.uk">Sharon@maudsley-bethlehemhospital.southwark.sch.uk</a> Deputy Designated Safeguarding Lead, Wendy Croxton <a href="mailto:Wendy@maudsley-bethlehemhospital.southwark.sch.uk">Wendy@maudsley-bethlehemhospital.southwark.sch.uk</a>	
Chair of Governors	Mickey Kelly	(07702 809336)

## **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. Further information on vulnerable children can be found in Government's [guidance on vulnerable children and young people](#).

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 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 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 and Deputy Designated Safeguarding Leads 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 Bethlem and Maudsley Hospital 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 in school will be: John Ivens

Each vulnerable child will be allocated to a member of the DSL team. In the absence of the allocated member of the DSL team, responsibility for contacting vulnerable pupils may be re-allocated to another DSL, escalated to the HT or a member of SLT, or delegated to the class teacher (under SLT/HT guidance).

Key Teachers will make phone contact with each allocated child, where at home, on a weekly basis, in place of their weekly calls home to parents. This is in order to check their safety and wellbeing by speaking to child not just parent. This need not be done if teaching has taken place in the last week through audio or video links.

Key Teachers will alert their member of the SLT should any concern arise from these calls. If the member of the SLT is not available by phone, the Key Teachers should alert them through Egress Switch. Any unsuccessful contacts, as well as those that did take place will also be reported to the SLT. Such information will be recorded by the SLT or other DDSLs onto the

electronic CPOMS system. Any urgent safeguarding concerns will be escalated immediately, for example, through consultation with the Southwark Multi Agency Safeguarding Hub ([MASH](#)) duty (or its equivalent in another LA if the child resides in a different LA) and/or the police immediately.

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

### **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 Bethlem and Maudsley Hospital School will assess, with information from the hospital, whether a children in need should be attending school – we will then follow up on any pupil that was expected to attend, who does not.

### **Remote teaching and parental/pupil permissions**

Should the situation arise, the Bethlem and Maudsley Hospital School will seek parental agreement with parents/carers as to whether children in need can access remote (Synchronous – live and asynchronous – emailed) teaching. A separate permission will be asked of parents or of pupils, where legitimate, to access remote teaching. This is because the usual safeguards that are in place in the school are not present in the same way remotely. Both school staff and pupils may be accessed from their respective homes. Consequently, we will require school staff to ensure that they maintain the same professional standards and dress codes that they apply in school. We also require that staff ensure that when they communicate with pupils that they are the only one present in the room. If this is not possible, staff are expected to inform the relevant SLT member beforehand in order to seek a solution. In this way we maintain confidentiality for the pupil and the member of staff's family/home setting.

The Bethlem and Maudsley Hospital School will follow up with any parent or carer, any pupil that they were expecting to attend and who does not. This will include attending live online lessons or responding to agreed work that has been emailed.

To support the above, the Bethlem and Maudsley Hospital School will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

We aim to have a trained DSL (or deputy) available on site if the Bethlem and Maudsley Hospital School remains open. Where this is not the case a DSL (or deputy) will be available to be contacted via phone or online video - for example, "Microsoft Teams" when working from home.

This might include updating and managing access to child protection online management system, CPOMS, 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 or college.

The DSL/DDSLs will continue to engage with pupils' social workers, and attend all multi-agency meetings, where this can be done remotely.

### **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the Bethlem and Maudsley Hospital School's Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of the DDSL team cannot access CPOMS from home/their work phone, they should email the DSL. 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 any adults working with children in Bethlem and Maudsley Hospital 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 by phone and followed up with an email to the headteacher: [John@maudsley-bethlemhospital.southwark.sch.uk](mailto:John@maudsley-bethlemhospital.southwark.sch.uk)

Concerns around the Headteacher should be directed to the Chair of Governors: Mickey Kelly (07702 809336)

### **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 DDSL who has been trained will continue to be classed as a trained DSL or DDSL 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 \(KCSIE\)](#) (2019). The DSL will communicate with staff any new local arrangements so that they know what to do if they are worried about a child.

Where new members of staff are recruited, or new volunteers enter The Bethlem and Maudsley Hospital School, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will consider 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:

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

Upon arrival, they will be given a copy of the receiving setting's Safeguarding (Child Protection) Policy, confirmation of local processes and confirmation of DSL arrangements.

### **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 Bethlem and Maudsley Hospital School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of [Keeping children safe in education \(KCSIE\)](#).

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 we are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

We 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 at paragraph 163 of KCSIE.

We will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 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).

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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **Online safety**

The Bethlem and Maudsley Hospital School will continue to provide a safe environment, including online. Where students are using computers on sites, appropriate supervision and filtering will be in place as normal.

### **Children and online safety away from our setting**

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 Safeguarding and 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 staff code of conduct.

The Bethlem and Maudsley Hospital 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:

- No one to one sessions. Where an online session is planned at least one other member of staff must be present in the online meeting. (see Appendix 2)
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, preferably not in bedrooms; and the background should be appropriate, use a 'green screen' background wherever possible.
- Facilities to record the live class must be in place, so that if any issues were to arise, the recording can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use the platforms agreed by the Bethlem and Maudsley Hospital School to communicate with pupils
- Staff should record, the attendance of students and work carried out in any sessions using the school's database.
- Consider whether two-way visual interaction is needed? Do staff need to see the pupil(s) or can the link be audio alone or pupil seeing teacher but not teacher seeing pupil?

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

### **Supporting children if they are able to attend the hospital school**

The Bethlem and Maudsley Hospital School is committed to ensuring the safety and wellbeing of all its pupils. We will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. We will not provide education on site, if this cannot be ensured. We 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.

### **Supporting children and young people with their mental health**

The Bethlem and Maudsley Hospital School are aware of the impact of not being able to access family, peers and the education community on their pupil's mental health. This is significant for our pupils, most of whom were already not in their mainstream school due to their poor mental health. The Bethlem and Maudsley Hospital School Key Teachers will continue to monitor pupil wellbeing through weekly direct telephone calls, and through talking to their parents/carers. All such communications to be recorded in the pupil's learner folder. Where safeguarding concerns are raised, these will be shared with the DSL or a DDSL and recorded on CPOMS. Pupils will be encouraged to seek appropriate clinical support from external agencies including from their Child and Adolescent Mental Health Workers.

### **Peer on Peer Abuse**

The Bethlem and Maudsley Hospital School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and those outlined within our Safeguarding (Child Protection) Policy.

The school will listen and work with the young person, parents/carers and any relevant multiagency partner to ensure the safety and security of that young person. Concerns and actions will be recorded appropriately and appropriate referrals will be made.

### **Support from Southwark Local Authority**

The LADO: Eva Simcock 020 7525 0689

Duty telephone number for enquiries/referrals when LADO is unavailable: 020 7525 3297

The LA's Strategic Lead Officer for safeguarding in education services: the Director of Education  
Nina Dohel 020 7525 3252

The LA's Schools Safeguarding Coordinator: Apo ÇAĞIRICI 020 7525 2715

Southwark MASH Duty: 020 7525 1921

Southwark Family Early Help Service Duty: 0207 525 1922

We also note the attached list of suggestions from Southwark LA about the arrangements for identification of, and planning for, vulnerable pupils during school closure:



Identification of, and  
planning for, vulneral

### **Dealing with bereavement**

The Bethlem and Maudsley Hospital School recognise that during this period, the setting may experience bereavements of staff, pupils, their parents and other stakeholders. We will signpost pupils and their families to other organisations such as [Winston's Wish](#), [The Samaritans](#), [Child Bereavement UK](#), [Sue Ryder](#), [Cruse Bereavement Care](#).

Date of policy: 3.4.20

Date sent to the chair of governors for review

*Please note that this policy will be updated to reflect new government guidance as and when it was produced.*

## **Appendix 1: Arrangements for safeguarding in the Easter Break**

The Bethlem and Maudsley Hospital School is not planning to open over the Easter break. Online lessons will also not be provided during the break.

We are currently not open as all pupils will continue to be supported by SlaM staff.

Both staff and pupils need a break away from spending significant amounts of time in front of their computers engaged in online learning. This is particularly important as we are currently unaware of how much longer we may be required to work in this way in order to protect ourselves from the Covid-19 virus.

## **Appendix 2: Virtual Learning Guidelines (ward and home- based students)**

- All sessions must be agreed with:
  - Maarten Crommelin, Deputy Head, in relation to the Maudsley team, or with
  - Philippa Levy, Assistant Head Bethlem, in relation to the Bethlem team,before they can start.

If neither is available then Sarah Adams or Petra Woodford are to be consulted

- No “one to one” sessions. Where an online session is planned at least one other member of staff must be present in the online meeting
- The host teacher must have an additional member of staff present virtually before a lesson can start. If there are insufficient staff to start a lesson the session cannot proceed. A message will be sent to the student to advise them that the session has been re-scheduled
- Staff and children must wear suitable clothing, as outlined in the school’s dress code. Where a pupil is inappropriately dressed then end the session. Use the same standards that you would apply in school
- Online sessions should be held in neutral areas with a minimum of personal belongings in view. Where possible, use a ‘green screen’ background. If in doubt, consult Maarten or Philippa
- Only school staff should be present in the class
- Recording of the live class must be in place, so that if any issues were to arise, the recording can be reviewed
- Live classes should be kept to a reasonable length of time, no more than 20mins
- Language must be professional and appropriate, as in school
- Staff will only use the platforms agreed by the Bethlem and Maudsley Hospital School to communicate with pupils
- Staff should record, the attendance of students (email Maarten or Philippa) and work carried out in any sessions on the school’s database (Learning Records).

