



MANCHESTER  
MUSLIM  
PREPARATORY  
SCHOOL  
FAITH • LEARNING • LIFE

# Safeguarding & Child Protection Policy

## Coronavirus Addendum

### Document Control

<b>This policy has been approved for operation within</b>	Manchester Muslim Preparatory School
<b>Date of last review</b>	March 2020
<b>Review period</b>	N/A: Extra-ordinary
<b>Policy status</b>	Statutory
<b>Owner</b>	MMPS

*This policy addendum will be subject to ongoing review and may be amended prior to the scheduled date of next review in order to reflect changes in legislation, where appropriate.*

## 1. Context

From the 20th March 2020 parents/carers were asked to keep their children at home, wherever possible, and for schools to remain open only for those children who are vulnerable, and for children of workers critical to the COVID-19 response and cannot be safely cared for at home.

We will continue to prioritise and to work with parents/carers, Local Authorities and agencies in order to support those who are most in need at this difficult time.

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

1. Context
2. Key Contact
3. Vulnerable Children
4. Attendance Monitoring
5. Designated Safeguarding Lead
6. Reporting a Concern
7. Safeguarding Training and Induction
8. Safer Recruitment / Volunteers and Movement of Staff
9. Online Safety
10. Supporting Pupils not in School
11. Supporting Pupils in School
12. Peer on Peer Abuse
13. Advice, Guidance and Support

## 2. Key Contacts within Manchester Muslim Preparatory School

Role	Name	E-mail	Tel
Acting Head Teacher <b>Senior Designated Safeguarding Lead</b>	D. Ghafari-Kanno	d.ghafari@mmps.miet.uk	0161 445 54 52
Executive Head Teacher <b>Designated Safeguarding Lead</b>	M. Mohamed	executive.head@mmps.miet.uk	0161 445 54 52881 21 27
Early Years Foundation Lead <b>Designated Safeguarding Lead</b>	R.Osman	r.osman@mmps.miet.uk	0161 445 54 52
Trust Safeguarding Lead Chair of Trustees	F. Zaheer	admin@miet.uk	0161 860 75 75

## 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/carers, 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.

Senior Leaders and Pastoral Teams know who our most vulnerable students are. They have the flexibility to offer a place to those on the edge of receiving children's social care support or whose families are in a fragile position.

We will continue to work with and support Local Authorities, agencies and social workers to help protect our vulnerable children. This includes working with Virtual Schools for looked-after and previously looked-after children. The lead person for this will be Mrs D Wildman, Head of Inclusion.

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/carer does not want to bring their son to an education setting, and their son is considered vulnerable, the social worker and Rutlish School will explore the reasons for this directly with the parent/carer.

Where parents/carers are concerned about the risk of their son contracting COVID19, we will or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

We will encourage our vulnerable children and young people to attend school, including remotely if needed, providing it is safe to do so.

#### **4. Attendance Monitoring**

Local Authorities and education settings do not need to complete their usual day-today attendance processes to follow up on non-attendance.

In line with DfE guidelines we will submit the daily attendance sheet to the DfE by 12 noon if we have children in attendance (e.g. because they or their parents/carers are vulnerable or because their parents/carers are critical key workers).

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

We will follow up with any parent/carer who requested school care for their child/ren and then subsequently does/do not attend.

MMPS and the relevant social worker will agree with parents/carers whether vulnerable pupils should be attending school – we will then follow up on any pupil that we were expecting to attend and who does not. In all circumstances where a vulnerable student does not take up their place at school, or discontinues, we will notify their social worker.

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

## 5. Designated Safeguarding Leads during School Covit – 19 Closure

The Senior Designated Safeguarding Lead is: D. Ghafari-Kanno, Acting Head Teacher

Designated Safeguarding Lead is: M. Mohamed; Executive Head Teacher

Designated Safeguarding Lead: R.Osman; EYFS Coordinator

The optimal scenario is to have a trained DSL available on site. Where this is not the case a trained DSL will be available to be contacted via phone or online - for example when working from home.

Where a trained DSL is not on site, in addition to the above, the Acting Head Teachers will assume responsibility for co-ordinating safeguarding on site.

This might include liaising with social workers where they require access to information and/or to carry out statutory assessments at the school.

It is important that all school staff and any volunteers have access to a trained DSL. On each day staff on site will be made aware of who that person is, i.e. the name of the DSL on duty will be recorded in the Key Worker Duty Table, which is included in the daily staff briefing. If the DSL is offsite, contact details will be given.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which will be done via virtual conferencing for all professionals except social workers. The report must be emailed to [qualityassurance@manchester.gov.uk](mailto:qualityassurance@manchester.gov.uk) 48 hours prior to the conference, clearly outlining subject and family the report is related to. 24 hours before the virtual conference is due to take place details of the phone number to dial into the virtual conference call will be sent.

## 6. Reporting a Concern

Where staff has a concern about a pupil, they should contact the Senior DSL who will ask them to complete a safeguarding referral form and e-mail it to [d.ghafari@mmmps.miet.uk](mailto:d.ghafari@mmmps.miet.uk).

It is important that as much information as possible is provided in the first instance on the form and that staff are succinct and use bullet points where possible.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with pupils in the school, they should report the concern to the Acting Head Teacher.

Concerns around the Acting Head Teacher should be reported to the Executive Head Teacher or Trust Chair.

## **7. Safeguarding Training and Induction**

All DSL are classed as trained: Two DSLs have completed update training in 2020 and one DSL last academic year.

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2019). The DSL will 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.

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: -

- 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 informed 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, we will continue to follow the relevant safer recruitment processes including, as appropriate, the relevant sections in part 3 of Keeping Children Safe in Education (2019).

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.

If we were to utilise volunteers, we would continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE (2019). Under no circumstances would 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 (2019).

We will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE (2019) 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 we are 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, MMPS will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE (2019).

## **9. Online Safety**

MMPS will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where pupils are using computers in school, appropriate supervision will be in place. It is important that all staff who interact with pupils, including online, continue to look out for signs a pupil 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..

Online teaching should follow the same principles as set out in the Staff Code of Conduct.

We 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 if delivering virtual videos/lessons:

- No 1:1 with a pupil (except with explicit permission from parents/carers)
- Staff must wear suitable clothing
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred
- Videos/lessons should be kept to a reasonable length of time and recorded so that if any issues were to arise, the video can be reviewed
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms approved by senior leaders to communicate with pupils

## **10. Supporting Pupils not in School**

MMPS is committed to ensuring the safety and wellbeing of all its pupils.

Where the DSL has identified a pupil 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 pupil.

Details of this plan must be recorded on the Pastoral Log. The plan/risk assessment may include; remote contact, phone contact, in exceptional cases -door-step visits. Other individualised contact methods can be considered and recorded.

The 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.

We fully recognise 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 need to be aware of this in setting expectations of pupils' work where they are at home.

We will also ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

### **11. Supporting Pupils in School**

MMPS is committed to ensuring the safety and wellbeing of all its pupils.

We will continue to be a safe space for all pupils. The Acting Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

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.

We 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.

### **12. Peer on Peer Abuse**

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

If we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE (2019) and of those outlined within the Safeguarding and Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be reported to the DSL and recorded and appropriate referrals made.

### **13. Advice, Guidance and Support**

The Acting Head Teacher will share information received from the Local Authority and DfE 'Coronavirus – Daily update to all early years, children's social care, schools and further education providers' with relevant staff.