



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL
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Safeguarding & Child Protection Policy

Coronavirus Addendum

Document Control

This policy has been approved for operation within	Manchester Muslim Preparatory School
Date of last review	1 st June 2020
Review period	N/A: Extra-ordinary
Policy status	Statutory
Owner	MMPS
<i>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.</i>	

Scope and Definition

This addendum applies during the period of school closure due to COVID – 19 and reflects updated advice from the Department of Education (DfE) and the Local Authority. It sets out changes to our normal child protection policy in light of the DfE guidance 'Coronavirus: safeguarding in schools, colleges and other providers', and should be read in conjunction with that document.

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

1. Context and Core Safeguarding Principles
 - a) Phased Return
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. Safeguarding All Pupils
14. Mental Health
15. Advice, Guidance and Support

1. Context and Core Safeguarding Principles

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 who cannot be safely cared for at home.

We still have regard to the statutory safeguarding guidance, 'Keeping Children Safe in Education' and unless covered here, our normal child protection policy continues to apply.

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

Although we are operating in a different way to normal, we are still following these important *safeguarding principles*:

- The best interest of the child must always continue to come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead, DSL, or deputy is available at all times (section 2)
- It is essential that unsuitable people do not enter the school workforce or gain access to children
- Children should continue to be protected when they are online

1a) Phased Return

The government announced that from the week commencing 1st June 2020, schools may begin to welcome back more pupils. Thorough and rigorous wider opening risk assessments and Health and Safety risk assessment will be conducted and protective measures put in place before pupils return to school.

Safeguarding principles to protect those children from harm and abuse will remain the same.

Staff may identify new safeguarding concerns about individual children as they see them in person following school closure and must follow usual safeguarding procedures and report their concerns immediately (see section 6)

2. Key Contacts within Manchester Muslim Preparatory School

Role	Name	E-mail	Tel
Acting Head Teacher Senior Designated Safeguarding Lead	D. Ghafori-Kanno	d.ghafori@mmmps.miet.uk	0161 445 54 52
Deputy Head Teacher Deputy Safeguarding Lead	N. Mian	n.mian@mmmps.miet.uk	0161 445 54 52
Executive Head Teacher Designated Safeguarding Lead	M. Mohamed	executive.head@mmmps.miet.uk	0161 445 54 52 0161 881 21 27
Early Years Foundation Lead Designated Safeguarding Lead	R.Osman	r.osman@mmmps.miet.uk	0161 445 54 52
Chair of Trustees Trust Safeguarding Lead	F. Zaheer	admin@miet.uk	0161 860 75 75

3. Vulnerable Children

The DfE definition of 'vulnerable children' includes those who:

- Have a social worker
 - With a child protection plan
 - Assessed as being in need
 - Looked after by the local authority
- Have an education health care (EHC) plan

We will continue to work with and support Local Authorities, agencies and social workers to help protect our vulnerable children.

Senior Leaders, DSL and Pastoral Coordinator, know who our most vulnerable pupils 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.

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. MMPS and the relevant social worker will agree with parents/carers whether vulnerable pupils should be attending school. In circumstances where a parent/carer does not want to

bring their child to an education setting, and their child is considered vulnerable, the social worker and senior DSL will explore the reasons for this directly with the parent/carer.

4. Attendance Monitoring

We will continue to take the attendance register and complete the online Educational Setting Status form to update the Department of Education (DfE) on how many children and staff are attending.

Vulnerable children who have a social worker are expected to attend unless the child/household is shielding or clinically vulnerable.

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 pupil 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.

Parents / carers will not be penalised if their child does not attend school.

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

5. Designated Safeguarding Leads during School Covid – 19 Closure

The Senior Designated Safeguarding Lead is: D. Ghafori-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 (or deputy) will provide support to teachers to ensure that contact is maintained with children and their families who are not yet returning to school. Where possible, staff should try and speak directly to children to help identify concerns. Staff will be encouraged, where possible, to make calls from school phones and devices. If staff use personal phones to make calls, they must withhold their number.

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 will be emailed to 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.ghafori@mmps.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 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.

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

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 6 of this addendum.

We will also continue to advise parents about online safety and alert them to updates on the e-safety page on our school website.

<https://www.mmpps.miet.uk/parents/e-safety/>

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 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.

Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

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 pupil, parents/carers and any multiagency partner required to ensure the safety and security of that pupil.

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

13. Safeguarding All Pupils

Staff are aware that this difficult time potentially puts all children at greater risk. Staff will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with procedures set out in section 6.

For children at home, they will look out for signs like:

- Not completing assigned work or logging into the learning platforms
- No contact from children or families
- Seeming more withdrawn during class video calls

14. Mental Health

Negative experiences and distressing life events such as the current Covid-19 circumstances, can affect the mental health of children and their parents.

Mental health issues can bring about changes in a child's behaviour or emotional state which can be displaying in a range of different ways. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess. Teachers should be aware of the impact the current circumstances can have on the mental health of those pupils, and their parents, who are continuing to work from home, including when setting expectations of children's work.;

Where possible, we will continue to offer our current support for pupil mental health for all pupils and will offer support over the phone for pupils who are not in school. .

We will also signpost parents and staff to other resources to support good mental health by alerting parents to our regular updates on our website:

<https://www.mmps.miet.uk/parents/coronavirus-information/>

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

15. 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.