

# **COVID-19 Appendix to TSSP Model Safeguarding and Child Protection Policy for Early Years Providers, Schools and Colleges**



Trafford Strategic  
Safeguarding Partnership

## **Moss Park Junior School**

### **Introduction**

COVID-19 (commonly known as Coronavirus) has presented a huge challenge nationally to the normal running of education and child care provision. On 5<sup>th</sup> January 2021 all schools in the United Kingdom were closed on the advice of the UK Government to help delay the spread of the Coronavirus, and that they were only to remain open for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Education and child care schools are also expected to remain open to those children who are identified as vulnerable<sup>1</sup> and their needs cannot be catered for at home, or they need to attend the education/child care school as it is a safe place.

This appendix has been prepared to explain key changes and interim measures being taken within our school to continue to meet our safeguarding requirements during these extraordinary times.

### **Status of this document**

This is an appendix to the main body of our Safeguarding and Child Protection Policy and will be effective from insert date until the school returns to business as usual, following the COVID-19 pandemic.

It has been formally agreed and signed off by **Allan Humphris Chair of Governors and Safeguarding Governor**). Any questions about the contents of this document should be directed to:

Name: **Sally Nunwick**

Job Title: **Headteacher and DSL**

Email: [snunwick@mpjs-trafford.co.uk](mailto:snunwick@mpjs-trafford.co.uk) (this email address is monitored outside of school hours)

Telephone: **07963937371**

### **Designated Safeguarding Lead (DSL) arrangements**

It is vital that while our school remains open a suitably trained DSL is available for consultation and advice. **The DSL at Moss Park Junior School is Mrs S Nunwick, Headteacher. The Deputy DSL is Mr R Boyer, Deputy Headteacher.**

The optimal scenario for our school and one we will strive to achieve is to have a trained DSL or deputy available on site. Due to staff self-isolating, social-distancing or being physically unavailable for other reasons, it is recognised this may not always be possible, and where this is the case there are two options we will implement, the first being the preferred and second a backup option:

1. The DSL or Deputy from the school will be available to be contacted via phone or online (Google Meet is our preferred platform), if they are working off site
2. Where a trained DSL or Deputy is not on site, in addition to one of the above options, the school will have a senior leader (**Mrs S Moroney – School Business Manager**) who will take responsibility for co-ordinating safeguarding on site. This person will update and manage access to child protection files (My Concern), liaise with the offsite DSL (or deputy) and as required liaise with children's social workers

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<sup>1</sup> 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.

where they require access to children in need and/or to carry out statutory assessments at the school. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Our DSL, deputy DSL and others with designated roles are identified in the main body of our Safeguarding and Child Protection Policy. In the event one of the above scenarios is implemented and the DSL changes, this will be communicated to staff by **T2P text**.

### Contacting Trafford Children's First Response

Making referrals into Trafford Children's First Response will continue as usual, with referrals being made via the online referral form, and telephone consultations taking place when advice is required. Where possible the referral will be made by the DSL, however if the DSL is not available in person the senior leader who is co-ordinating safeguarding on site may be required to make the referral on behalf of the DSL after getting advice from a suitably qualified DSL.

- Online Referral Form – [www.trafford.gov.uk/firstresponse](http://www.trafford.gov.uk/firstresponse)
- Telephone – 0161 912 5125
- Email – [FirstResponse@trafford.gov.uk](mailto:FirstResponse@trafford.gov.uk)

### Contacting the Local Authority Designated Officer (LADO)

In the instance a referral to the LADO is necessary this will be actioned by the **DSL, Sally Nunwick** within 1 working day of the allegation coming to light. Should they not be available then **Deputy DSL, Richard Boyer** will make the referral.

Contact methods for the LADO will remain the same with all LADO referrals being made via the online referral form. Consultation by phone may be necessary in which case this will be done via Trafford Children's First Response (contact details above).

- Online Referral Form - <https://traffordframework.egovhub.net/ALLEGATIONOFPROFESSIONALABUSE/launch>
- Email – [LADO@trafford.gov.uk](mailto:LADO@trafford.gov.uk)

### Attendance of Vulnerable Children

While school is closed to the general school population the children of key workers and those who are vulnerable may still need to attend school because they require a safe place, or their needs cannot be properly catered for at home. Senior leaders, especially the Designated Safeguarding Lead (and deputy) 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.

Moss Park Junior 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 will be: **Mrs S Nunwick**.

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 increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and the school will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Moss Park Junior School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Moss Park Junior School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Vulnerable children may not be attending school for other reasons including self-isolation, shielding or for another reason, these will be monitored by the school and contact with the child and their family will be maintained via weekly phone calls. When phone calls are not answered and contact cannot be established with a family, the school will take the following measures:

### **Attendance monitoring (vulnerable pupils)**

In mainstream schools, all primary pupils who are not expected to be in school during the weeks of the national lockdown, should be recorded as 'code X'.

Children for whom on-site provision is being provided should be recorded in line with the normal school attendance requirements.

Moss Park Junior School and social workers will agree with parents/carers whether children in need should be attending school. We will then follow up on any pupil that they were expecting to attend, who does not.

We will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend. Phone calls will be made to the parents/carers in these circumstances. Should there be no contact by lunchtime, the DSL will conduct a doorstep welfare check.

To support the above, Moss Park Junior 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.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Moss Park Junior School will notify their social worker.

### **Attendance Monitoring (all other Children)**

While the school is closed to the general student population the school still has a duty to keep them safe, including online. The following measures have been implemented to ensure that contact with children is maintained and school staff can maintain oversight of their welfare as best as practically possible.

- Daily Google Meet virtual lessons at 9.15 am and 1.15 pm, where the register is taken
- A text is sent if a child is absent for 1 session; a phone call is made if a child is absent for two sessions; an in-person welfare visit will take place if a child misses a third session
- Web chats with class to complete group work and check in (google classroom) are used to ascertain attendance
- Pupils and parents able to contact school through usual channels (school phone, email and an out of hours email address [info@mpjs-trafford.co.uk](mailto:info@mpjs-trafford.co.uk))
- Teachers will text and phone parents of pupils when needed and record this communication or attempts at communication on My Concern

If staff have any concerns about children they will follow the standard reporting procedure outlined in the main body of our Safeguarding and Child Protection Policy.

### **Children and online safety away from school**

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 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 MPJS Common Lesson Format. Moss Park Junior 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 if there are virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred
- The live class should be recorded so that if any issues were to arise, the video 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 platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils

### **Supporting children in school**

Moss Park Junior School is committed to ensuring the safety and wellbeing of all its students and 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. Our Risk Assessment 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 not in school**

Moss Park Junior School is committed to ensuring the safety and wellbeing of all its children and young people. Where the DSL has identified a child 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 child or young person. Details of this plan must be recorded on My Concern, as should a record of contact have made. The communication plans can include remote contact, phone contact, doorstep visits. Other individualised contact methods should be considered and recorded. Moss Park Junior School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate. The school will share safeguarding messages on its website and social media pages.

Moss Park Junior School recognises 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 at Moss Park Junior School need to be aware of this in setting expectations of pupils' work where they are at home.

### **Peer on Peer Abuse**

Moss Park Junior School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where a school receives a report of peer on peer abuse, whether this is online or in school, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy. The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded on My Concern and appropriate referrals made.

### **Staff Training**

Moss Park Junior School will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place. Our Staff have all undertaken the online training course 'e-safety' delivered via Safeguarding Network. The staff use My Concern to remote online safeguarding issues.

When the school is open for the children of key workers or vulnerable children it will be staffed appropriately and all staff will satisfy the training requirements of 'Keeping children safe in education, September 2020'<sup>2</sup>, in that they will have had copies of the following policies and had them explained to them how they operate in the school :

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Staff Code of Conduct
- Safeguarding response to Children who go missing from education
- Role of the DSL (including the identity of the DSL and any their deputy/deputies)
- Part one and Annex A of keeping children safe in education, September 2020.

In addition to the above all staff will have received appropriate safeguarding and child protection training. Further to this, all staff receive regular safeguarding updates, this is done in the following ways:

- Staff meetings
- Appraisal
- Staff information board in staff room (**updated half termly**)
- Email bulletins
- Newsletters
- TSSP Safeguarding in Education Newsletter

### **Allegations against Adults working with Children**

Any staff member who works in the school will be aware of the process for sharing concerns about colleagues or other adults who works with children in regulated activity. In our school they will report these concerns directly to the **Headteacher/DSL** as soon as practically possible, ideally face to face, however during challenging times that may not always be possible, and a telephone call is also acceptable.

It is made clear to staff in training, induction and in our Whistleblowing Policy that they should not consult or speak of the concern/allegation with other parties, without the expressed permission of the **Headteacher/DSL** so as not to damage the integrity of any potential investigation, nor tarnish the reputation of colleagues prior to any due process.

Written by S Nunwick & reviewed by A Humphris on 11/01/2020 to include new daily live Google Meet teaching sessions and the National Lockdown

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<sup>2</sup> <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> - Department for Education statutory guidance for schools and colleges on safeguarding children and safer recruitment.