

**Appendix 9**



**Templemoor Infant and Nursery School**

**Child Protection and Safeguarding:  
COVID-19 Addendum**



Trafford Strategic  
Safeguarding Partnership

Addendum Adopted	Monday 23 <sup>rd</sup> March 2020
Committee	Governing Body – Remotely Via Governor Hub

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## **IMPORTANT CONTACTS**

<b>ROLE</b>	<b>NAME</b>	<b>CONTACT DETAILS</b>
Designated Safeguarding Lead (DSL)	Mr Stuart Hodgson	0161 969 1622 or 07443 468 842 admin@templemoor.trafford.sch.uk
Deputy DSL's	Mrs Shirley Brown Mrs Suzanne Cundick	0161 969 1622 or 07443 468 842 admin@templemoor.trafford.sch.uk
Other contactable DSL(s) and/or deputy DSL(s): DSL at Moorlands Junior School	Mrs Alison Kelly Mrs Elaine Litten	0161 962 5452 moorlands.admin@trafford.gov.uk
Designated member of Senior Leadership Team if DSL (and deputy) can't be on site	Mrs Rachel Drinkwater Mrs Kate Beck	0161 969 1622 or 07443 468 842 admin@templemoor.trafford.sch.uk
Headteacher	Mr Stuart Hodgson	0161 969 1622 or admin@templemoor.trafford.sch.uk
Trafford Children's First Response Team	Not Applicable	0161 912 5125 FirstResponse@trafford.gov.uk
Local authority designated officer (LADO)	Mrs Anita Hopkins	0161 912 5125 LADO@trafford.gov.uk
Chair of Governors	Mrs Judith Davenport	0161 969 1622 j.davenport@templemoor.trafford.sch.uk

## **INTRODUCTION**

COVID-19 (commonly known as Coronavirus) has presented a huge challenge nationally to the normal running of education and child care provision. On 23<sup>rd</sup> March 2020 all schools in the United Kingdom were closed on the orders 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 settings are also expected to remain open to those children who are identified as vulnerable and their needs cannot be catered for at home, or they need to attend the education/child care setting as it is a safe place.

This addendum applies during the whole of the period of school closure due to COVID-19.

It sets out changes to our normal Safeguarding Policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal Safeguarding Policy continues to apply.

## **CORE SAFEGUARDING PRINCIPLES**

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education \(September 2019\)](#).

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

- The best interests of children must come first.
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately, without delay.
- A Designated Safeguarding Lead (DSL) or Deputy should be available at all times (see page 4 and page 5 for details of our arrangements).
- It's 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.

## **DESIGNATED SAFEGUARDING LEAD (DSL) ARRANGEMENTS**

It is vital that while our setting remains open a suitably trained DSL is available for consultation and advice.

We aim to have a trained DSL or Deputy DSL on site wherever possible. However, 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 the school will implement, the first being the preferred and second a backup option:

1. A trained DSL or Deputy from the setting will be available to be contacted via telephone if they are working off site.

2. Sharing trained DSLs or deputies with Moorlands Junior School until our own trained DSL can return to work or be available.

Where a trained DSL or deputy is not on site, in addition to one of the above options, the setting will have a senior leader who will take responsibility for co-ordinating safeguarding on site. This person will update and manage access to child protection files, liaise with the offsite DSL (or Deputy) and as required liaise with children's social workers where they require access to children in need and/or to carry out statutory assessments at the setting.

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

### **REPORTING A CONCERN**

All staff must continue to act on any concerns they have about a child immediately and without delay. It is still vitally important to do this, both for children still attending school and those at home. Where staff have a concern about a child, they must follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

#### **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

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

In the instance a referral to the LADO is necessary this will be actioned by the Headteacher within 1 working day of the allegation coming to light. Should they not be available then a Deputy DSL will make the referral. Concerns around the Headteacher should still be directed to the Chair of Governors, Mrs Judith Davenport.

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://trafford-framework.egovhub.net/ALLEGATIONOFPROFESSIONALABUSE/launch>
- Email – LADO@trafford.gov.uk

### **WORKING WITH OTHER AGENCIES**

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children (See page 6).

## **VULNERABLE CHILDREN**

While school is closed to the general school population the children of critical 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. The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
  - With a Child Protection Plan
  - Assessed as being in need
  - Looked after by the local authority
- Have an Education, Health and Care (EHC) plan

Eligibility for free school meals in and of itself should **not** be the determining factor in assessing vulnerability.

All Senior Leaders, especially the Designated Safeguarding Lead (and Deputy DSL's) know who our most vulnerable children are.

## **THE ATTENDANCE OF VULNERABLE CHILDREN**

There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent does not want to bring their child to an educational setting, and their child is considered vulnerable, the social worker and school will explore the reasons for this directly with the parent.

The attendance information for vulnerable children will be reported to the local authority on a daily basis. The Vulnerable Children's Daily Log Attendance sheet will be completed and sent to Trafford Children's First Response by email.

Vulnerable children may not be attending school for other reasons including self-isolation, social-distancing or for another reason, these will be monitored by the setting and contact with the child and their family will be maintained via weekly telephone calls. When phone calls are not answered and contact cannot be established with a family, the setting will contact the child's social worker or the police.

## **CHILDREN OF CONCERN WHO DO NOT MEET THE 'VULNERABLE' DEFINITION**

We have the option to offer places in school to children who do not meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this. For example, we may offer a place to a child who has previously had a social worker, or who hasn't met the threshold for a referral but where staff have raised concerns. If these children will not be attending school, contact with the family will be maintained via weekly telephone calls.

## **SUPPORTING CHILDREN AT SCHOOL**

We are committed to ensuring the safety and wellbeing of all children on site and will continue to ensure that Templemoor provides a happy and safe space for children who are attending school.

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

The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

When the setting is open for the children of critical workers or vulnerable children **all** staff will satisfy the training requirements of 'Keeping Children Safe in Education', (September 2019), in that they will have had copies of the following policies and had them explained to them how they operate in the setting:

- Safeguarding Policy
- Rights Respecting Behaviour Policy
- Staff Code of Conduct
- Part One and Annex A of 'Keeping Children Safe in Education', (September 2019).

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
- Staff information board in staff room
- Email bulletins
- Newsletters

The school 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**

While the setting is closed to the general student population the setting has a duty to ensure the safety and wellbeing of all children.

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 weekly contact is maintained with families.

The school will share safeguarding messages on its website, social media pages and within its monthly newsletter.

We 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. See page 8 for information on how we will support pupils' mental health.

Children are likely to be spending more time online during this period – see page 8 for our approach to online safety both inside and outside of school.

## **ONLINE SAFETY IN SCHOOL**

The school will continue to provide a safe environment, including online. This includes the use of an online filtering system supplied and maintained by One Education.

Where children are using computers in school, appropriate supervision will be in place at all times.

## **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 Safeguarding Policy and, where appropriate, referrals should still be made to children's social care and as required, the police.

Online learning should follow the same principles as set out in the Staff Code of Conduct and Data Protection Policy.

The school will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

The staff **will not** deliver virtual lessons online.

## **MENTAL HEALTH AND WELLBEING**

We will signpost all pupils, parents and staff to other resources to support good mental health at this time.

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.

## **ATTENDANCE MONITORING**

As most children will not be attending school during this period of school closure, the school will not be completing its usual attendance registers or following its usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by telephone/ email.
- Notify their social worker, where they have one.

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school. This form must be submitted each day before noon and a copy sent to the Local Authority.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

## **SAFER RECRUITMENT/ VOLUNTEERS/ 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 school will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in Part 3 of 'Keeping Children Safe in Education' (September 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.

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

The school 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 Keeping Children Safe in Education.

The school will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of Keeping Children Safe in Education 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

## **STAFF 'ON LOAN' FROM OTHER SCHOOLS**

We will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

## **KEEPING RECORDS OF WHO IS ON SITE**

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that the school is 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, the school will continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in Keeping Children Safe in Education (September 2019).

We will use the Single Central Record to log:

- Everyone working or volunteering in our school each day, including staff 'on loan'.
- Details of any risk assessments carried out on staff 'on loan' from elsewhere.

## **SCHOOL CLOSURE**

Headteachers need to ensure that they have a staffing structure that can sustain a safe working environment for both staff and children. If Headteachers cannot provide a safe staffing model for the demands of their community, **contact must be made with the schools dedicated Liaison Officer** so that they can provide the necessary support. The Liaison Officer for Templemoor Infant and Nursery School is John Nish and Louise Knox.

## **CHILDREN ATTENDING OTHER SETTINGS**

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information. Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them.
- The child's EHC plan, child in need plan, child protection plan or personal education plan.
- Details of the child's social worker.
- Details of the virtual school head.

Where the DSL, deputy can't share this information, the senior leader(s) identified on page 3 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

## **LINKS WITH OTHER POLICIES**

This Addendum is one of a series in the school's integrated safeguarding portfolio and it should be read and understood alongside the following policies:

- Behaviour Policy
- Anti-Bullying Policy
- Staff Code of Conduct
- E Safety Policy
- Intimate Care Policy
- Whistleblowing Policy
- Preventing Extremism and Radicalisation Policy
- Safer Recruitment Policy
- Children Missing from Education Policy
- Complaints Policy
- Data Protection Policy
- Attendance Policy
- Visitors to School Policy
- Health and Safety Policy