



The Manor

Preparatory School

COVID-19 arrangements for Safeguarding and Child Protection at The Manor Preparatory School

School name:	The Manor Preparatory School
Policy owner:	Deputy Head Pastoral
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This policy takes due regard to the Government guidance document, ['Safeguarding and Remote Education During Coronavirus COVID-19'](#)

This policy should also be read in conjunction with The Manor's 'Remote Teaching and Learning Policy' and 'COVID-19: Risk Assessment for Re-opening on 01/06/2020', which both take account of the continued vital importance of maintaining robust Safeguarding procedures during the Coronavirus pandemic.

In line with DFE guidance:

<https://www.gov.uk/government/publications/COVID-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-COVID-19-safeguarding-in-schools-colleges-and-other-providers>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

1. Context

From 20 March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

From 1 June 2020, The Manor Preparatory School will partially reopen for children in Nursery, Reception, Year 1 and Year 6 in line with government guidance. Children in these year groups will be strongly encouraged to attend (where there are no shielding concerns for the child or the household), so they can gain the educational and wellbeing benefits of attending.

This addendum of The Manor Preparatory School's Safeguarding policy contains details of our individual safeguarding arrangements in the following areas:

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2. Key contacts

ROLE	NAME	PHONE	EMAIL
Designated Safeguarding Lead (DSL)	Mr Varun Footring	07983 400129	vfootring@manorprep.org
Head (if not DSL or DDSL)	Mr Alastair Thomas	07552 842864	head@manorprep.org
Deputy Designated Safeguarding Lead (DDSL)	Mrs Pippa McConnell	07552 848843	pmcconnell@manorprep.org
Deputy Designated Safeguarding Lead (DDSL)	Mrs Victoria Evans	07552 846591	vevans@manorprep.org
Chair of Governors	Mr Shaun Forrestal	07428 616799	shaun@theforrestals.net
Safeguarding Governor	Mrs Jan Rimmer	07884 280893	dandridge.house@btinternet.com

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. Vulnerable children and young people also include those who have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who are therefore in need of continued education provision – this might include children on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those who are young carers and others at the provider and local authority's discretion.

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.

The Head and Designated Safeguarding Lead (and deputies) 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 Manor Preparatory 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: Mr Varun Footring.

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 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. We as a school will ensure that all professionals involved with these vulnerable children, (e.g. social workers, SEND case workers, LCSS, Early Help worker etc) are fully informed around the current attendance of the child (attending school or not) and if not attending school the arrangements that we have put in place around safeguarding this child.

Where parents are concerned about the risk of the child contracting COVID-19, The Manor Preparatory School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

The Manor Preparatory School will encourage our vulnerable children to attend school, including remotely if needed.

The DSL and DDSL's will discuss with parents any new or escalating family needs or safeguarding concerns and stay in regular contact with other children where emerging vulnerabilities are identified. Swift referrals will be made to relevant services as necessary in line with our usual Safeguarding procedures.

4. Attendance monitoring

From 1 June, The Manor Preparatory School will resume taking attendance registers for those children in school and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending. Parents and carers will not be penalised if their child does not attend educational provision.

The Manor Preparatory School and, where relevant, social workers will agree with parents/carers whether children in need should be attending school – the school will follow up on any pupil that they were expecting to attend, who does not. The School 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.

This will be via a telephone conversation.

To support the above, The Manor Preparatory 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, The Manor Preparatory School will notify their social worker.

The Department for Education has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending

school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

The attendance data will also be shared with the Local Authority attendance team Attendance@oxfordshire.gov.uk.

5. Designated Safeguarding Lead

The Manor Preparatory School has a Designated Safeguarding Lead (DSL) and Deputy DSLs.

The Designated Safeguarding Lead is: Mr Varun Footring

The Deputy Designated Safeguarding Leads are: Mrs Pippa McConnell and Mrs Victoria Evans

A member of the DSL team will always be available on site during school hours. In exceptional circumstances where this is not the case, a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a designated member of staff will assume responsibility for co-ordinating safeguarding on site.

This might include 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.

It is important that all our staff and volunteers have access to a trained DSL (or deputy). On each day, staff on site will be made aware of that person is and how to speak to them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

6. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report to Mr Varun Footring, which can be done remotely.

In the unlikely event that a member of staff cannot access our normal reporting systems from home, they should email the Designated Safeguarding Lead and the Head. This will ensure that the concern is received.

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

Protocols for Reporting a Concern during School Closure:

If you are on site and have a Safeguarding Concern:

- Usual Safeguarding protocols remain in place (**please see The Manor's 'Safeguarding Policy' which contains our full procedure which all staff must have read and understood**).
- You should speak to the DSL (Mr Varun Footring) immediately or certainly within 24 hours (you do not go to a colleague for advice first).
- In the absence of the DSL, contact should be made with a Deputy DSL (Mrs Pippa McConnell or Mrs Victoria Evans). If neither DDSL is available, speak to the Head (Mr Alastair Thomas).
- In the absence of all of the staff listed above, contact should be made with the DSL by phone from a private location on 07983 400129.
- A "Record of Concern Form (Safeguarding)" (M:Drive/Forms) should be completed as soon as possible and emailed to the DSL/Deputy DSLs.
- This form should be completed by the individual raising the concern (not a third party) and should be based on notes taken by the member of staff at the time or immediately after. The record should be factual and objective, using the voice of the child where possible. All evidence must be safeguarded and kept.

If you are off site and have a Safeguarding Concern:

- You should speak to the DSL (Mr Varun Footring) by telephone immediately or certainly within 24 hours (you do not go to a colleague for advice first). **Varun can be reached on 01235 858480 (Deputy Head Office) or 07983 400129 (School mobile).**
- If Varun cannot be contacted by phone on either of the above numbers, please contact a DDSL:
Mrs Pippa McConnell: 07552 848843
Mrs Victoria Evans: 07552 846591
- After discussing your concern with the DSL/DDSL, they will share a Google Doc version of the Record of Concern with you which you will be asked to complete as soon as possible and notify the DSL/DDSL that this has been completed. **Do not save a copy of this form on your own Drive. Please only edit the original document which is shared with you.**
- This form should be completed by the individual raising the concern (not a third party) and should be based on notes taken by the member of staff at the time or immediately after. The record should be factual and objective, using the voice of the child where possible. All evidence must be safeguarded and kept.

Please also remember that ANYONE can make a referral if necessary.

The Designated Safeguarding Lead (DSL) or a Deputy DSL should always be available to discuss safeguarding concerns. If, in exceptional circumstances, the DSL (or deputies) is not available, this should not delay appropriate action being taken. Staff should consider speaking to a member of the Senior Leadership Team and/or take advice from local children's social care. In these circumstances, any action taken should be shared with the DSL (or deputy) as soon as is practically possible. **Anyone who has a concern about a child's welfare should ensure a referral is made to children's social care:**

Oxfordshire MASH:

mash-children@oxfordshire.gov.uk / 0345 050 7666

OR the LADO:

lado.safeguardingchildren@oxfordshire.gov.uk / 01865 815956 / 01865 810603

Where staff are concerned about an adult working with children in the school, they should continue to follow our normal procedures and alert the Head (Mr Alastair Thomas) immediately. **Mr Alastair Thomas can be reached on 01235 858460 or 07552 842864 (School mobile).** The Head will follow normal allegation management procedures as detailed in our Whistleblowing Policy and Keeping Children Safe in Education and liaise with Oxfordshire's Local Authority Designated Officer; Alison Beasley, as detailed in our main policy. If there is a requirement to make a notification to the Head whilst away from school, this should be done verbally and followed up with an email to the Head.

Concerns around the Head should be directed to the Chair of Governors:
Mr Shaun Forrestal, as outlined in our Whistleblowing Policy.

7. Safeguarding Training and induction

All DSL training has been suspended by the Oxfordshire Safeguarding Children's Board (OSCB) and it is very unlikely to take place whilst there remains a threat of the COVID-19 virus.

Guidance from the OSCB can be found here <https://www.oscb.org.uk/learning-zone/training/>

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) 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 (2019). The DSL should 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 our 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 given a copy of the receiving setting's Child Protection Policy (which will be similar to their current setting if an Oxfordshire school), confirmation of local processes and confirmation 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, The Manor Preparatory 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 (2019) (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 our School 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.

The Manor Preparatory 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 KCSIE, in line with advice from the LADO where appropriate.

The Manor Preparatory School 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 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 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, The Manor Preparatory School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

During the phased re-opening of The Manor Preparatory School, there is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during our partial school closure. If for any reason, we have concerns about an individual, we would obtain a new check in the usual way.

9. Online safety in schools and colleges

The Manor Preparatory School will continue to provide a safe environment, including online. This includes the use of an online filtering system for those children using our technology on the school site.

Where students are using computers in school, appropriate supervision will be in place.

10. Children and online safety away from school and college

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.

The Manor Preparatory 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:

- 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 provided by The Manor Preparatory School to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held

All staff at The Manor Preparatory School will be reminded of the following policies:

- Staff Behaviour Policy and Oxfordshire Code of Conduct
- E-Safety and Acceptable Use Policy
- Social media guidance

Staff will continue to teach regular online safety lessons in line with our 'Switched On Online Safety' curriculum and will remind children of how to stay safe online during form times and other lessons as appropriate. The DSL will monitor any online safety issues that arise and communicate actions to be taken to staff, children and parents to help educate and protect them from these issues.

The Manor Preparatory School recognises that Thames Valley Police are also leading media campaigns to educate parents, children and professionals on online safety and the DSL will regularly relay their messages to staff, children and parents.

11. Supporting children not in school

The Manor Preparatory School is committed to ensuring the safety and wellbeing of all its 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 a robust communication plan is in place for that child or young person.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

The Manor Preparatory School and its 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 DSL and DDSL's will meet remotely on a weekly basis to discuss concerns and actions taken to support children. They will meet with the Safeguarding governor fortnightly to discuss and review each case and actions taken.

The school will share safeguarding messages on its website and social media pages.

The Manor Preparatory 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. Children will be given regular opportunities to express their feelings with staff using the above communication lines.

Teachers at our school need to be aware of the children's mental health in setting expectations of pupils' work where they are at home.

12. Supporting children in school (including during phased reopening of The Manor)

The Manor Preparatory School is committed to ensuring the safety and wellbeing of all its students. We will ensure that where we care for children on site, we ensure appropriate support is in place for them.

The Manor Preparatory School will continue to be a safe space for all children to attend and flourish. The Head will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

The Manor Preparatory 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 COVID-19.

The Manor Preparatory School will ensure that where we care for children of critical workers, vulnerable children on site as well as children in Nursery, Reception, Year 1 and Year 6 who are in school during our phased reopening, we ensure appropriate support is in place for them.

We will ensure that staff working with children in pods have full knowledge of the children in their care where groupings have changed or where children are not with their usual teacher.

During the phased reopening of The Manor in line with government guidance, staff and volunteers may identify new safeguarding concerns about individual children as they see them in person. In these instances, it continues to be of crucial importance that all staff and volunteers act immediately on any safeguarding concerns and the reporting procedure remains as per the instructions in Section 6 of this policy.

The Manor Preparatory School recognises that the DSL and DDSLs will need more time to support children and staff regarding new concerns and making referrals as appropriate as more children return and as such, they will teach a reduced timetable.

As children return to The Manor Preparatory School, the DSL, DDSLs and Head will continue to ensure that relevant safeguarding and welfare information held on all children (including returning children) remains accurate. The Manor Preparatory School will regularly ask parents and carers to advise us on any changes regarding welfare, health and wellbeing that we should be aware of before a child returns.

The Manor Preparatory School recognises that during our phased reopening, it is of vital importance to continue working with and supporting children's social workers, the local authority virtual school head for looked-after and previously looked-after children and any other relevant safeguarding and welfare partners.

13. Mental Health and Wellbeing

Staff will take into consideration that for many children, their mental health may have been impacted during school closure and ensure that where this is the case, appropriate support is in place for them. Staff should be alert to harms that may have been hidden or missed while children have not been attending settings.

Mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include, for example, being fearful or withdrawn; aggressive or oppositional; or excessive clinginess.

Children will be given regular opportunities to share how they are feeling in both group and 1:1 sessions with the adults in their pod, who will be familiar to them.

Support from other staff outside of the pod will also be available over the phone or via video calls. Support may also be sought through specialist staff or support services as appropriate, as advised by the Deputy Head Pastoral (DSL), DDSL's or Head. The support offered to children will vary on a case by case basis and staff will consider the mental health, pastoral or wider health and wellbeing support children may need, including with bereavement in line with our Bereavement Policy, and how to support them to transition back into school after a long period of absence.

14. Peer on Peer abuse

The Manor Preparatory School recognises that during the closure, a revised process may be required for managing any report of such abuse and supporting victims.

Where the school receives a report of peer on peer abuse, we 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, and appropriate referrals made.

All staff will be sent this additional policy to read and to will sign to say they have read and understood the content.

If staff are working from home they will be asked to email confirming the above.