



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 documents, '[Safeguarding and Remote Education During Coronavirus COVID-19](#)', '[Guidance for Full Opening: Schools](#)', '[Schools coronavirus \(COVID-19\) operational guidance](#)' and '[Children of Critical Workers and Vulnerable Children Who Can Access Schools or Educational Settings](#)'.

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 08/03/2021', which both take account of the continued vital importance of maintaining robust Safeguarding procedures during the Coronavirus pandemic.

1. Context

From 8 March 2021, all children should attend school except those who are clinically extremely vulnerable.

The Manor are aware of our duties, in line with the February 2021 guidance document, 'Schools coronavirus (COVID-19) operational guidance. These are as follows:

Schools must continue to have regard to the statutory safeguarding guidance keeping children safe in education.

You should consider revising your child protection policy to reflect the return of more pupils. This should be led by your designated safeguarding lead.

As children return try to give designated safeguarding leads and their deputies more time to:

- *support staff and pupils with new safeguarding and welfare concerns*
- *handle referrals to children's social care and other agencies where appropriate*

The designated safeguarding lead should continue to co-ordinate with children's social care, the local three safeguarding partners and other agencies and services to identify harm and ensure children are appropriately supported. They should speak to school nurses who have continued virtual support to pupils who have not been in school.

As all children are now able to return to school, staff at The Manor will follow procedures as laid out in the school's Safeguarding Policy.

In line with Government guidance, the Designated Safeguarding Lead and Deputies will be given more time to support staff and pupils with new Safeguarding and welfare concerns and to handle referrals to children's social care and other agencies where appropriate. This has been achieved through the expansion of the Safeguarding Team.

As children return to school, the Designated Safeguarding Lead will continue to co-ordinate with children's social care, the local three safeguarding partners and other agencies and services to identify harm and ensure children are appropriately supported. The Designated Safeguarding Lead will also liaise with the School Nurse to best support pupils.

Where any children are continuing to shield at home, The Manor will ensure a full remote learning curriculum is in place according to the same timetable being followed by the children in school. Regular contact will also be made with these families for support and pastoral care, including through weekly video calls. Any concerns of a Safeguarding nature will be addressed as per the processes outlined in our Safeguarding Policy.

This addendum of The Manor Preparatory School's Safeguarding policy contains details of our individual safeguarding arrangements for any members of the school community who are unable to return to the school site due to COVID-19 safety guidelines. This policy covers the following areas:

- 1. Context**
- 2. Key contacts**
- 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 in schools and colleges**
- 10. Children and online safety away from school and college**
- 11. Supporting children not in school**
- 12. Supporting children in school**
- 13. Peer on Peer Abuse**

2. Key contacts

ROLE	NAME	PHONE	EMAIL
Designated Safeguarding Lead (DSL)	Mr Varun Footring	07929 857030	vfootring@manorprep.org
Head (if not DSL or DDSL)	Mr Alastair Thomas	07826 398855	head@manorprep.org
DSL for EYFS			
Deputy Designated Safeguarding Lead (DDSL)	Mrs Pippa McConnell	07552 848843	pmcconnell@manorprep.org
Deputy Designated Safeguarding Lead (DDSL)	Mrs Victoria Evans	07423 682590	vevans@manorprep.org
Deputy Designated Safeguarding Lead (DDSL)	Mr Neil Jackson	07435 987404	njackson@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

In the January 2021 Government guidance document, '[Children of Critical Workers and Vulnerable Children Who Can Access Schools or Educational Settings](#)', it states the following:

'Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation

- those who are young carers
- those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
- care leavers
- others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health'

Where children are shielding or self-isolating at home, those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide 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.

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

The Head, Deputy Head Pastoral/Designated Safeguarding Lead (and deputies) and SENCO know who our most vulnerable children are.

Where pupils who are shielding or self-isolating meet the definition of vulnerable above, The Manor Preparatory School will ensure systems are in place to keep in contact with them. Where a vulnerable pupil is required to self-isolate, we will:

- Notify their social worker (if they have one)
- Agree with the social worker the best way to maintain contact and offer support
- Work with and support the local authority virtual school head (VSH) for looked-after and previously looked after children

We will ensure that procedures are in place to:

- Check if a vulnerable pupil is able to access remote education support
- Support them to access it (as far as possible)
- Regularly check if they are accessing remote education

The lead person for this will be: Mr Varun Footring

4. Attendance monitoring

As children at The Manor return to school from 8 March, we will resume our usual attendance monitoring procedures. Pupils of compulsory school age must be in school unless a statutory reason applies.

For any children who continue to self-isolate at home, they will be expected to register remotely with their teacher each day and any concerns about engagement with remote learning will be addressed by the Form Teacher, Head of Section or Deputy Head Pastoral in the first instance.

The Manor will work closely with other professionals across the education and health systems, where appropriate, to support school attendance. Where a child has a social worker, we will notify them of instances of non-attendance.

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, Mrs Victoria Evans and Mr Neil Jackson

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.

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 as Designated Safeguarding Lead (or a Deputy), which can be done remotely. Where a parent has a Safeguarding concern about a child, they should contact Mr Varun Footring or a Deputy Designated Safeguarding Lead, using the details in Section 2 of this policy.

In the unlikely event that a member of staff cannot access our normal CPOMS 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 the event of a 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, Mrs Victoria Evans or Mr Neil Jackson). If no DDSLs are 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 07929 857030.
- The member of staff should then log their concern as soon as possible by logging into CPOMS (themanorprepschool.cpoms.net), clicking 'Add Incident' and then

typing their account which will be automatically sent to the DSL and Deputy DSLs. If a member of staff is unable to access CPOMS, a paper 'Record of Concern Form' is available in the Deputy Head Office and can also be printed by the staff member reporting the concern to ensure social distancing.

- 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. Notes should include:
 - Dates and times of their observations
 - Dates and times of any discussions in which they were involved
 - Any injuries
 - Explanations given by the child / adult
 - What action was taken
 - Any actual words or phrases used by the child
 - Any questions the staff member asked (remembering to ask open questions and not to ask any leading questions)

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 858466 (Deputy Head Office) or 07929 857030 (School mobile).
- If Varun Footring cannot be contacted by phone on either of the above numbers, please contact a Deputy DSL:
Mrs Pippa McConnell: 07552 848843
Mrs Victoria Evans: 07423 682590
Mr Neil Jackson: 07435 987404
If no DDSLs are available, speak to the Head (Mr Alastair Thomas) on 07826 398855
- The member of staff should then log their concern as soon as possible by logging into CPOMS (themanorprepschool.cpoms.net), clicking 'Add Incident' and then typing their account which will be automatically sent to the DSL and 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. Notes should include:
 - Dates and times of their observations
 - Dates and times of any discussions in which they were involved
 - Any injuries
 - Explanations given by the child / adult
 - What action was taken
 - Any actual words or phrases used by the child
 - Any questions the staff member asked (remembering to ask open questions and not to ask any leading questions)
 - Where a staff member is unable to access their CPOMS account, the DSL or DDSL will advise on how to send a secure written report.

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 07826 398855 (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 face-to-face training has been suspended by the Oxfordshire Safeguarding Children's Board (OSCB).

Guidance from the OSCB on their temporary online Generalist and DSL level training can be found here <https://www.oscb.org.uk/learning-zone/training/>

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). 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.

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 (2020) (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 183 to 188 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 179 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 182 of KCSIE and the TRA's 'Teacher misconduct: Referring a Case.'

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 164 to 171 in KCSIE.

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

- 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
- The length, time, date and attendance of any sessions held will be automatically recorded by our Google learning platform.

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 children remain at home, regular contact will be made with these families by teachers to offer support and guidance for their pastoral care and learning.

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 and 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 on a weekly basis to discuss concerns and actions taken to support children. They will meet with the Safeguarding governor regularly 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

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 government advice on handwashing and other measures to limit the risk of spread of COVID-19.

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

13. Mental Health and Wellbeing

Some pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation.

Staff will use pastoral and, where possible, extra-curricular activities to:

- Support the rebuilding of friendships and social engagement
- Address and equip pupils to respond to issues linked to coronavirus (COVID-19)
- Support pupils with approaches to improving their physical and mental wellbeing

Staff may also need to provide more focused pastoral support for pupils' individual issues, drawing on external support where necessary and possible. Where there is a concern a pupil is in need or suffering or likely to suffer harm, staff must follow our Safeguarding reporting procedures.

To support school staff to understand how coronavirus (COVID-19) is affecting children and young people's mental health and wellbeing, and what they can do to look after, promote and support their own, other staff's and children and young people's wellbeing and mental health, the government has recently launched the Wellbeing for Education Return programme. The Deputy Head Pastoral/Designated Safeguarding Lead has attended this training and will deliver regular training to staff on this topic.

Additionally, NHS mental health services have remained open, and schools should still refer to their local NHS children and young people's mental health service. All NHS mental health trusts are providing 24/7 access to crisis telephone lines to support people of all ages throughout the pandemic.

DfE, Public Health England and NHS England have also recorded a free webinar for school and college staff which sets out how they can support their pupils and students. A recording of this is available: [View webinar](#). This includes experts discussing the impacts of the pandemic on pupils' mental wellbeing.

Staff have also been trained in the 'Mental Health and Wellbeing' module, provided by the DfE in relation to the Relationships, Sex and Health Education curriculum. The training module on teaching about mental wellbeing, which has been developed with clinical experts and schools, aims to improve teacher confidence in talking and teaching about mental health and wellbeing.

Staff will take into consideration that for many children, their mental health may have been impacted by school closures 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 for any children who are not attending school.

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.

The Manor are aware of our responsibility to support children in their social engagement and maintaining of friendships, address and equip children to respond to issues linked to coronavirus (COVID-19) and support them with approaches to improving their physical and mental wellbeing. Children will be given regular opportunities to share how they are feeling in both group and 1:1 sessions as appropriate with the adults who will be familiar to them, including online through video calls for children learning from home. For those learning from home, regular opportunities to maintain friendships and engage socially will be provided through online video calls. Children will also discuss strategies for positive mental wellbeing and responding to issues linked to coronavirus (COVID-19) at any times felt appropriate across the curriculum. For those children learning at home, they will be encouraged to take part in physical activities, either live with their PE teacher, via a pre-recorded video provided by their PE teacher or through taking part in a range of suggested activities.

To support these activities, The Manor has shared Public Health England guidance for parents and carers on '[supporting children and young people's mental health and wellbeing](#)'. This includes key actions they can take to support their child or young person's mental health and wellbeing during the pandemic such as supporting safe ways to connect with friends. It also emphasises the importance of children continuing to remain fit and active and, wherever possible, having the 60 minutes of daily physical activity recommended by the Chief Medical Officers. Further advice and resources are available from the [Association for Physical Education](#), [Youth Sport Trust](#) and [Sport England](#).

Support from other staff will also be available either in person, 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.

Where there is a concern a child is in need or suffering or likely to suffer from harm, The Manor will follow the procedures outlined in this policy and consider any referral to statutory services (and the police) as appropriate.

The Manor will also work with our School Nurse to:

- Ensure delivery of the [healthy child programme](#) (which includes immunisation)
- Identify health and wellbeing needs
- Provide support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues
- Support pupils with additional and complex health needs

14. Peer on Peer abuse

The Manor Preparatory School recognises that in the event of a school 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.