

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



## 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 England were closed for a second time 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 settings 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 setting as it is a safe place.

This appendix has been prepared to explain key changes and interim measures being taken within our setting 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 5<sup>th</sup> January 2021 until the setting returns to business as usual, following the COVID-19 pandemic.

It has been formally agreed and signed off by **Inspiring Learners Trust Board on Wednesday 3<sup>rd</sup> February 2021.**

Any questions about the contents of this document should be directed to:

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Job Title: **Head of Trust**

Email: **tyntesfield.admin@trafford.gov.uk**

Telephone: **0161 973 4877**

## Designated Safeguarding Lead (DSL) arrangements

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

The optimal scenario for our setting 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. A trained DSL or deputy from the setting will be available to be contacted via phone or online video i.e. skype, if they are working off site.
2. The Executive Headteacher will assume the role of DSL until the school DSLs can return to work or be available.
3. Sharing trained DSLs or deputies between our two schools (Tyntesfield Primary and Bollin Primary) until our own trained DSL can return to work or be available.

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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 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 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 **email**.

### 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 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 **Head of School (DSL) or Executive Headteacher (DDSL)** within 1 working day of the allegation coming to light. Should they not be available then the **Deputy Headteacher** 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://trafford-framework.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. The attendance information for vulnerable children will be reported to the local authority on a daily basis. The method for doing this is **through the daily returns to your relevant Liaison Officer**.

Vulnerable (I.e. CP, CIN or LAC) 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 **daily** phone call. When phone calls are not answered and contact cannot be established with a family, the setting will take the following measures:

- The Vulnerable Children's Daily Log Attendance sheet will be completed and sent to Trafford Children's First Response by email.

### Children of concern who do not meet the 'vulnerable' definition

The setting also has students about whom there are concerns, however they do not have a social worker or an Education, Health and Care (EHC) Plan so do not meet the criteria of a 'vulnerable' child. With these

children the setting still feels that contact should be maintained to ensure safety and welfare can be monitored as best as practically possible.

Each school has identified the children of concern and there is a strategy in place to ensure appropriate contact / support is in place for each family (See Interim Safeguarding Actions). This may include:

- An offer of a childcare place
- Food parcels delivered
- Food vouchers
- Daily / twice weekly / weekly / fortnightly phone calls

There are clearly identified staff to provide the support / contact and identified 'deputies' should that staff member be unavailable. All contact (or lack of contact) is recorded on CPOMs and the whole 'CV Support Team' is copied in. The Head of School (DDSL) maintains an overview of all vulnerable children and the contact/support provided and formally reviews this on a weekly basis.

### All other Children

While the setting is closed to the general student population we still have a duty to keep them safe, to ensure an effective distance learning strategy is implemented. The following measures will be implemented to ensure that contact with children is maintained, setting staff can maintain oversight of their welfare as best as practically possible and continuity of learning is maintained.

- Twice daily Zooms (morning and afternoon sessions) for registration, well-being check and teaching input.
- Registers submitted to school office and the Head of School informed about any absent children. Teachers to inform DSL with any welfare / well-being concerns.
- Teachers post daily learning activities on Seesaw.
- Children post completed work and teachers/TAs provide feedback on Seesaw.
- Regular tweets from class / school Twitter account

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.

### Staff Training

When the setting is open for the children or 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 setting:

- 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 (on Zoom where required)

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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.

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

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

Any staff member who works in the setting will be aware of the process for sharing concerns about colleagues or other adults who works with children in regulated activity. In our setting they will report these concerns directly to the Head of School / Executive **Headteacher** 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 Head of School / Executive **Headteacher** so as not to damage the integrity of any potential investigation, nor tarnish the reputation of colleagues prior to any due process.

### **Governance**

Governance during Covid-19 crisis is being handled by the Trust Board, no governance in relation to this crisis is delegated to LGBs. LGBs will continue to meet to discuss matters that cannot be deferred and only in relation to local school statutory matters.