

Appendix 1



COVID-19 school closure arrangements for  
Safeguarding and Child Protection at Tarbiyyah  
Primary School

Date: 23.3.20

## **Context**

From 20<sup>th</sup> 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.

## **Statement of intent**

We understand that we face a time of great uncertainty and, as a school, we are doing all we can to provide clarity and safety to the school community. This appendix includes provisions which the school will have due regard for during the coronavirus pandemic. The information in this section is under constant review and is updated to reflect changes to government and local guidance as it is released.

## **Safeguarding duties**

Despite schools being closed to most pupils, staff safeguarding duties still apply. Whilst these times are not 'business as usual', a number of important safeguarding principles remain the same, including:

- The best interests of pupils must always continue to come first
- If anyone in a school has a safeguarding concern about any pupil, they should continue to act and act immediately
- A DSL or deputy should be available
- Unsuitable people must not be allowed to enter the school workforce or gain access to pupils
- Pupils should continue to be protected when they are online

## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Lubna Khan	07415152399	headteacher@tarbiyyah.co.uk
Deputy Designated Safeguarding Lead	Nisha Daniels	07946722619	eyfsmanager@tarbiyyah.co.uk
Chair of Governors	Hardeep Sandhar	07903577656	gbchair@tarbiyyah.co.uk

## 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.

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.

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.

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 designated safeguarding lead will explore the reasons for this directly with the parent.

### **Attendance monitoring**

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

Tarbiyyah Primary School and social workers will agree with parents/carers whether children in need should be attending school - the school will then 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.

Tarbiyyah Primary School will be offering live online learning throughout the school week. Although attendance at these lessons is not compulsory, any unnotified prolonged periods of absences from the lessons will trigger an enquiry from the school.

To support the above, the school will, when communicating with parents/carers confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

### **Designated Safeguarding Lead**

When pupils are in school, a trained DSL (or deputy) will be available on site. For times when there are no pupils on site a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

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

### **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 recording on Safeguard and speaking with the DSL, which can be done remotely by telephone.

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

Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Hardeep Sandhar

The Local Authority will continue to support managing allegations.

### **Safeguarding Training and induction**

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL will 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 Tarbiyyah Primary 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

For movement within the LA, schools will seek assurance from the original school that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

## **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 Tarbiyyah Primary 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 Tarbiyyah Primary 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. Tarbiyyah Primary 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.

Tarbiyyah Primary 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](mailto: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, Tarbiyyah Primary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

## **Online safety in school**

Tarbiyyah Primary School will continue to provide a safe environment, in line with the school's online safety policy.

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

## **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 staff code of conduct.

Tarbiyyah Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

When teaching online, especially where webcams are involved, the following need to be considered:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- One to one sessions must only be held with the presence of an additional adult. This may be another member of staff logging onto the lesson or the child accompanied by their parent.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be neutral.
- Language must be professional and appropriate, including any family members in the background.
- All 'Zoom' lessons must be password protected and login details must only be shared on 'Class Dojo.'
- All 'Zoom' lessons must have their waiting room enabled so teachers can control when to let pupils join.
- All pupils must have their real name as their user ID when joining a lesson. Teachers must not allow any unidentified user to join the lesson.
- Staff must only use platforms provided Tarbiyyah Primary School.

During online lessons, teachers will continue to educate pupils on how to keep safe online; the school will share regular reminders for pupils and parents on supervision and how to use filters on devices at home.

## **Supporting children not in school**

Tarbiyyah Primary School is committed to ensuring the safety and wellbeing of all its pupils.

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, we will ensure that a robust communication plan is in place for that child.

Details of this plan must be shared with the DSL team and a record of any contact made should be logged on the safeguarding system.

The school will share safeguarding messages on its website and through the school broadcast.

Tarbiyyah Primary 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 Tarbiyyah Primary School need to be aware of this in setting expectations of pupils' work where they are at home. Regular communication with parents will be used to gauge how they are coping with in these circumstances.

Tarbiyyah Primary School will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

## **Supporting children in school**

Tarbiyyah Primary School is committed to ensuring the safety and wellbeing of all its students. It 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.

Tarbiyyah Primary 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.

Where the school has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they will be discussed immediately with the LA



## **Peer on Peer Abuse**

Tarbiyyah Primary 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, 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 using existing school processes, speaking with the DSL and appropriate referrals will be made.

## **Monitoring and review**

The DSL is responsible for continually monitoring DfE updates and updating this appendix in line with any government changes and guidance from the local safeguarding partners.

Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.