



BAYTUL ILM
SECONDARY SCHOOL

Covid-19 School Closure arrangements for Safeguarding and Child Protection – Addendum

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CHAIR OF GOVERNORS:	M A Salam
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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Muhammad Miah	headteacher@baytulilm.org.uk 07868697332
Deputy DSL	Aminur Rahman	arahman@baytulilm.org.uk 01908 804163
Headteacher	Muhammad Miah	headteacher@baytulilm.org.uk 07868697332
Local authority designated officer (LADO)	Jo Clifford Sarah Capel James	01908 254307 lado@Milton-keynes.gov.uk
Chair of governors	Mohammed Abdus Salam	governors@baytulilm.org.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from Milton Keynes Safeguarding Children Board.

It sets out changes to our normal child protection 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 child protection policy continues to apply.

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

2. Core Safeguarding Principles

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

Education.

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
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting Concerns

Where staff have a concern about a child, they should continue to follow the process outlined in the school Child Protection and Safeguarding Policy, this includes making a report via completing the safeguarding concern form and securely (password protect the document) emailing it to the Safeguarding lead, which can be done remotely.

The member of staff should email the Designated Safeguarding Lead, Headteacher and the deputy DSL. This will ensure that the concern is received. 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 use the form to 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: M A Salam

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important Contacts' section at the start of this addendum. 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 senior leader will assume responsibility for co-ordinating safeguarding on site. You can contact them by email or phone.

This might include updating and managing access to child protection records and 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 Baytul Ilm Secondary School staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

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

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Milton Keynes Safeguarding Partnership
- The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

6. Monitoring attendance

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

If Baytul Ilm Secondary School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, we will complete the return once as requested by the DfE.

Baytul Ilm Secondary School and social workers will agree with parents/carers whether children in need should be attending school – Baytul Ilm Secondary School will then follow up on any student that they were expecting to attend, who does not. Baytul Ilm Secondary 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.

To support the above, Baytul Ilm Secondary 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, Baytul Ilm Secondary School will notify their social worker.

7. Child-on-child abuse

Baytul Ilm Secondary School recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

We will continue to follow the principles set out in part 5 of KCSIE (2021) when managing reports and supporting victims of child-on-child abuse and of those outlined within the child protection and safeguarding 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 will be recorded on the Safeguarding concern form and appropriate referrals made.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of KCSIE (2021).

Staff should continue to act on any concerns that they have immediately. All concerns related to staff should be reported to Headteacher or the Deputy DSL. In their absence or being unavailable the concern should be taken to LADO, contact details can be found in the Important Contacts table.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. 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 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.

Baytul Ilm Secondary School will continue to work with and support children's social workers to help protect any 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 the headteacher.

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 increased 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 Baytul Ilm Secondary School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Baytul Ilm Secondary School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Baytul Ilm Secondary School will encourage our vulnerable children and young people to attend school, including remotely if needed.

10. Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

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 (2021). 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 Baytul Ilm Secondary 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 and safeguarding policy, confirmation of local processes and confirmation of DSL arrangements.

11. 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, Baytul Ilm Secondary School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of KCSIE (2021).

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.

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

Where Baytul Ilm Secondary School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 287 to 294 of KCSIE (2021). Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Baytul Ilm Secondary School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 250 to 256 in KCSIE (2021).

12. Online safety in schools and colleges

Baytul Ilm Secondary School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

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

13. 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 Child Protection and Safeguarding 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 Baytul Ilm Secondary School Staff Code of Conduct.

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

When delivering lessons online the following guidance will be adhered to:

- No 1:1s, groups only
- Webcams will not be used, only audio method to deliver teaching
- 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.
- 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 specified by senior managers and approved by our IT network manager / provider to communicate with students
- Staff should record, the length, time, date and attendance of any sessions held.

14. Supporting children not in school

Baytul Ilm Secondary School is committed to ensuring the safety and wellbeing of all its Children and Young people.

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.

Details of this plan must be recorded on the Safeguarding file, as should a record of contact have made.

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

Baytul Ilm Secondary 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.

Baytul Ilm Secondary School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of students and their parents/carers. Teachers at Baytul Ilm Secondary School need to be aware of this in setting expectations of students' work where they are at home.

15. Supporting children in school

Baytul Ilm Secondary School is committed to ensuring the safety and wellbeing of all its students.

Baytul Ilm Secondary School 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 student ratio numbers are appropriate, to maximise safety.

Baytul Ilm Secondary 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.

Baytul Ilm Secondary 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. This will be bespoke to each child and recorded.

Where Baytul Ilm Secondary School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will discuss them immediately with the management.