

# **The Meadows Montessori School**

## **Safeguarding Arrangements in response to COVID-19 school closure**

*To be reviewed monthly*

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## **1 . Context**

From the 5<sup>th</sup> January 2021 parents were again asked to keep their children at home wherever possible, and as a result our setting closed its doors to all children except those of key worker parents and children deemed vulnerable.

As a school the safety and well being of your children is paramount and we are still working in accordance with Keeping Children Safe In Education 2020 (KCSIE).

This addendum contains Safeguarding information for The Meadows Montessori School, including EYFS during this time to allow us to continue to Safeguard our pupils to the high standards we always have.

## **2 . Contacts**

### **Primary**

Designated Safeguarding Lead (DSL) – Faye Metcalfe – Tel: 07738783092  
Email: [faye@themeadowsmontessori.com](mailto:faye@themeadowsmontessori.com)

Deputy DSL – Kayleigh Parker – Tel: 07738783092  
Email: [kayleigh@themeadowsmontessori.com](mailto:kayleigh@themeadowsmontessori.com)

### **Secondary**

Designated Safeguarding Lead (DSL) – Matt Sims – Tel: 07738783092  
Email: [matt@themeadowsmontessori.com](mailto:matt@themeadowsmontessori.com)

Deputy DSL – David Green – Tel: 07738783092  
Email: [david@themeadowsmontessori.com](mailto:david@themeadowsmontessori.com)

Head of School – Samantha Sims – Tel: 07738783092  
Email: [info@themeadowsmontessori.com](mailto:info@themeadowsmontessori.com)

### **3 . Designated Safeguarding Lead and Deputy Safeguarding Lead Role**

The DSL and deputy DSL remain contactable throughout our settings closure and staff are aware of how to contact them if they need to report a concern. We will continue to follow the Safeguarding procedures set out in our Child Protection Policy and are reassured by Suffolk Safeguarding Partnership (SSP) that they are working as close to ‘business as usual’ as they can.

The Suffolk Safeguarding Partnership (SSP) advises that DSLs, deputy DSLs and those staff continuing to work with young people should:

- Remain in contact with families regarding any difficulties they may be experiencing due to spending more time together than usual, and to signpost where they can receive additional support. Help them to regulate their stress responses and recognise the emotional impact this is having on society.
- Remain vigilant for the signs and indicators of abuse, including neglect and domestic violence, and raise any safeguarding concerns in line with your agencies procedures.
- Understand the needs of the wider family when we are working with a child, parent or adult, talking more, continuing to effectively work together and making sure that all the people working with children, young people and adults in a family, plan and coordinate their work. This will need to be adapted using families’ social media links as we are in isolation.
- If you are using alternative methods such as social media and technology to keep in contact with children, young people and families, keeping in line with your agency’s policies and in a safe and appropriate manner.

### **4 . New Staff and Existing Staff and Volunteers – Training and Induction**

It remains essential that if we recruit new staff or volunteers during the COVID-19 pandemic, we will continue to follow the Safer Recruitment guidelines set out in our Child Protection Policy and keep in accordance with relevant sections of Part 3 of KCSIE 2019, not allowing anybody deemed unsuitable, access to pupils in our setting.

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.

New staff will still receive Induction training, however this will be through 'ZOOM', avoiding unnecessary face-to-face contact but ensuring new staff know all the safeguarding arrangements they require before beginning their employment and are given the opportunity to ask any questions they may have.

Safeguarding training was refreshed for all staff in January 2020 and is therefore up to date for all existing staff at this time. Staff have also read Part 1 of KCSIE 2019 and know what to do to if they have a safeguarding concern. The DSL will communicate any new KCSIE updates, new local arrangements and important information via email or video calling throughout the school closure.

The DSL and deputy DSL still have up to date DSL training and in the event the COVID-19 pandemic continues past when their refresher training is due they will continue with their role as DSL/deputy DSL for The Meadows Montessori School.

## **5 . Reporting a Concern**

Staff are reminded that if they have any concern about a child or young person they need to act quickly and should continue to follow the procedures within our Child Protection Policy.

Staff will remain vigilant when working with children and young people online and will report any child or young person they deem as at risk to the DSL immediately, keeping in line with our Child Protection Policy.

If the concern is regarding a child within the primary school they should report this as soon as possible to the DSL, Faye Metcalfe; or if for any reason they are not available they should report to the deputy DSL, Kayleigh Parker.

If the concern is regarding a child within the secondary school they should report this as soon as possible to DSL, Matt Sims; or if for any reason they are not available they should report to the deputy DSL, David Green.

If the concern is regarding a member of staff/adult within the school they must report this to the Head of School, Samantha Sims.

## **6 . Vulnerable Children**

The DSL, deputy DSL and Head of School are aware of the children within the setting deemed most vulnerable and will continue to work alongside the Local Authority to protect these children.

Children with an EHC plan will have been in contact with SEN lead (Lisa Elvish) where they would have discussed whether the child's needs can be safely met within the home environment and any additional help/support offered.

## **7 . Supporting Children Not In School**

The Meadows Montessori school is committed to ensuring the safety and well being of all the children and young people in their care.

Where the DSL has identified a child to be on the edge of social care support or one who receives pastoral support in school, a communication plan will be put in place to maintain contact with these families. This plan will be reviewed frequently with the DSL and Headteacher and records of the communications will be kept.

These are uncertain times we are in due to the COVID-19 pandemic and many families will be facing new and difficult challenges; at the Meadows Montessori School we want to be able to support you in any way that we can and therefore it is required that you make contact with a member of staff weekly to let us know how you are getting on, this may include through our online learning platform 'Seesaw', 'ZOOM' calls, emails or telephone correspondence. As a school, if we have not heard from you during a 'normal' school week (excluding the school holidays) we may email you or make phone contact with you.

The Meadows Montessori School acknowledge the importance of school to some children and their families and how the current circumstances we are facing may affect the mental health of pupils and their parents/carers. Staff need

to be aware of this in setting expectations of pupil's learning whilst they are at home.

## **8 . Peer on Peer Abuse**

In March 2020, the week leading up to the first nationwide closure of schools, staff received in house training on how to recognise and manage Peer on Peer abuse. Although we recognise that there may be a revised process required for managing reports of such abuse and supporting victims at this time, where Peer on Peer abuse is suspected we will follow the principles set out in Part 5 of KCSIE 2020 and follow the guidance of our Child Protection Policy. As a school we will listen and work with the young persons, parents/carers involved to ensure safety and security for everyone. All actions and concerns will be shared with the DSL and appropriate agencies will be involved; referrals will be made where necessary.

## **9 . Online Education**

As a school we have set up an online learning platforms for us to continue to interact with your children and to aid their learning whilst they are away from our setting. Our online teaching will follow the same principles as those set out in our Code of Conduct to allow us to keep everyone safe online

Each primary classroom is using 'Seesaw' to access their work and share with us what they have been up to. Staff are to only contact families and children using the platforms already provided by the School such as 'Seesaw', 'ZOOM', email; and are not to make contact using their own personal social media platforms such as Facebook or Whatsapp.

With regards to 'ZOOM', it is a very useful tool for us to touch base with families and offer key lessons to the children to aid their learning at home. However, in order for us to ensure the safety of the children in our care the following needs to be considered:

- No 1:1's tutoring will be offered, where a 1:1 meeting is unavoidable, the meeting will be documented and a third party adult will be present.
- Backgrounds of your call should be considered, a plain background in a suitable area of your home is ideal. We recommend children of Dragonfly

or Grasshopper age access 'ZOOM' in an area of their home where parents/ or carers can remain vigilant.

- EYFS 'ZOOM' meetings will always be attended by 2 members of staff
- Staff and children must be suitably dressed, as should anybody else within your house who may be seen.
- Key lessons or group meetings should be kept short and remain focused to the task at which they are set.
- Language must remain professional and appropriate, including any family members in your house who may be heard.
- No recording or still shots must be taken whilst 'ZOOM' calls are taking place, please refrain from using mobile phones as an addition device whilst on 'ZOOM'.

Although ZOOM has the capabilities to record sessions, at the moment we will **not** be recording the sessions. If we make changes to this information all parents will be informed and given time to decide whether they are happy for this to happen. If sessions are recorded they will be stored securely and only used as a review against any issues which arise.

The secondary school at the Meadows Montessori School are accessing their online learning through Microsoft Teams. They staff and children are able to access work and make contact as appropriate through this platform and are therefore only to contact families and children using Microsoft Teams which had already been provided and email; and are not to make contact using their own personal social media accounts such as Facebook or Whatsapp.

## **10. Care of Children Within Our Setting**

The Meadows Montessori school remains committed to ensuring the safety and wellbeing of all students. We recognise that we are a safe space for all children who attend and ensure that appropriate staffing is always adhered to, keeping within our ratios.

The Meadows Montessori School are always referring to Government guidelines for education and childcare settings and continue to adapt their practice as guidance changes. This includes how we implement social distancing and continue to follow the advice from Public Health England on handwashing and other additional measures to limit the spread of COVID-19.

Appropriate support will be in place for all children attending the setting and will be individual to each child's needs and situation. The DSL will support all staff with this and remains contactable throughout the day. When the DSL is not in the setting the deputy DSL will be on site and all staff will be made aware of the best way to seek safeguarding advice or report a concern. We will endeavour to ensure that the correct first aiders are on site and to make all staff aware who these are on a day-to-day basis.

With regards to keeping children safe online whilst they are in our care, we will ensure that online filtering systems remain in place and appropriate supervision will be in place when children have access to computers.

### **11 . Links With Other Policies**

- Child Protection Policy
- Staff Code of Conduct
- Acceptable Use Policy
- Health and Safety Policy
- Anti Bullying Policy
- Online Safety Policy