

COVID-19 setting closure arrangements for Safeguarding and Child Protection at Caversham Heights Pre- school



Setting Name: Caversham Heights Pre-school

Policy owner: Caversham Heights Pre-school

Date: 31st March 2020

Date shared with staff: 1st April 2020

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for settings to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Settings 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.

This addendum of the setting name Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead	Katharine Yarwood	Personal number available to all staff and on request.	supervisor@cavershamheightspreschool.org
Deputy Designated Safeguarding Lead	Hazel Lambert	Personal number available to all staff.	senco@cavershamheightspreschool.org
Manager	Katharine Yarwood		supervisor@cavershamheightspreschool.org
Deputy Manager	Hazel Lambert		senco@cavershamheightspreschool.org
Owner/ Chair of governor's or committee	Catherine Seward		chair@cavershamheightspreschool.org

Other setting contacts: info@cavershamheightspreschool.org

SENCo: senco@cavershamheightspreschool.org

Website: <http://www.cavershamheightspreschool.org/>

FIS website/facebook <http://servicesguide.reading.gov.uk/kb5/reading/directory/family.page?familychannel=0>

BFFC website and facebook <https://brighterfuturesforchildren.org/>

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 setting 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.

Eligibility for EYPP and 2 year funding in and of itself should not be the determining factor in assessing vulnerability.

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. Caversham Heights Pre-school will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual setting head (VSH) for looked-after and previously looked-after children. The lead person for this will be: **Katharine Yarwood**

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 social worker and Caversham Heights Pre-school will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Caversham Heights Pre-school or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Attendance monitoring

Settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

Caversham Heights Pre-school and social workers will agree with parents/carers whether children in need should be attending setting – Caversham Heights Pre-school will then follow up on any child that they were expecting to attend, who does not. Caversham Heights Pre-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.

HOW WILL THIS LOOK IN YOUR SETTING?

To support the above, Caversham Heights Pre-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 setting, or discontinues, setting name will notify their social worker.

Designated Safeguarding Lead

Caversham Heights Pre-school has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: **Katharine Yarwood**

The Deputy Designated Safeguarding Lead is: **Hazel Lambert**

The optimal scenario is to have a trained DSL (or deputy) available on site. 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. This might include updating and managing access to the child protection management system 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 setting.

It is important that all Caversham Heights pre-school staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

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

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the setting Safeguarding Policy.

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 setting, they should report the concern to the Manager. If there is a requirement to make a notification to the Manager whilst away from setting, this should be done verbally and followed up with an email to the Manager.

Concerns around the Manager should be directed to the Owner or Chairperson: **Catherine Seward**

The LADO must be contacted and will continue to offer support in the process of managing allegations.

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 setting staff have had universal safeguarding training. 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 setting name, they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our setting, 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:-

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- 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 policy, confirmation of local processes and confirmation of DSL arrangements.

N/A While CHP closed - 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, setting name 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 Caversham Heights Pre-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.

Caversham Heights Pre-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.

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any setting is aware, on any given day, which staff/volunteers will be in the setting, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Caversham Heights pre-school will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

N/A While CHP closed Online safety in settings

Caversham Heights Pre-school will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where children are using computers in setting, appropriate supervision will be in place.

Supporting children not in setting

Caversham Heights Pre-school is committed to ensuring the safety and wellbeing of all its children. Where the DSL has identified a child to be on the edge of social care support, or who would normally receive additional support in setting, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded, as should a record of any contact made.

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

Setting name 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 setting will share safeguarding messages on its website and social media pages.

Caversham Heights Pre-school recognises that the setting is a protective factor for children, and the current circumstances, can affect the mental health of children and their parents/carers. Practitioners at Caversham Heights Pre-school need to be aware of this in sharing expectations of children's learning when they are at home.

N/A while CHP closed - Supporting children in setting

Caversham Heights Pre-school is committed to ensuring the safety and wellbeing of all its children.

Caversham Heights Pre-school will continue to be a safe space for all children to attend and flourish.

The Manager will ensure that appropriate staff are on site and staff to child ratio numbers are appropriate, to maximise safety.

Caversham Heights Pre-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.

Caversham Heights Pre-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 Caversham Heights Pre-school has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the early Years Team at Brighter Futures for Children.