



# COVID-19

## Appendix to Child Protection and Safeguarding Policy

### Introduction

COVID-19 (a type of Coronavirus) has presented a huge challenge nationally to the normal running of education and childcare provision. On 23<sup>rd</sup> March 2020 all schools in the United Kingdom were closed on the advice of the UK Government to help delay the spread of the COVID-19 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 Policy and will be effective from **21<sup>st</sup> May 2020** until the setting returns to business as usual, following the COVID-19 pandemic.

It has been formally agreed and signed off by Katherine Pyne, Chairperson of Harlington Village Pre School and Wrap Around Care committee.

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

Name: **Suzie Bumfrey/Becki Hocking**

Job Title: **Setting Manager/Deputy Manager**

Email: **[manager@harlingtonvillagepreschool.org.uk](mailto:manager@harlingtonvillagepreschool.org.uk)/[staff@harlingtonvillagepreschool.org.uk](mailto:staff@harlingtonvillagepreschool.org.uk)**

### 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. zoom, if they are working off site.
2. Sharing trained DSLs or deputies with **Harlington Lower School** until our own trained DSL can return to work or be available.

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.

---

<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.

Our DSL, deputy DSL and others with designated roles are identified in the main body of our Safeguarding Policy. In the event one of the above scenarios is implemented and the DSL changes, this will be communicated to staff by WhatsApp, zoom or e-mail.

### **Contacting Central Bedfordshire Access & Referral Hub**

Making referrals into Central Bedfordshire Access & Referral Hub will continue as usual, with referrals being made via telephone. 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 suitable DSL.

- Telephone – 0300 300 8585 during office hours
- Telephone Social Care Emergency Duty Team for out of hours – 0300 300 8123

### **Contacting the Local Authority Designated Officer (LADO)**

In the instance a referral to the LADO is necessary this will be actioned by Suzie Bumfrey, Manager and DSL, within 1 working day of the allegation coming to light. Should they not be available then Becki Hocking, Deputy Manager will make the referral.

Contact methods for the LADO will remain the same with all LADO referrals being made via telephone.

- Telephone LADO – 0300 300 5026 / 0300 300 8142

### **Attendance of Vulnerable Children/Children with an EHCP**

While school is closed to the general school population the children of key workers and those who are vulnerable or have an EHCP 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 Central Bedfordshire portal.

All vulnerable children or children with an EHCP will have a risk assessment completed to ensure their safety and well-being can be maintained at preschool.

Vulnerable children or those with an EHCP 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 regular phone calls.

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 the relevant Social Care Worker.

### **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. This is done through regular e-mails and phone calls where deemed necessary.

### **All other Children**

While the setting is closed to the general student population the setting still has a duty to keep them safe, including online. The following measures have been implemented to ensure that contact with children is maintained and setting staff can maintain oversight of their welfare as best as practically possible.

- Daily/weekly/fortnightly email to [keyworkers@harlingtonvillagepreschool.org.uk](mailto:keyworkers@harlingtonvillagepreschool.org.uk)
- Activities uploaded onto Myschool app.
- Pre-arranged phone calls

If staff have any concerns about any children, they will follow the standard reporting procedure outlined in the main body of our Safeguarding 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 2019<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 Policy
- Managing Feelings & Behaviour Policy
- Staff Code of Conduct
- Missing Child Policy
- 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 2019.

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- currently held weekly
- Supervisions and Appraisals
- Staff information board in office
- Early Years Central Bedfordshire 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 DSL 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 DSL so as not to damage the integrity of any potential investigation, nor tarnish the reputation of colleagues prior to any due process.

Where an allegation relates to the DSL, the staff member must contact the committee chairperson.

## Online Safety

Staff will be able to contact parents/children via email during this time. It is essential that this done using only designated preschool email addresses and for the purpose of providing educational and well-being support.

All resources are provided by email, our website or via Myschoolapp. Where staff contact families via video, this will be to discuss development and support and children must be accompanied by an adult. Video of children will not be recorded but staff may record videos to upload to the website or Myschoolapp which will be professional and appropriate. Staff will send videos to the manager who will review before uploading to the website.

---

<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.