



Kemerton Early Years and Forest School C.I.C.

## Safeguarding and Child Protection Policy and Procedures

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Deb Manns - Managing Director (07825749201)

### Annex 1

# COVID-19 pre-school setting arrangements for Safeguarding and Child Protection.

## Context

From 20<sup>th</sup> March 2020 parents were asked to keep their children at home, wherever possible, and for schools and early years 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.

With guidance from Worcestershire Children First (our LEA support) we may also provide care for local primary school aged children where to do so will further minimise the social spread of the virus. E.g. older siblings of existing registered children or where we have more capacity than other schools or settings. A letter of understanding will be required by parents / carers.

This addendum of the KEYFS Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements at this time and should be read in conjunction with our main safeguarding and child protection policy.

**DSL – Katie White 07747444705**      **Deputy DSL – Sue Crutchley - 07854 840785**

**Nominated Director – Clare Rimell – 07507 902373**

(KCSIE – Keeping Children Safe in Education)

## **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 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. Eligibility for free setting meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead 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.

KEYFS 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: **Deb Manns**

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 KEYFS will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, KEYFS or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. KEYFS will encourage our vulnerable children and young people to attend a setting, including remotely if needed.

## **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.

KEYFS and social workers will agree with parents/carers whether children in need should be attending setting – KEYFS will then follow up on any pupil that they were expecting to attend, who does not. KEYFS 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, KEYFS will, when communicating with parents/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, we will notify their social worker.

## **Designated Safeguarding Lead**

Katie White 07747444705 (Sue Crutchley Deputy DSL – 07854840785)

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 child protection online management system, 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 KEYFS 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 our Safeguarding Policy, this includes making a report (appendix 3), this should be Emailed to the Designated Safeguarding Lead and Deputy Safeguarding Leads. 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 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 Safeguarding board member.

## **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 safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). 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 KEYFS 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:-

- 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.

### **Safer recruitment/volunteers 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, KEYFS 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 KEYFS 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.

KEYFS 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 or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, KEYFS keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **Online safety in settings**

KEYFS will continue to ensure that a safe environment is being provided, including online.

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

### **Children and online safety away from setting**

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 Setting's code of conduct.

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

### **Supporting children not in setting**

KEYFS 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 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.

KEYFS 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.

KEYFS recognises that our setting is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers.

KEYFS 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, when appropriate.

### **Supporting children in setting**

KEYFS is committed to ensuring the safety and wellbeing of all its registered children and those receiving temporary care as agreed with individual parents.

KEYFS will work with the teaching staff of the local schools where children normally attend and parents to assist with any school work set.

KEYFS will adhere 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. All details available on [www.gov.uk](http://www.gov.uk)

KEYFS 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 on when appropriate.

KEYFS will work with the relevant local schools, and will confirm with the DSL at those schools if any child attending our setting has a Safeguarding File or SEN statement/EHCP. This information will be provided securely **before** the child begins at our setting, and a conversation will take place, to discuss how best to keep the child safe. In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed social worker and where relevant for the Virtual Setting Head. Safeguarding information about children placed at KEYFS, will be kept securely and will be securely returned on completion of the child's placement, so there is a continuous safeguarding record for the child. The DSL at the relevant local school, will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

Staff from KEYFS will be informed about safeguarding information relating to any child from a different school or setting if it is pertinent to the child's safety and wellbeing; this is done in strictest confidence.

### **Peer on Peer Abuse**

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

Where a setting 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 setting will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded, and appropriate referrals made.

### **Social Distancing**

All staff and students working in setting will observe the government guidelines on social distancing when not in the setting. Currently these are:

- Only go outside for food, health reasons or work (but only if you cannot work from home)
- If you go out, stay 2 metres (6ft) away from other people at all times
- Wash your hands regularly