

12PUDDLE-DUCKS PRE-SCHOOL

Child Protection/Safeguarding Policy

Addendum:

Changes in regard to COVID-19 Mitigation Planning, safeguarding and child protection

Puddle-Ducks Pre-School will continue to follow our local procedures and continue to use the existing safeguarding mechanisms in place; both, in our setting and those set out by the Local Authority.

As a setting we will familiarise ourselves with updated Government COVID-19 Guidance as and when this is published. See [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)

We will use Derbyshire Schools Net as our primary source of obtaining this information and any changes: <https://schoolsnet.derbyshire.gov.uk/home.aspx>

Following the introduction of the Coronavirus Act, the Derby and Derbyshire Safeguarding Children Partnership has access to additional COVID Standalone Resources <https://www.proceduresonline.com/resources/covid19/> which contain relevant changes and information as they relate to key procedures.

PUDDLE-DUCKS PRE-SCHOOL:

Author/s of addendum: Angela Beardow & Mandy Rotherham

Addendum approved by:

Name	Role	Date
Angela Beardow	Manager	08/05/2020
Mandy Rotherham	Manager	08/05/2020
Signed		
Signed		

Date addendum published by the setting and made available on the website	
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Addendum review dates and changes

Review date	By whom	Summary of changes made	Date implemented
*at present on a daily basis	Angela Beardow Mandy Rotherham		
Through Enquiries eycontractsDaily updates, Derbyshire Schools net & Early Years Alliance			

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Key Contacts during COVID-19 Arrangements

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Angela Beardow	07813070794
Designated Safeguarding Lead (DSL)	Mandy Rotherham	07896953845
Designated member of Senior Leadership Team if DSL (and deputy) cannot be on site	Marie Guilford	07944317079
Owner/Managers	Angela Beardow	07813070794
Owner/Managers	Mandy Rotherham	07896953845

Contact details for all other key safeguarding agencies are as noted in our safeguarding/child protection policy 2019/20

1. Context

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

Schools, Colleges and all Childcare Providers were also asked to provide care for a limited number of children; this covered, children who are vulnerable, as well as those children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

Puddle-Ducks Pre-School acknowledges the importance of remaining a safe place for children; however, the fewer children making the journey to school, and the fewer children in educational settings, will protect the NHS and save lives by reducing the risks of spreading the virus.

This addendum of Puddle-Ducks Pre-Schools Safeguarding/Child Protection Policy contains details of our individual safeguarding arrangements during our continued opening/school closure.

2. Scope and Definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our local safeguarding partners Derby and Derbyshire Safeguarding Children Partnership (Derbyshire County Council, Derby City Council, Derby and Derbyshire Clinical Commissioning Group, and Derbyshire Constabulary).

It sets out changes to our normal Safeguarding/Child Protection Policy in light of the Department for Education's Guidance collection for [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#), and specifically [Coronavirus: safeguarding in schools, colleges and other providers](#).

Vulnerable Children

Unless covered here, our normal Child Protection Policy continues to apply.

The Department for Education's (DfE's) [Coronavirus \(COVID-19\): guidance on vulnerable children and young people](#) defines 'Vulnerable Children' as those who:

- a. Have a Social Worker, this includes children who
 - Have a Child Protection Plan
 - Are looked after by the Local Authority
 - Have been assessed as being in need or otherwise meet the definition in Section 17 of the Children Act 1989
- b. Children and young people up to the age of 25 with Education, Health and Care (EHC) Plans.

Those with an EHC plan will be risk-assessed by Puddle-Ducks Pre-School in consultation with the Local Authority (LA) and parents, to decide whether they need to continue to be offered a nursery 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.

Puddle-Ducks 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 School Head (VSH) for Looked-After and previously Looked-After children. The lead person for this will be Angela Beardow/Mandy Rotherham.

There is an expectation that vulnerable children who have a Social Worker will attend an education setting, so long as they do not have significant underlying health conditions that put them at risk. In circumstances where a parent/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the Social Worker and Puddle-Ducks Pre-School will explore the reasons for this directly with the parent/carer.

Where parents are concerned about the risk of the child contracting COVID-19, Puddle-Ducks Pre-School or the Social Worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Puddle-Ducks Pre-School will encourage our vulnerable children to attend nursery.

Support for children who are not 'Vulnerable' but where there are concerns

Managers/Designated Safeguarding Leads are aware of who our most vulnerable children are. They also have the flexibility to offer a place to those who do not meet the Department for Education's definition of 'Vulnerable' but where Puddle-Ducks Pre-School has concerns. For example children who are receiving support through Early Help processes, on the edge of receiving Children's Social Care support or those who have had recent Social Worker involvement.

If these children will not be attending school a Contact Plan will put in place, as explained in Section 8 below.

3. Core Safeguarding Principles

We will still have regard to the statutory Safeguarding Guidance, [Keeping Children Safe in Education](#) and relevant Government Coronavirus Guidance such as [Coronavirus: safeguarding in schools, colleges and other providers](#) to ensure we keep children safe.

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must always continue to come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately

- One of our Designated Safeguarding Leads (DSL) should be available at all times (see Section 4 for details of our arrangements)
- It is essential that unsuitable people are not allowed to enter the children's/education workforce and/or gain access to children

Puddle-Ducks Pre-School will, as far as is reasonably possible, take a whole institution approach to Safeguarding. This will allow us to ensure that any new policies and processes in response to COVID-19 are not weakening our approach to Safeguarding or undermining the settings Child Protection Policy.

4. Reporting Concerns

All staff must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

All staff will continue to work with the children's Social Workers, where they have one, to help protect vulnerable children.

It is vitally important that we continue to work together and share relevant safeguarding information to keep children safe

Contacts and Referrals

If we are concerned about the welfare of a child or young person or are worried they are being abused, a referral to Children's Social Care will be made. Wherever practicable, contact should be indirect, such as by telephone call or using the online referral form.

Unless there are serious concerns that a child is suffering or likely to suffer abuse and maltreatment, practitioners should use an Early Help Assessment to start the process of understanding the needs and strengths of the child and the parent/carers.

Professional judgements about visiting children and families to complete children in need assessments will balance considerations about:

- Risks to children and young people
- Risks to families
- Risks to the workforce

Social Workers and their managers will be making professional judgements of risk in each case and decide what form of contact a family may need to have by agencies (including the social worker) in order to ensure the safety of children and young people. There are many ways to keep in touch with a child, young person or family without physical face-to-face contact.

There are circumstances where it will be necessary for social workers and other staff/agencies professionals to visit children in person. Where face to face contact is deemed necessary, practitioners should take account of Public Health England (PHE) advice on social

distancing and minimising the spread of infection to keep safe both themselves and the family they are visiting.

Strategy Discussions

Strategy discussions should be held by virtual means in order to co-operate with social distancing guidance requirements. The purpose of the strategy discussion/meeting is to determine the child's welfare and plan rapid future action if there is reasonable cause to suspect the child is suffering, or is likely to suffer, Significant Harm.

Child Protection Section 47 Enquiries

Preparation for carrying out a Section 47 enquiry should include specific measures to see or speak to the child in line with local safeguarding procedures.

Children and families may feel anxious about infection risks. Where this anxiety is present and families are reluctant to engage with Social Workers, Social Workers and other agency professionals should make contact with families and explain why it is essential that they have access to the home, or to see and speak to the children, to ensure they are safe and well. This need not always be through a face to face visit, but should be sufficient to reassure key professionals that the child is not currently at risk of harm.

There may, of course, be other reasons why families may refuse access and where they do and there is a risk to the life of the child or a likelihood of immediate serious harm, Local Authorities should follow the immediate protection procedures set out in Working Together to Safeguard Children.

The management of risk should be recorded in line with the organisations Risk Mitigation plan for COVID-19.

For the latest updates on the latest position on referring in, CiN and Early Help, Core Group/TAF meetings for Derby City and Derbyshire, we will regularly visit the DDSCP website: <https://www.ddscp.org.uk/>

5. Designated Safeguarding Lead Arrangements

Puddle-ducks Pre-School will aim to have a trained DSL on site wherever possible.

Details of all Important Contacts are listed in the 'Important Contacts' section on Page 4 of this Addendum.

- If one of Puddle-Ducks Pre-Schools DSLs cannot be in nursery, arrangements will be made to contact them remotely. See Important Contacts on Page 4.
- Puddle-Ducks Pre-School will ensure that DSLs wherever their location, know who the most vulnerable children in our nursery are.
- On occasions where there is no DSL Deputy available on site, a Senior Lead from the setting will take responsibility for co-ordinating Safeguarding. This will be Marie Guilford. Their contact details are located in Important Contacts, Page 4.

- The Senior Lead will be responsible for liaising with the off-site DSL to ensure they (the Senior Lead) can:
 - Identify the most vulnerable children in setting
 - Update and manage access to Child Protection files, where necessary
 - Liaise with children's Social Workers where they need access to children in need and/or to carry out statutory assessments

Puddle-Ducks Pre-School acknowledges that opportunities for DSL training is very unlikely to take place during this period; the DDSCP Safeguarding face to face training events have been cancelled up until the end of May (this will be the subject of review). However, the option of online training will be explored.

As outlined in the DfE Guidance (Coronavirus (COVID-19): safeguarding in schools, colleges and other providers); for the period COVID-19 measures are in place, a DSL who has been trained will continue to be classed as a trained DSL even if they are unable to undertake their refresher training.

Puddle-Ducks Pre-School like others nationwide faces unique challenges at this time. Where reasonably possible, the DSLs will consider these challenges in a child protection context.

6. Working with Other Agencies

Puddle-Ducks Pre-School will continue to work with Children's Social Care and with Virtual School Heads for Looked-After and previously Looked-After Children.

Puddle-Ducks Pre-School will continue to update this Addendum as/when necessary, to reflect any updated guidance from:

- Our Local Safeguarding Partners
- 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

The following guidance is currently in place:

Multi-Agency Safeguarding Meetings (updated Information published on 25/03/2020)

As from the 18th March all meetings (for example: Looked After Reviews, Child Protection Conferences, Children in Need Reviews) will take place virtually and no face to face conference/meetings will currently take place.

All attendees of meetings will be notified of how they will contribute the meeting and Puddle-Ducks Pre-School will take steps to ensure that they are able to comply with these arrangements.

As there will be delays in circulating the records of such meetings, Puddle-Ducks Pre-Schools representative will take notes of recommended actions.

For these statutory meetings to go ahead it is equally important that all professionals and especially the allocated Social Workers provide updated reports, care plans and review of arrangements, to these meetings. Puddle-Ducks Pre-School will ensure this is a priority. All reports will be emailed using the current arrangements for these meetings taking place.

For Initial Child Protection Case Conferences and Review Conferences, partners will be expected to be available so that the Child Protection Managers (CPMs) can call them to discuss the children and issues of risk, enabling partners to contribute to the plan that the CPM will build based on information shared from all parties.

Derbyshire Community Response Unit

As people become ill with COVID-19 and need to self-isolate their personal circumstances may mean they need some additional help.

The Community Response Unit (CRU) is for people who have no one else to support them. The CRU will be helping people to access food banks or shopping depending on their financial resources; they will help people access support for prescriptions; they will be signposting people to financial advice; and will be offering support for those in social isolation such as telephone befriending. This will be delivered by the Community and Voluntary Sector (CVS).

As CRU requests for help are triaged, if any children are identified as being vulnerable the CRU hub will liaise directly with Children's 'Starting Point' to support the triage of the children's needs.

The CRU is not a service as such it is an enabler to help people who have no other support to be able to access local support through the CVS network . The CRU has linked up with District/Borough Councils, locality CVS's and key voluntary sector organisations who are coordinating voluntary support within communities.

Anyone who requires support can use the online form:

<https://www.derbyshire.gov.uk/social-health/health-and-wellbeing/health-protection/disease-control/coronavirus/community-response-unit/if-you-need-help/if-you-need-help.aspx> or telephone 01629 535091.

Derbyshire Early Help in communities is supported by the Early Help Transition Team

The Derbyshire Early Help Transition Team will continue to support partner agencies with information, advice and guidance in Early Help. We will stay in contact with our local teams who can assist us and early help, this includes:

- Collating a list of local voluntary services in each community; e.g. Foodbanks, CAB sessions and family support voluntary organisations.
- Contact details for a wide range of validated national organisations has been compiled for partners; including the full range of parenting support and mental health support services.

- Early Help Advisors continue to provide support for partners online and have produced bitesize support sessions that partners can use online with children and families.
- Early Help Advisors maintain links with nurseries SENCO.
- Children Centres: provide online support for 0-5 year olds and have posted on their Facebook pages updated information advice and guidance for parents including signposting to key support agencies.

Locality Early Help Teams (0-19yrs) Providing Targeted Support Including Childrens Centres

Puddle-Ducks Pre-School will continue to make the appropriate referrals for targeted Early Help support for our children and families. The Locality Early Help teams are receiving referrals from Starting Point and these will be allocated at virtual VCM meetings. They will have close liaison with the Mental Health preventative services, and these teams are now completing Team Around the Family in a virtual meeting with families and professionals.

Puddle-Ducks Pre-School is aware that there is continued targeted Early Help across the County. Community based groups in centres and youth groups are now closed in accordance with COVID-19 guidance. Contact with Children, Young People and Families has therefore, moved to using technology to provide online contact e.g. Skype, WhatsApp or FaceTime and phone call support.

These practitioners have developed creative solutions to maintain engagement and also provide interactive resources for children and families to use. Regular appointments are made to continue the family support work and the video conferencing and FaceTime facilities enable a tour around the home to support with maintaining family routines.

Practitioners are converting many evidence based tools into online interactive resources and finding new ways to deliver programmes such as:

- ECAT: Every Child A Talker, speech and language development.
- School Readiness programmes
- Stronger Families Safer Children: Systemic approach.

A range of Mental Health resources have been made available to the Early Help teams to provide guidance to parents and carers on managing the anxiety and family dynamics of social distancing and self-isolation. These resources will become good guides for practitioners and parents if families begin to experience inter-parental conflict or conflict with children.

Childrens Services has clear guidance on home visit arrangements and if a family does require home visits, then practitioners will undertake these where appropriate based on COVID-19 guidance at the time.

7. Monitoring attendance

As most children will not be attending nursery during this period of Puddle-Ducks Pre-Schools closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

Puddle-Ducks and Social Workers will agree with parents/carers whether Children in Need should be attending nursery. Puddle-Ducks Pre-School will then follow up on any learner that they were expecting to attend, who does not. Puddle-Ducks 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.

To support the above, Puddle-Ducks Pre-School 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 nursery, or discontinues, Puddle-Ducks Pre-School will notify their Social Worker.

In the case of vulnerable children sharing provision with other nurseries, the receiving nursery should have an arrangements in place on how best to share information and follow up with parents if there are any issues e.g. non-attendance.

As time moves on our ability to engage effectively with families in this way is improving and we will continue to make contact with our vulnerable children and with families regularly within the existing restrictions

Puddle-Ducks Pre-School will work within the social distancing advice the Local Authority has provided for children in Nurseries:

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/coronavirus-information/information-and-advice-to-schools.aspx>

8. Safeguarding For Children Not Attending Nursery

Contact Plans

Puddle-Ducks Pre-School have contact plans for children with a Social Worker and children who they have safeguarding concerns about, for circumstances where:

- They won't be attending nursery (for example where the nursery, parent/carer and Social Worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

These plans are:

- Puddle-Ducks Pre-School will make contact with parent/carers on a Monday of each week.
- Angela Beardow/Mandy Rotherham will make contact via a telephone call.
- A written record of this telephone conversation will be recorded and kept in a separate safe guarding file.

If Puddle-Ducks Pre-School are unable to make contact with the child(ren), we will share our concerns with Children's Social Care/ or the police where relevant.

9. Children attending other settings

Where children are temporarily required to attend another setting, Puddle-Ducks Pre-School will ensure the receiving Setting is provided with any relevant welfare and child protection information.

Wherever possible, Puddle-Ducks Pre-Schools DSLs and/or Special Educational Needs Co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, Child in Need Plan, Child Protection Plan or Personal Education Plan
- Details of the child's Social Worker
- Where the DSL, or SENCO is unable to share this information, the Settings Senior Leader(s) identified in Key Contacts will do this.

Puddle-Ducks Pre-School will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

10. Safeguarding all children

Staff are aware that this difficult time potentially puts all children at a greater risk.

Staff will continue to be alert to any signs of abuse, or effects on children's mental health that are also safeguarding concerns, and act on any concerns immediately.

11. Peer on peer abuse

We will continue to follow the principles set out in Part 5 of Keeping Children Safe in Education, [Sexual violence and sexual harassment between children in schools and colleges guidance](#) and local [multi-agency safeguarding children procedures](#), in particular [Children who Present a Risk of Harm to Others](#) as well as those outlined within the Settings Child Protection/Safeguarding Policy, when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately.

Puddle-Ducks Pre-School will listen and work with the young person, the alleged perpetrator, parents/carers and any multi-agency partner required to ensure the safety and security of the young person and that of the alleged perpetrator.

Concerns and actions must be recorded on MyConcern/CPOMS/ etc and appropriate referrals made.

12. Mental Health and Well-being

Where possible, Puddle-Ducks Pre-School will continue to offer support for children's mental health and wellbeing as per the document "Working Together to Safeguard Children" July 2018.

The Derbyshire Early Help teams are closely aligned with the Mental Health Specialist Community Advisors and they will work together to provide the most appropriate support for children and families during the current COVID-19 pandemic.

This will include online support from preventative services, specialist services and if appropriate the Crisis Teams will support children.

Resources are available and have been especially adapted to support children who may be anxious during social distancing and self-isolation; these are available from the DCC website and school staff can be guided to these resources by the local Early Help Teams:

<https://www.derbyshire.gov.uk/social-health/health-and-wellbeing/health-protection/disease-control/coronavirus/schools/schools-parents.aspx>

<https://www.mentallyhealthyschools.org.uk/media/1960/coronavirus-mental-health-and-wellbeing-resources.pdf>

Supporting Children Not in Nursery

Puddle-Ducks Pre-School is committed to ensuring the safety and wellbeing of all our children.

Where the DSLs have identified a child to be on the edge of social care support, they should ensure that a robust contact plan and risk assessment is in place for that child. This plan and risk assessments must be reviewed regularly and where concerns arise, the DSLs will consider any referrals as appropriate.

Details of this plan must be recorded on MyConcern/CPOMS/etc, as should a record of contacts that have been made.

Puddle-Ducks 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 on MyConcern/CPOMS/etc.

Supporting Children in Nursery

Puddle-Ducks Pre-School is committed to ensuring the safety and wellbeing of all its students.

Puddle-Ducks Pre-School will continue to be a safe space for all children to attend and flourish. The Managers will ensure that appropriate staff are on site and staff to children ratio numbers are appropriate, to maximise safety.

Puddle-Ducks 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 COVID-19.

Puddle-Ducks Pre-School will ensure that where they care for children of critical workers and vulnerable children on site, will ensure appropriate support is in place for them. This will be bespoke to each child and recorded on My Concern/CPOMS/etc.

13. Domestic Abuse

The current COVID-19 measures being taken are likely to increase the stress on family life and it is expected that domestic abuse incidents are likely to rise.

<https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/safeguarding-policies-guidance-and-protocols/domestic-abuse-notifications.aspx>

As with any concern about a child Puddle-Ducks Pre-School will take steps to ensure the child is safe. In all cases the Setting will review what they know about the child and their family.

If the child is expected to attend nursery the usual checks should be made on their welfare.

- What is known about the child when they arrived (or not) at nursery today?
- Who in the setting needs to be informed?
- What 'checks' need to be carried out and how best can these be achieved?
- Are they in nursery today? How are they presenting physically and emotionally? Are there any changes in their behaviour?

When a child is not at expected to be at nursery there should be consideration about how best the Setting can seek assurance on their welfare and what checks can be made.

In all cases Puddle-Ducks Pre-School will make general enquires with the family about how they are. The Domestic Abuse Notification should not be referred to unless it is directly mentioned by the child/parent/carer.

If the DSL identifies any child protection concerns they will refer to Children's Social Care.

Children's Social Care will also review the incident and will liaise with the nursery where there are Child Protection concerns about the safety of the child.

Where the DSL has identified a child to be on the edge of Social Care support; Puddle-Ducks Pre-School will ensure that a robust contact plan and risk assessment is in place for that child.

This plan and risk assessments will be reviewed regularly and where concerns arise, the DSLs will consider any referrals as appropriate.

Details of this plan must be recorded on MyConcern/CPOMS/etc, as should a record of contacts that have been made.

14. Staff Recruitment, Movement of Staff, Training and Induction

Recruiting New Staff

- Puddle-Ducks Pre-School will continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.
- Puddle-Ducks Pre-School will continue to follow safer recruitment procedures, and Part 3 of Keeping Children Safe in Education.
- In urgent cases, when validating proof of identity documents to apply for a DBS check, Puddle-Ducks Pre-School will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.
- New staff must still present the original documents when they first attend work at the Nursery.
- Where new staff are recruited, and enter the Setting, they will continue to be provided with a Safeguarding Induction.

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, Puddle-Ducks Pre-School will continue to follow the relevant Safe 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.

Staff 'on loan' from Other Settings

If staff are deployed from another education or children's workforce setting Puddle-Ducks Pre-School will take into account the DfE supplementary guidance on Safeguarding Children during the COVID-19 pandemic and will accept portability by seeking assurances from the current employer 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

As well as seeking assurance from the 'loaning' Setting that staff have had the appropriate checks, Puddle-Ducks Pre-School will also assess the risks of staff 'on loan' working in our Setting, and the Managers will carry out these risk assessments.

Puddle-Ducks Pre-School will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

Safeguarding Induction and Training

Puddle-Ducks Pre-School will make sure loaned staff are aware of changes to the procedures.

New staff will continue to receive:

- A Safeguarding Induction
- A copy of Puddle-Ducks Pre-Schools Child Protection Safeguarding Policy (and this addendum)
- Keeping Children Safe in Education (part 1)

Puddle-Ducks Pre-School will decide on a case by case basis what level of Safeguarding Induction staff 'on loan' need. In most cases, this will be:

- A copy of Puddle-Ducks Pre-Schools Child Protection/Safeguarding Policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

Puddle-Ducks Pre-School will pay regard to:

Visitors and External Contributors Policy, issued to all Derbyshire education settings:
<https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/safeguarding-policies-guidance-and-protocols/safeguarding-model-policies.aspx>

15. Keeping Records of who is on Site

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that Puddle-Ducks Pre-School is aware on any given day which staff will be in the Nursery. Puddle-Ducks Pre-School will also ensure that appropriate checks have been carried out. As such, Puddle-Ducks Pre-School will continue to keep our Employee Recruitment Checklist up to date.

Puddle-Ducks Pre-School will use our Daily register to log everyone that will be working at our setting on any given day, including any staff who may be on loan from other settings. Puddle-Ducks Pre-School will use our Employee Recruitment Checklist to log details of any Risk Assessments carried out on staff on loan from elsewhere.

16. Concerns about a staff member or volunteer

Puddle-Ducks Pre-School will continue to follow the principles set out in Part 4 of Keeping Children Safe in Education, the Settings Policies and the local Multi-Agency Safeguarding Children Procedures, [Managing Allegations against Staff, Carers and Volunteers](#).

Staff should continue to act on any concerns they have immediately. Firstly discussing their concerns with the Derbyshire LADO on 01629 531940 and acting upon the advice given. Forms are completed and sent into: Professional.Allegations@derbyshire.gov.uk

Puddle-Ducks Pre-School will continue to follow their legal duty to refer to the Disclosure and Barring Service (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.

Staff Absence

Where Puddle-Ducks Pre-School has concerns about the impact of staff absence – such as our Designated Safeguarding Leads or First Aiders, action will be taken by the Managers to ensure relevant qualified staff are on site at all times.

17. Monitoring Arrangements

This policy will be reviewed and updated as Guidance from the Local Safeguarding Partners, other relevant agencies or DfE is received, and as a minimum will be reviewed by the Managers every 4 weeks.

18. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding Children/Child Protection (Managing Allegations against Staff)
- Adult Behaviour Policy
- Promoting Health and Hygiene
- First Aid
- Complaints Procedure
- Information sharing
- Whistle blowing
- Mobile phone & Camera
- Achieving Positive Behaviour
- Suitable People
- Quality of opportunity