

PUDDLE-DUCKS PRE-SCHOOL

Child Protection/Safeguarding Policy

June 2020:

Annex A - The safeguarding arrangements for the wider Opening of education settings to children from June 1st

Addendum approved by:

Name	Role	Date
Angela Beardow	Manager	15/06/2020
Mandy Rotherham	Manager	15/06/2020
Date addendum published by the setting and made available on the website		19/06/2020

Addendum review dates and changes

Review date	By whom	Summary of changes made	Date implemented
20/07/2020	Angela Beardow		
20/07/2020	Mandy Rotherham		

Controlled upon completion

Early Years settings need be familiar with the following recommended government guidance relating to the plan for wider opening, when considering their safeguarding arrangements:

- <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>
- <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

This additional Annex A reflects any updated advice from Derby and Derbyshire Safeguarding Children Partnership and from the Local Authority (for example: 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).

Key information is found here: <https://www.ddscp.org.uk/coronavirus-safeguarding-arrangements/>

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	079944317079
Owner/Manager	Angela Beardow	07813070794
Owner/Manager	Mandy Rotherham	07896953845

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Role	Name	Contact details
Contact details for all other /child protection policy 2019	key safeguarding agencies /2020	are as noted in our safeguarding

1. Scope and Definitions

This Annex A applies during the period of Puddle-Ducks closure due to COVID-19, and the wider opening of an educational setting. It 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, 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](#) (updated May 2020).

This does not replace Puddle-Ducks Pre-Schools Child protection /Safeguarding policy 2019/20, and an addendum, summary of any key COVID-19 Mitigation Planning, safeguarding and child protection changes, May 2020.

2. Vulnerable Children

The Department for Education's (DfE's) [Coronavirus \(COVID-19\): guidance on vulnerable children and young people](#) continues to apply.

There is 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 will continue and will now include, those who could benefit from continued attendance. This might include children who are on the edge of receiving support from Children's social care services, adopted children, NEET, those living in temporary accommodation, those that are young carers and others at Puddle-Ducks Pre-Schools and local authority's discretion.

Puddle-Ducks Pre-schools practitioners will continue to work with children's social workers, the Designated Lead, virtual school heads, and any other relevant safeguarding, health and pastoral partners to help protect children.

3. Maintaining contact

These plans are:-

- Puddle-Ducks Pre-School will make contact with parent/carers on a Monday of each week.

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- Angela Beardow/Mandy Rotherham will make contact via a telephone call (personal mobile numbers will be withheld).
- 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 family/children, we will share our concerns with Children’s Social Care/ or the police where relevant.

4. Reporting Concerns

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

The local authority has issued updated guidance about identifying vulnerable children during lockdown; assessing and supporting their needs. This includes supporting Early Years settings/Childminders with early intervention services including the Early Help Transition Teams, to provide children and families with the right support at the right time.

Providers may find additional information via the following link **[‘Lockdown Lens’ for schools: safeguarding children in Derbyshire](#)**

5. Designated Safeguarding Lead (and Deputy) Arrangements

As more children return to Puddle-Ducks Pre-School we will have a trained DSL or a Designated member of the Senior leadership team available on site to coordinate the safeguarding arrangements, and liaise with social workers. If activities take place offsite there will be arrangements in place to provide access to a designated lead.

Puddle-Ducks Pre-Schools practitioners will have access to a trained DSL and know on any given day who that person is and how to speak to them.

In exceptional circumstances:

- a trained DSL from Puddle-Ducks Pre-School will be available to be contacted via phone for example, when working from home.

Puddle-Ducks Pre-School will ensure there are sufficient staff members who can meet the needs of children’s safety and well-being as they return.

The DSL will provide support to practitioners to ensure contact is maintained with children and their families. This will be for those children and families in the setting and more importantly for those who are not attending the setting.

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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. Where staff use personal phones to make calls, they should withhold their personal number.

Any staff member contacting parents and families is made aware of the settings policy around etiquette and content.

The Designated lead will ensure great care will be taken in the content, storage and dissemination of any records made.

The DSL will ensure all staff will be kept up to date with government and local changes in respect of children returning to nursery and Puddle-Ducks Pre-School will update parents/carers and make the relevant guidance's available to them.

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

Where new staff are recruited they will continue to be provided with a safeguarding induction. Supply and agency staff, who may be recruited for the wider opening of our nursery will be given a safeguarding induction, which includes local changes and responses to Coronavirus and local safeguarding policies and procedures.

Some Early Years settings are having staff on loan from other Early Years settings. This will continue to be necessary in some cases and the usual expectations will apply around verification, training, induction to the setting they are temporarily working in and knowledge of Puddle-Ducks Pre-Schools safeguarding policies and procedures.

Puddle-Ducks Pre-School will be clear in how they will access information, both hard copy and electronic especially with regards temporary log in and admin privileges. Puddle-Ducks will revisit, processes for data sharing and storage, particularly if key staff members are not on site, using staff on loan and or using other settings.

External visitors should be kept to a minimum, but Puddle-Ducks Pre-School will make an exception for Childrens Social Workers, and other relevant partners e.g. Health, who may need to see children on site.

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

7. Risk Assessments

Puddle-Ducks Pre-School will work with the latest guidance provided by the government on:

- Risk assessments;
- Managing the site;

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- Staggering start times and finish times if needed;
- First aid;
- Social distancing;
- Personal Protective Equipment;
- Managing an outbreak of Coronavirus.

Children with EHC (education and health care) plans in Derbyshire have been allocated a key worker. Work will continue in partnership with the key worker, other key health and social care professionals, and the family to review risk assessments in light of a wider opening of Puddle-Ducks Pre-School:

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

Children with other complex needs, such as children with special educational needs and disability (SEND) who do not have an EHC plan, Puddle-Ducks Pre-School or local authority can now exercise its discretion to do a risk assessment and offer a place.

Puddle-Ducks Pre-School will continue to undertake and review risk assessments for children and young people with EHC plans who remain at home. Risk assessments will continue to be undertaken to ensure:

- It assists decisions on which children with an EHC plan, should be attending their early years setting, taking into account the changing circumstances of individual children with an aim that they can be brought back into a face to face early years care and education when it is right for them;
- when attendance is not appropriate, assessments can help make decisions about the support children should receive at home, noting that circumstances may have changed;
- Providing helpful information to Managers and other professionals in planning for, and supporting, those children with an EHC plan when they do return to our early years setting.

8. Monitoring attendance

It is expected that vulnerable children will attend where it is appropriate for them to do so and where there are no shielding concerns for the child or their household; where they are not clinically vulnerable and or/following a risk assessment for those children with a EHC plan and or clinical vulnerabilities.

We will continue to work with children and their families' not in setting and will work with the relevant children and their families to return to Puddle-Ducks Pre-School.

Puddle-Ducks Pre-School will maintain accurate attendance registers at all times and will complete the online Educational Settings Form (DfE weekly updates).

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9. Peer on Peer Abuse

Usual reporting of suspected or actual peer on peer abuse applies. All staff need to be aware that incidents may have happened out of nursery, whilst children are not attending, and these may require a safeguarding response when they return and Puddle-Ducks Pre-School will be made aware.

10. Mental Health and Well-being

Puddle-Ducks Pre-School will continue to support children in respect of their emotional health and wellbeing and acknowledge that, on a child's return into nursery the effect lockdown may have had, and may continue to have, an adverse impact upon their health, wellbeing and safety.

There are guidance's available to assist and all staff will be made familiar with this:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

All staff will be updated around how to identify, refer and respond to a child presenting concerns and know how Early Years settings/Childminders can receive help:

<https://derbyandderbyshireemotionalhealthandwellbeing.uk/>

A new email address for professionals to access this new service is ddccg.tict@nhs.net <https://www.derbyandderbyshireccg.nhs.uk/#>

11. Monitoring Arrangements

This policy (June 2020, Annex A 2020) 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/Owners every 4 weeks.

At every review, it will be read and approved by the managers/owners.

12. Resources

Department for Education coronavirus helpline

The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care.

Phone: 0800 046 8687

Opening hours:

8am to 6pm – Monday to Friday

10am to 4pm – Saturday and Sunday