



## **Model Safeguarding Policy - Addendum**

### **COVID-19 Registered Childcare Provider Addendum Safeguarding and Child Protection Policy at Parkside Pre School**

**Name of Registered Childcare Provider: Parkside Pre School  
From : 20<sup>th</sup> March 2020**

# Context

From 20<sup>th</sup> March 2020 parents were asked to keep their children at home, wherever possible, and for childcare providers (including nurseries, pre-schools, childminders and provers of childcare for school-aged children), schools and colleges to remain open only for those children identified as vulnerable or children of workers critical to the COVID-19 response - who absolutely need to attend.

All childcare providers were therefore being asked to continue to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the coronavirus (COVID-19) response and cannot be safely cared for at home.

This addendum of the Parkside Pre School 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	Sem Karamehmet	02036097557	Parksidepreschoole4@gmail.com
Deputy Designated Safeguarding Leads	Debbie Murphy / Jackie Browne	02036097557	Parksidepreschoole4@gmail.com
Named Person responsible for Allegations against Staff	Debbie Murphy / Amanda Hooker	02036097557	Parksidepreschoole4@gmail.com
SENCo / Special Needs Lead	Irene Coppeard	02036097557	Parksidepreschoole4@gmail.com
Manager / Owner	Debbie Murphy	02036097557	Parksidepreschoole4@gmail.com
Named Deputy	Sem Karamehmet / Irene Coppeard	02036097557	Parksidepreschoole4@gmail.com
Chair of Management Committee	Amanda Hooker	02036097557	Parksidepreschoole4@gmail.com
Chair of Management Committee with responsibility for Safeguarding	Amanda Hooker	02036097557	Parksidepreschoole4@gmail.com

## 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 childcare 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 or regular contact to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Eligibility for the early years pupil premium, or the disadvantaged 2-year-old entitlement should not be determining factors in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputies) 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.

Parkside 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: *Sem Karamehmet*.

There is an expectation that vulnerable children who have a social worker will attend the childcare setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent does not want to bring their child to the childcare setting, and their child is considered vulnerable, the social worker and Parkside Pre School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Parkside 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**

Parkside Pre School will, when communicating with parents and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

Parkside Pre School will, if caring for a child who does not ordinarily attend the setting obtain the child's dietary requirements, medical needs and any additional relevant information to safeguard their health, safety and welfare.

Parkside Pre School and social workers will agree with parents/carers whether children in need should be attending an Early Years provision – Parkside Pre School will then follow up on any pupil that they were expecting to attend, who does not. Parkside 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.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Parkside Pre School will notify their social worker.

**Any children that are considered as vulnerable or subject to child protection plans and contact cannot be made with the parent/carer the allocated Social Worker is to be informed of their absence.**

### **Designated Safeguarding Lead**

Parkside Pre-school has a Designated Safeguarding Lead (DSL) and Deputy DSLs.

The Designated Safeguarding Lead is: Sem Karamehmet.

The Deputy Designated Safeguarding Leads are: Debbie Murphy and Jackie Browne.

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 suitably trained and knowledgeable senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection recording and management systems 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 childcare setting.

It is important that all Parkside Pre School staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact 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 Parkside Pre School's 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 school, they should report the concern to Debbie Murphy. Concerns around the Named Person responsible for Allegations against Staff should be directed to the Named Management Committee Officer with Lead responsibility for Safeguarding, Amanda Hooker.

If staff are concerned that they cannot report this, they should utilise the whistleblowing process and contact [lado@walthamforest.gov.uk](mailto:lado@walthamforest.gov.uk)

The Safeguarding Lead for Early Years will continue to offer support in the process of managing allegations.

Where Parkside Pre-school has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or paediatric first aiders – we will discuss them immediately with the Safeguarding in Education Service.

**Any immediate concerns for the safety of children please contact the MASH team or 999 in an emergency.**

### **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 Parkside Pre-school staff have had safeguarding training and have read the preschools Safeguarding Policy. 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 Parkside Pre-school, they will continue to be provided with a safeguarding induction.

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 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, Parkside Pre-school will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in section 3 of Statutory framework for the early years foundation stage (2017) (EYFS).

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.

If staff are furloughed 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

Where Parkside Pre School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraph 3.11 of the EYFS. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Parkside 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 3.13 of the EHFS and further guidance in paragraph 163 of Keeping Children Safe in Education (2019) (KCSIE).

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that any childcare provider 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.

### **Paediatric First Aid Certificates**

If paediatric first aid certificate requalification training is prevented for reasons associated directly with coronavirus (COVID-19) or by complying with related government advice, the validity of current certificates can be extended by up to 3 months. This applies to certificates expiring on or after 16 March 2020.

### **Staff to Child Ratios**

It is considered that the extent of the coronavirus (COVID-19) outbreak to be an exceptional temporary circumstance in which the staff to child ratios set out in the EYFS can be changed on occasion, if this is absolutely necessary (particularly as settings continue to receive their full free early education entitlement funding during the Summer 2020 term, which along with fees paid by parents/carers for additional hours should cover staffing costs to the EYFS required adult to child ratios), however this should not compromise the wellbeing and safety of the children in the care of Parkside Pre School. Parkside Preschool remains responsible for ensuring the safety and security of children in its care.

Paragraph 3.30 of the EYFS states that 'Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.

## **Closure of Setting**

**Where settings have made the decision to close**, and will be able to access funding or additional income streams to limit the impact on financial sustainability, our expectation would be that these setting would ensure that a suitable number of people continue to work for the organisation in order to carry out the role of the DSL (in line with Government requirements):

- Contact the Social Workers of children who meet the vulnerable children criteria advising that the setting will be closing.
- Contact parents of children who meet the vulnerable children criteria to encourage them to attend an early years setting so long as they do not have underlying health conditions that put them at severe risk. In circumstances where a parent does not want to bring their child, and their child is considered vulnerable, the social worker and setting should explore the reasons for this directly with the parent.
- Share resources with families on a regular basis, ideally no less than once a week, to support children's learning at home. This would include encouraging them to join the Council's Chit Chat Pitter Pat Facebook group.
- Work with the local authority to monitor the welfare of vulnerable children who are not attending provision, and other children you might wish to keep in touch with, for safeguarding purposes.
- Where parents are concerned about the risk of their child contracting the virus, the setting should talk through these concerns with the parent following the advice set out by [Public Health England](#).
- Settings and social workers should agree with families whether children in need should be attending nurseries or childcare. Settings should follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend. In all relevant circumstances where a vulnerable child does not take up their childcare place, or discontinues, the setting should notify their social worker.
- Those with an EHC plan should be risk-assessed by settings in consultation with the local authority and parents, to decide whether they still need a childcare place, or whether they can safely have their needs met at home.

## **Support from the Safeguarding in Education Service**

The Safeguarding in Education Service will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.



This includes providing support, guidance and direction. Providers should also ensure that they read the weekly newsletter to ensure that they are kept up to date

The Safeguarding in Education Service will maintain weekly contact with Ofsted registered providers (full day-care, preschool and childminders) who remain open and can provide information, advice and support as well as group and individual supervision sessions if required. This may take the form of an online meeting.

### **Useful Contact Numbers**

MASH: 020 8496 2310

LADO: [lado@walthamforest.gov.uk](mailto:lado@walthamforest.gov.uk)  
020 8496 3646  
Caroline Aitken: 07770 052 421  
Gill Nash: 07791 559 789

Safeguarding in Education: [safeguardingineducation@walthamforest.gov.uk](mailto:safeguardingineducation@walthamforest.gov.uk)  
Jennifer Knight: 07866 314 144  
Caroline Aitken: 07770 052 421