

Walton Lane Nursery School & Rocking Horse Club

Policy:	COVID -19 School Closure Arrangements for Safeguarding and Child Protection at Walton Lane Nursery School and Rocking Horse Club
Date:	1 st April 2020
Review:	Monthly or as advised by the Local Authority
Responsibility:	Designated Safeguarding Lead
Category:	Safeguarding (Childcare)

Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open 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.

This addendum of the Walton Lane Nursery School and Rocking Horse Club Whole School Safeguarding Policy contains details of our individual safeguarding arrangements in the following areas:

1. **Vulnerable children**
2. **Attendance monitoring**
3. **Designated Safeguarding Lead**
4. **Reporting a concern**
5. **Safeguarding Training and induction**
6. **Safer recruitment/volunteers and movement of staff**
7. **Online safety**
8. **Supporting children not attending Walton Lane Nursery School and Rocking Horse Club.**
9. **Supporting children at Walton Lane Nursery School and Rocking Horse Club.**
10. **Support from the Senior Management Team and Governors.**

Key contacts

Role	Name	Contact
Designated Safeguarding Lead	Ros Eccles	ros.eccles@waltonlane.lancs.sch.uk 01282 613437
Deputy Designated Safeguarding Lead	Leanne Hickman	leanne.hickman@waltonlane.lancs.sch.uk 01282 613437
Headteacher/ Deputy Designated Safeguarding Lead	Jan Holmes	jan.holmes@waltonlane.lancs.sch.uk 01282 613437
Chair of Governors	Julie Haynes	01282 613437
Safeguarding Governor	Ailsa McDonagh	01282 613437
Teacher for Looked After Children	Hayley Snowden	hayley.snowden@waltonlane.lancs.sch.uk 01282 613437

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1. 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 or who are part way through the EHC assessment process.

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 (Child in Need) of the Children Act 1989.

Those with an EHC plan or are part way through the EHCP assessment process will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school 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 or are part way through the assessment process can safely remain at home.

Other vulnerable children, as defined by Lancashire County Council, include those involved in the Common Assessment (CAF) and Team Around The Family (TAF) processes or who are supported by the Child and Family Wellbeing Service (CFWS). 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.

Walton Lane Nursery School and Rocking Horse Club (WLNS & RHC) will continue to work with and support children's social workers to help to 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 the Senior Teacher, Hayley Snowden, supported by the Deputy Designated Safeguarding Lead, Leanne Hickman. 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 WLNS & RHC will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, WLNS & RHC or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

WLNS & RHC will encourage our vulnerable children to attend. If the parent/carer still declines the place then arrangements will be made for WLNS & RHC to contact them on a weekly basis and encourage attendance.

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2. Attendance monitoring

WLNS & RHC and social workers will agree with parents/carers whether their child should be attending – WLNS & RHC will then follow up on any vulnerable child that they were expecting to attend, who does not. WLNS & RHC will also follow up with any parent or carer who has arranged care for their child(ren) and those child(ren) subsequently do not attend.

To support the above, WLNS & RHC 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, or discontinues, WLNS&RHC will notify their social worker or Lead Professional.

3. Designated Safeguarding Lead

WLNS&RHC has a Designated Safeguarding Lead (DSL) and two Deputy DSL`s.

The Designated Safeguarding Lead is: Ros Eccles

The Deputy Designated Safeguarding Leads are : Leanne Hickman and Jan Holmes.

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 telephone 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 member of the Senior Management Team will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to the child protection online management system, CPOMS 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.

It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

4. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Deputy Designated Safeguarding Leads and Head Teacher. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without

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delay.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Head Teacher/Deputy Head of Centre. If there is a requirement to make a notification to the Headteacher/Deputy Head of Centre whilst away from school, this should be done verbally and followed up with an email to the Head Teacher/Deputy Head of Centre.

Concerns around the Head Teacher should be directed to the Chair of Governors.

WLNS & RHC will continue to offer support in the process of managing allegations.

5. 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 school 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 school name, 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.

6. 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, WLNS & RHC 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).

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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 WLNS & RHC 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.

WLNS & RHC 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.

WLNS & RHC will continue to make referral and seek advice where required from the Local Authority Designated Officer (LADO) during the COVID-19 period.

Whilst acknowledging the challenge of the current COVID-19 period, it is essential from a safeguarding perspective that we are 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. As such, WLNS & RHC will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

7. Online safety

WLNS&RHC will continue to provide a safe environment, including online. This includes the use of an online filtering system.

8. Supporting children not attending Walton Lane Nursery School and Rocking Horse Club.

WLNS & RHC is committed to ensuring the safety and wellbeing of all its children and families.

Where the DSL has identified a child to be on the edge of social care support/ where they and their family are accessing support from the family support team/if they have a CAF/ if they are accessing support from the CFWS/if they are accessing additional Special Educational Needs support, a robust communication plan is in place for that child or young person.

Details of this plan will be recorded on CPOMS, as should a record of contact being made. There will also be a hard copy of the plan containing all details relevant to the individual child which will be transferable should the child have to move to another setting.

The communication plans can include; remote contact, or phone contact.

WLNS & RHC and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan will be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

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The school will share safeguarding messages on its website and social media pages. WLNS & RHC recognises that attendance at the setting is a protective factor for children, and the current circumstances, can affect the mental health of children and their parents/carers. Appropriate support and advice will be signposted for those children and families not attending the centre by using the WLNS & RHC social media page.

WLNS & RHC 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 CPOMS.

9. Supporting children at Walton Lane Nursery School and Rocking Horse Club.

WLNS & RHC is committed to ensuring the safety and wellbeing of all its students. WLNS & RHC will continue to be a safe space for all children to attend and flourish. The Deputy Head of Centre and Head Teacher will ensure that appropriate staff are on site and staff to child ratio numbers are appropriate, to maximise safety. WLNS & RHC 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 COVID19.

Where WLNS & RHC has concerns about the impact of staff absence – such as our Designated Safeguarding Lead/Deputies or first aiders, discussions will take place with the Senior Management Team and Governors.

10. Support from the Senior Management Team and Governors.

The Senior Management Team and Governors will continue to provide support and guidance as appropriate to enable the DSL and deputies to carry out their role effectively.

This includes, remotely accessing Child Protection files where necessary for the purpose of quality assurance, support, guidance and direction.

The Senior Management Team will also provide regular group and individual supervision sessions. This may take the form of an online meeting.