



# Berkshire West Model COVID-19 setting closure arrangements for Safeguarding and Child Protection

## Document Control

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<b>Version:</b>	1	<b>Date Created:</b>	30 <sup>th</sup> March 2020
<b>Revision due</b>			
<b>Author:</b>	Joan Ball West Berkshire Council		

## Change History

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This addendum of the **St James Church Preschool** Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## 1. Key Contacts

### Key Contact list for Safeguarding in **St James Church Preschool**

Where different settings are sharing one site for the pupils, please list all available Lead Safeguarding Practitioners (LSP), and not just the LSP from the host setting.

	Name	Telephone contact	Email
Lead Safeguarding Practitioner	Elaine Hawkes	07305 399689	jamespreschool@outlook.com
Deputy Lead Safeguarding Practitioner	Joanne Brown	07305 399689	jamespreschool@outlook.com
Safeguarding committee member	Lorna Mills	07305 399689	chairstjamespreschool@outlook.com

### Key Contacts within the Local Authority

Pan Berkshire Safeguarding Procedures: <http://berks.proceduresonline.com/>

	Name	Address	Telephone contact	Email
Contact, Advice & Assessment Service Duty Triage	Duty Social worker	Duty, Triage & Assessment Team Council Offices Shute End Wokingham Berkshire RG40 1BN	Contact: <b>0118 908 8002</b>  or Emergency Duty Team (outside of office hours) Tel: 01344 786543 Fax: 01344 786535	<a href="mailto:triage@wokingham.gov.uk">triage@wokingham.gov.uk</a>
Prevent Officer Thames Valley Police	Prevent officer	Reading Police Station Castle Street Reading RG1 7TH	07788 307 178	<a href="mailto:Preventreferrals@thamesvalley.pnn.police.uk">Preventreferrals@thamesvalley.pnn.police.uk</a>
Community Safety Partnership Manager and PREVENT Lead, WBC	Narinder Brar	Council Offices Wokingham Berkshire RG40 1BN	07979255308	<a href="mailto:Narinder.brar@wokingham.gov.uk">Narinder.brar@wokingham.gov.uk</a>
Service Manager Early Years	Emma Slaughter	Council Offices Shute End	0118 908 8260 07415 738992	<a href="mailto:Emma.slaughter@wokingham.gov.uk">Emma.slaughter@wokingham.gov.uk</a>

		Wokingham Berkshire RG40 1BN	0118 90 88418 07789921635	<a href="mailto:Cindy.fincham@wokingham.gov.uk">Cindy.fincham@wokingham.gov.uk</a>
Local Authority Designated Officer (LADO)	Rene Baron	Council Offices Shute End Wokingham Berkshire RG40 1BN	0118 974 6141	<a href="mailto:LADO@wokingham.gov.uk">LADO@wokingham.gov.uk</a>
Principal Education Welfare Officer,	Melissa Perry	Alder Grove Cof E Primary School Alder Grove Shinfield RG2 9RA	0118 908 8095 07818455624	<a href="mailto:Melissa.Perry@wokingham.gov.uk">Melissa.Perry@wokingham.gov.uk</a>
Virtual Scool Headteacher	Pat Finegan	Council Offices Shute End Wokingham Berkshire RG40 1BN	07739800207	<a href="mailto:Patrick.Finegan@wokingham.gov.uk">Patrick.Finegan@wokingham.gov.uk</a>
Berkshire West Safeguarding Partnership Operational Business Manager	Sherrie Newell  Donna Gray	Council Offices Shute End Wokingham Berkshire RG40 1BN	07920028052	<a href="mailto:Sherrie.newell@wokingham.gov.uk">Sherrie.newell@wokingham.gov.uk</a>  <a href="mailto:Donna.gray@brighterfuturesforchildren.org">Donna.gray@brighterfuturesforchildren.org</a>

## 2. Context

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

Schools 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

## 3. 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 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 school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Lead Safeguarding Practitioner (LSP), (and deputy) 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, this may mean sharing resources with other settings.

**St James Church Preschool** 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 **Elaine Hawkes**.

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

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

**St James Church Preschool** will encourage our vulnerable children and young people to attend a setting.

#### 4. Attendance monitoring

The Setting and social workers will agree with parents/carers whether children in need should be attending a setting and the processes to follow for non attendance.

To support the above, The Setting will 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 a setting, or discontinues, The LSP will notify their social worker.

Wokingham Borough Council has introduced a daily attendance form to keep a record of children of critical workers and vulnerable children who are attending a setting. This allows for a record of attendance for safeguarding purposes and allows settings to provide accurate, up-to-date data on the number of children taking up places. This daily communication must be given to Thomas Beesley [thomas.beesley@wokingham.gov.uk](mailto:thomas.beesley@wokingham.gov.uk)

#### 5. Lead Safeguarding Practitioner

**St James Church Preschool** has a Lead Safeguarding Practitioner (LSP) and a Deputy (DSP).

The Lead Safeguarding Practitioner is: **Elaine Hawkes**

The Deputy Safeguarding Practitioner is: **Jo Brown**

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

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

Best practice is to have a trained LSP (or deputy) available on site. Where this is not the case a trained LSP (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained LSP (or deputy) is not on site, in addition to the above, a member of the senior leadership team will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection files and liaising with the offsite LSP. If you have children attending from another setting, liaising with the LSP from their setting, and if required, liaising with children's social workers.

## 6. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the setting 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 setting, they should report immediately to the LSP/Local Authority Designated Officer (LADO)

Concerns around the Manager/Leadership Team should be directed to the LSP/LADO

LSP's will continue to report concerns to Duty Triage in the usual way.

During office hours call **0118 908 8002**

Out of office hours, Emergency Duty Team Tel: **01344 786543**

## 7. Safeguarding Training and induction

LSP training has been suspended whilst there remains a threat of the COVID 19 virus. Although online safeguarding training can still be accessed through our Early Years Hub <https://wsh.wokingham.gov.uk/early-years-childcare-and-play/>

For the period COVID-19 measures are in place, a LSP (or deputy) who has been trained will continue to be classed as a trained LSP (or deputy) even if they miss their refresher training.

All existing staff have had safeguarding training and must have read part 1 of Keeping Children Safe in Education (2019). The LSP should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Free online Safeguarding training is available for staff working from home.

Where new staff are recruited, or new volunteers enter the setting, 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 LSP arrangements.

## 8. 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, **St James Church Preschool** 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.

If the setting 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.

**St James Church Preschool** 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, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, **St James Church Preschool** will continue to keep a record documenting this.

## 9. Supporting children in the setting

**St James Church Preschool** is committed to ensuring the safety and wellbeing of all its pupils.

**St James Church Preschool** will continue to be a safe space for all children to attend and flourish. The Manager will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

**St James Church Preschool** 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.

**St James Church Preschool** 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 appropriately.

**Staff declaration of additional policy**

**All staff will be sent this additional policy to read and to will sign to say they have read and understood the content.**

**If staff are working from home they will be asked to email confirming the above.**

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