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| St Michael’s Pre-school  Safeguarding and Child Protection Policy Addendum  Response to COVID-19 (Coronovirus)  *March 2020 UPDATED JANUARY 2021 UPDATED SEPTEMBER 2021* |

**Introduction**

St Michael’s Pre-schoolfully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children during these unprecedented times. There have been significant changes within our setting in response to the outbreak. Many children are now at home and staffing is likely to be significantly affected through illness and self-isolation. The setting will remain closed for the foreseeable future; however, this will be constantly reviewed by the management team and committee. Setting re-opened 15th June 2020 with limited numbers due to parent’s lack of confidence in sending their children back to an educational setting. Closed again on Friday 19th July 2020 and re-opened again 7th September 2020 to all children. Setting re-opened JAN 21. Controversially all schools shut WEF 6th January but Early Years remains open. We will review our risk assessments on a daily basis. January 2021 we were open to all, however; inline with government guidance we encouraged parents to stay at home if possible. We re-opened fully on 8Th March 2021 to all children.

The principles of the Early Years Foundation Stage 2021 (Safeguarding and Welfare requirements) and Working Together (2018) apply with regard to keeping children safe. Despite the changes, the setting’s Safeguarding and Child Protection Policy is fundamentally the same: **children and young people always come first, staff should respond robustly to safeguarding concerns and contact the Designated Person for Child Protection (DP) in line with our established safeguarding procedure**. This continues to apply within the setting and outside of the setting. All practitioners, along with members of the public, have a duty of care and responsibility for the safety and well-being of children and their family.

This addendum sets out some of the adjustments we are making in line with the changed arrangements in the setting and following advice from the government; <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>. Whilst acknowledging the pressure that Early Years and Childcare settings are under, it remains essential that as far as possible they continue to be safe places for children. Where the setting is not able to meet the needs of the individual children of keyworkers or children that are identified as vulnerable parents must contact the local authority to seek guidance. The government has clearly stated that children must not be in settings if they can be safely cared for at home.

With effect from September 2020 the government have declared that they expect all children to attend their regular educational setting. Early years education is non-compulsory and therefore parents have the choice whether or not to send their children to the pre-school. JAN 21 – THE GOVERNMENT HAVE SENT THE MESSAGE OUT THAT IF YOU CAN STAY AT HOME YOU SHOULD STAY AT HOME. If you want to help save lives please care for your child at home

This guidance supports owners/committees and DPs (designated persons) in settings;

* With regard to safeguarding and well-being the best interests of the child must always continue to be a priority
* A DP should always be available on site while the setting is open. In the unusual circumstance this is not possible a DP will be contactable by phone or email and all staff should have these contact details.
* If staff have a safeguarding concern about any child, they should continue to follow the setting’s usual safeguarding procedures. This includes the Child Protection procedure which requires staff to advise a DP immediately about concerns they have about any child, whether in school or not. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.
* It is essential that unsuitable people are not able to enter the children’s workforce and/or gain access to children.
* Children should continue to be protected when they are on line.

**The Designated Persons for Child Protection in our setting are:**

**Sue Willner (Manager)**

**2nd named DP – Jennifer Child’s (Deputy Manager)**

**3rd named DP – Sam Dean (Chairperson)**

**Our Setting will;**

* Aim to have a DP on site when the setting is open (to be able to access relevant records and take the necessary action)
* Ensure there are contingency arrangements should the DP not be available. Sue will be available on 07570800418 in an emergency or via email [office@stmichaelspreschool.org.uk](mailto:office@stmichaelspreschool.org.uk) or [suewillner@hotmail.co.uk](mailto:suewillner@hotmail.co.uk)
* Ensure all staff know who the DP is on a daily basis
* Ensure that the DP knows how to contact Children’s Social Care and the Early Help Hub.

Duty Social Worker on 01733 864180 and/or alternatively contact the police. Out of hours **01733 234724**.

DP training is unlikely to take place during the period COVID-19 measures are in place, therefore a DP who has been trained will continue to be classed as trained even if they miss their refresher training.

**Identifying Vulnerability**

We have put in place specific safeguarding arrangements in respect of the following groups:

* Children in Care – In the event of a child in care being on the settings role we will ensure that a safe place in our setting or another setting is available to them. Alternatively, we will contact the social worker and agree an agreeable course of action.
* Previous Children in Care– As above.
* Children subject to a child protection plan – As above
* Children who have, or have previously had, a social worker. There is an expectation that children with a social worker **must** attend the setting (or another setting by arrangement), unless in consultation with the child’s social worker and family it is agreed this is not in the best interests of the child.
* Children with an Education, Health and Care Plan (EHCP) – If children with an EHCP can be safely cared for at home this is deemed to be the safest place for them. However, the setting will make appropriate arrangements to support the child and their family in the home learning environment.
* Children on the edge of Social Care involvement or pending allocation of a social worker – Where required these children will be offered a place at setting (or another setting by arrangement). The setting will make care and well-being calls to families which would benefit from this service.
* Any other children the setting considers vulnerable will be added to this group in response to concerns raised with the DP. These children can be offered care at the setting, or an alternative provision if required.

Each of the above children will have an individual plan which will be shared with other agencies involved in their care.

In addition, the following groups have specific arrangements around contact and support from the setting.

* Children at home. –
* The settings management team will contact families via email, Tapestry, Facebook or telephone in order to touch base at 2 weekly intervals commencing Friday 3rd April. Vulnerable families will continue to receive contact during any holiday periods. Any concerns will be acted upon in accordance with safeguarding requirements.
* The setting will make contact with parents and their children via social media or email in order to support our families during this stressful time.
* Management can be contacted via the pre-school mobile 07468242720 or email, [office@stmichaelspreschool.org.uk](mailto:office@stmichaelspreschool.org.uk). Tapestry and Facebook will continue to be available to parents.

The above provision will be reviewed on a weekly basis based on contact from individuals, professionals and identified needs.

September 2020 the setting re-opened and all the children on our books have returned apart from those that no longer wish to access early years education. JAN 21 – THE GOVERNMENT HAVE SENT THE MESSAGE OUT THAT IF YOU CAN STAY AT HOME YOU SHOULD STAY AT HOME. If you want to help save lives please care for your child at home. March 8th re-opened to all.

**Holiday arrangements**

**Attendance**

The setting is following the [attendance guidance issued by government](https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings). Where a child is expected and does not arrive the setting will follow their attendance procedure and make contact with the family. If contact is not possible by 9:30am the DP must be informed. The DP will attempt a range of methods to contact the parent (Skype, FaceTime, through a relative etc.) If we are unable to make contact with a family about a child about whom we have concerns after a reasonable number of 4 attempts, spanning no longer than an hour, we may need to seek further advice about safe and well checks. A risk assessment will be undertaken to consider how to manage the implications of COVID-19 alongside other risks perceived to the child. The risk of COVID-19 **does not** **override** the duty on the setting to ensure children are safe.

**Staff will be Aware of Increased Risk**

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, poverty and financial or health anxiety. Staff will be aware of the mental health of both [children](https://safeguarding.network/safeguarding-resources/specific-risks-children-additional-needs/mental-health/) and their [parents and carers](https://safeguarding.network/safeguarding-resources/parental-issues/parental-mental-ill-health/), informing the DP about any concerns.

**Peer on Peer abuse**

We recognise the potential for abuse to occur between children, especially in the context of a setting closure or partial closure. Our staff will remain vigilant to the [signs of peer-on-peer abuse](file:///C:\Users\Christine\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CGV3O2R\safeguarding.network\peer-on-peer), including those between children who are not currently attending our provision. Extra care should be taken where groups have mixed age, developmental stages, are attending other settings or schools as an interim measure and similar. When making contact with these families our staff will ask about relationships between children.

**On-line Risks**

Children may be using the internet more during this period. Staff will be aware of the signs and indicators of [cyberbullying](file:///C:\Users\Christine\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\0CGV3O2R\safeguarding.network\cyberbullying) and [other risks online](https://safeguarding.network/safeguarding-resources/online-safety/) and apply the same child-centred safeguarding practices as when children were learning at the setting.

* The setting continues to ensure [appropriate filters and monitors are in place](https://www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring)
* Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the setting’s staff code of conduct and importance of using setting systems to communicate with children and their families.
* Parents and carers have received information about keeping children safe online with peers, the setting and the wider internet community. Parents have been offered the following links:
  + [Internet matters](https://www.internetmatters.org/?gclid=EAIaIQobChMIktuA5LWK2wIVRYXVCh2afg2aEAAYASAAEgIJ5vD_BwE) - for support for parents and carers to keep their children safe online
  + [London Grid for Learning](http://www.lgfl.net/online-safety/) - for support for parents and carers to keep their children safe online
  + [Net-aware](https://www.net-aware.org.uk/) - for support for parents and careers from the NSPCC
  + [Parent info](https://parentinfo.org/) - for support for parents and carers to keep their children safe online
  + [Thinkuknow](http://www.thinkuknow.co.uk/) - for advice from the National Crime Agency to stay safe online
  + [UK Safer Internet Centre](https://www.saferinternet.org.uk/advice-centre/parents-and-carers) - advice for parents and carers
* Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](https://www.saferinternet.org.uk/helpline/professionals-online-safety-helpline)

**Allegations or concerns about staff**

With such different arrangements’ children could be at greater risk of abuse from staff or volunteers. We remind all staff to maintain the view that ‘it could happen here’ and to immediately report any concern, no matter how small, to the safeguarding team.

Any staff or volunteers from outside our setting will complete an induction to ensure they are aware of the risks and know how to take action, using the setting procedures, if they are concerned. We have confirmed the arrangements to contact the Local Authority Designated Officer (LADO) at the local authority remain unchanged. If necessary, the setting will continue to follow the duty to refer to Disclosure and Barring Service (DBS) any adult who has harmed or poses a risk of harm to a child or vulnerable adult.

**An allegation may relate to a person who works or volunteers with children who has:**

* behaved in a way that has harmed a child, or may have harmed a child
* possibly committed a criminal offence against or related to a child
* behaved towards a child or children in a what that indicates they may pose a risk of harm to children

If an allegation is made against a person who works or volunteers with children, the following action will be taken (in accordance with the settings policy and ‘Allegation against a person who works or volunteers with children’ flowchart and guidance from LA safeguarding):

The setting will ensure the immediate safety of the children.

* The setting will **not** start to investigate but will immediately contact the Local Authority Designated Officer (LADO)
* If the LADO decides the matter is a child protection case, external/internal agencies (e.g. police) will be informed by the LADO and the setting will act upon the advice given to ensure that any investigation is not jeopardised.
* The setting will notify Ofsted of a significant event
* It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
* If it is agreed that the matter is not a child protection case, the setting will investigate the matter themselves.

**New staff or volunteers**

New starters must have an induction before starting or on their first morning with the DP. They will be asked to read the setting Safeguarding and Child Protection policy, the Behaviour Policy, the Whistleblowing Policy and the Staff Code of Conduct within the employee’s handbook and job description. The DP will ensure new staff know who to contact if worried about a child and ensure the new starters are familiar with the child protection procedure.

If staff or volunteers are transferring in from other childcare settings for a temporary period to support the care of children, we will seek evidence from their setting that:

* the member of staff has completed relevant safeguarding training in line with other similar staff or volunteers, and
* where the role involves regulated activity and the appropriate DBS check has been undertaken by that setting we will undertake a [written risk assessment](https://www.saferrecruitmentconsortium.org/Risk%20Assessment%20for%20Volunteers%20PRINT%20VERSION%20Wardell%20Associates.docx) to determine whether a new DBS would need to be undertaken. It may be in these exceptional times we can rely on the DBS undertaken by their setting.

Our child protection procedures hold strong:

* Volunteers will not be left unsupervised with children until suitable checks have been undertaken. People supervising volunteers must be themselves in regulated activity, able to provide regular, day to day supervision and reasonable in all circumstances to protect the children.
* The setting will undertake a written risk assessment on the specific role of each volunteer to decide whether to obtain an enhanced DBS check (with barred list information) for all staff and volunteers new to working in regulated activity in line with [DBS guidance](https://www.gov.uk/government/collections/dbs-eligibility-guidance).
* When undertaking ID checks on documents for the DBS it is reasonable to [initially check these documents online](https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines) through a live video link and to accept scanned images of documents for the purpose of applying for the check. The actual documents will then be checked against the scanned images when the employee or volunteer arrives for their first day.

**New children at the setting**

* Where children join our setting from other settings, we will require confirmation from the DP whether they have a Child Welfare File or SEN statement/EHCP. This file must be provided securely **before** the child begins at our setting and a call made from our DP to the placing school/setting’s DP to discuss how best to keep the child safe. In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed social worker. Safeguarding information about children placed in our setting will be recorded using our safeguarding system. Information will be securely copied to the placing setting/school DP and will be securely returned to the placing setting on completion of the child’s placement with us so there is a continuous safeguarding record for the child.
* The DP will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

**Adoption of the policy addendum**

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| **This policy addendum was adopted for** | *St Michael’s Pre-school* |
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| **Remotely on:** | 2nd April 2020  AMENDED 7TH JANUARY 2021  AMENDED 23RD SEPTEMBER 2021 |

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| This policy was adopted at a meeting of | St Michael’s Pre-School | name of provider |
| Held on |  | (date) |
| Date to be reviewed |  | (date) |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair/owner) | Chair Person | |