



Inspiring and nurturing young minds

Pre-School for 2-5 year olds

*Pre-school closure
arrangements for
Safeguarding and Child
Protection –
Coronavirus (COVID-19)*

Little Companions Pre-School
Acorn Hall, Columbia Avenue, Eastcote. HA4 9SU
• Mobile: 07586 291 510
• Email: info@littlecompanions.org.uk
• Website: www.littlecompanions.org.uk

Little Companions Pre-school

Date: May 2020

Date shared with staff and parents: May 2020

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

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.

This addendum of the Little Companions Pre-school Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements

Key contacts

<i>Role</i>	<i>Name</i>	<i>Contact Number</i>	<i>Email</i>
Designated Safeguarding Lead	Reema Juttla	07586 291 510	info@littlecompanions.org.uk
Deputy DSL	Naazish Haq	07957 398 476	info@littlecompanions.org.uk
Pre-school manager	Naazish Haq Reema Juttla	As above	As above
MASH	Multi agency Safeguarding hub	01895 556 633	ratduty@hillingdon.gov.uk
LADO	Local authority Designated Officer	01895 250 111	rwratten@hillingdon.gov.uk
Named Social workers	—		
Domestic abuse helpline		0808 800 500	

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 be offered a Pre-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 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.

The Designated Safeguarding Lead (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.

We 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

The lead persons for this are: *Naazish Haq* and *Reema Juttla*.

There is an expectation that vulnerable children who have a social worker will attend a childcare 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 pre-school setting, and their child is considered vulnerable, the social worker and Naazish Haq/Reema Juttla will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, Naazish and Reema or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

We will encourage our families of our vulnerable children to attend our setting.

Attendance monitoring

Settings need to complete their usual day-to-day attendance processes and to follow up on non-attendance.

We and social workers will agree with parents/carers whether children in need should be attending Pre-school, and will follow up on any child that we were expecting to attend, who does not. We 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.

What will this look like for our setting?

To support the above, we 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, and details of allergies and health conditions we need to be aware of? In all circumstances where a vulnerable child does not take up their place at Pre-school or stops attending, will notify their social worker.

Designated Safeguarding Lead

We have a Designated Safeguarding Lead (DSL) and a Deputy DSL and a 3rd in charge deputy to ensure there is a DSL on duty at all shifts.

The Designated Safeguarding Lead is: *Reema Juttla*

The Deputy Designated Safeguarding Lead is: *Naazish Haq*

Where a trained DSL (or deputy) is not on site, the 3rd in charge will assume responsibility for co-ordinating safeguarding on site. A senior leader will also be made aware of DSL duties in case of illness to those named above.

It is important that all Pre-school staff and volunteers have access to a trained DSL (or deputy) and are made aware of who the DSL is on site any particular day.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely. At Little Companions all practitioners have undertaken the most recent Child protection training.

Reporting a concern

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

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 Pre-school, they should report to their concerns to the DSL who will report to the LADO. If the concern is about a DSL, or if they feel their concern has not followed due process they must make the referral to the LADO themselves.

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 the COVID-19 measures are in place, if the lead or deputy are not available the 3rd in charge will be classed as a DSL (or deputy) a short induction into the role to ensure they are aware of where what and who they must report concerns to and actions they must take.

All existing staff have had safeguarding training by their child development adviser. The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child. Support via telephone will also be available from the Development Adviser during this period.

Where new staff are recruited, or new volunteers enter the Pre-school, they are provided with a thorough safeguarding induction.

If staff are deployed from another setting to our Pre-school, 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 manager 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 on-going disciplinary investigation relating to that individual.
- The Manager can confirm the member of staff has received appropriate safeguarding training.

On arrival, the key person will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

The Manager from the child's own Pre-school must provide a member of staff to help support the child settling into their new temporary Pre-school.

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,

We will continue to follow the relevant safer recruitment processes for our setting.

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 we are utilising volunteers, we will continue to follow the checking and risk assessment process, under no circumstances will a volunteer be left unsupervised or allowed to work in alone with children or attend to their personal care.

We 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.

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 Pre-school, and that appropriate checks have been carried out.

Online safety

We will continue to provide a safe environment, including online. This includes the use of an online controls. Where children are using computers appropriate supervision will be in place.

Children and online safety away from Pre-school

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as in the Child Protection Policy and where appropriate referrals must still be made to children's social care and as required, the police.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Supporting children not attending our setting

We are committed to ensuring the safety and wellbeing of all our children.

Where the DSL has identified a child to be of concern but not accessing social care support, or who would be classed as vulnerable by staff, they should ensure that a robust communication plan is in place for that child.

Details of this plan must be recorded, and a record of contact made.

The plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Naazish and Reema and its DSL will work closely with all professionals to maximise the effectiveness of any plan.

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

We recognise that the Pre-school is a protective factor for children and the current circumstances, can affect the mental health of pupils and their parents/carers. Our Staff will be made aware of this and discussions at the end of shifts may prove to be useful.

Little Companions 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 individual to each child to ensure their well-being is not compromised and their development impaired

Supporting children in Pre-school

Little Companions Pre-school is committed to ensuring the safety and wellbeing of all the children in our care. We 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 ratio numbers are appropriate, to maximise safety.

Little Companions will refer to the Government guidance for 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 COVID-19.

Where we have concerns about the impact of any staff absence – for example Designated Safeguarding Leads or first aiders – we will discuss them immediately with our development adviser for support or engage staff that have volunteered to offer their services if needed

Peer on Peer Abuse

Little Companions recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where we receive a report of peer on peer abuse, we will follow the procedures with in our child protection policy – Peer on Peer abuse.

We will listen and work with the child, parents/carers and follow what is laid out in our policy.

Concerns and actions must be recorded and appropriate referrals made.

Support from for the setting

Our Development adviser Glynis Ryan will provide support and guidance as appropriate to enable the DSL to carry out their role effectively this will be through discussions guidance and support.

We are conscious of the wellbeing of our valuable staff team and will be offering regular supervision, and be available as staff feel necessary

The manager will also provide regular individual supervision sessions for staff, but remind staff of the open-door policy of the setting so concerns can be raised immediately, and be a listening ear.