

Safeguarding children and child protection: COVID-19 Addendum

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1. Policy statement

Our School and nurseries remain committed to ensuring the safety and wellbeing of all its pupils during COVID-19 restrictions and will, as far as reasonably possible, take a whole institution approach to safeguarding during this period to ensure that safeguarding procedures continue to be operated effectively and the best interests of children continue to come first.

This addendum should be read in conjunction with Glebe House School its nurseries' individual Safeguarding Policies and all other associated policies which remain in force during COVID-19. If anyone has safeguarding concerns about any child, whether they are:

- children of those whose parents/carers who are critical to the coronavirus (COVID-19) response
- vulnerable children attending the setting
- children abiding by social isolation at home
- vulnerable children who are unable to attend the setting due to underlying health conditions that put them at severe risk of attending the setting

then staff who are in contact with them either through them attending the setting, through remote online learning or through any form of communication should continue to act, and act immediately following existing procedures.

The safeguarding procedures herein will be monitored by the Designated Safeguarding Leads or Deputy Safeguarding Lead within school or, for the Nursery settings, the Safeguarding Lead Professional on an ongoing basis, to ensure that policy is kept up to date as circumstances continue to evolve.

2. Context

From 20th March 2020, the Government asked parents to keep their children at home, wherever possible, and schools and nurseries to remain open, only for those children of critical workers to the COVID-19 response who absolutely need to attend and vulnerable children as defined below:

Parents who are critical workers - All parents who are critical workers as defined by the DfE should be provided with a place, if they cannot make provision for their children themselves. Children with one parent who is critical to the coronavirus (COVID-19) response can attend a setting if required. Childcare practitioners are critical to the coronavirus (COVID-19) response, so can send their children to school or childcare settings. Parents, not providers or the local authority, are the only ones who can judge if their children can be safely cared for at home while they work. Many families will be able to ensure their child is kept at home. Every child who can be safely cared for at home should be, to limit the chance of the virus spreading.

Vulnerable children - include children being supported by social care with their safeguarding and welfare needs, including child in need plans, those on child protection plans, 'looked after' children, young carers, disabled children and those with education, health and care plans. Where a child has a social worker – the social worker in discussion with parents and carers will make the decision if it is safer for them to attend provision or remain at home. The expectation is that most will be safer in provision and should attend. Also those children who the school or nursery are already working within a Family Support Process(FSP) and feel the child and family would benefit from being in the setting.

If a child has *special educational needs or disabilities and has an Education, Health and Care Plan (EHCP)*, provision will only be required if it is necessary to meet the health and care requirements of the plan. Some children where an EHCP is being applied for may also require provision to meet their health and care needs. The family and provider should make the decision together if it is safer for them to attend provision or remain at home, in consultation with the local authority. Many children and young people with EHC plans can safely remain at home.

See <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people> for more details, including the government definition of critical workers.

3. Designated Safeguarding Leads (DSLs) & EYFS Safeguarding Lead Professionals(SLPs)

Names and contact details for the DSL, DDSL & SLPs Glebe House School & Nurseries are published in their relevant Safeguarding Policies.

During COVID-19 restrictions, the contact details for the DSLs/SLPs will be as follows:

Headmaster Glebe House School - DSL

Louis Taylor -louis.taylor@glebehouseschool.co.uk 01485 532809 ext 1 / 07590 529353

Deputy Head - DDSL

Robert Gladstone – rng@glebehouseschool.co.uk 01485 532809 ext 1

Area Manager of Glebe Nursery & Gaywood & Hunstanton First Steps Nurseries

Susie Pull – szp@glebehouseschool.co.uk 01485 532809 ext 2

It is our aim wherever possible to have a trained DSL/DDSL/SLP available on site. Where this is not the case a trained DSL/DDSL/SLP will be available to be contacted via email, telephone or online video. The SMT of Glebe House School & Nursery will also be available to take responsibility for coordinating safeguarding responses in the absence of or in addition to the Safeguarding Team. During COVID-19, we will continue to work together both within school/nurseries and with external agencies in order to promote and safeguard the welfare of children. This includes engaging with social workers where necessary, and attending multi-agency meetings, which can be done remotely.

4. Reporting a Concern

Staff should continue to follow the communication channels defined in the Safeguarding Policy and report concerns about children and adults without delay in accordance with usual procedures. In summary:

Concerns about a child

If a child is in immediate danger call the police and/or ambulance service on 999.

If the child is not in immediate danger in liaison with DSLs/SLPs phone

Children's Advice & Duty Service (CADS) on 0344 800 8021 for advice and support - they are open as usual between 8am-8pm. Outside these hours an emergency duty team still runs

Make a report, on the same day, via email, phone call or within school (Louis Taylor), these records must then be stored securely in the usual way in the safeguarding locked cabinets.

If a child doesn't meet the Threshold for CADS they may refer to Early Help Family Focus and links and contact numbers are available on our professional's links sheet.

All concerns should continue to be discussed between colleagues on a need to know basis as per existing policies, and where necessary it may be appropriate to discuss concerns with those staff who are furloughed for background information to improve the safety of the child.

Concerns about an adult or volunteer

As per existing policies do not inform the person about whom the concern has been raised, speak either to

Headmaster Glebe House School

Louis Taylor -louis.taylor@glebehouseschool.co.uk 01485 532809 ext 1 / 07590 529353

Deputy Head - DDSL

Robert Gladstone – rng@glebehouseschool.co.uk 01485 532809 ext 1

Area Manager of Glebe Nursery & Gaywood & Hunstanton First Steps Nurseries

Susie Pull – szp@glebehouseschool.co.uk 01485 532809 ext 2

Concerns about either of the above report directly to the Chairman of Governors

Nick Crane – nick.crane@glebehouseschool.co.uk

Alternatively or as well as, again following existing policies report directly to LADO

All queries relating to the safeguarding LADO process and procedures should be sent to LADO@norfolk.gov.uk

<https://www.norfolk.gov.uk/.../local-authority-designated-officer>

The duty advisor will then give advice about next steps, which would include a referral to LADO. Duty desk is open as normal – Mon – Thur 9am-5pm and Fri 9am-4.30pm
01603 307797

Sharing of information with families

Senior staff send regular updates via email or parentmail to families to highlight the importance of safeguarding at this difficult time, signposting them to help lines. Older children are made aware of help lines for themselves around the setting and all children are encouraged to share their worries with staff whether they are about home or their setting through trusting relationships, the use of wishes and feelings activities if appropriate and open ended conversations. These links and contact numbers can be found on our COVID-19 Links for families and professionals which are available to all staff to support them and our children and families.

N.B. Staff should always be vigilant with any incoming calls or emails regarding children in our setting not to disclose anything without checking the person is who they say they are, whether it be a Social Worker, CADS, LADO, Operation Encompass, Solicitor etc. Staff should always gain their name, contact number and then check with the family or Children's Services as appropriate depending on circumstances that the person is who they say they are.

5. Norfolk Safeguarding Children's Partnership (NSCP)

Norfolk Children's Safeguarding Partnership contact details are below and continue to be a valuable contact for concerns around safeguarding, training and for resources such as the Threshold Guidance. Remember that it is important to notify the DSL, DDSL or SLP if you contact the local authority, unless you are concerned they are not listening to your worries. Training is also available on line or via webinars.

<https://www.norfolkscb.org> 01603 223409 or email nscb@norfolk.gov.uk

6. Children who are Vulnerable, including information sharing between colleagues/families/carers.

Children who are classed as vulnerable will be supported in accordance with the guidance provided by the Government – Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Sharing of information between agencies/parents/carers

The School will work together with external agencies as necessary to ensure that the welfare of vulnerable children is looked after and that they are protected and usual policies will continue to be followed to protect all children. This information sharing will always be done with consent from parents/carers, except if we have serious concerns about the child's wellbeing then the usual

Safeguarding Policy would come into effect and a call would either be made to 999, the child's social worker or CADS as applicable.

For those children who do not have a social worker or are part of a formal or informal Family Support Process, DSLs and SLPs on duty will continue to monitor those children on site in close liaison with families or carers.

For those children remaining at home staff will be calling or emailing families daily or as required depending on circumstances and concern, following guidance from Appendix 1 as a guide for establishing their wellbeing and safety and recording this information securely in chronological order. This will be done either on their

- Laptop ensuring it has a password that no one else knows other than other DSLs or SLPs or
- Written format which is kept securely so other members of the household cannot access it.

N.B. Staff should where possible make phone calls from the setting, however if they are unable to and they do not have a setting mobile at home, then only in extreme circumstances calls can be made from their mobile using 141 to block their caller ID.

For those children who have additional needs we continue to follow the

SEND Code of Practice

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

and support children with EHCP's and Support Plans in the following way:

- Those attending the setting will have targets set in the usual way in liaison with families but via phone call and email rather than face to face meeting.
- Those still at home, staff will include families in the weekly updates for home schooling ideas and ensure that they have age/stage developmentally appropriate ideas and links to appropriate websites.

No one expects parents to act as teachers, or to provide the activities and feedback that a school or nursery would. Parents and carers are supported to do their best to help children and support their learning while dealing with other demands.

They will have been sent specific advice on how education can continue at home for children and know that staff are at the end of a phone for advice on a weekly basis and as usual every 6 weeks for reviewing Support Plans and EHCP's:

[aged 2 to 4
at primary school
with special educational needs and disabilities \(SEND\)](#)

Please see professionals/families/carers sheet for further links for home schooling ideas.

EHCP link from Norfolk County Council for further advice for families/carers and professionals:

<https://www.norfolk.gov.uk/children-and-families/send-local-offer/support-for-learning/education-health-and-care-ehc-plans/ehc-needs-assessment-and-plans/ehc-needs-assessment-requests>

PEP - Advice and Guidance for Early Years PEPs

Virtual School for Looked After Children will continue to liaise with us in the following way:

- All children who are accessing early years education will have a termly PEP
- For the summer term, there will be no face to face meeting but meetings will be virtual either by telephone conversations, email or using a conferencing platform such as Zoom
- If children would normally be in a setting but remain at home, there will still need to be a PEP.

We appreciate the targets will look different and learning will often take place through the home learning environment, so we will continue where possible to liaise with families and carers to support them

If our settings are closed and staff have been furloughed, we would expect the Social Worker to have those conversations with the carer to provide some appropriate targets to focus on while at home

The social worker is ultimately responsible for the completion of the PEP. Understandably, this will need to be completed in a way that is conducive to everyone involved. They do not expect all aspects of the PEP to be completed such as attainment and attendance.

Collection: Guidance for schools and other education settings
What parents and carers need to know about education during Covid-19
Guidance on vulnerable children and young people for education settings
SEND risk assessment guidance

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

7. Attendance Arrangements

Risk assessed arrangements are being put in place to look after those children to whom the School will remain open, in accordance with Government requirements. The School 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 hand washing and other measures to limit the risk of the spread of COVID-19. Staff: pupil ratios, staff training and resourcing will be carefully planned and recorded, to ensure appropriately proactive and responsive support for children and their parents. This provision will be overseen by members of the Senior Management Team.

8. Attendance Monitoring

Nurseries

For all children whether attending or not we have a central book recording on separate pages for each individual child if children have gone into self isolation or either they or a family member have contracted COVID-19 for us to be able to speak to Public Health England if they require dates and numbers at speed. The children's information is also recorded on their individual files and as always locked away securely.

For those children attending we record their attendance in the usual way as per usual policies guidance and currently report the figures of attendance to Norfolk County Council on a weekly basis.

For those children not attending they are marked as being absent from their last day of attendance and as above if we have concerns for their wellbeing we stay in regular contact. All families receive at least weekly communication from us, requesting them to contact us if they have any concerns.

While the nurseries are closed, they will not be completing their usual day-to-day attendance processes, but will continue to claim funding as recommended by the LA for those children who would have attended as a contingency plan to be ready to open for them when the government/public health see fit to.

Within School

While the school is closed, the usual day-to-day attendance processes will not be completed. The attendance of children who are in school will be recorded on a day-to-day basis. The School will follow up on any pupil that they were expecting to attend, who does not. Contact details for all pupils are held within the office filing system.

Information about the number of pupils on site will also be shared with the DfE via their daily online attendance form as required. This allows for

- a record of children of critical workers and vulnerable children who are attending school
- a record of attendance for safeguarding purposes
- the provision of accurate up-to-date data to the DfE on the number of children taking up places.

9. Safeguarding Training and Induction

The training of the School's Designated Staff is current and up-to-date as at March 2020. Refresher training will be conducted remotely during COVID-19 as appropriate. The Government has stated that a DSL or DDSL/SLP or DSLPs who have been trained will continue to be classed as a trained even if they miss their refresher training. However we have continued to gain webcast safeguarding guidance from Norfolk County Council to ensure we fulfil our safeguarding responsibilities during the Coronavirus outbreak and continue to keep up to date with Safeguarding via Government updates, Norfolk County Council Early Years Updates and Norfolk Safeguarding Children's Partnership.

The School's & Nurseries Safeguarding Training programme for all Staff and Volunteers with regard to induction, annual updates and three yearly refresher training will continue to be delivered and tracked online during the COVID-19 period. In addition to this, the DSLs/SLPs will communicate any updates regarding school or local arrangements as they arise.

If staff are deployed to or from another education or children's workforce setting in response to COVID-19, Government advice is that the receiving school should judge on a case by case basis, the level of safeguarding induction required. Subject to the member of staff already have received appropriate safeguarding training, the School & nurseries will expect them to read and understand their safeguarding policy and procedures, including local processes and DSL/SLP arrangements, and to confirm their understanding via a short test and by signing the information on arrival at the setting prior to working with the children.

All staff on returning to work having been furloughed will be expected to have a brief face to face or phone call to update on Safeguarding and Health & Safety and this should be recorded in the COVID staff file as their back to work induction. They will also be expected to read and sign all relevant policies to ensure they keep themselves and others as safe as possible.

10. 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, the School & Nurseries will continue to follow the relevant safer recruitment processes, including all relevant sections in Part 3 of Keeping Children Safe in Education (KCSIE) 2019.

Where the School & Nurseries are utilising volunteers, the School & nurseries will continue to follow the checking and risk assessment process set out in paragraphs 167-172 of KCSIE 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Information on DBS id checking during COVID-19 restrictions can be found here:

<https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

They have also put temporary arrangements in place, to provide standard and enhanced DBS checks and fast-track emergency checks of the adults' and children's Barred Lists, free-of-charge, in response to COVID-19. There is also a helpful flowchart guide for employers to determine whether a DBS check might be acceptable. However, it is for providers to suitability check their staff.

The guidance can be found at:

<https://www.gov.uk/government/publications/covid-19-free-of-charge-dbs-applications-and-fast-track-barred-list-check-service>

Government guidance during COVID-19 confirms that there is no expectation that a member of the workforce already engaging in regulated activity who has the appropriate DBS check should obtain a new DBS check where that person temporarily moves to another school to support the care of children. However, the receiving institution should risk assess as they would for a volunteer. Should this situation arise, cases will be considered on their individual merits but at the very least there will be a requirement that 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 relation to that individual

The School Business Manager will carry out a separate child barred list check and continue to keep the Single Central Record (SCR) up to date.

The 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 for all its settings.

The School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE 2019 and the TRA's 'Teacher misconduct advice' for making a referral. During COVID-19 referrals will be made by emailing Misconduct.Teacher@education.gov.uk

Or to the LADO Team as appropriate for all settings, contact details as seen above.

11. Online Safety, including remote teaching and learning.

Within Nurseries our usual policies continue with the exception of Zoom sessions which are monitored and regulated by the Headmaster.

The School's approach to online safety is co-ordinated by the Headmaster, alongside the ICT policy. Online safety is included in the curriculum at all levels and information is provided to parents/carers as appropriate. The School's online safety policy is set out in its Technology Policies and Acceptable Use Policies for Staff and Pupils which are to be read in conjunction with the Code of Conduct.

The School will continue to provide a safe environment for the pupils online during COVID-19 restrictions, and it is essential that all interaction between staff and pupils is conducted within the school system to ensure that appropriate filtering and monitoring can take place. All staff and pupils are expected to be aware of the School's online safety policies and what to do if they have concerns/where to go for further help.

Normal channels for the raising of any safeguarding concerns will apply during COVID-19 restrictions, with mechanisms in place to identify, intervene in, and escalate any incident where appropriate. Given the current situation, the importance of using neutral notification reporting routes will be emphasised to the pupils if they encounter any concerns online, with signposts both internally and to age appropriate sites externally as follows:

Childline - for support - <https://www.childline.org.uk/get-support/>

UK Safer Internet Centre - to report or remove harmful content - <https://reportharmfulcontent.com/>

CEOP – advice on making a report about online abuse - <https://www.ceop.police.uk/safety-centre>

London Grid for Learning on the use of videos and live streaming - <https://livestreaming.lgfl.net>

Where pupils are using technology in school, appropriate supervision will be in place.

Remote Teaching and Learning

Online teaching and learning should follow the same principles set out in the School's Staff and Pupil Codes of Conduct, alongside the appropriate Teaching and Learning policies. It is imperative that all staff who interact with children continue to model appropriate behaviour and look out for signs a child may be at risk, reporting any concerns through the usual channels so that they can be dealt with in accordance with the School's Safeguarding Policy.

The School has provided guidance for staff and pupils to support them in the remote learning environment. The Safeguarding Team are available to answer queries as they arise. Parents have been informed of these arrangements and asked to reinforce with their children the messages which they have learned about keeping themselves safe online, the need for good judgement over what they post, and the importance of raising any concerns promptly with a trusted adult so that these can be addressed. They have also been provided with some useful resources to support them in supporting their children to keep themselves safe at home.

The School will ensure the use of online learning tools and systems is in line with primary and data protection, including GDPR, requirements.

Additional support for Parents and carers to keep their children safe online includes:

<https://www.internetmatters.org>

<https://www.lgfl.net>

<https://www.net-aware.org.uk>

<https://parentinfo.org/>

<https://www.thinkuknow.co.uk>

<https://www.saferinternet.org.uk>

12. Supporting Emotional Wellbeing

The School and Nurseries will seek to signpost pupils, staff and parents to helpful resources to support positive mental health at this time, such examples can be found in the professionals and family/carers link sheets.

The School & Nurseries recognise that their settings are a protective factor for children and young people, and that distressing experiences and life events can affect the mental health of pupils and their parents. When setting expectations for pupils' learning, whether in school or remotely, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

During COVID-19, staff will continue to offer support to children emotionally via the pastoral and key person systems and, where possible, the remote provision that will be offered by staff talking via phone or during a social distancing visit for example when food parcels or teaching aids need delivering to pupils. The School advocates a Team around the Child approach when concerns arise, and the aim will be to work with pupils and parents to identify issues and develop strategies for support, using our established referral pathways and working together with external agencies if necessary.

For children who are identified as a cause for concern, the School/Nursery will continue to operate support structures in accordance with our normal procedures, working with the children themselves, their parents and external agencies as necessary. This will require agreement of appropriate mechanisms for monitoring and review of progress and, if appropriate with parental/carer consent, arrangements for information sharing between medical professionals etc to enable the School/Nursery to provide the best possible care and support for the individual.

If the School is concerned at any time that the best interests of the individual are not being met and that Early Help or a referral to Children's Services might be needed, it will consult Norfolk Safeguarding Children Partnership's Thresholds Guidance and or CADS and act accordingly.

13. Peer on Peer Abuse

Disclosures of peer on peer abuse are dealt with and recorded in accordance with the School's & Nurseries Safeguarding Policy, having regard to the guidance in Part 5 of KCSIE 2019 and the School & Nurseries' Behaviour Policies and Countering Bullying and Cyberbullying Policies as appropriate to each setting.

All our settings recognise that during the COVID-19 restrictions, an adapted process will be required for managing any report of such abuse and providing appropriately tailored support for victim(s) and perpetrator(s). The settings will listen and work with the pupils involved, and parents/carers and any multi-agency partner required to ensure the safety of all pupils.

14. Staffing inc – Staff absence, well being, supervisions and LADO

Staff in attendance of the settings

Staff will be selected to work with children based primarily on their role with the children in attendance e.g. staff who know children best and those who have the correct qualifications, experience and administrative experience to run the settings most effectively and safely whilst on skeleton staffing. All those staff should ensure they read, sign and abide by all relevant risk assessments and policies to the present COVID-19 situation as well as all usual policies and procedures.

Staff absence

Where the School has concerns about the impact of staff absence, such as DSL or first aiders, this will be discussed by the Senior Management Team and, where appropriate, with Norfolk County Council Early Years Team and Ofsted following Government guidance from Dfe, Ofsted and Public Health England where appropriate.

Staff sickness

All staff on site must ensure they notify the senior member of staff on duty if they become unwell as per our COVID-19 Health and Safety Addendum and follow that procedure to protect children in the setting.

Staff well being

Working within schools and nurseries is a demanding job at any time, but especially now whilst staffing is limited. Therefore the following should happen at all times:

- Staff who are currently working should always let colleagues know if they are feeling stressed or anxious on a daily basis either before coming in to work via phone to whoever is on call or at an appropriate social distance whilst at work.
- The senior member of staff will then risk assess whether it is safe for the person to continue working or if cover needs to be provided for them.
- Senior Management Team (SMT) will do regular supervisions with staff who are working to ensure their wellbeing is ok either at appropriate social distancing or via phone; those staff who are furloughed will also have remote supervisions via phone calls or facetime.

Social distancing

See COVID-19 Health and Safety Policy

LADO

For concerns around colleague's safety refer to usual Safeguarding Policies and the above contact details for LADO team.

15. Sharing of information including with – colleagues, and external agencies such as Social Workers, ECFS, Health, ECCH, Home Start, Food Banks etc

Sharing of information between colleagues

Staff should continue to liaise with colleagues about children's education and well being ensuring it is done on a need to know basis as per usual Safeguarding and other existing policies procedures.

Sharing information with other agencies

Staff should continue to share information with other agencies as per usual policies and procedures but only with parental/carer consent. Information sharing at this point when children are not in the setting each day is an essential way to establish quality Team Around the Child approach to safeguarding, to ensure there are no missing links or gaps of support for children and their families/carers

Useful links to support children and parents/carers:

Early Childhood and Family Service - <https://www.norfolk.gov.uk/.../early-childhood-and-family-service>

Health advice and support for children - <https://www.justonenorfolk.nhs.uk>

East Coast Community Health Care (Speech & Language) - <https://www.ecch.org>

Home Start - <https://www.home-start.org.uk/home-start-norfolk>

Hunstanton Food Bank - <https://hunstantondistrict.foodbank.org.uk>

More links are available on the professional link sheet.

Social Worker details are kept on each individual child's safeguarding files which are locked in the safeguarding filing cabinet, as not all social workers are based at Priory House in King's Lynn.

16. Effective recording and storage of communication with families whilst working off site.

Where possible it is essential all information about children should be kept on site in locked cabinets, however whilst staff are currently furloughed or may be working from home as part of the social distancing guidelines for COVID-19, then the following may need to take place but only if all other avenues have been exhausted to safeguard children.

- If a member of staff who is not currently on site for whatever reason is the main link with a child and family who is not currently attending the setting, but there are safeguarding concerns around them, then staff may need to stay in contact via email or phone calls as it is important to maintain trust with the family to continue to share information successfully.
- Staff sending emails and making phone calls around safeguarding should always use Appendix 1 as their baseline for questions and good practice.
- Once they have recorded their conversations then at their earliest convenience this information should be transferred to their locked files at the setting
- In the meantime all information must be safely stored either on a passworded lap top or in a secure file where other household members cannot access the information.
- If staff have concerns then they should follow the usual safeguarding procedures.

17. Risk Assessments

All staff working and all those furloughed are kept up to date with the latest risk assessments in place to protect children both on and off site, staff sign these documents once they have read them in agreement to abide by them.

18. Transport

Nurseries – N/A

School – There will be no school bus running until the scientific evidence suggests it is safe to do so.

19. Travel

All families are regularly reminded to let us know if they have travelled anywhere outside the UK or if they have been in contact with someone who may have travelled. They are also reminded of the importance to socially distance and not make unnecessary travel within the UK.

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

Staying at home and away from others (social distancing)

<https://www.gov.uk/government/publications/full-guidance-on-staying-at...>

20. Care of temporary children – contact details & health information

Admissions

We would be happy to take children from other settings during the COVID-19 if they are unable to attend their usual setting, however we would request they go into self isolation at home for 14 days prior to starting at our setting if they have been into contact with others who have contracted or been in contact with anyone with COVID-19. Otherwise our usual admissions policy would resume.

Registration & settling in process

Parents/Carers would still need to complete registration and Forms for completion to ensure that we have all their health records, needs and emergency contact details, to ensure all health and wellbeing needs are met, this includes them signing the safeguarding agreement on the form.

We would also liaise closely with parents/carers to ensure that children's emotional needs are met by getting a pen picture on their likes and dislikes, strengths and areas for development to enable us to meet not only their emotional needs but to provide appropriate next steps in education. Where possible and with consent from parents and carers we would have a brief conversation with their usual setting.

Once settled within the setting normal procedures of care and education would continue as per usual policies and procedures.

21. Progress checks and Transitions Reports for children leaving our settings

2 Year Progress Checks

As advised by Norfolk Early Years Team and Ofsted it is no longer a requirement to complete two year progress checks for children who are not attending the setting due to the difficulties in establishing their developmental progress when not in attendance at each relevant setting; however they should be completed as soon as possible on their return. For those still in attendance we will continue to complete progress checks but this will be done in liaison with parents/carers over the phone or via email to ensure we abide by social distancing rather than by the usual face to face meetings.

Children's Transition Reports who are not leaving and have not been in attendance

All these reports and monitoring of progress will be suspended for now, due to the difficulties in gaining evidence whilst staff are furloughed and children are not able to be observed and assessed on site.

Although we are not seeing children within nursery they are receiving weekly home learning ideas for families to implement, to ensure they are having ideas to stimulate children and opportunities to stay in touch with friends for their wellbeing by facebook and zoom in an appropriately safe way in close liaison with families advising them how to safely use these sites from the above links.

Within school all children not attending are receiving on line teaching and are being assessed with regular feedback from the teachers setting the work. The tracking grids that are usually used will not be continued as it requires closer teacher assessment than is possible with remote learning.

Leavers Transition Reports

Those children who will be leaving nursery at the end of the summer to go to school will receive a revised end of year report. This will cover their developmental stages from when they were last in attendance at nursery and a pen picture of their strengths and areas for development, along with likes and dislikes. We will also have a section for parents to report on their progress during home education, thus giving their new settings information to create starting points for education and the necessary support for emotional needs. We will of course as always liaise closely with other settings if need be with parental/carer consent.

A shorter school report will be completed at the end of the summer term for those children who are engaging sufficiently with the online learning.

22. Bereavement

Bereavement is difficult at anytime for any age, but at the moment with the various social distancing guidelines in effect it is particularly difficult to access support. Therefore we will do everything possible to support families and their children during this difficult process and try and gain support from external agencies and our team where possible.

Many of our team have already attended training from Nelson's Journey Bereavement Team which is a Norfolk charity which supports children and young people up to their 18th birthday who have experienced death of a significant person in their life. Further information can be gained at www.nelsonsjourney.org.uk

Other Bereavement support links within Norfolk County Council are:

<https://www.norfolk.gov.uk/.../deaths/bereavement-support>

<https://www.norfolk.gov.uk/.../advice-and-support-for-parents-and-carers>

23. Parent/Carer Partnership

Within all our settings we pride ourselves on a strong parent partnership relationship which is built upon trust and good communication. Currently face to face communication is not so easy with appropriate social distancing, however to ensure children stay as safe as possible whilst with us and whilst at home we continue to communicate with families in the following ways:

- At drop off and collection time we communicate with parents/carers to establish how the children have been at home and how they have been during the day with us when they leave
- All parents whether they are on site or off site are emailed at least once a week giving them various home learning ideas and links
- All families are also given wellbeing links to ensure if they are concerned about their child's safety or their own that they can seek appropriate advice or support either directly or via ourselves, these are just a few of links many more are available from staff:

NSPCC - <https://www.nspcc.org.uk> or call 0808 800 5000

Early Childhood and Family Service - <https://www.norfolk.gov.uk/.../early-childhood-and-family-service>

JON (Just One Number Health Support) – <https://www.justonenorfolk.nhs.uk> / 0300 300 0123

Domestic Abuse – <https://www.norolk.gov.uk/safety/domestic-abuse>

Keeping children safe

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/corona...>

See something, Hear Something, Say Something - 0344 800 8020.

www.norfolk.gov.uk/news/2020/04/see-something-hear-something-say-something

24. Legal Framework

All our Nurseries abide by the Statutory Framework for Early Years Foundation Stage 2017, but are working with the most recent LA, Ofsted, Gov guidelines during the COVID-19 situation. We use NCC Early Years Update, Public Health England and Gov update emails to ensure we are as up to date as possible and risk assessments and education will change accordingly to be in line with the latest updates.

The School abides by Dfe/ISI regulations and likewise using Gov/Dfe/ISI updates to ensure we are risk assessing and educating children as safely as possible during COVID-19.

Therefore links within this document may well become out of date but SMT will constantly review updates to ensure we maintain as safe as possible environment for everyone whether they are in attendance, due to return soon or continuing with home education.

Otherwise all legislation remains the same as stated in our School & Nursery Safeguarding Policies.

May 2020

Legal framework

Primary legislation

Children Act (1989 s47)

Protection of Children Act (1999)

General Data Protection Regulation (May 2018)

The Children Act (Every Child Matters) (2004)

Safeguarding Vulnerable Groups Act (2006)

Early Years Foundation Stage (EYFS Sept 2014) revised April 2017

Independent Schools – Education (independent schools standards) (England) Regulations 2010, as amended by the Education (independent school standards) (England) (Amendment) Regulations 2012

Prevent Strategy

Mandatory Female Genital Mutilation

Secondary legislation

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Equalities Act (2010)

Data Protection Act (1998) Non Statutory Guidance

Further Guidance

Working Together to Safeguard Children (2019)

What to do if you're Worried a Child is Being Abused (HMG 2006) March 2015.

Framework for the Assessment of Children in Need and their Families (DoH 2000)

Early Help

The Norfolk Threshold Guide – Norfolk Safeguarding Children Partnership

Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)

Child Missing in Education 2016

Information Sharing: Guidance for Practitioners and Managers (HMG 2008) (HMG 2006)

Disclosure and Barring Service - <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

PLA Safeguarding Children (2010)

Keeping children safe in education (September 2019)

NSCP – www.nscb.norfolk.gov.uk (NSCP formerly NSCB)

NCC – www.norfolkearlyhelp.org.uk

Please refer to Main School Prevent Policy regarding the Prevent Strategy 2018.

This policy was adopted at a meeting of	<u>Glebe House School & Nurseries</u>	name of setting
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)	_____	

