

Safeguarding and Child Protection Policy

Covid-19 Addendum

Gloucester Nursery School

January 2021



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1 Introduction

- 1.1 This addendum should be read alongside Gloucester Nursery School's Safeguarding and Child Protection Policy. It is for use during the partial school closures beginning on 5th January 2021.
- 1.2 Further information about the government's approach to COVID-19 can be found here: <https://www.gov.uk/coronavirus>.

2 Context

- 2.1 Following government guidance, that primary and secondary schools are closed to pupils on 5th January 2021, with the exception of children deemed to be 'vulnerable', or those with parent/s or carer/s who are critical workers. Although Gloucester Nursery School remains open for all children, numbers of children attending the nursery have been reduced considerably and only children of critical workers and those deemed as vulnerable currently attend.
- 2.2 Safeguarding and child protection remains an essential part of our duty of care to all children and we have a responsibility to safeguard children, whether they are on-site or staying at home. We understand that safeguarding, child protection and promoting the welfare of all children is everyone's responsibility and everyone has a role to play in protecting children. We continue to promote a culture of vigilance, where staff act immediately if they have safeguarding concerns about a child. We recognise that our school is part of a wider safeguarding system for children and work closely with other agencies to promote the welfare of children. We maintain an attitude of 'it could happen here' and will consider the wishes of, and at all times, what is in the best interests of each child.
- 2.3 The purpose of this addendum is to:
 - Ensure that children are protected from maltreatment or harm;
 - Promote safeguarding and child protection;
 - Demonstrate the school's commitment to keeping children safe whilst operating under emergency measures related to COVID-19;
 - Provide all members of staff with the information required to meet their safeguarding duty and protect children from harm during this time; and
 - Provide stakeholders with clear information relating to the school's safeguarding and child protection procedures during the COVID-19 outbreak.
- 2.4 All staff will be made aware of this addendum and updated regularly on further developments.
- 2.5 This addendum is reviewed and updated regularly to ensure that the school is compliant with:
 - all relevant legislation and statutory guidance;
 - government guidance relating to the COVID-19 outbreak¹; and
 - guidance from the Local Safeguarding Children Partnership.

¹ See <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak> for further details.

2.6 Scope

- 2.6.1 This policy applies to all staff, governors and contractors working in or on behalf of Gloucester Nursery School. All references in this document to 'staff' or 'members of' should be interpreted as relating to the aforementioned unless otherwise stated.
- 2.6.2 This policy applies to all staff, whether working on-site or at home.

3 The role of the Designated Safeguarding Lead

- 3.1 Gloucester Nursery School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.
 - The Designated Safeguarding Lead is: **JULIA MANN**
 - The Deputy Designated Safeguarding Lead is: **KERRY WRIGHT**
- 3.2 A trained Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will be available at all times during school hours (including during breakfast club and after school provision). Wherever possible, a trained DSL (or deputy DSL) will be available on site. Where this is not possible due to staff self-isolation, a trained DSL (or deputy DSL) will be available to be contacted via phone or video-conferencing (ZOOM). In this instance, an appropriate senior leader will take responsibility for safeguarding on site.
- 3.3 The DSL will continue to engage with social workers and attend all multi-agency meetings that can be done remotely.
- 3.4 Arrangements for contacting the DSL/DDSL will be shared with staff before 9am each day, as well as any relevant safeguarding and child protection updates and training.
- 3.5 The DSL and DDSL will keep up to date with the latest safeguarding information and guidance via e-bulletins, Local Authority e-bulletins and taking time to read and digest safeguarding developments.

4 Vulnerable Children

- 4.1 The school has given careful consideration to which children need to continue to attend school, in order to ensure children and staff are safe and to minimise the spread of COVID-19.
- 4.2 Each child has been considered on a case-by-case basis in consultation with any relevant external agencies and the Local Safeguarding Children Partnership (where necessary) to establish if a child should be on site.
- 4.3 The school adheres to government guidance on vulnerable children. The school considers children to be vulnerable and may need to attend if they:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child.
- have High Needs Funding or an education, health and care (EHC) plan.
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance, this might include:
 - children on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those living in temporary accommodation
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - others at the provider and Local Authority's discretion including children who need to attend to receive support or manage risks to their mental health².

4.4 We strongly encourage vulnerable children to attend.

4.5 There is a government expectation that children with a social worker will attend a provision unless, **in consultation with the child's social worker and family**, it is agreed this is not in the best interests of the child. Where parents/carers are concerned about the risk of the child contracting COVID-19, professionals will talk through these worries with the parent/carer following the advice set out by Public Health England.

4.6 All children with High Needs Funding and/ an EHC plan will be invited into school. Decisions about how individual children are supported to engage in education will be made in discussions with parents and all relevant professionals.

4.7 The Headteacher will ensure that children with special educational needs and disabilities continue to receive appropriate support.

4.8 If vulnerable children are not attending school, we will notify their social worker (if applicable) and agree the best way to keep in contact with them. The school will keep in contact with vulnerable children via (methods such as phone, Tapestry)

4.9 The school will check on vulnerable children, supporting their learning through Home Learning Packs, phone calls and through Zoom meetings with parents.

4.10 Gloucester Nursery School will continue to work with professionals involved with children and share relevant information with them such as social workers and early help workers. This is especially important during the COVID-19 period. This will include information about attendance and any welfare concerns.

² <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people>

- 4.11 If there is a safeguarding concern, this will be shared with the relevant professional as soon as possible.
- 4.12 If children have existing vulnerabilities but are not attending school, the school will phone weekly and liaise with social worker.
- 4.13 In the event that we have to temporarily stop on-site provision on public health advice, we will inform the Local Authority to discuss alternative arrangements for vulnerable children and work towards welcoming back children as soon as possible, where feasible to do so.
- 4.14 All children and their parents will be contacted via the phone every three weeks.

5 Attendance

- 5.1 At Gloucester Nursery School we are encouraging parents to keep their children at home, if they can, and with reduced staffing, remain open only for children of critical workers and those deemed to be vulnerable.
- 5.2 The school will record attendance in the usual school register. We will provide the Local Authority and the Department for Education (and with any commissioned provider in the case of Children in Care) with requested data as per local and government guidance.
- 5.3 The school will work with families and social workers to agree whether children should attend school or not. If it is agreed that a child should attend and they do not, the school will follow this up with parents/carers.
- 5.4 The school will follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend.
- 5.5 If children who should be attending school develop symptoms or are required to self-isolate, parent should inform the school immediately and they will be asked to remain at home. In the event that this happens, we will phone parents on a weekly basis.
- 5.6 The school will take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.
- 5.7 In all circumstances where a vulnerable child does not take up their place at the school, or discontinues, we will notify their social worker where applicable.

6 Children from other schools

- 6.1 In the event that children temporarily move to Gloucester Nursery School from another setting, we will request SEND and safeguarding and child protection information for that child, and details of support in place. This could include, but is not limited to, educational records, child protection files, Education and Health Care Plans (EHCPs), Child in Need Plans, Child Protection Plans, Personal Education Plans and details of professionals involved with the child.
- 6.2 For looked-after children, the change in school will be led and managed by the Virtual School Head with responsibility for the child (see front of policy for details) and the Designated Teacher for Looked-After and Previously Looked-After Children.
- 6.3 This information will be requested and should be sent to the school prior to the child's arrival
- 6.4 We will liaise closely with the Local Authority, the Virtual School and social workers in the event that a child moving to the school has either an Education Health Care Plan and/or is a Looked After Child.
- 6.5 Temporary sharing of safeguarding information for children will be communicated between the DSLs of both schools, transferred and signed for and destroyed when the child moves back to their home school.
- 6.6 We continue to operate under the Data Protection Act (2018) and the General Data Protection Regulation (GDPR). However, this is not be a barrier to sharing information for the purposes of keeping children safe and safeguarding information will be shared lawfully, as necessary.

7 Reporting a concern

- 7.1 All staff will continue to look out for any signs that indicate a child may be at risk, both on and off site, including online.
- 7.2 If a member of staff has any safeguarding concerns about a child, this will be reported to the DSL as soon as possible. In the event that the DSL or DDSL are unavailable staff can contact **Beccy Merritt** at Wallace Road Nursery School (head@wallaceroad.northants-ecl.gov.uk or phone on **01604 713422**)
 - If the concern is urgent, the member of staff will speak to a DSL in person or via phone if they are not on site, immediately.
 - In the event a member of staff cannot make contact with a DSL, this will not delay them taking immediate action to safeguard a child in line with school procedures.
 - Concerns will be recorded using existing school/college safeguarding processes as outlined in our Child Protection Policy.
 - Children are encouraged to report concerns to members of staff, or to a trusted adult at home.
 - Parents/carers are encouraged to report concerns via existing school system.

8 Allegations against staff

- 8.1 Gloucester Nursery School takes all allegations against staff seriously and will manage them in line with this policy, Part Four of Keeping Children Safe in Education (2020) and guidance from the Local Safeguarding Children Partnership.
- 8.2 If a concern or allegation of abuse arises against the Headteacher, it must be reported to the Chair of Governors without delay. In the event that the Chair of Governors is unavailable due to illness or other circumstance, concern must be reported to the Vice Chair of Governors.
- 8.3 If a concern or allegation of abuse arises against any member of staff other than the Headteacher, it must be reported to the Headteacher without delay. In the event that the Headteacher is unavailable due to illness or other circumstance, concern must be reported to the Chair of Governors.
- 8.4 Allegations of abuse against staff should be not discussed directly with the person involved.
- 8.5 The Headteacher or Chair of Governors should consider if the allegation meets the threshold for Local Authority Designated Officer (LADO) intervention.
- 8.6 Concerns relating to a position of trust issue will be referred to the Local Authority Designated Officer within 24 hours.
- 8.7 If a child has suffered abuse or harm, a referral for statutory intervention will also be made.
- 8.8 In the instances where an allegation is dealt with internally, the Local Authority Designated Officer will provide information and support to Gloucester Nursery School in managing the allegation.
- 8.9 The procedure for whistleblowing is outlined in The Whistleblowing Policy (on the school's website and available in the staffroom at the school).

9 Safeguarding training and staff induction

- 9.1 All existing school staff have had safeguarding training and have read part 1 and Annex A of Keeping Children Safe in Education (2020). The DSL will communicate with staff any new local arrangements, so all staff know what to do if they are worried about a child.
- 9.2 Where new staff are recruited to Gloucester Nursery School, they will continue to be provided with a safeguarding induction.
- 9.3 Staff will be made aware if any processes have changed with the sharing of this addendum and the DSL will communicate any changes to local processes directly.
- 9.4 All new staff will have an induction provided via the DSL and will be provided with a copy of the Gloucester Nursery School Child Protection and Safeguarding Policy and Covid-19 Addendum in addition to other documents outlined in Keeping Children Safe in Education (2020).

10 Safer recruitment, volunteers and movement of staff

- 10.1 It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.
- 10.2 When recruiting new staff, we will continue to follow the relevant safer recruitment processes including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020).
- 10.3 The school will adhere to all government guidance in relation to checking identification for the purposes of obtaining Disclosure and Barring Service checks and when conducting interviews.
- 10.4 If staff are deployed from another education or children's workforce setting to our school, we will adhere to all government guidance in checking their suitability to work in the school.
- 10.5 Gloucester Nursery 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. Full details can be found in paragraph 179 of Keeping Children Safe in Education (2020).
- 10.6 Gloucester Nursery School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per Part 3 of Keeping Children Safe in Education and the TRA's 'Teacher misconduct advice for making a referral'.
- 10.7 During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk
- 10.8 Gloucester Nursery School will continue to update the single central record and will log details of any risk assessment carried out on volunteers and temporary staff from other educational institutions.

11 Supporting children in school

- 11.1 Gloucester Nursery School is committed to ensuring the safety and wellbeing of all its children.
- 11.2 Gloucester Nursery School will be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to children ratio numbers are appropriate, to maximise safety.
- 11.3 Gloucester Nursery 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 handwashing and other measures to limit the risk of spread of COVID-19.

11.4 Gloucester Nursery School will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them.

12 Record keeping

12.1 As detailed in Keeping Children Safe in Education (2020), all concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. If in doubt about recording requirements, staff should discuss with the Designated Safeguarding Lead (or deputy).

12.2 We will review open cases regularly particularly during the duration of the partial school closure.

12.3 During school closure, staff at Gloucester Nursery School, will continue to maintain records.

12.4 In the event that the DSL/DDSL are offsite, or in the event that the safeguarding team are unable to work, members of staff will record discussions/events, share information with the DSL or DDSL or identified Headteacher from Wallace Road Nursery School, record feedback/actions and keep all information locked in their locker or the school safe, until they can pass it onto the safeguarding team

13 Peer on Peer/Child on Child Abuse

13.1 Gloucester Nursery School continues to recognise and respond to cases of peer on peer (child on child) abuse by considering each incident on a case-by-case basis and basing any intervention on usual processes outlined within Keeping Children Safe in Education (2020).

13.2 Gloucester Nursery School recognises that the current circumstances and the changeable nature of current Government guidance may mean that the school may need to adapt elements of the process in some cases to ensure that they are able to respond in line with Government advice when required.

13.3 The DSL will continue to consult as appropriate with multi-agency professionals to ensure that children's safety and wellbeing is not compromised when incidents of peer-on-peer abuse are brought to their attention.

13.4 During this time, staff will continue to be vigilant in reporting any concerns relating to peer on peer abuse to the DSL.

13.5 The school's revised approach to peer-on-peer abuse is informed by the principles set out in Part 5 of Keeping Children Safe in Education (2020).

14 Online safety and remote learning

14.1 The school recognises that continuing high quality pastoral support is vital to ensure that children are safe and supported. The school will provide remote pastoral support and education via: phone calls to parents and children, through the weekly Home Learning pack, and Tapestry observations.

- 14.2 The school recognises that children both on-site and off-site are vulnerable to abuse and radicalisation online. Children who are at home may be spending more time online and this increases their vulnerability.
- 14.3 Gloucester Nursery School recognises that additional safeguarding arrangements are required to ensure that children are safe online at this time.
- 14.4 All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with the Child Protection Policy addendum.
- 14.5 Where necessary, referrals will be made to LADO, children's social care and as required, the police.
- 14.6 Governors will review arrangements to ensure that they continue to be appropriate.
- 14.7 Online activity in school will continued to be monitored through our usual IT monitoring filtering systems.
- 14.8 Children who are not attending school. Within the newsletter, we have inserted procedures and parental guidelines for how to keep children stay safe online.
- 14.9 The school is legally required to provide suitable remote learning for children whilst they are out of school. We are using technology to deliver learning to pupils who are at home. In order to ensure that children are safe when learning online, the school have: advised parents on suitable websites for children, encouraged parents to supervise children when using IT.
- 14.10 Gloucester Nursery School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- 14.11 When delivering remote learning, staff at Gloucester Nursery School will:
- Use pre-recorded videos.
 - Ensure that all parents will receive a home learning pack weekly via Parent Mail.
- 14.12 If videos are taken for children, staff will ensure a professional environment is maintained. This means:
- All staff will wear suitable dress, use professional language, and ensure backgrounds of videos (pre-recorded) are neutral and appropriate.
 - Staff should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.
 - Where possible, other household members should not be in the background or in shot; if this unavoidable, they should follow appropriate language and behaviour expectations.
- 14.13 Children are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
- Childline: www.childline.org.uk

- UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>
- National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre

14.14 Use of staff personal devices, including mobile phones, will be managed in line with our existing mobile technology policy.

14.15 A list of useful sources of information relating to online safety is included in Appendix S of this addendum.

15 Supporting children learning at home

15.1 Gloucester Nursery School will continue to ensure the safety and wellbeing of all children that remain on the school roll.

15.2 All DSLs will continue to identify those vulnerable children that would benefit from Early Help as identified in KCSIE 2020, provide pastoral support and consider whether they would benefit from external support also.

15.3 There will be clear plans around how best to communicate with children who are identified as vulnerable, as well as those whom DSLs have concerns about who do not receive a statutory service.

15.4 This would include telephone contact and/or doorstep visits. The way that this communication is managed is at the discretion of the DSL.

15.5 Gloucester Nursery School and the Headteacher will work closely with all relevant agencies and professionals regarding safeguarding a child who is not on site.

15.6 Any plans will be reviewed regularly and if concerns become significant, the DSL will consider any requests for support if considered appropriate.

15.7 Gloucester Nursery School recognises that this is a difficult time for children who consider Gloucester Nursery School as a safe place and the current situation may impact on children's, staff and parent/carers' mental health.

15.8 The school will utilise its website and social media presence to ensure that safeguarding messages are shared with children and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.

Appendix A – Online Safety Resources

Support for schools implementing remote learning

- <https://swgfl.org.uk/resources/safe-remote-learning/>

Support for professionals when using videos and/or live streaming

- <https://static.lgfl.net/LgflNet/downloads/digisafe/Safe-Lessons-by-Video-and-Livestream.pdf>

Support for children and parents

- Childline – www.childline.org.uk
- UK Safer Internet Centre to report and remove harmful online content – www.reportharmfulcontent.com
- CEOP (to make a report about online abuse) – www.ceop.police.uk/safety-centre
- Internet Matters (for support for parents and carers to keep their children safe online – www.internetmatters.org
- London Grid for Learning (for support for parents and carers to keep their children safe online) – www.lgfl.net/online-safety/
- Net-aware (support for parents and carers from the NSPCC) – www.net-aware.org.uk
- Parent info (for support for parents and carers to keep their children safe online) – www.parentinfo.org
- Thinkuknow (advice from the National Crime Agency to stay safe online) – www.thinkyouknow.co.uk
- UK Safer Internet Centre (advice for parents and carers) – <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>