



# Hulme Hall Pre-School

## COVID-19 closure arrangements for Safeguarding and Child Protection

### Context

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

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

Hulme Hall Pre-School re-opened on the 10<sup>th</sup> of June for a limited number of children and will open for all children on Thursday 3<sup>rd</sup> September.

This addendum of Hulme Hall Pre-School's Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

### Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	H.Khinda	01614853524	<a href="mailto:h.khinda@hulmehallschool.org">h.khinda@hulmehallschool.org</a>
Deputy Designated Safeguarding Leads	B. Leonard	01614853524	<a href="mailto:b.leonard@hulmehallschool.org">b.leonard@hulmehallschool.org</a>

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## **Attendance monitoring**

### **Attendance of Vulnerable Children**

While the setting is closed to the majority of children, vulnerable children may still need to attend a childcare setting because they require a safe place, or their needs cannot be properly catered for at home. The attendance information for vulnerable children will be recorded on a daily basis and reported to the local authority using the attendance record form and returned to [eypt@stockport.gov.uk](mailto:eypt@stockport.gov.uk).

### **Children of concern who do not meet the 'vulnerable' definition.**

The setting may also have children about whom there are concerns, however they do not have a social worker or an Education, Health and Care (EHC) Plan so do not meet the criteria of a 'vulnerable' child. With these children the setting still feels that contact should be maintained to ensure safety and welfare can be monitored as best as practically possible.

### **All other Children**

While the setting is closed, we still have a duty of care to keep our children safe. The following measures have been implemented to ensure that contact with children is maintained and setting staff can maintain oversight of their welfare as best as practically possible.

Preventing the impairment of a child's health or development remains a key part of our safeguarding responsibilities. In these uncertain and fast-changing circumstances with COVID-19, there are concerns that the physical and mental health of children and adults will be affected.

We will keep in contact with children through newsletters to parents, email correspondence, via the child's digital learning journal and phone calls to our most vulnerable families so that their welfare can be monitored regularly. Relationships with parents are key so that we are fully informed before school re-starts of any unmet needs a child may have.

We have also created a learning from home section on the school website to support our families with Covid-19 and the impact it may have on young children.

We will also signpost parents and staff to other resources to support good mental health at this time. Some parents have already found 'Mind Matters' to be a useful source of information.

Hulme Hall Pre-School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when using virtual communication, especially where webcams are involved:

- Staff must only use platforms specified by senior managers
- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- Language must be professional and appropriate, including any family members in the background.
- Staff should record, the length, time, date and attendance of any sessions held.

If staff have any concerns about a child, they will follow the standard reporting procedure outlined in the main body of our Safeguarding and Child Protection Policy.

## **Designated Safeguarding Lead**

Hulme Hall Pre-School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Harjinder Khinda

The Deputy Designated Safeguarding Lead is: Bethany Leonard

The optimal scenario is to have a trained DSL (or deputy) available on site.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, or other safeguarding systems and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the setting.

It is important that all Pre-School staff and volunteers have access to a trained DSL (or deputy). On each day, the staff on site will be made aware of who that person is and how to contact them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can where necessary and **in exceptional circumstances** be done remotely.

## **Reporting a concern**

Due to the current Covid-19 pandemic a review of existing pathways / referrals into the Multi Agency Safeguarding Support Hub (MASSH) has taken place. The MASSH online referral form has been made temporarily unavailable. This is to ensure that we have consistency of information, are able to have a conversation at the earliest opportunity to provide immediate support and signpost and ensure that any potential information technology issues do not delay access to children's services.

### **During this time the MASSH will be operating a telephone referral system.**

Members of the public and **professionals should call 0161 217 6028 (8.30 – 17.00 Monday to Thursday 8.30 – 16.30 Friday) or 0161 718 2118 (evenings / overnight and weekends)** to report concerns for a child's welfare or to seek support for a child and/or family in need of support and is struggling. This change came into effect from 8.30am on Monday 30 March 2020. Once the referral/notification of information has been accepted it will be triaged by the First Response social work team or early help services depending of the level of need identified.

All calls will be answered by a skilled and trained referral and information officer or a social worker;

- It is expected that the person with parental responsibility has consented to the information being shared unless it is felt doing so would increase risk of harm to the child or young person.
- If you believe a child is at immediate risk of harm the Police should be called on 999
- Prior to making the call detailed of the child need to be known (name, address, d.o.b. etc).

Where staff have a concern about a child, they should follow the standard reporting procedure outlined in the main body of our Safeguarding and Child Protection Policy.

### **Staff are reminded of the need to report any concern immediately and without delay.**

Where staff are concerned about an adult working with children in the setting, they should follow the standard reporting procedure outlined in the main body of our Safeguarding and Child Protection Policy.

Concerns around the Head of Pre-School should be directed to the Head Teacher.

## **Allegations against Adults working with Children**

Any staff member who works in the setting will be aware of the process for sharing concerns about colleagues or other adults who works with children in regulated activity. In our setting they will report these concerns directly to the Head of Pre-School as soon as practically possible, ideally face to face, however during challenging times that may not always be possible, and a telephone call is also acceptable.

It is made clear to staff in training, induction and in our Whistleblowing Policy that they should not consult or speak of the concern/allegation with other parties, without the expressed permission of the Head of the Pre-School so as not to damage the integrity of any potential investigation, nor tarnish the reputation of colleagues prior to any due process.

## **Contacting the Local Authority Designated Officer (LADO)**

Contact methods for the LADO remain the same with all LADO referrals being made to Gill Moore 0161 474 5657

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

All existing staff have had safeguarding training. The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter setting name, they will continue to be provided with a safeguarding induction and appropriate supervision.

## **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 apply stringent standards.

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.

We will continue to follow the statutory duty to refer to the LADO/ DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult.

## **Online safety**

Where children are not physically attending School, we will consider the safety of our children when they are asked to work online. However, because our children are very young, any ideas for home learning are sent out to their families rather than the children themselves.

We will continue to communicate with parents the importance of children being safe online. Families will be signposted to the information about internet safety on our school website

## **Peer on Peer Abuse**

We recognise that during the Covid-19 arrangements a revised process may be required for managing any report of such abuse and supporting victims.

## **Our continued commitment**

Hulme Hall Pre-School will continue to be a safe space for all children to attend and flourish. The Head of Pre-School will ensure that appropriate staff are on site and staff to child ratio numbers are appropriate, to maximise safety.

We will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

We will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded accurately and in a timely way.

Where Hulme Hall Pre-School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we will review, and risk assess our position.

