



## COVID-19 School Closure Arrangements for Safeguarding and Child Protection at Cookham, Maidenhead and The Lawns Nursery School Federation

### Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools 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.

This addendum of the Cookham, Maidenhead and The Lawns Nursery School Federation Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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## Key Contacts

### Cookham Nursery School

	Name	Email
Designated Safeguarding Lead	Sarah Cottle	cotts044@rbwm.org.uk
Deputy Designated Safeguarding Lead	Fiona Greenwood	sansf002@rbwm.org.uk
Co-Headteacher	Sarah Cottle	cotts044@rbwm.org.uk
Chair of Governors	Nicola Scannell	nicola.rogers5@btinternet.com
Safeguarding Governors	Claire Leach Gill Cocklin	g.cocklin@hotmail.com claireleach2005@yahoo.co.uk

### Maidenhead Nursery School

	Name	Email
Designated Safeguarding Lead	Helen McHale	mchah001@rbwm.org.uk
Deputy Designated Safeguarding Leads	Hannah Diplock Amy Crowle Lesley Cutting	willh285@rbwm.org.uk crowa067@rbwm.org.uk cuttl001@rbwm.org.uk
Co-Headteacher	Helen McHale	mchah001@rbwm.org.uk
Chair of Governors	Nicola Scannell	nicola.rogers5@btinternet.com
Safeguarding Governors	Claire Leach Gill Cocklin	g.cocklin@hotmail.com claireleach2005@yahoo.co.uk

### The Lawns Nursery School and Pre-Nursery

	Name	Email
Designated Safeguarding Lead	Sarah Cottle Helen McHale	cotts044@rbwm.org.uk mchah001@rbwm.org.uk
Deputy Designated Safeguarding Leads	Val Thomas Caroline White	thomv004@rbwm.org.uk deputies.lawnsprenursery@rbwm.org.uk
Co-Headteachers	Helen McHale Sarah Cottle	mchah001@rbwm.org.uk cotts044@rbwm.org.uk
Chair of Governors	Nicola Scannell	nicola.rogers5@btinternet.com
Safeguarding Governors	Claire Leach Gill Cocklin	leacc65@rbwm.org.uk cockg001@rbwm.org.uk



## Vulnerable Children

Vulnerable children include

- children who have a social worker;
- children 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 continue to be offered a nursery in order to meet their needs, or whether they can safely have their needs met at home. Many children and young people with EHC plans can safely remain at home.

Senior leaders, especially 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

Cookham, Maidenhead and The Lawns Nursery School Federation 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 virtual school head (VSH) for looked-after and previously looked-after children. The Designated safeguarding Leads will be responsible for this.

In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Cookham, Maidenhead and The Lawns Nursery School Federation will explore the reasons for this directly with the parent and support their decision if appropriate. Where parents are concerned about the risk of the child contracting COVID19, Cookham, Maidenhead and The Lawns Nursery School Federation or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Cookham, Maidenhead and The Lawns Nursery School Federation will encourage and assist our vulnerable children to attend a Nursery.

## Attendance Monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

Cookham, Maidenhead and The Lawns Nursery School Federation and social workers will agree with parents/carers whether children in need should be attending school – Cookham, Maidenhead and The Lawns Nursery School Federation will then follow up on any children that they were expecting to attend, who does not. Cookham, Maidenhead and The Lawns Nursery School Federation 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.



### **How Will This Look in Your Federation?**

To support the above, Cookham, Maidenhead and The Lawns Nursery School Federation will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at Nursery, or discontinues, Cookham, Maidenhead and The Lawns Nursery School Federation will notify their social worker.

### **Designated Safeguarding Lead**

Cookham, Maidenhead and The Lawns Nursery School Federation has a Designated Safeguarding Lead (DSL) and a Deputy DSL for each Nursery (see key contacts). If children are on site:

- the optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone/email;
- 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.

It is important that on each day, all staff on site are aware of who that person is and how to speak to them.

The DSL's will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

### **Reporting a Concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report.

Staff should call and mail the Designated Safeguarding Lead to ensure that the concern is received.

***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 school, they should escalate the Whistleblowing policy and to report the concern to the Co-Headteacher(s).

Concerns around the Co-Headteacher(s) should be directed to the Chair of Governors:



## 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 school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

If staff are deployed from another education or children’s workforce setting to our 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 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 relating to that individual.

## 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, Cookham, Maidenhead and The Lawns Nursery School Federation will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

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.

Cookham, Maidenhead and The Lawns Nursery School Federation 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 at paragraph 163 of KCSIE.

Cookham, Maidenhead and The Lawns Nursery School Federation will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA’s “Teacher misconduct advice for making a referral”.

***During the COVID-19 period all referrals should be made by emailing***  
Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff will be on site, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Cookham, Maidenhead and The Lawns Nursery School



Federation will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

### **Online Safety in Schools**

Cookham, Maidenhead and The Lawns Nursery School Federation will continue to provide a safe environment, including online. This includes the use of an online filtering system.

### **Supporting Children not in School**

Cookham, Maidenhead and The Lawns Nursery School Federation is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child to be on the edge of social care support, they should ensure that a regular communication with the family is maintained. Records of contact should be maintained. Any concerns should be reported immediately to the DSL.

The Federation will share safeguarding messages on its website and social media pages.

Cookham, Maidenhead and The Lawns Nursery School Federation recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of children and their parents/carers. Teachers at Cookham, Maidenhead and The Lawns Nursery School Federation need to be aware of this in setting expectations of children’s learning where they are at home.

Cookham, Maidenhead and The Lawns Nursery School Federation 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 following usual procedures.

### **Supporting Children in School**

Cookham, Maidenhead and The Lawns Nursery School Federation is committed to ensuring the safety and wellbeing of all its children.

Cookham, Maidenhead and The Lawns Nursery School Federation will continue to be a safe space for all children to attend and flourish. The Co-Headteachers will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Due to the age of our children 2-4 year olds Cookham, Maidenhead and The Lawns Nursery School Federation are unable to implement social distancing but will refer to the Government guidance for education and childcare settings on how to and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.



Cookham, Maidenhead and The Lawns  
Nursery School Federation



Where Cookham, Maidenhead and The Lawns Nursery School Federation has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – it may be necessary to close the Nursery School(s) for temporary periods of time.

**Peer on Peer Abuse**

Cookham, Maidenhead and The Lawns Nursery School Federation recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

The school will listen and work with children, parents/carers and any multiagency partner required to ensure the safety and security of that child.

*Concerns and actions must be recorded and appropriate referrals made.*

**Approved by:** Helen McHale and Sarah Cottle

**Signed by Chair of Governors:** .....

**Date:** 1<sup>st</sup> April 2020