



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

### Context

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	sarahcottle@eyfed.org.uk
Deputy Designated Safeguarding Lead	Fiona Greenwood	fionagreenwood@eyfed.org.uk
Co-Headteacher	Sarah Cottle	sarahcottle@eyfed.org.uk
Chair of Governors	Gill Cocklin	gillcocklin@eyfed.org.uk
Safeguarding Governors	Gill Cocklin Eddie Neighbour	gillcocklin@eyfed.org.uk eddieneighbour@eyfed.org.uk

### Maidenhead Nursery School

	Name	Email
Designated Safeguarding Lead	Helen McHale	helenmchale@eyfed.org.uk
Deputy Designated Safeguarding Leads	Hannah Diplock Amy Crowle Lesley Cutting	hannahdiplock@eyfed.org.uk amycrowle@eyfed.org.uk lesleycutting@eyfed.org.uk
Co-Headteacher	Helen McHale	helenmchale@eyfed.org.uk
Chair of Governors	Gill Cocklin	gillcocklin@eyfed.org.uk
Safeguarding Governors	Gill Cocklin Eddie Neighbour	gillcocklin@eyfed.org.uk eddieneighbour@eyfed.org.uk

### The Lawns Nursery School and Pre-Nursery

	Name	Email
Designated Safeguarding Lead	Sarah Cottle Helen McHale	sarahcottle@eyfed.org.uk mchah001@rbwm.org.uk
Deputy Designated Safeguarding Leads	Val Thomas Sarah Jones Caroline White	valthomas@eyfed.org.uk sarahjones@eyfed.org.uk carolinewhite@eyfed.org.uk
Co-Headteachers	Helen McHale Sarah Cottle	helenmchale@eyfed.org.uk sarahcottle@eyfed.org.uk
Chair of Governors	Gill Cocklin	gillcocklin@eyfed.org.uk
Safeguarding Governors	Gill Cocklin Eddie Neighbour	gillcocklin@eyfed.org.uk eddieneighbour@eyfed.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.

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

In the event of a school/bubble closure, the Co-headteachers will continue to complete the DFE return.

## Contact with our Families

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 the event of a school/bubble closure, Cookham, Maidenhead and The Lawns Nursery School Federation will notify the social workers of vulnerable children so that they are aware that the Nursery bubble is closed and that the children are not able to attend.



## 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 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

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (KCSIE; updated September 2021). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

## 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, September 2021.

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 329 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 143 of KCSIE and the TRA’s “Teacher misconduct advice for making a referral”.

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 250 to 256 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 when the School/Bubble is closed**

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.

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.



Cookham, Maidenhead and The Lawns  
Nursery School Federation



**Peer on Peer Abuse**

Cookham, Maidenhead and The Lawns Nursery School Federation recognises that during the school or bubble 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 Safeguarding 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/FGB

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

**Date:** 28<sup>th</sup> September 2021