



**Safeguarding and Child Protection Policy  
COVID-19 school arrangements for**

**Cambridge Nursery Federation**

Updated: January 2021

This revised addendum of the Cambridge Nursery Federation Safeguarding and Child Protection Policy contains details of our individual safeguarding arrangements when schools need to close due to a lockdown, to protect all children, whether attending school or remaining at home, from harm and abuse.

Cambridge Nursery Federation is committed to ensuring the safety and wellbeing of all its students and will ensure compliance with Keeping Children Safe in Education (KCSIE) which remains in force throughout the response to coronavirus (COVID-19).

Early Years Settings will remain open to all children as advised by government guidance 'National lockdown: Stay at Home', 4.1.21. Where it is not possible for children to attend, regular contact will be made by the setting to those with vulnerabilities (see 'Supporting Vulnerable Children' section of this document).

Cambridge Nursery Federation is operating within the following national guidance:

- Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak Implementing Protective Measures in Education and Childcare Settings: Department for Education (DfE), 30.12.20
- National lockdown: Stay at Home: HM Government, 4.1.21

Cambridge Nursery Federation has a COVID-19 Risk Assessment that is regularly reviewed and updated in line with national guidance.

The following safeguarding principles therefore remain unchanged:

- The best interests of children must always continue to come first;
- If anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately;
- A DSL or deputy should be available;
- It is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children;
- Children should continue to be protected when they are online.

## Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Mrs Amanda Bannister	01223 508790 01223 712168	<a href="mailto:head@cnf.cambs.sch.uk">head@cnf.cambs.sch.uk</a>
Deputy Designated Safeguarding Leads	Miss Louise Bedford Mrs Gill Learmond Ms Janey Morrison	01223 508790 01223 508790 01223 712168	<a href="mailto:lbedford@brunswick.cambs.sch.uk">lbedford@brunswick.cambs.sch.uk</a> <a href="mailto:glearmond@colleges.cambs.sch.uk">glearmond@colleges.cambs.sch.uk</a> <a href="mailto:jmorrison@colleges.cambs.sch.uk">jmorrison@colleges.cambs.sch.uk</a>
Headteacher	Mrs Amanda Bannister	01223 508790	head@cnf.cambs.sch.uk
Joint Chairs of Governors	Mr Chris Willis Pickup Mrs Carolyn Purser	Via school office 01223 508790	office@brunswick.cambs.sch.uk
Safeguarding Governor	Mrs Carolyn Purser	Via school office 01223 508790	office@brunswick.cambs.sch.uk
Designated Teacher – Looked After Children	Mrs Amanda Bannister	01223 508790	head@brunswick.cambs.sch.uk

## Supporting Children In School

Cambridge Nursery Federation is committed to ensuring the safety and wellbeing of all its students.

Cambridge Nursery Federation will refer to the Government guidance for education and childcare settings on how to implement protective measures including social distancing: [implementing protective measures in education and childcare settings](#)

The school continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of Covid-19.

Cambridge Nursery Federation will continue to be a safe space for children to attend and flourish. Supporting pupil wellbeing will be at the forefront of our approach. Staff will talk to the children about any changes to the school day in an age appropriate manner, acknowledge and listen to pupil anxieties and support children to understand altered routines.

Cambridge Nursery Federation recognises that the current circumstances may adversely affect the mental health of children and their parents. School staff have been briefed to look out for changes in behaviour or in a child's emotional state, which could range from being excessively clingy, fearful, withdrawn or aggressive. As always, pupil wellbeing is at

the heart of our work, and school staff will seek to provide appropriate support for pupils both in school and where required from specialist services.

Cambridge Nursery Federation recognises that for some children, home may not be a safe space. School staff have been reminded of the need to respond sensitively to pupils' differing experiences. School staff have been asked to be particularly vigilant for signs and indicators that a child may have experienced/be experiencing abuse or neglect. School staff have been trained about how to handle a disclosure from a child, and understand that any safeguarding concerns, including those that relate to the period of school closure, must be referred immediately to the Designated Safeguarding Lead (or deputies) in the usual way.

Cambridge Nursery Federation will ask parents and carers to ensure that all personal details held by the school, such as emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. At this time, parents and carers will also be asked to advise the school if there are any changes regarding the child's welfare, health and wellbeing that it would help school to be made aware of. Where the school is aware of particular circumstances affecting a child or family, such as bereavement, a relationship breakdown, an incident of domestic violence, this will be shared with staff on a need-to-know basis so that children can be best supported.

### **Supporting Children Not in School**

Cambridge Nursery Federation is committed to ensuring the safety and wellbeing of all its children and young people.

Cambridge Nursery Federation recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers.

Details of this plan will be recorded, as should a record of all contact made.

If we are unable to contact a child about whom there have been concerns after a reasonable number of attempts, we may need to seek further advice about safe and well checks.

### **Vulnerable children**

Vulnerable children include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan and it is determined, following risk assessment ([risk assessment guidance](#)), that their needs can be as safely or more safely met in the educational environment
- have been assessed 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 and young people on the edge of receiving support from children's social care services, adopted

children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the school and local authority's discretion

Senior leaders, especially the Designated Safeguarding Lead (and deputies) know who our most vulnerable children are. They have the flexibility to offer a place to those about whom there have been concerns but not currently open to Social Care.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Cambridge Nursery 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 lead person for this will be: Amanda Bannister

In the event of closure there is an expectation that vulnerable children who have a Social Worker will attend an education setting, unless the child/household is shielding or clinically vulnerable. 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 Cambridge Nursery Federation will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, Cambridge Nursery Federation or the Social Worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Cambridge Nursery Federation will encourage our vulnerable children and young people to attend school.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Cambridge Nursery Federation will notify their Social Worker.

### **Maintaining Contact with Vulnerable Children Not Currently Attending**

We recognise that some children will not be attending our setting due to current government restrictions. Other reasons for not attending may include self-isolation, shielding or parental choice.

If our setting is closed or vulnerable children are absent the Designated Safeguarding Lead (DSL) or a Deputy Designated Safeguarding Lead (DDSL) should contact other relevant professionals to make them aware and agree any further action required. For children who are currently on a Child Protection Plan (CP), there should be daily contact, ideally by phone. If there are any concerns, the DSL should contact the child's social worker as normal.

For children open to Social Care under Child in Need (CIN), the contact should be 2-3 times a week.

For all other vulnerable children, there should be weekly contact and depending on the child's individual circumstances, more frequently if required.

In exceptional circumstances, where a phone call may not suffice there may need to be some face-to-face contact, consider using Skype or similar platform.

### **Attendance monitoring**

Cambridge Nursery Federation will continue to follow up with any parent/carer if they were expecting the child to attend and they subsequently do not attend school. Non-attendance will be followed up in line with the school's normal attendance protocols.

Cambridge Nursery Federation will continue to inform Children's Social Care if a child with a Social Worker does not attend school either in person or remotely.

### **Designated Safeguarding Lead Arrangements**

Cambridge Nursery Federation has a Designated Safeguarding Lead (DSL) and six Deputy DSL's.

The Designated Safeguarding Lead is; Amanda Bannister

The Deputy Designated Safeguarding Lead/s are: Miss Louise Bedford, Mrs Kelly Scholefield, Mrs Gill Learmond, Ms Janey Morrison, Mrs Helen Hutson, Miss Charlotte Sizer

We will endeavour to have a trained DSL (or deputy) available on site. Where this is not possible, a trained DSL (or deputy) will be available to be contacted via phone or 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 all Cambridge Nursery Federation staff and volunteers have access to a trained DSL (or deputy). All 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 are being held remotely.

### **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school 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 school, they should report the concern to the Headteacher according to the Safeguarding and Child Protection Policy. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email to the Headteacher.

Concerns around the Headteacher should be directed to the joint Chairs of Governors:  
Mr Chris Willis Pickup and Mrs Carolyn Purser

### **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, Cambridge Nursery 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 (2020).

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.

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

There is no requirement to obtain a new DBS check for returning staff who have continued to be employed but have not been working in regulated activity during partial school closures. If for any reason the school have concerns about an individual, new checks will be obtained in the usual way.

Where Cambridge Nursery Federation are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Cambridge Nursery 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 179 of KCSIE.

Cambridge Nursery 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.

During the COVID-19 period all referrals should be made by emailing  
[Misconduct.Teacher@education.gov.uk](mailto: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/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Cambridge Nursery Federation will continue to keep the single central record (SCR) up to date as outlined in paragraphs 164 – 171 in KCSIE.

### **Online safety in schools and colleges**

Cambridge Nursery Federation will continue to provide a safe environment, including online.

Children may be currently using the internet more. Staff will be aware of the signs and indicators of [cyberbullying](#) and [other risks online](#) and apply the same child-centred safeguarding practices as when children were attending the setting.

The setting continues to ensure [appropriate filters and monitors are in place](#)

Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the setting's staff code of conduct and importance of using setting systems to communicate with children and their families.

Where students are using computers in school, appropriate supervision will be in place.

Cambridge Nursery Federation will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

### **Radicalisation**

School staff have received training about Prevent.

The school has a Prevent Lead: Amanda Bannister. All school staff are aware of the need to treat concerns about radicalisation as safeguarding concerns, and immediately share them with their Designated Safeguarding Lead (or deputies). DSLs continue to refer concerns about radicalisation to partner agencies, including Channel Panel which remains operational, in line with usual procedures.

The Department for Education has also published information here on [Prevent management support for schools and colleges](#).

### **New children at the setting**

Where children join our setting from other settings we will require confirmation from the DSL whether they have a Child Welfare File or SEN statement/EHCP. This file must be provided securely **before** the child begins at our setting and a call made from our DSL to the placing school/setting's DSL to discuss how best to keep the child safe. In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed social worker. Safeguarding information about children placed in our setting will be recorded using our safeguarding system. Information will be securely copied

to the placing setting/school DSL and will be securely returned to the placing setting on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

**This policy has been remotely approved by Governors on 27 January 2021 and is available on the school website.**