

**THIS POLICY IS TO BE USED IN CONJUNCTION WITH OUR ADJOINING RISK ASSESSMENT
(ONGOING)**

Purpose of the policy:

As the government states: “These are very challenging times for our country. Measures put in place to reduce the spread of coronavirus (COVID-19) have been hard for us all, but have kept people safe and saved lives. Keeping people safe continues to be the government’s priority.”

This policy addresses all of the key issues in terms of re-opening as a Pre-School setting. It seeks to support our children, families and staff team, to deliver an approach in the safest way possible, focusing on measures we can put in place to help limit risk of the virus spreading. At the point the Government think it is appropriate for more children and young people to return to settings, we will revise this policy.

“From the week commencing 1 June 2020 at the earliest, we will be asking primary schools to welcome back children in Nursery, Reception, year 1 and year 6, alongside priority groups. We are also asking nurseries and other early years providers, including childminders, to begin welcoming back all children.” (Guidance: Actions for education and childcare settings to prepare for wider opening from 1 June 2020: Published 11 May 2020)

“What the latest science tells us”

- Severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (COVID-19):
- The age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (COVID-19)
- Numbers of children going back – which needs to be limited initially then increased gradually as the science permits
- Systems to reduce the size of the groups coming into contact with each other – such as smaller class sizes spread out across settings

Communicating our plans/ policies:

We will:

- Tell our children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)
- Tell our parents that if their child needs to be accompanied to Pre-School, only one parent should attend
- Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)

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- Talk to our staff team about our plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- Communicate early with our contractors and suppliers that will need to prepare to support our plans for opening, for example, cleaning, catering, food supplies, hygiene suppliers
- Discuss with our cleaning contractors and the staff team the additional cleaning requirements and agree additional hours to allow for this if necessary

Expectations of the staff team:

The team will be expected to return to work as they are a critical worker and their children can attend school/ settings.

- **What if employees do not want to come to work due to fears of being exposed to the virus (or risk spreading it to others)?**

If a member of the team does not want to come to work due to fears of being exposed to the virus (or risk spreading it to others) we would ask them to do so, if their work is essential and they do not fall into any of the vulnerable categories, underlined in the protective measures section. If they refuse we would begin a period of unauthorised absence. Under these circumstances it would be likely to be most pragmatic to agree a period of unpaid leave.

- **What if employees need to take time off to care for dependants?**

Staff would be entitled to a reasonable period of time off work to care for dependants in an unexpected event or emergency. If they have children they may need to look after them and arrange further childcare because schools and childcare facilities are closed. The expectation is that their children attend a setting as they would be deemed as key workers. Staff may also need to help their child or dependant if they are ill, or have to self-isolate or go into hospital. There will be no statutory right to be paid for this time off.

- **What if a staff member falls ill at work?**

If an staff member becomes ill with symptoms of coronavirus at work, they would be sent home and advised to follow the stay at home guidance. They should not visit the GP, hospital or pharmacy. If their life is at risk or if they are seriously ill or injured then a member of staff would call 999.

The new Statutory Sick Pay (General) (Coronavirus Amendment) Regulations 2020 (SI 2020/287) state that an employee self-isolating in accordance with government guidance is entitled to SSP - even if they are not showing any symptoms. The government has stated that SSP will be paid from day one as part of its emergency coronavirus legislation where an employee is self-isolating. The Chancellor also announced in the Budget delivered on 11 March 2020 that the government will reimburse small employers (those with less than 250 employees) any SSP paid to employees for the first 14 days of sickness absence.

- **Where staff choose to self-isolate:**

If a member of staff chooses to self-isolate (but not in accordance with government guidance or medical advice) and is not working or available to work, then they will not be entitled to SSP.

Group sizes and who can return to Pre-School:

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In order to allow small groups of children to be kept at a safe distance apart, Pre-School will exercise judgement in ensuring the highest standards of safety are maintained, this may mean it may be necessary to introduce a temporary cap on numbers to ensure that safety is prioritised. Current guidance is no more than 10.

We will focus first on continuing to provide places for our Pre-School year, key worker and vulnerable children followed by the younger age groups in order to support children's early learning. Group sizes and the subsequent growth of will be continuously monitored and any changes on when other groups can return, parents will be informed of.

"Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered". (Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings: Published 11 May 2020)

We will:

- Ensure that our children are in the same small groups at all times each day and that different groups are not mixed during the day, or on subsequent days to the best of our ability
- Ensure that the same staff team member(s) are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days
- Ensure that wherever possible our children use the same room throughout the day, with a thorough cleaning of the rooms at the end of the day with staff cleaning surfaces .. and toys after the PM session and then by the contractor cleaners when Pre-School is closed

We will constantly consider how we integrate our children from these eligible groups who are attending and remain flexible to make the right decision for our circumstances on how they are looked after, learn and are supported in Pre-School.

If we are unable to staff a particular bubble group due to circumstances beyond our control then the bubble group will have to close. The Leader Manager would inform the relevant parents of the closure as soon as possible and practical. The Leader Manager would also keep the bubble group informed as to when the group would be able to open back up and the reasoning for the closer. There will be no reimbursement in fees if a bubble group closes.

Timetabling:

We will look at our timetable and decide how our groups and activities will be delivered. We will consider:

- Which activities could take place outdoors
- Use the timetable and selection of our learning environment to reduce movement around Pre-School and the church building
- Stagger break times (including lunch), so that all children are not moving around the Pre-School at the same time
- Stagger drop-off and collection times that minimise adult to adult contact

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- Consider how to keep our small groups of children together throughout the day and to avoid having larger groups of children mixing
- Consider how our play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously
- Remove unnecessary items from our rooms and other learning environments where there is space to store it elsewhere
- Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)
- Consider how our children arrive at Pre-School

Protective measures:

To prevent the spread of coronavirus, we will use a range of protective measures to create a safer environment in which the risk of spreading the virus is substantially reduced at Pre-School. Our changes may be likely to look different to other settings, as each depends upon individual circumstances. This policy is designed to minimise risks to our children, families and staff here at BMC.

The policy will directly address the risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control the risks for our children and staff. We will consult with our team on health and safety so they are fully aware.

One of the protective measures, as stated, we can take to reduce transmission is to have smaller group sizes. We will mix in these small groups and keep groups away from other people and groups to the best of our ability, still maintaining the staff to child ratios.

Early years age children cannot be expected to remain 2m apart from each other and staff so this policy takes this into account. We will therefore work through a hierarchy of measures set out in our policy guidance, this will be referred to later:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

It is still important to reduce contact between children and staff as far as possible, so as part of the phased return to Pre-School Attendance:

No one with symptoms should attend Pre-School for any reason. Eligible children (i.e. those laid out under who can return) will be “strongly encouraged to attend” in line with government policy, unless they are self-isolating or they are clinically vulnerable.

We will not take children’s temperatures on arrival at Pre-School. “Routine testing of an individual’s temperature is not a reliable method for identifying coronavirus.” (Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings: Published 11 May 2020) Parents would need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. If anyone in the

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household develops a fever or a new continuous cough they would be advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).

Children who are considered extremely clinically vulnerable and shielding should continue to shield and will not be expected to attend.

Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A minority of children will fall into this category, and parents should follow medical advice if their child is in this category.

Children who live in a household with someone who is extremely clinically vulnerable and shielding should only attend if stringent social distancing can be adhered to and the child is able to understand and follow those instructions.

Children who live with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the social distancing guidance and including those who are pregnant, can attend.

In line with Government guidelines we would be eligible for testing if any children or staff members become ill with coronavirus symptoms, as will members of their household. This will enable children and young people to get back to childcare or education, and their parents or carers to get back to work, if the test proves to be negative. A positive test will ensure rapid action to protect their classmates and staff in their setting. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.

What happens if someone becomes unwell at Pre-School?

If anyone becomes unwell with a new, continuous cough or a high temperature at Pre-School, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

“Main messages: (Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection)

If you have symptoms of coronavirus (COVID-19), however mild, OR you have received a positive coronavirus (COVID-19) test result, the clear medical advice is to immediately self-isolate at home for at least 7 days from when your symptoms started. Do not go to a GP surgery, pharmacy or hospital. You should arrange to have a test to see if you have COVID-19 – go to testing to arrange.

Consider alerting the people that you have had close contact within the last 48 hours to let them know you have symptoms of coronavirus COVID-19.

Following a positive test result, you will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts

After 7 days, or longer, if you still have symptoms other than cough or loss of sense of smell/taste, you must continue to self-isolate until you feel better.

You do not need to self-isolate if you only have a cough or loss of sense of smell/taste after 7 days, as these symptoms can last for several weeks after the infection has gone. See the ending isolation section below for more information.

If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for at least 7 days. All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill. See the explanatory diagram.

Staying at home for 14 days will greatly reduce the overall amount of infection that people in your household could pass on to others in the community.

If anyone else in the household starts displaying symptoms, they must stay at home for at least 7 days from when their symptoms appeared, regardless of what day they are on in their original 14-day isolation period. The ending isolation section below has more information, and see the explanatory diagram.

If you have symptoms, you should stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you continue to share a household.

Reduce the spread of infection in your home by washing your hands regularly for 20 seconds using soap and water, or use hand sanitiser, and cover coughs and sneezes.

If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the NHS 111 online coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.

If you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you must follow the same guidance on self-isolation again. The section below (After ending self-isolation and/or household-isolation) has further information.”

If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE would be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

Reference to PPE in the following situations means: fluid-resistant surgical face masks, disposable gloves, disposable plastic aprons, eye protection (for example a face visor or goggles)

Where PPE is recommended, this means that: a facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus. If contact is necessary, then gloves, an apron and a facemask should be worn. If a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn. When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.

Face masks must:

cover both nose and mouth

not be allowed to dangle around the neck

not be touched once put on, except when carefully removed before disposal

be changed when they become moist or damaged

be worn once and then discarded - hands must be cleaned after disposal

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk. We would not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we would not expect them to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They would wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The affected area would be cleaned with normal household disinfectant after someone with symptoms has left which would reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus at Pre-School?

If a child or staff member tests positive, the rest of their group within would be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the child's cohort or within Pre-School, Public Health England's local Health Protection Teams will conduct a rapid investigation and will us on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home as a precautionary measure. Closure of the whole setting will not generally be necessary.

Public Health England have asked that all cases of Confirmed COVID19 (or their contacts) in an educational establishment MUST be reported to Public Health England Greater Manchester Team

The process for notification is as follows:

- 1) Call 0344 225 0562
- 2) Press ZERO
- 3) Then OPTION 3: This will get the caller through to PHE Greater Manchester Team. ANY calls related to confirmed COVID 19 cases or their contacts in a school setting received by the Health Protection Team within SMBC will be asked to follow the process above.

This is to ensure consistent advice in the period running up to the increase of pupils within the Pre-School setting.

Fees:

Fees will be charged for those eligible children, i.e. those who have been advised to return ... whether they choose to attend or not. "For early years settings, the dedicated schools grant (DSG) should continue to be paid by local authorities for provision of free entitlements. Where parents are accessing hours beyond the free entitlements they are eligible for, early year providers should continue to charge parents in the normal way." (Actions for education and childcare settings to prepare for wider opening from 1 June 2020: Published 11 May 2020).

Changes to routines/ drop offs and pick ups:

We will make adjustments to our start and finish times and introduce processes for drop-off and collection times to keep our children and families safe.

Curriculum:

The Early Years Foundation Stage (EYFS) sets the standards that schools and childcare settings must meet for the learning, development and care of children from birth to 5 years old. We will use reasonable endeavour to deliver the learning and development requirements as far as possible in the current circumstances.

Food:

Families will be asked to provide snack, lunch and water bottles for their own children, all named.

Implementing our protective measures at Pre-School:

In all education, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions will be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- Carrying out a risk assessment before opening directly addressing risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for children, young people and staff
- Making sure that children do not attend if they or a member of their household has symptoms of coronavirus
- Promoting regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach

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- Cleaning more frequently to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops, play equipment and toys
- Minimising contact through smaller classes or group sizes and altering the environment as much as possible, such as changing the layout of rooms
- Reducing mixing between groups through timetable changes, such as staggered break times or by introducing staggered drop-off and collection times

As a whole we will not be wearing a face covering or face mask, as in education settings it is not recommended. The use of face coverings used for short periods indoors where there is a risk of close social contact with people we do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops, does not apply to schools or other education settings.

Our staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. It will only be needed if: a child becomes unwell with symptoms of coronavirus while in our setting and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.

For cleaning and hygiene, as a setting we will follow the COVID-19: cleaning of non-healthcare settings guidance:

- We will ensure that sufficient hand washing facilities are available and where a sink is not nearby, we will provide hand sanitiser in our rooms and other learning environments.
- We will clean surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal

We will ensure that all adults and children:

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly
- Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
- Encourage children not to touch their mouth, eyes and nose
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Ensure that help is available for our children who have trouble cleaning their hands independently
- Consider how to encourage our children to learn and practise these habits through games, songs and repetition
- Ensure that bins for tissues are emptied throughout the day
- Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units

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- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- Get in touch with our buying organisation partners about supplies of soap, anti-bacterial gel and cleaning products if needed
- Adopt a no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting approach

We aim to reduce mixing within Pre-School by:

- Accessing rooms directly from outside where possible
- Consider one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors
- Stagger breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time
- Stagger lunch breaks - children cleaning their hands beforehand and entering in the groups they are already in, groups being kept apart as much as possible and tables being cleaned between each group
- Ensure our toilets do not become crowded by limiting the number of children using the facilities at one time
- Note that some children will need additional support to follow these measures (for example, routes round Pre-School with other meaningful symbols, and social stories to support them in understanding how to follow rules)

We will use the outside space:

- For exercise and breaks
- For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff
- Only use outdoor equipment that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously

We will also:

- Stagger the use of the staff cupboards to limit occupancy
- Reduce the use of shared resources
- Limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and the staff team
- Seek to prevent the sharing of stationery and other equipment where possible, any shared materials and surfaces being cleaned and disinfected more frequently

COVID-19: Arrangements for Safeguarding and Child Protection.

From 20th 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.

From June 1st onwards we will be partially opening to “eligible” children.

This therefore lays out our updated safeguarding policy in light of this.

This addendum of the BMC Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

Key contacts

Role	Name	Contact	Email
DSL	Kathryn Lomax	0161 4391030	bmcpreschool@gmail.com
Deputy DSL	Helen Turner	0161 4391030	deputylmbmcpreschool@gmail.com
Lead/Manager	Kathryn Lomax	0161 4391030	bmcpreschool@gmail.com

Attendance monitoring

Attendance of Vulnerable Children: While Pre-School 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 if required.

Children of concern who do not meet the ‘vulnerable’ definition. Pre-School could 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 Pre-School 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 to the majority of children registered in the setting still have a duty to keep them 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.

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

Written: 1st draft 12.5.20

Reviewed: ongoing

Designated Safeguarding Lead

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

The Designated Safeguarding Lead is: Kathryn Lomax

The Deputy Designated Safeguarding Lead is: Helen Turner

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 if necessary.

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 normal safeguarding procedures as laid out in our safeguarding 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 normal safeguarding procedures as laid out in our safeguarding policy.

Concerns around the Setting Manager/ Leader Manager should be directed to : Mr John Benvie, Pre-School Chair.

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 Kathryn Lomax 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 Kathryn Lomax 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 (Sep 19). 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 Pre-School 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.

Kathryn Lomax 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.

<https://www.stockport.gov.uk/start/contact-the-lado>

Online safety

We will continue to provide a safe environment, including online as per normal policy.

Children who are away from our setting

Pre-school will maintain contact with parents through email and phone calls to keep updated on families at all times.

If necessary, but unlikely, 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 the management team
- 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.

Our continued commitment

Pre-School will continue to be a safe space for all children to attend and flourish. The management team 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 hand washing 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 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.

**COVID-19:
Re-opening & Updated
safeguarding
policy**

**May 2020
Updated Aug 2020**

Displaying COVID symptoms:

If any child, staff member or visitor into Pre-School becomes unwell or shows COVID-19 symptoms – high temperature, a new continuous cough, or a loss or change to your sense of smell or taste - after visiting Pre-School must follow the relevant NHS guidance and let Pre-School know.

NHS GUIDANCE STATES

- Apply for a test as soon as you have symptoms
- A test needs to be carried out within the first five days of having symptoms
- You and anyone you live with must stay at home (self-isolate) until you get your result
- If an adult, do not go to work, school or public places – work from home if you can
- Do not go on public transport or use taxis
- Do not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home
- Do not have visitors in your home, including friends and family – except for people providing essential care
- Do not go out to exercise – exercise at home or in your garden, if you have one

You should contact Pre-School and advise them that you may have coronavirus and are waiting on test results and you may wish to contact anyone you have been in close contact with in the past 48 hours.

They do not need to self-isolate unless they're contacted by the NHS Test and Trace service, but they should take extra care to follow social distancing advice, including washing their hands often.

They should also avoid contact with people at high increased risk of severe illness from coronavirus, such as people with pre-existing medical conditions.

If Pre-School is informed of a positive case either with one of their children, staff members or a parent who has visited the premises in a bubble then the contact SMBC tracing protocol will be implemented.