



Addendum to Safeguarding policy Re arrangements during COVID-19 closure

Policy Date: 20 April 2020

Version: 1

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1. Context

From 23rd March 2020 parents were asked to keep their children at home, wherever possible. From 20th April Springboard will reopen only for:

- those children of workers critical to the COVID-19 response - who absolutely need to attend.
- children who are deemed vulnerable – Child protection -*There is an expectation that vulnerable children who have a social worker will attend provision, so long as they do not have underlying health conditions that put them at severe risk*
- children with an ECHP whose needs cannot be safely met at home

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

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Key contacts

Name	Role	E-mail address	Contact number
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Becky Peddle	South Weston designated safeguarding lead	becky@springboardweb.org.uk	07483136083
Becca Young	Clevedon designated safeguarding lead	becca@springbordweb.org.uk	01275 341113
Jo Greatorex	Worle designated safeguarding lead	jog@springboardweb.org.uk	01275 341113
Diane Scarborough	Trustee with responsibility for safeguarding	chair@springboardweb.org.uk	

Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with Education, Health and Care (EHCP) 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 a **Child 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 Springboard placement 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.

Setting managers know who the most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Springboard 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: **Designated Safeguarding Lead for each setting (see above)**

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. 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 designated safeguarding lead will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, the setting manager or the child's social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Springboard will encourage our vulnerable children to attend sessions if, following consultation with Social Care and or Children Centre professionals, it is considered to be in their best interest.

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.

Springboard and social workers will agree with parents/carers whether any child who is supported by social care as a 'child in need' should be attending sessions. **Springboard** will then follow up on any pupil that is expected to attend and subsequently does not and inform social worker within 24 hours.

To support the above, we will, when communicating with parents/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 the setting, or discontinues, we will notify their social worker as soon as possible.

Designated Safeguarding Lead

Springboard, wherever possible will have a trained designated safeguarding lead (or deputy) available on site. Where this is not possible, a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

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 documents, updating records 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 school or college. The DSL will advise on all these matters.

We will ensure that all staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of who that person is and how to contact them if they have a concern.

The DSL 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 Springboard 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 report the concern to the Setting Manager or CEO either face to face or on the phone, with a follow up email.

Concerns around the CEO should be directed to the Trustee with responsibility for safeguarding **Diane Scarborough** who will continue to offer support in the process of managing allegations.

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 staff will either have had annual safeguarding refresher training or will complete an online refresher as available. All staff will have read Springboard Safeguarding Policy Mar 2020 including this addendum & North Somerset Safeguarding Procedure for Early Years and Play Providers <https://www.northsomersetsafeguarding.co.uk/userfiles/downloads/116/early-years-safeguarding-procedures-ns-2017.pdf>

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, we will continue to follow the relevant safer recruitment processes for the setting.

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.

Where we are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in our safeguarding policy. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

We will continue to follow the legal duty to refer to the DBS and Ofsted anyone who has harmed or poses a risk of harm to a child as set out in our safeguarding policy.

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers will be in, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. All signing in sheets and registers will be completed as usual.

Children and online safety

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Springboard will continue to ensure any use of online tools and systems e.g Tapestry, including sharing messages, photos and videos is in line with privacy and data protection/GDPR requirements.

Staff and children must wear suitable clothing, as should anyone else in the household

Language must be professional and appropriate, including any family members in the background

Records should be made of each contact.

Supporting children not in school

We are committed to ensuring the safety and wellbeing of all our children.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive they should ensure that a robust communication plan is in place for that child and their family.

Details of this plan must be recorded as should a record of contacts made.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

We also recognise in these times, family circumstances can change quickly and therefore new families may arise as in need or vulnerable. We will keep communication with all families open via e-mail and phone contact. We aim to engage with every family at least **once a week through phone call and identified families may be contacted twice a week.**

Families should not be given staff personal phone numbers. Where possible Springboard phones should be used for contacting families but where this is not possible any personal number used should be withheld.

We will also ensure that families are aware of how they may contact Springboard for support. This will be via setting manager (see above).

We will share safeguarding and family support messages on our website and social media pages. We recognise that **Springboard** is a protective factor for children, and the current circumstances, can affect their mental health and that of their parents/carers.

Supporting children in emergency sessions

We are committed to ensuring the safety and wellbeing of all our children.

Springboard 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 where appropriate recorded.

Springboard will continue to be a safe space for all children to attend and flourish. The CEO will ensure that appropriate staff are on site and staff to pupil ratio

numbers are appropriate, to maximise safety. We will maintain as consistent staffing as possible in playrooms and inclusion.

When possible staff members will only be allocated to one Springboard or mainstream setting and play sessions will not be staffed by anyone who works elsewhere to minimise the risk of spreading infection.

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.

If the leadership team has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – this will be discussed immediately with the Trustees.