

Safeguarding children, young people and vulnerable adults and child protection policy
including
Covid-19 Addendum: Summary of key changes during the pandemic

FRS Kindergarten will work with children, parents and the community to ensure the rights and safety of children, young people and vulnerable adults. Our Safeguarding policy is based on three key commitments.

Procedures

We carry out the following procedures to ensure we meet the three key commitments:

Key commitment 1

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.

- **Our designated safeguarding lead who co-ordinates child protection issues is:**
Emma Wohl - Headteacher,
in Emma's absence – Aimee Middleton and Maya Zarom - Deputy Headteachers

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- **Our designated officer who oversees this work is: Karen Bloom , FRS Director of Education / FRS Children's Safeguarding Lead**

Designated Safeguarding Lead

- We ensure our designated person (or the relevant alternative designated person as named above) is always available to discuss safeguarding concerns whilst the setting is open.
- We ensure our designated safeguarding persons are formally trained at least every two years and their skills and knowledge refreshed annually.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that their knowledge and skills are refreshed annually.

Staff

- All staff understand that safeguarding is their responsibility.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to the signs and symptoms of abuse, and understand their professional duty to ensure safeguarding concerns are reported to the local authority's multi-agency safeguarding hub (MASH) or the NSPCC. They receive updates on safeguarding at least annually.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be **respectfully sceptical**.
- All staff understand the principles of early help (as defined in *Working Together to Safeguard Children*, 2019) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the Barnet Safeguarding Children Partnership.
- All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
- We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
- We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- We will be transparent about how we lawfully process data.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing and dignity at work.

- Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Volunteers do not work unsupervised.

Recruitment

- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - the date the disclosure was obtained; and
 - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.

Volunteers

- Volunteers must:
 - be aged 17 or over;
 - be considered competent and responsible;
 - receive a robust induction and regular supervisory meetings;
 - be familiar with all the settings policies and procedures;
 - be fully checked for suitability if they are to have unsupervised access to the children at any time.

Visitors

- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Practice

- We ensure that parents are made aware of our safeguarding and child protection policies and procedures.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child. Any images of children are held securely and in a locked filing cabinet when not in use.
- Staff do not use personal cameras or filming equipment to record images.
- Personal mobile phones are not used where children are present.
- The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated officer will support the designated safeguarding lead to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated safeguarding lead will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to the children's social care, or where appropriate, the LADO, Ofsted or Riddor.

Key commitment 2

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur, whether they concern children attending our setting or not, and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015) and the Care Act 2014.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour;
 - deterioration in their general well-being;
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - changes in their appearance, their behaviour, or their play;
 - unexplained bruising, marks or signs of possible abuse or neglect; and
 - any reason to suspect neglect or abuse outside the setting.
- We understand how to identify children who may be in need of early help and how to access services for them.
- We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children's social work services, by contacting Barnet's MASH team.
- We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services, by contacting Barnet's MASH team.
- We consider factors affecting parental capacity and risk, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care department.
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated safeguarding lead will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated safeguarding lead has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and the Barnet Safeguarding Children Partnership procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.

- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children and children with special educational needs; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation and radicalisation and extremism; that may affect, or may have affected, children and young people using our provision.
- We are committed to the mandatory reporting of Female Genital Mutilation (FGM) and understand our duty to report any incidents of FGM to the police. We are also aware that early years practitioners should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.
- We ensure all staff understand their role and responsibility to implement the 'Prevent Duty' to keep children safe from the dangers of radicalisation and extremism.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and Barnet Safeguarding Children Partnership procedures on responding to radicalisation.
- The designated person completes online Channel training, online Prevent training and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- If we become concerned that a child may be a victim of modern slavery or human trafficking we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice to the local authority children's social work service and/or police.
- We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection and child in need concerns and follow the Local Safeguarding Children Partnership (LSCP) procedures.

- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern on the 'Safeguarding Concerns form' (see example attached) and discusses what to do with the member of staff who is acting as the 'designated safeguarding lead'. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures and raise their concern in line with the '**Whistle blowing policy**' and contact **the FRS Director of Education, Karen Bloom**.
- We refer concerns about children's welfare to the local authority children's social care department and co-operate fully in any subsequent investigation. NB, In some cases this may mean the police or another agency identified by the Local Safeguarding Children Partnership.
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse or neglect is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account in an age-appropriate way, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- All staff know that they can contact the NSPCC whistleblowing helpline if they feel that or organisation and the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
- We have a whistleblowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child, although it is OK to ask questions for the purposes of clarification;
 - makes a written record (using our 'Safeguarding concerns form' – see attached sheet) that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the context of what was said by the child; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the 'designated safeguarding lead' is informed of the issue at the earliest opportunity, and always within 1 working day.

Making a referral to the local authority children's social care team

- We will follow the procedure outlined by the local authority in the 'What To Do...' flow chart (see attached sheet).
- We keep a copy of this document alongside the relevant contact numbers for referral (see attached sheet).

Local Authority Escalation process

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the LSCP escalation process by contacting the Barnet Safeguarding Children Partnership Manager on **02083594519** or **barnetscp@barnet.gov.uk**
- We will ensure that staff are aware of how to escalate concerns.
- We will follow local procedures published by the LSCB or safeguarding partners to resolve professional disputes.

Informing parents

- Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the procedures of the Local Safeguarding Children Board / Local Safeguarding Partners does not allow this. For example, where it is believed that the child may be placed in greater danger.
- This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred.
- If there is a possibility that advising a parent beforehand may place a child at greater risk, (or interfere with a police response), the designated safeguarding lead should consider seeking advice from children's social work services, about whether or not to advise parents beforehand, and should record and follow the advice given.

Liaison with other agencies

- We work within the Local Safeguarding Children Board / Local Safeguarding Partners guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues and concerns about children's welfare.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Allegations against staff and persons in positions of trust

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We ensure that all staff volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We will recognise and respond to allegations that a person who works with children has:
 - behaved in a way that has harmed a child, or may have harmed a child
 - possibly committed a criminal offence against or related to a child
 - behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- We ensure that all staff or volunteers know how to raise concerns about a member of staff or volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to a senior manager within the organisation and the Local Authority Designated Officer (LADO) as necessary, to investigate and / or offer advice:

0208 359 4066

- We also report any such alleged incident to Ofsted, as well as what measures we have taken (unless advised by the LADO that this is unnecessary due to the incident not meeting the threshold). We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.

- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process. Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

Key commitment 3

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming and FGM and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.
- Designated persons receive training in accordance with that recommended by the Local Safeguarding Children Board.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings and supervisions at least once a year.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- In recognition that children are capable of abusing their peers, we create within the setting a culture of value and respect for all individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board / Local Safeguarding Partners and in line with the GDPR, Data Protection Act 2018, and Working Together 2018.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- We will engage with any Child in Need plan or Early Help plan as agreed.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

Further guidance

- Working Together to Safeguard Children (HMG, 2018)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Advice for Practitioners providing Safeguarding Services (DfE 2018)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2018)

*A 'young person' is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer or parent.

Coronavirus Addendum (Summary of Key Coronavirus related changes)

Regulations

In England, temporary amendments have been made to the Early Years Foundation Stage (EYFS) Framework. Early Years settings will not be required to meet the learning and development requirements of the EYFS, although they should use 'reasonable endeavours' to do so.

Other temporary changes include:

- flexibility over the requirements for qualified first-aiders
- changes for staff ratios in different settings. (DfE, 2020e).

In England, the government has temporarily amended regulations around adult to child ratios to allow more flexibility during the exceptional circumstances of the pandemic. Childcare settings should try to ensure that at least half of staff (excluding managers) hold at least a full and relevant level 2 qualification, although this is not a legal requirement (DfE, 2020e).

Social Distancing Measures

From 1 June 2020 at the earliest, early years settings will be asked to welcome more children back to childcare. The Department for Education has published guidance on implementing protective measures in education and childcare settings (DfE, 2020i).

Where small groups of children cannot be kept at a safe distance apart, practitioners should use their judgement to ensure social distancing is maintained. In some cases, the Kindergarten may need to introduce a temporary cap on numbers to prioritise safety (DfE, 2020b).

Training

All staff should undergo a safeguarding induction on return to the setting after this prolonged period of absence.

The induction should cover the following safeguarding issues:

1. Staff and volunteers may identify new safeguarding concerns about individual children as they see them in person following the nursery closure
2. What staff and volunteers should do if they have any concerns about a child, including new concerns where children are returning. (Please refer to paragraph 'Responding to Suspicions of Abuse' In Safeguarding and Child Protection policy - Feb. 20)
3. the continued importance of all staff and volunteers acting and acting immediately on any safeguarding concerns, including new concerns where children are returning.
4. Staff and volunteers should have clear guidance on how to safely function in small groups, with support from their 'buddy' teacher and wider staff team when appropriate.

The Department for Education has published guidance on implementing protective measures in education and childcare settings (DfE, 2020i).

Staff

All staff remain alert to any signs that during the current COVID-19 outbreak a child in their care is suffering from or likely to be suffering from harm. This includes signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus.

Designated Safeguarding Lead responsibilities

- DSL to plan to have **more time to support staff and children regarding new concerns** (and referrals as appropriate) as more children return
- Ensuring relevant safeguarding and welfare information held on all children (including returning children) remains accurate by asking parents and carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns.

Designated Safeguarding Lead arrangements

As more children return, it is expected that the Kindergarten will have a trained DSL (or deputy) available on site. However, it is recognised that in exceptional circumstances this may not always be possible, and where this is the case there are two options to consider:

- a trained DSL (or deputy) from the Kindergarten can be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs (or deputies) with other nurseries from the 'Nitzanim' group (who should be available to be contacted via phone or online video)

Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, 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 nursery.

Whatever the scenario, it is important that all Kindergarten staff and volunteers have access to a trained DSL (or deputy) and know on any given day who that person is and how to speak to them.

For those children who are either unable to attend due to medical reasons or limitations on capacity at Kindergarten or because their parents have chosen for their child to remain absent, other remote learning opportunities will be in place, in order to maintain contact with those children involved.

It is acknowledged that DSL training is unlikely to take place during this period (although the option of online training can be explored). For the period coronavirus 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.

DSLs (and deputies) will continue to do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

The DSL should continue to amend the safeguarding and child protection policy to reflect any unique safeguarding challenges being faced, as appropriate.

Safer recruitment of staff /volunteers

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. The Kindergarten will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of [KCSIE](#). In response to coronavirus, the Disclosure and Barring Service (DBS) has updated its [guidance on standard and enhanced DBS ID checking](#) to minimise the need for face-to-face contact. (DBS, 2020).

The Home Office and Immigration Enforcement have also temporarily adjusted the [right to work checks](#) due to the coronavirus outbreak.

Where schools and colleges are utilising volunteers, they should continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of [KCSIE](#). Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Regarding members of the nursery workforce already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another nursery to support the response to coronavirus.

Children and online safety away from Kindergarten

All early years settings should be doing what they reasonably can to keep all their children safe. Whilst more children return to nursery, others will continue to stay at home and, in many cases, will be continuing to engage with their nursery online.

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 child protection policy and where appropriate referrals should continue to be made to children's social care and as required the police.

Further Guidance

NSPCC

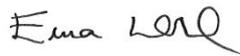
<https://learning.nspcc.org.uk/media/2225/coronavirus-briefing-safeguarding-guidance-early-years.pdf>

Coronavirus (Covid-19): safeguarding in schools, colleges and other providers

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Department for Education (DfE), (2020i) Coronavirus (COVID-19): implementing protective measures in education and childcare settings.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

This policy was adopted by	FRS Kindergarten	<i>(name of provider)</i>
On	<u>1st June 2020</u>	<i>(date)</i>
Date to be reviewed	<u>(as per changes to government guidance)</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Emma Wohl</u>	
Role of signatory (e.g. chair, director or owner)	<u>Headteacher</u>	



Recording for Safeguarding Concerns

Key points:

- Feel confident and competent
- Use paraphrasing-repeat back what the child has said in their own words, as a question.
- Tell the child you are writing things down because what they are saying is very important.
- Record the context - set the scene
- Record the words they use to describe the concern and actions esp. what they point to
- Attach any evidence (child's drawing, writing, adult observation etc.)
- Ask WHO, WHAT, WHEN, HOW OR CAN YOU TELL ME MORE BUT NOT WHY OR WHAT DID YOU DO.
- Avoid feelings, stay with facts
- Respect the child: Don't pressurise – allow two or three minutes and offer alternatives.
- Praise and affirmation is essential

Date

Time of incident /disclosure:

Child's name

Time of completing the form:

Class

Child's D.O.B

Address:

Context:

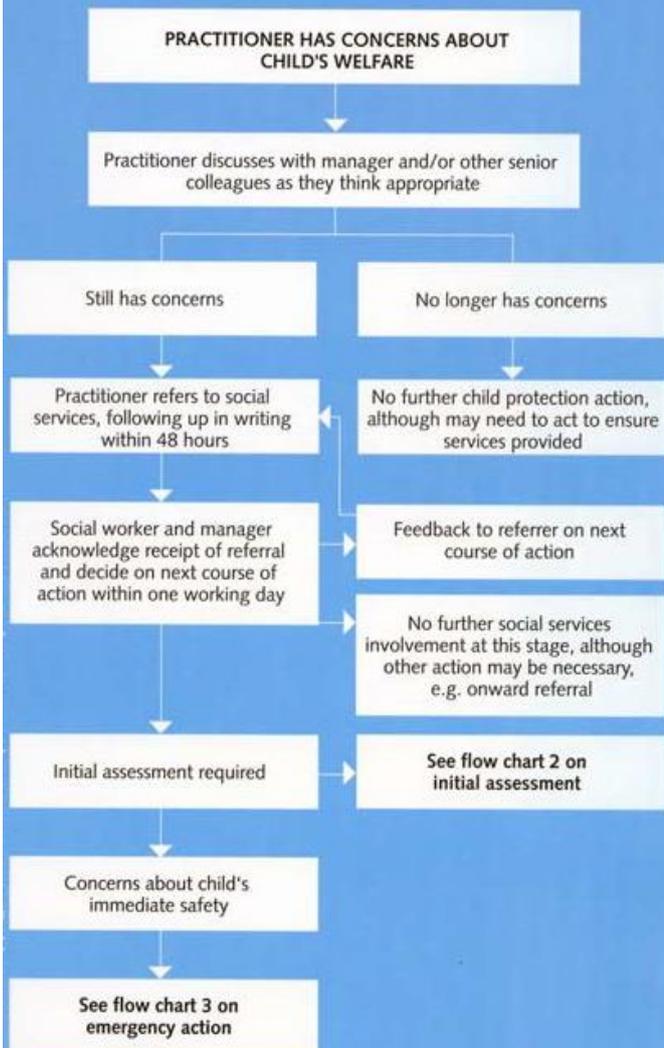
What did the child say and do?

What did the practitioner say and do?

What To Do

If You're Worried A Child Is Being Abused

A FLOW CHART FOR REFERRAL



Source: *What To Do If You're Worried A Child Is Being Abused*, DH et al, 2003.



Key contact list for professionals working with children and families in Barnet

If you have any concerns about a child:

Multi-agency Safeguarding Hub (MASH) Tel: 020 8359 4066

Secure Fax: 0871 594 8766

Email: mash@barnet.gov.uk

Operating Hours:

9am – 5.15pm Monday to Thursday

9am – 5pm Friday

Out of Office Hours Emergency Social Work Service

Tel: 020 8359 2000

(Including out of hours Child Protection Referrals)

The Barnet Council Emergency Service Controller will take initial details and contact the appropriate out of hours officer.

CAF Team

CAF Coordinator

Tel: 020 8359 4405

Email: e-caf@Barnet.gov.uk

Web: www.barnet.gov.uk/caf-practioner-info

Consultation Line (9.30am - 11.30am Tuesday and Wednesday) **Tel: 020 8359 4336**

This number is available for consultation, advice or when you just want to talk over a situation and case names are not required.

This number is not for referrals.

Head of Service, Safeguarding Division Tel: 020 8359 7604

(The Safeguarding Division monitors and promotes best practice in relation to children who are receiving a social care service, promotes Safeguarding work within the wider community and handles all allegations by children against people in a position of trust)

Allegations against professionals working in a position of trust with children in Barnet should be made to:

LADO / Investigation Officer (through MASH at top of page)

Police Child Abuse Investigation Team (8am-6pm) **Tel: 020 8733 5070**

At all other times-contact this number where the controller will take initial details and contact the appropriate out of hour's officer.

Tel: 020 8200 1212

Private Fostering

For general enquiries about Private Fostering Contact **Tel: 020 8359 5315**

Barnet Kinship and Permanence Team **Email:** Dutykinship&permanency@Barnet.gov.uk

To make a Private Fostering Referral contact the Referral and Assessment Team (contact details above)

Barnet Safeguarding Children Board

Business Manager

For advice and information about training, policies and procedures

Tel: 020 8359 4540

Web: www.barnetscb.org

Email: barnetscb@barnet.gov.uk

Barnet Safeguarding Children Board Administrator

Tel: 020 8359 7959 / 4519

Web: www.barnetscb.org

Email: barnetscb@barnet.gov.uk

For further guidance for professionals who are working with children and families in Barnet who may have a concern about a child, young person or unborn child can be found in: [Barnet Children's Service CAF and Social Care Thresholds: A Guide for Practitioners in the Children's Workforce.](#)

Designated Nurse NHS Barnet Clinical Commissioning Group

For safeguarding advice and consultation for health colleagues

Tel 020 8216 2332

07887 633691