

## **Safeguarding Policy coronavirus (COVID-19) annex**

### **How to identify and act on new safeguarding concerns about individual children as they return to childcare:**

Safeguarding Policy 3.4 pages 27-29 - Signs and symptoms of abuse remain the same as pre-covid. During closure period manager to maintain regular contact with families and offer support where necessary. Reporting of safeguarding concerns.

### **Vulnerable Children**

#### [Coronavirus covid-19 guidance on vulnerable children and young people](#)

Social workers will remain in contact with their allocated children and families, and the setting should notify the social worker if a child does not take up a place.

Please contact the Gateway (01752 668000) or email [gateway@plymouth.gov.uk](mailto:gateway@plymouth.gov.uk) if you have any concerns regarding a child:

Alternatively outside of normal working hours call Plymouth Out of Hours Service on 01752 346984.

### **Creative Solutions Panel**

As part of the developing Early Help support offer we are re-introducing the Early Help Creative Solutions Panel (EHCSP). The panel will provide an opportunity to discuss and seek solutions to problems that have arisen during the Early Help Assessment Tool (EHAT) process when supporting families. This maybe where EHAT reviews have been conducted but there has been no marked progress in the family's situation, where any potential solutions go beyond the usual support provided by services or any other reason that prevents progress being made for a family. The expectation is that help from the Early Help Advice and Support Team will have been sought before making any referral to the Creative Solutions Panel. It is essential that family consent is obtained prior to any referral to the EHCSP.

We intend to hold the Early Help Creative Solutions Panel on Monday at 2pm and thereafter weekly.

To refer a family to the Creative Solutions Panel schools should first complete an Early Help Assessment outlining the presenting need, what work has been undertaken to date and an Outcome Based plan. There should be at least 1 review of the plan prior to referring to the Creative Solutions Panel. *This expectation will be waived for the first 6 weeks due to COVID-19.*

Referrals should be sent to [EHAST@plymouth.gov.uk](mailto:EHAST@plymouth.gov.uk) using the attached Targeted Support Request form clearly requesting consideration at the Creative Solutions Panel. Once triaged the referrer will be invited to the next available panel to present the case. There is a deadline at 1pm Wednesdays each week for any referrals for the Panel on the following Monday.

The Early Help Creative Solutions Panel will:

- Provide timely support to vulnerable children and families using informed research and enquiry;
- Provide support from community based services;
- Develop complex multi-agency whole family plans with other service providers;
- Offer least intrusive support quickly where relevant;
- Provide a creative forum for planning; Identify gaps in service provision to enhance commissioning.

The EHCSP outcomes may include:

- Ensuring children and families are provided with the most appropriate support at the earliest opportunity and meeting family need;
- Holistic packages of assessment and support;
- Promoting positive outcomes in health, home life, learning, work and enjoyment.

The EHCSP objectives are:

- To understand the experiences of vulnerable children and families to ensure the most appropriate support is offered at the right time and by the right trusted professional
- To place the child at the centre of service planning
- To support families to stay together where this is safely feasible by working with the whole family

- To be trauma informed in approach
- To provide early assessment and support to prevent the escalation of problems
- To offer the least intrusive support and support families with community links
- Provide evidenced based assessments and tools
- Prevent children coming into care where it is clear they will not benefit from doing so
- To encourage creative partnership working between professionals both in house and externally
- To be aware and alert to child and family issues regarding gender, ethnicity, culture, age and disability and to ensure these are taken account of in service planning
- To share and encourage the development of best practice and knowledge by working collaboratively with families and partners
- To ensure step down cases are safely managed between providers. This may involve collaboration and joint planning

The Early Help Creative Solutions Panel reports to the Early Help Governance Board.

If you have any queries relating to the panel please do not hesitate to contact by sending an email to the [EHAST@plymouth.gov.uk](mailto:EHAST@plymouth.gov.uk) inbox.

#### **DSL (and deputy) arrangements:**

Designated Safeguarding Lead for the ..... setting is .....  
 During periods of closure due to Covid 19 the Manager (DSL) can be contacted via email ..... who will respond in a timely manner. If settings have reopened then DSL and deputy will be clearly displayed each day if they are different to normal arrangements.

**Updated advice received from the local safeguarding partners, this will be the Friday E COVID-19 bulletins sent to early years settings from Plymouth City Council.**

#### **Daily attendance returns**

The government requires the Local Authority (LA) to monitor the attendance of children in childcare settings. We expect open and closed settings to keep in touch with all children, especially vulnerable children.

As a LA, we have to report to the DfE **twice a week** on the number of open and closed settings, as well as numbers of children attending, broken down by vulnerable and keyworker children. Therefore, the information you are providing daily is crucial in order for the LA to meet these returns.

In order to reduce the number of registers that you are required to submit, we have **refreshed the process for attendance returns**. We have combined all the information we require in to just one register, with two tabs for completion. Please see last weeks bulletin.

Please ensure you read the instructions tab before completing the register. Within the register there are three tabs - Instructions, Attendance and Non-attendance.

- The attendance tab is for open settings to record all of their children in attendance. This needs to be completed and returned daily by 5pm through the EY portal.
- The non-attendance tab is for the children who are not attending your setting, but who you consider to be vulnerable or 'at risk'. This tab needs to be updated on at least a weekly basis.
- If your setting is still closed, for whatever reason, please complete the non-attendance tab as instructed and return this weekly by 5pm each Friday.

**All returns need to be uploaded through the EY portal - under NO circumstances should they be emailed due to containing sensitive information.**

To make it clear what we are asking settings to submit, below is the list of what is expected and the frequency.

<b>New Register (2 tabs)</b>	<b>Who to complete?</b>	<b>Frequency</b>
Attendance tab	Open settings	Completed daily by 5pm
Non-attendance tab	Open settings	Completed weekly by Friday 5pm
Non-attendance tab	Closed settings	Completed weekly by Friday 5pm

if you have any questions please feel free to contact the Early Years Team. This information will enable the LA to ensure no children are missed during this period. Please remember to contact Gateway (01752 668000) should you have any immediate concerns for children.

**Updated advice received from local authorities, for example EHC plan risk assessment:**

PCC are currently producing an Early Years Covid 19 Bulletin each week, which outlines any changes to guidance and support offered.

If a setting has a child that has a risk assessment in place then this should be reviewed thoroughly before the child is due to return to the setting to ensure that it can be followed alongside the current Covid 19 risk assessment.

**Working arrangements with children's social workers and the local authority:**

Contact will be maintained via email and telephone calls. Visitors to the setting will be discouraged unless in a safeguarding situation.

**What staff and volunteers should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children:**

This remains unchanged and all staff are to follow the Whistle Blowing Policy and 'Allegations against a member of staff' page 29 - safeguarding policy.

**Planning/delegation of staff:**

Safeguarding policy page 36 - Ratios will be maintained. During Covid 19 restrictions regarding social distancing 'Bubbles' will be used to minimize social contact and reduce risk of illness. The government updates this guidance regularly and managers will ensure that all current guidance is followed and changes made where necessary.

**Risk Assessment:**

All staff are to read the current Covid 19 risk Assessment before returning to work as well as reviewing the policies for Covid 19 appendices. Staff should also be kept up to date as it is revised.