

(Covid-19):Safeguarding in schools, colleges and other education providers (Jan 2021)

The following **checklist for designated safeguarding leads** (DSLs) will ensure you are addressing the key points in the latest government guidance (xxx)

Remember the key accountability lies with the named DSL on your policy, if other DSLs are supporting the completion of this list the named DSL should be the person coordinating the response

| | <i>Date completed</i> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Be certain that someone is responsible for ensuring these actions are completed | |
| Ensure governors are aware of the Government's interim safeguarding guidance | |
| Ensure that someone is responsible for continuity in safeguarding leadership | |
| If you are a hub understand that you have the responsibility for safeguarding all children and staff on your site | |
| Ensure that one DSL is available every day, in-person, by phone or video link and that everyone knows who is carrying out the role | |
| Where school have a shared arrangement because DSLs are isolating, ensure all staff have been made aware of additional contact details | |
| Nominate a senior leader to be the onsite safeguarding lead | |
| Create a Coronavirus Addendum (Jan 2021) to your safeguarding and child protection policy to include the specific issues for these circumstances | |
| Ensure staff know the new arrangements for DSLs and for reporting concerns | |
| Understand any changes there may be for contacting the LADO and communicate these to all staff | |
| Understand any changes there may be for contacting the MASH team or other 'front door' services and communicate these to all staff | |
| Understand what changes there may be for contacting social workers and communicate these to all staff | |
| Know which children have social workers and how to contact them | |
| Know which children are LAC/PLAC and who their Virtual School Head is (name and how to contact them) | |
| Know which children should be in school and follow up where they do not attend (ie. you should have a written CME procedure for the current | |

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| situation) | |
| Ensure that emergency numbers and alternatives are kept up to date | |
| Ensure that there are safeguarding induction processes for new staff, staff relocated to the school and volunteers | |
| Ensure that new staff, staff relocated to the school and volunteers understand the staff code of conduct | |
| Ensure that any volunteers have been individually risk-assessed | |
| Ensure that each vulnerable child has an easily transferable record of why they are vulnerable, a copy of the EHCP and/or CIN or CP Plan, the name of their social worker and contact details, for LAC children the name of the relevant Virtual School Head. | |
| Ensure there is a record of which staff are onsite daily | |
| Ensure that the SCR is up to date with any relocated staff or volunteers and the checks that have been made | |
| Ensure that your safer recruitment processes are clear and adhered to, for example, be aware of anyone unknown to the school offering themselves as a volunteer | |
| Ensure that staff are aware that there may be an impact on the mental health of pupils, parents and staff or volunteers; and what support may be available | |
| Ensure that the school has an online teaching and learning policy which considers safeguarding risks | |
| Consider what to do if there are no IT staff available | |
| Ensure that pupils, parents and staff know how to raise any safeguarding issues that may arise during any online learning | |
| Ensure that SLT has a plan for how any bereavements may be handled, including obtaining any support services. NCC Ed Psych team, also see charity websites, for example; Winston's Wish, Grief Encounter, Childhood Bereavement Network or Hope Encounter. | |