



Shanklea Primary School

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(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 (**The Contingency Framework: Education and Childcare Settings, Actions for Schools during the Coronavirus outbreak and Restricted Attendance during Lockdown**)

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	15.1.2021
Ensure governors are aware of the Government's interim safeguarding guidance	12.1.2021
Ensure that someone is responsible for continuity in safeguarding leadership	4.1.2021
If you are a hub understand that you have the responsibility for safeguarding all children and staff on your site	4.1.2021
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	4.1.2021
Where school have a shared arrangement because DSLs are isolating, ensure all staff have been made aware of additional contact details	4.1.2021
Nominate a senior leader to be the onsite safeguarding lead	4.1.2021
Create a Coronavirus Addendum (Jan 2021) to your safeguarding and child protection policy to include the specific issues for these circumstances	15.1.2021
Ensure staff know the new arrangements for DSLs and for reporting concerns	15.1.2021
Understand any changes there may be for contacting the LADO and communicate these to all staff	15.1.2021
Understand any changes there may be for contacting the MASH team or other 'front door' services and communicate these to all staff	15.1.2021
Understand what changes there may be for contacting social workers and communicate these to all staff	4.1.2021
Know which children have social workers and how to contact them	4.1.2021
Know which children are LAC/PLAC and who their Virtual School Head is (name and	4.1.2021

how to contact them)	
Know which children should be in school and follow up where they do not attend (i.e. you should have a written CME procedure for the current situation)	8.1.2021
Ensure that emergency numbers and alternatives are kept up to date	8.1.2021
Ensure that there are safeguarding induction processes for new staff, staff relocated to the school and volunteers	4.1.2021
Ensure that new staff, staff relocated to the school and volunteers understand the staff code of conduct	5.1.2021
Ensure that any volunteers have been individually risk-assessed	31.12.2020
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.	4.1.2021
Ensure there is a record of which staff are onsite daily	5.1.2021
Ensure that the SCR is up to date with any relocated staff or volunteers and the checks that have been made	5.1.2021
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	5.1.2021
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	5.1.2021
Ensure that the school has an online teaching and learning policy which considers safeguarding risks – remote learning policy	8.1.2021
Consider what to do if there are no IT staff available	5.1.2021
Ensure that pupils, parents and staff know how to raise any safeguarding issues that may arise during any online learning	8.1.2021
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.	8.1.2021