## **Interim DfE Safeguarding Guidance: Actions required**

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| **The person/s responsible for completing these checks is:** | (Yes/No)  |
| Ensure governors are aware of the Government's interim safeguarding guidance – as a minimum this should be the Chair and the Lead Governor for Safeguarding |  |
| Ensure that someone is responsible for continuity in safeguarding leadership  |  |
| If you are a merged school understand that you have the responsibility for safeguarding all children and staff  |  |
| Ensure your DSL/Deputy DSL is available, in-person, by phone or video link  |  |
| Nominate a senior leader to be the onsite safeguarding lead  |  |
| Create a Coronavirus Outbreak addendum to your child protection policy to include the specific issues for these circumstances – see template available |  |
| Ensure staff know the current arrangements for DSLs and reporting concerns  |  |
| Understand that contacting MASH/ LADO and social workers remains the same with some meetings happening virtually. |  |
| Know which children have social workers and how to contact them any issues please contact service managers in cluster links |  |
| Know which children are CIC/Previously CIC, who the Virtual School Head is and how to contact them  |  |
| Know which children should be in school and follow up where they do not attend  |  |
| For pupils & staff: 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 CIC their current PEP & the name of the Virtual School Head  |  |
| Ensure there is a record of which staff are onsite daily  |  |
| Ensure any checks have been done for relocated staff or volunteers. |  |
| 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 staff are aware of a likely increase in issues such as neglect, abuse, parental conflict, domestic abuse, substance abuse online safety etc and how to report any concerns |  |
| Consider what to do if there are no IT staff available  |  |
| Ensure that the school has an online teaching and learning policy which considers safeguarding risks  |  |
| Ensure your acceptable use policies for pupils and staff have been updated in line with current guidance |  |
| Ensure that pupils, parents and staff know how to raise any safeguardingissues 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. |  |