

Key roles in schools during the coronavirus pandemic

Whilst our schools remain open to support vulnerable pupils and the pupils of key workers during the coronavirus pandemic, here is a list of key roles that are required onsite and those roles that can be performed from home. These are a temporary, but necessary adjustment to support schools remain open.

School Role	Has to be site based?	Can be home based?
Dedicated Safeguard Lead	Ideally Yes See notes below	Ideally No See notes below
First Aiders	Yes See notes below	No See notes below
Fire Wardens	Yes See notes below	No See notes below

Dedicated Safeguard Leads (DSL's):

As more children return, it is expected that schools will have a trained DSL (or deputy) available on site. In exceptional circumstances, this may not always be possible, and where this is the case, the role can be performed at home as long as the DSL is contactable (such as over the phone or online video for example). A DSL can be shared with other schools if need be.

Schools are requested, however, to have at least one senior leader present at the school. Flexibility is given in that the Head Teacher can allocate an appropriate member of staff as a designated 'day leader'. The 'day leader' will 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 school.

It is important that all school staff and volunteers have access to a DSL or deputy and know on any given day who that person is and how to contact them.

The DSL (or deputy) should provide support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not yet returning to school. Where possible staff should try and speak directly to children to help identify any concerns. Staff should be encouraged (where possible) to make calls from the school via school phones and devices. Where staff use personal phones to make calls, they should withhold their personal number.

DSLs (and deputies) should 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.

Further guidance on safeguarding can be found [here](#).

First Aiders (Early Years):

The requirement for at least one person who has a full paediatric first aid (PFA) certificate to be on the premises at all times when children are present remains in place where there are children below the age of 24 months.

For children aged 2-5, 'best endeavours' need to be used to ensure that one person with a full PFA certificate is on-site when children are present. Best endeavours means to identify and take all steps possible to ensure that a person with a PFA certificate is on-site when children are present. This should include liaising with the local authority to find a suitable person. This could include identifying and looking to appoint:

- a person with a PFA certificate and Disclosure and Barring Service (DBS) check from a local provider who has closed; or
- a registered local childminder with a PFA certificate and DBS check who is approved to work on non-domestic premises

After these actions have been carried out and if it is still not possible for someone with a full PFA certificate to be on site at all times when children are present, the following actions must be taken in order to remain open:

- Carry out a written risk assessment to consider and mitigate the likely occurrence of a serious incident. This should take into account; the number of children on the premises, staff to child ratios, the types of activities undertaken with the children on the premises, the likely need for first aid based on the needs of the children attending the premises, first aider knowledge amongst staff on the premises and the mitigations available to reduce the risk of such an incident.
- Ensure that at least one person with a current First Aid at Work or emergency PFA certification is on site at all times when children are on the premises and must accompany children on outings (outings subject to any Government advice on the Covid-19 outbreak).

Early Years providers could help members of staff who have a First Aid at Work or emergency PFA certificate to help bridge the gap between their current qualification and full PFA by looking to secure online training to cover elements required for the care of young children. The HSE provides [guidance on choosing a first aid training provider](#). As per the HSE guidance, any training in relation to paediatric CPR and choking should be in line with the [Resuscitation Council's guidance](#) and [NHS England guidance](#).

All changes to the Early Years Foundation Stage Statutory Framework made by the Government due to Covid-19 can be found [here](#) dated 24th April 2020.

First Aiders (children above the Early Years setting)

Schools need to carry out an assessment of first aid requirements based on a number of factors including; the number of pupils on site, any specific medical needs of pupils and the number of staff on site.

More information about first aid can be found [here](#).

Fire Wardens:

All schools must be able to evacuate everyone in the premises in the event of an emergency. An assessment of the number of fire wardens required involves looking at a number of factors including; the number of staff and pupils on site, any staff or pupils with mobility issues, anyone on site with any other problems that could hinder their evacuation and any particular fire hazards on site. Life safety is the priority for all schools.

The key role of a fire warden includes:

- Ensuring that fire escape routes are clear of obstructions
- Knowing what the school's evacuation plan is and how to implement it. This includes:
 - how to use the manual call points if required
 - how to call the fire brigade if required
 - which areas you will be in charge of
 - how you will communicate with other fire wardens
 - how anyone with mobility issues will get out
 - where the assembly point is
 - how registers will be checked
 - how to use the basic functions of the fire alarm