

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 than 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	No See notes below	Yes 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):

This 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 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.

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)

If a school considers the level of risk at the school to be manageable after considering things such as; the number of pupils on site, any specific medical needs of these pupils and the number of staff on site, then we can allow the school to allocate a suitable number of 'Appointed Persons'. These members of staff would take charge of first aid arrangements – call the ambulance if required, document any accidents/incidents and look after any first aid equipment/facilities. Acting in loco parentis, these members of staff can also deal with minor first aid issues such as; small cuts and abrasions and minor bumps if they are confident to do so.

Fire Wardens:

A school must be able to evacuate everyone in the premises in the event of an emergency.

If a school considers the level of risk at the school to be manageable after considering things such as; 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, then members of staff covering a fire warden's role should be given clear instruction by the school on what to do in the event of a fire. Life safety is the priority for all schools.

The key role of a fire warden during this period will include:

- 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