#### COVID-19 Safeguarding Toolkit for School DSLs

**March 2020**

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| Name of school |  |
| Name of Headteacher |  |
| Name of Designated Safeguarding Lead |  |
| Name of Deputy Designated Safeguarding Leads |  |
| Name of Designated Governor for Safeguarding |  |
| Date completed (DD MM YY) |  |

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| **Are there updated procedures in place within your school in light of COVID19?**  This guidance has been developed from a range of resources. It does not replace practice guidance from the Ealing Safeguarding Children Partnership or Public Health England <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response> and should be used alongside the appropriate Ealing Safeguarding Children Partnership Procedures (online) <https://www.ealingfamiliesdirectory.org.uk/kb5/ealing/directory/escb.page?escbchannel=3> and the Support Level Guidance regarding thresholds for referrals into Children’s Social Care (Integrated Children’s Services) <https://www.ealingfamiliesdirectory.org.uk/kb5/ealing/directory/advice.page?id=a0yYJwbLYcc&escb=true>  This document has been written in response to the recent government announcement on UK Schools and Early Years Settings to restrict access to their settings for most pupils and staff, other than those children of key workers and vulnerable children. It will assist Governing Bodies and Headteachers in reviewing arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children in light of the COVID 19 Virus.  **Schools must be aware that this tool should be subject to frequent review as new information and guidance comes to light.**  **\*\*Please be advised that since the government announcement, there has been an increase in social media posts from teachers, or people possibly posing to be teachers, offering to support families in a variety of ways. Including teaching and offering online tutoring or providing on-line support. This obviously is not regulated and open to risk when families are at their most vulnerable and in isolation. Please ensure staff, parents and carers are mindful of this and seek appropriate advice when making alternative arrangements.\*\***  **Careful consideration is needed when assessing the needs of children and therefore their families. In the current climate the focus needs to be on providing emergency support services. Whilst we need to ensure that families are encouraged to consider what supports they can draw on within their own support networks in the first instance we must also be mindful that there may be an increase in vulnerability as a result of the current situation. This should not influence our judgement according to thresholds where we have a legitimate safeguarding concern.**  **The DSLs should Consider:**   * Current guidance from Public Health England and how this might impact on vulnerable pupils and their families. Be prepared to respond swiftly to changes in local and/or government guidance. * Contact with an appropriate representative if unsure about how to interpret the guidance or apply it to your setting. EGfL has set up a list of emergency contacts <https://www.egfl.org.uk/about-us/COVID-19> * Liaising with your school safeguarding team, either virtually or in person, to identify and consider the individual needs of vulnerable children and the children of key workers. * How the school plans to continue to support pupils, including those who are already self-isolating * How to ensure multi-agency colleagues are updated when children on multi-agency plans, including CP and CIN, are self-isolating. * Updating multi-agency colleagues, including Social work and Early Help teams, in order to enable them to consider whether further plans need to be put into place. * Ensuring that there is a Designated Safeguarding Lead contactable at all times during the school day and that contact details are well publicised so that parents or professionals can contact the DSL in the event of an emergency, such as a S.47 enquiry. * Using a clear answerphone message for when the DSL phone is not in use (eg out of hours) directing the caller to ECIRS or Police with any immediate safeguarding concerns. * Consulting with appropriate agencies if unsure about the needs of individual children or families. * Ensuring that multiagency meetings, such as Child Protection Conferences, receive the necessary reports and discussion are held in line with the revised working practices. * If work is being sent home, provide guidance to parents on additional safeguarding and Online Safety considerations.   If in doubt about whether a request for support is necessary, please contact ECIRS (020 8825 5000) which will continue to operate and will be available to provide advice and guidance Monday – Friday (09:00-17:00). Please note that ECIRS and ECSP cannot give health advice relating to COVID-19, please refer to Public Health England <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>  In addition to the team in ECIRS who will take referrals as usual the **Child Protection Advisors** are available to offer guidance and can be contacted on the following numbers:  Ricella Browne: 020 8825 6332 (on duty week commencing 23 March then every third week thereafter)  Neha Gupta 020 8825 9290 (on duty week commencing 30 March and then every third week thereafter)  Amarjit Sangha: 020 8825 6211 (on duty week commencing 6 April and then every third week thereafter)  The Safeguarding Manager and **LADO**, Paul Andrews: 07562 435 356    For concerns relating to **Contextual Safeguarding** please contact:  Cat White: 020 8825 5362 (on duty week commencing 30 March and every other week thereafter)  Rabia Canfield: 020 8825 7035 (on duty week commencing 23 March and every other week thereafter)  If you have a **Prevent** related concern please contact the Prevent Education Officer, Anisa Syed: 07545 412 222 or 0208 825 7106 numbers. The [preventschoolsinfo@ealing.gov.uk](mailto:preventschoolsinfo@ealing.gov.uk) can also be used to contact the team as well as the main Prevent Team number 0208 825 9849. | | |
| **Vulnerable Children:** |  | |
| **Questions?** COVID 19 Safeguarding Toolkit for Education Settings |  | **Considerations:** |
| **How many pupils in the school are considered to be vulnerable?**  **Create a traffic light system to support you in identifying the most vulnerable children and consider individual needs on a case by case basis. Not all vulnerable children will need the same level of contact.**  **Consider the needs of pupils:**   * **on multi-agency plans such as: EHCP, CIN or CP** * **who have additional needs including mental health issues** * **who have vulnerable parents or carers over the age of 70 and/or with physical or mental health issues** * **who are witnessing domestic abuse** * **low income families**   **How will you be Keeping in Touch (KIT) with vulnerable pupils who are at home?**   * **liaise with the social worker re KIT activity to prevent duplication and ensure**   **level of activity matches the known concerns**   * **agree who is most appropriate to speak with the family, is there a member of staff that knows the family better than others** * **review the KIT guidance**   **School closure / Self Isolation:**   * **Does this highlight any additional or increased risk for this child?** * **If so what are the risk and what measures need to be put in place to mitigate those risks? E.g. contacting social worker**   **Is there an increased risk to any child in terms of online safety?**   * **Do parents have an understanding of how to keep their children safe online?** * **Do parents/carers know who to contact if they are concerned about something which happens online at home?** * **Is there a Policy relating to the safe use of mobile phones, cameras and other internet enable devices/technology?** * **Do parents/carers know who to contact if they are concerned about something which happens online at home? (including concerns around grooming, exploitation and radicalisation)** |  | **Do I have the most up to date information provided by Ealing LA?**  **The most up to date information will be available via the COVID 19 page**   * **Family Information Service: help and advice for parents / carers and schools**   [**https://www.ealingfamiliesdirectory.org.uk/kb5/ealing/directory/advice.p****age?id=dxZ4DKCyrLA&localofferchannelnew=0**](https://www.ealingfamiliesdirectory.org.uk/kb5/ealing/directory/advice.page?id=dxZ4DKCyrLA&localofferchannelnew=0)   * **EGfL: Information for school staff, with emergency contacts list**   [**https://www.egfl.org.uk/about-****us/covid-19-guide-schools#safe**](https://www.egfl.org.uk/about-us/covid-19-guide-schools#safe)   * **Ealing Council: Help for local residents**   [**https://www.ealing.gov.uk/coronavirus**](https://www.ealing.gov.uk/coronavirus)  **Do high risk vulnerable students need an individual risk assessment and safety plan to outline how school will continue to support these most vulnerable students?**  **Agree who will do this and by when.**  **High schools, in particular should consider, for example persistent absence prior to school closure/partial closure and or an individual student’s self-isolation**  **Are all of the current professionals aware of the risks/ current situation?**  **If not, agree who will do this and by when. Prioritise any cases where you have identified a child as being more vulnerable because of the current situation**  **Are there any upcoming Child Protection Conferences or Child in Need Meetings?**  **If so, ensure that you are familiar with the new ways of working and that a report is prepared in advance of the meeting date.**  **If no current professional involvement, does any other agency or professional need to be aware of the current situation? If so who?**  **Agree who will do this and by when.**  **Do vulnerable children and their families know who to contact if issues arise?**  **Agree who will provide this information and by when.**  **Keeping children safe online**  **Schools may need to provide additional advice and guidance for parents / carers and pupils on online safety. A range of resources are available through CEOP’s education programme** [**https://www.thinkuknow.co.uk/**](https://www.thinkuknow.co.uk/) |
| **Distance Learning:** |  | |
| **Questions?** | **Considerations:** | |
| **What mechanisms are in place regarding home learning activities?**   * **How are you going to continue supporting your pupils?** * **Are teachers planning to use webinars/remote learning? If so**   + **What provisions for pupils who do not have access to technology?**   + **Does the school have an Online Safety Policy available via their website and to send if necessary. Has this been revisited with staff, parents, carers and pupils.**   + **Do they know the expectations regarding safe use, eg: using**   **appropriate language, clothing, location, group provision only.**   * **If the school is providing internet access for pupils they should ensure access is managed in line with schools appropriate filtering and monitoring**   **decisions.**   * **Ensure any materials including live streaming are recorded and backed up for further review if required at a later date.** * **Is there adequate adult supervision in place for pupils working from home?** * **What are expectations on parents** * **Consider if home learning expectations places additional pressure on parents which may in turn increase vulnerabilities** |  | **Do you have a risk assessment for home working / online learning? internet provision off-site?**  **What service platform will be used?**  **Have terms and conditions/privacy statements been considered?**  **Don’t use personal accounts – staff need school approved accounts when contacting pupils.**  **Is the location that pupils and staff are using considered to be appropriate and safe.**  **Data Protection / GDPR –**  **Are staff up to date with GDPR requirements and school policy expectations of their behaviour online?**  **Advice should be sought from the schools DPO or guidance from Information Commissioner’s Office**  **Do you have useful safeguarding guidance available to parents on your website?**  **Agree who will be responsible for updating information on the school website and ensuring information is distributed to parents appropriately.**  **Can the school support parents to ensure that they have appropriate filters and monitoring systems in place?**  **Agree who will take responsibility for this and by when**  **Schools may need to provide additional advice and guidance for pupils on online safety. A range of resources are available through CEOP’s education programme** [**https://www.thinkuknow.co.uk/**](https://www.thinkuknow.co.uk/)  **Agree who will do this and when.**  **Consider contacting all parents to describe level and frequency of contact and expectations for home learning. Be prepared to adjust/amend/support where necessary – this can even be a short letter from the Headteacher or Head of Curriculum** |
| **School closure or partial closure:** |  | |
| **Questions?** | **Considerations** | |
| * **Are there arrangements in place for vulnerable children and children of key workers?** * **Is a DSL to be available at all times during school hours?** * **Is there a Deputy DSL and/or arrangements for the scenario of DSL staff self-isolating** * **Are emergency contact numbers available to the local authority for use in cases of emergency by ECIRS and the Police** * **Are parents aware of emergency contact numbers for the school and key safeguarding agencies such as ECIRS and the Police?** * **Do you have guidance on safeguarding available to parents on your website?** * **Does the school safeguarding information clearly identify who the Designated Safeguarding Lead(s) are and how to contact them?** * **Is there adequate support in place if parents are working from home?** |  | **Do you have a rota system and contact details to ensure the DSL can be contacted in an emergency?**  **Is there a contact number/email address available on the school website.**  **Ensure there is a deputy available to step in if required**  **If you are struggling with staff capacity agree a rota system to use if needed.** |

**Date last updated:**

**By whom:**

**Seen and approved by governor:**

**DSL (**signature)**……………………………………….. Date:**

**Governor (**signature)**……………………………….. Date:**

FAQs?

Q – How will the school manage any Operation Encompass notification?

A – The police notifications will be sent as usual to The Box. Therefore, if you are an Operation Encompass school the DSL will continue to receive notifications. However, please remember that ECIRS also receive these notifications, so will be alerted to new incidents and will follow up accordingly. You should add the children you are notified of to your vulnerable child list if they are not already listed and follow the usual procedure of contacting ECIRS if an additional concern arises – which may be more common during these exceptional times.

Q – I am aware that there has been a history of Domestic Abuse in the home. Mother is a key worker and father will work at home but they have not requested a school place

A – Check to see if the case is still open to social care and if the family receiving support from any other services. Have there been any concerns for the safety and wellbeing of the family prior to the school closing? Consider offering a school place. Consider direct regular contact with the family to see how home learning is progressing.

Q – We have made a referral to ECIRS that was NFA in the last two weeks. The DSL considers the child to be more vulnerable as they are now at home. Can ECIRS re-consider the concerns under the new circumstances?

A – Contact ECIRS to discuss the concerns and to ask for advice. Consider additional support to the family e.g. contact for work, contact for behaviour

Q – We have identified a child on a Plan but parents have NOT taken up the offer of a school place that is available

A – The allocated worker should be made aware of this