

DfE Coronavirus (COVID-19): Updates & Actions v1 30/3/2020

Update	Action req'd by who	Completed
Leadership		
Identify who in school will take lead responsibility for changes & identify who activities can be delegated to NSG/Safeguarding Team/SLT/Attendance Officer		
Disseminate DfE guidance to governing board/ SLT/ Safeguarding Team		
School Operations		
If collaborating safeguarding arrangements with other schools understand receiving / 'hub' responsibilities		
Agree shared safeguarding responsibilities and lead persons Inc. SLT member leading on safeguarding		
Agree CP information sharing process/ responsibilities & confidentiality		
Agree how safeguarding team & support will be available if necessary (phone/online)		
Create Safeguarding & Child Protection Policy Addendum & disseminate all staff/ volunteers/ governing body/ website – retain sharing evidence		
Reiterate importance of all staff and volunteers acting and acting immediately on any safeguarding concerns/ principles of peer on peer abuse / concerns about an adult who may pose a risk to children		
Update Child Protection Flowchart with new safeguarding arrangements/ identified safeguarding leads/ contact numbers and ensure Safeguarding Partner's referral telephone numbers are up to date		
Ensure have social workers contact details & agree if any changes in support for vulnerable children/ those identified vulnerable children on the edges of receiving children's social care support.		
Ensure DT's for LAC/PLAC children has up to date contact details – VSH		
Ensure Attendance Officer/Lead understands update responsibilities/processes Inc. checking emergency contact details		
Update all relevant safeguarding policies e.g. Behaviour/Online Safety/AUP/Recruitment & Selection etc.		
Safer Recruitment		
Update safer recruitment process requirements to inc. checks for staff who move between schools/volunteers, DBS checks, inductions, risk assessments		
Update Induction Checklist		
Disseminate updated procedures to key staff Inc. office staff managing SCR template		
Identify person(s) responsible for recording/checking staff/volunteers/temporary staff onsite daily		
Ensure SCR template is updated to Inc. temporary staff		
Mental Health		
Ensure staff are aware of impact of mental health on pupils/parents/staff/volunteers & where they can get support		
Online Safety		
Update online safety suite of policies Inc. remote access/risk assessments		
Agree contingencies if IT team is not available		
Disseminate guidance to pupils/parents & staff what to do if they have an online concern & organisations which could be contacted		
Emergency procedures		
Agree procedures/plans/support for possible bereavements		

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Training		
Consider numbers safeguarding team & whether more may be required to be trained		
Ensure Safer Recruitment Panel/administration team understands safer recruitment changes and requirements		