**COVID-19 safeguarding checklist**

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| **Activity** | **Yes** | **No** | **Details and evidence** |
| **General safeguarding measures** | | | |
| DSL to lead on implementing this checklist and sharing with staff. |  |  |  |
| Ensure all staff know how to contact the DSL and deputy. |  |  |  |
| Ensure a member of the senior leadership team is available to manage safeguarding on site. |  |  |  |
| Ensure DSL or deputy is available on site or by phone/Skype etc. |  |  |  |
| Ensure the daily attendance log is completed. |  |  |  |
| Add Annex COVID-19 to Child protection policy. |  |  |  |
| Publish CP policy and Annex on school website. |  |  |  |
| Obtain information from Local Authority in relation to contact details for following people/groups:  LADO, MASH, CP, CIN, EH, LAC, EHCP. |  |  |  |
| Keep contact details for social workers updated. |  |  |  |
| Plan how conferences and reviews will take place during these measures and ensure DSL and deputies are aware of how to provide reports and attend online or telephone conferences. |  |  |  |
| Keep a record of the children who have social workers and the details to contact them. |  |  |  |
| Know which children are LAC/PLAC, understand the relationship required with the Virtual Head and how to contact them. |  |  |  |
| Ensure all contact details for families are kept up to date. |  |  |  |
| Ensure there is a list identifying which children should be attending school and a process for following up any absences. |  |  |  |
| Identify and risk assess the vulnerable children, task staff with making regular contact and record all communication. |  |  |  |
| When receiving other children in a Hub setting, ensure you have all information required and relevant support in place. |  |  |  |
| Ensure the following information is available to those who need it.   * Why a child is vulnerable * Copies of ECH plans * Copies of CIN or CP plans * Name of social worker and other key workers and contact details for them * Name of virtual school head (LAC) |  |  |  |
| Signpost staff to local and national support to help them understand and recognise the emotional impact of the measures on children. |  |  |  |
| Provide staff with emotional support and signpost them to local and national resources. |  |  |  |
| Provide staff with training relating to peer on peer abuse and Part 5 of KCSIE 2019. |  |  |  |
| Prepare a response and support, coordinated by the DSL, in the event of bereavement at this time. |  |  |  |
| Understand your role as Hub school (if applicable) to safeguard all children and staff. |  |  |  |
| Keep governors and trustees informed and aware of safeguarding procedures in place. |  |  |  |
| **Staff training and updates** | | | |
| Ensure all staff have read KCSIE 2019 and the CP policy and Annex. |  |  |  |
| Ensure all staff have received the ‘Introduction to Safeguarding’ training. |  |  |  |
| Ensure all new staff, staff relocated to the school, and volunteers receive an induction and understand the staff code of conduct. |  |  |  |
| Ensure all volunteers have been risk assessed. |  |  |  |
| Ensure the SCR is kept up to date with new staff and relocated staff and volunteers. |  |  |  |
| Ensure safer recruitment processes are adhered to if new staff/volunteers join. |  |  |  |
| Assign staff with appropriate responsibilities and have contingency plans when working on a rota system. |  |  |  |
| Ensure staff are aware of the need to sign in and out when on site. |  |  |  |
| Have clear processes in place for children and families to raise any concerns in relation to online learning. |  |  |  |
| Train staff about online learning, the risks, and the school online safety policy and share policy with children and families. |  |  |  |