COVID 19 Safeguarding Toolkit for Education Settings

Education Safeguarding Service

March 2020 – Version 1

Please download the updated Microsoft Word version of the toolkit here

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

Are there updated procedures in place within your school in light of COVID19?

This nine-page 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.

This guidance has been developed from a range of resources. It does not replace practice guidance from the Kent Safeguarding Children Multi-agency Partnership or Public Health England https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-responseand should be used alongside the appropriate Kent & Medway Safeguarding Children Procedures (online) https://www.proceduresonline.com/kentandmedway and the Support Level Guidance regarding thresholds for referrals into Children's Social Care (Integrated Children's Services) https://www.kscb.org.uk/__data/assets/pdf_file/0003/80373/SLG-sheet-v13.pdf

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.

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 your Area Education Officer if unsure about how to interpret the guidance or apply it to your setting.
- Liaise 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.
- Consider 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.
- Multi-agency colleagues, including Social work and Early Help teams, are fully updated to enable them to consider whether further plans need to be put into place.
- 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.
- There is a clear answerphone message for when the DSL phone is not in use (eg out of hours) directing the caller to Front Door or Police with any immediate safeguarding concerns.
- Continue to consult with appropriate agencies if unsure about the needs of individual children or families.
- Ensure that multiagency meetings, such as Child Protection Conferences, continue to be attended, either in person or by skype, in addition to sending in a report.
- If work is being sent home, provide guidance to parents on additional safeguarding and Online Safety considerations.

Careful consideration is needed when assessing the needs of children and their families. Crisis intervention means that the focus needs to be on providing emergency support services. Ensure that families are encouraged to consider what supports they can draw on within their own support networks in the first instance. Although, be mindful that there may be an increase in vulnerability as a result of the current situation.

If in doubt about whether a Request for Support (Level 3 or 4) is necessary, please consult:
The Education Safeguarding Service on 03000 418503 or Out of Hours if outside of office hours on 03000 419191 (**Education Safeguarding and Integrated Children's Services cannot give health advice relating to Covid-19 – please refer to Public Health England advice for health related queries.)**

The Education Safeguarding Service will continue to function as normal and will be available to provide advice and guidance Monday – Friday between the hours 09:00 – 17:00.

Vulnerable Children:		
Questions?		**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.** **Consider the needs of pupils:** - **on multi-agency plans such as: CIN/CP plans** - **who have additional needs including mental health** - **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** **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?** - **Is there a need for any additional support, i.e. a regular contact with school staff by telephone or skype?** - **How will the school manage any Operation Encompass notifications?** **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 I have the most up to date information provided by KCC?** **The most up to date information will be available via the COVID-19 page on Kelsi.** **Do high risk vulnerable pupils need an individual risk assessment and safety plan to outline how school will continue to support these most vulnerable pupils?** **Agree who will do this and by when.** **Are all of the current professionals aware of the risks/ current situation?** **If not, agree who will do this and by when.** **Are there any upcoming Child Protection Conferences or Child in Need Meetings?** **If so, who is attending? If no one is attending, contact the social worker, explore what are the alternatives, can you attend by skype or send a report?** **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 do this and by when.**

Distance Learning:	
Questions?	**Considerations:**

What mechanisms are in place regarding home learning activities?
 	
[Home learning materials for families during coronavirus (COVID-19) self-isolation period](#)
 	
- **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 AUP/CP/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, e.g.: using appropriate language, clothing, location, group provision only?**
- **If the school is providing internet access for pupils (e.g.: via dongle or VPN network) schools 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.**
    ○ **Staff should not provide live streaming in 1 to 1 situations with pupils and communication should be via school provided/approved accounts.**
- **Is there adequate adult supervision in place for pupils working from home?**
 	
The Southwest Grid for Learning have provided useful suggestions for safer remote learning: www.swgfl.org.uk/saferemotelearning
	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 pupils and staff are using considered to be appropriate and safe.
	
	Kent Schools can seek advice can be sought from the Online Safety Advisor if unsure.
	
	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 have you sought guidance from Information Commissioners 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 on the Education People Blog: www.theeducationpeople.org/blog** **Agree who will do this and when.**
School closure or partial closure:		
Questions?	**Queries:**	
o **Are there arrangements in place for vulnerable children and children of key workers?** o **Is a DSL to be available at all times during school hours?** o **Are emergency contact numbers available to the local authority for use in cases of emergency by Integrated Children's Services and the Police?** o **Are parents aware of emergency contact numbers for the school and key safeguarding agencies such as ICS and the Police?** o **Do you have guidance on safeguarding available to parents on your website?** o **Does the school safeguarding information clearly identify who the Designated Safeguarding Lead(s) are and how to contact them?**		**Do you have a rota system and contact details to ensure the DSL can be contacted in an emergency?** **Agree who is responsible for ensuring ESS / Area Education Officers have up to date emergency contact details?** **Is there a contact number/email address available on school website?** **Ensure there is a deputy available to step in if required**

○ **Is there adequate supervision in place if parents are working from home?** ○ **If boarding pupils are remaining in your care, have you considered Statutory Private Fostering requirements?**		

Date last updated:

By whom:

Seen and approved by governor:

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

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