

(Covid-19):Safeguarding in schools, colleges and other education providers

[Covid19 guidance for schools 27/03/20](#)

The following **checklist for DSLs** will ensure you are addressing the key points in the guidance. Remember the key accountability lies with the named DSL on your policy, if other DSLs are supporting the completion of this list the named DSL should be the person coordinating the response

	<i>Date completed</i>
Be certain that someone is responsible for ensuring these actions are completed	
Ensure governors are aware of the Government's interim safeguarding guidance	
Ensure that someone is responsible for continuity in safeguarding leadership	
If you are a hub understand that you have the responsibility for safeguarding all children and staff on your site	
Ensure DSL is available, in-person, by phone or video link and that everyone knows who is carrying out the role	
Where school have a shared arrangement because DSLs are isolating, ensure all staff have been made aware of additional contact details	
Nominate a senior leader to be the onsite safeguarding lead	
Create a Coronavirus Outbreak Addendum to your child protection policy to include the specific issues for these circumstances	
Ensure staff know the new arrangements for DSLs and for reporting concerns	
Understand any changes there may be for contacting the LADO and communicate these to all staff	
Understand any changes there may be for contacting the MASH team or other 'front door' services and communicate these to all staff	
Understand what changes there may be for contacting social workers and communicate these to all staff	
Know which children have social workers and how to contact them	

Know which children are LAC/PLAC and who their Virtual School Head is (name and how to contact them)	
Know which children should be in school and follow up where they do not attend (ie. you should have a written CME procedure for the current situation)	
Ensure that emergency numbers and alternatives are kept up to date	
Ensure that there are safeguarding induction processes for new staff, staff relocated to the school and volunteers	
Ensure that new staff, staff relocated to the school and volunteers understand the staff code of conduct	
Ensure that any volunteers have been individually risk-assessed	
Ensure that each vulnerable child has an easily transferable record of why they are vulnerable, a copy of the EHCP and/or CIN or CP Plan, the name of their social worker and contact details, for LAC children the name of the relevant Virtual School Head.	
Ensure there is a record of which staff are onsite daily	
Ensure that the SCR is up to date with any relocated staff or volunteers and the checks that have been made	
Ensure that your safer recruitment processes are clear and adhered to, for example, be aware of anyone unknown to the school offering themselves as a volunteer	
Ensure that staff are aware that there may be an impact on the mental health of pupils, parents and staff or volunteers; and what support may be available	
Consider what to do if there are no IT staff available	
Ensure that the school has an online teaching and learning policy which considers safeguarding risks	
Ensure that pupils, parents and staff know how to raise any safeguarding issues that may arise during any online learning	
Ensure that SLT has a plan for how any bereavements may be handled, including obtaining any support services. NCC Ed Psych team, also see charity websites, for example; Winston's Wish, Grief Encounter, Childhood Bereavement Network, Hope Again	