

**Safeguarding Procedures for Situations where a Pupil Moves from One Site to Another**  
**During the Covid-19 Emergency Period**

Based on government guidance - <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

*We know that schools are working together to keep educational provision available for those children and young people who need it during the current situation with Covid-19. Practically this means that some children and young people are going to a different school or setting than the one they usually attend and potentially are being supported by adults who do not know them as well as their usual class teachers and support staff. This guidance has been developed to ensure that this process is managed safely and well for vulnerable learners. Any school or college whose children are attending another setting must ensure they do whatever they reasonably can to provide the receiving school with any relevant welfare and child protection information. This checklist will help DSLs, DTs and SENDCos to ensure they have taken the necessary steps. **In the absence of the named staff fulfilling these roles in school senior leaders must take responsibility.***

	Action	Date Actioned
1	There has been verbal communication with the receiving school to ensure they are aware of the child's history and any other relevant information (children's services status, EHCP, any other relevant professional involvement)	
2	The designated teacher has communicated with and worked in partnership with the Virtual School, to facilitate the movement of a looked after child	
3	The receiving school has access to the child's EHC plan	
4	The receiving school has access to a child in need plan or child protection plan	
5	The receiving school has access to a child's personal education plan	
6	The receiving school has is provided with the name and contact details of the child's social worker	
7	The receiving school is provided with the name, contact details and possibly photographs of adults who are able to collect the child from school	
	<b>In the cases of 3 - 7 above schools must continue to have appropriate regard to data protection and GDPR however, they do not prevent the sharing of information for the purposes of keeping children safe. Any information sent to the receiving school must be hand</b>	

	<b>delivered or sent by registered mail.</b>	
8	<p>All necessary steps have been taken to ensure that any staff transferring from one school to another have the necessary checks completed to ensure that unsuitable individuals are not given access to children and young people.</p> <p>To ensure the school meets these requirements:</p> <ul style="list-style-type: none"> <li>● the receiving institution should risk assess as they would for a volunteer <b>and</b></li> <li>● seek assurance from the current employer rather than requiring new checks (i.e. expect written confirmation from the child's school that all necessary checks have been carried out)</li> </ul>	
9	<p>The receiving school or college should judge, on a case-by-case basis, the level of safeguarding induction required. In most cases, the existing workforce will already have received appropriate safeguarding training and all they will require is a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.</p>	
10	<p><b>Local Authority Support</b></p> <ul style="list-style-type: none"> <li>● OneCall 01670 536 400</li> <li>● Schools' Safeguarding Team Manager, <b>Carol Leckie</b>, 01670 622720 <a href="mailto:Carol.Leckie@northumberland.gov.uk">Carol.Leckie@northumberland.gov.uk</a></li> <li>● Principal Education Welfare Officer, <b>Sarah Wintringham</b>, <a href="mailto:educationwelfare@northumberland.gov.uk">educationwelfare@northumberland.gov.uk</a>, 01670 622787</li> <li>● ESLAC Team Manager (acting), <b>Tara Prescott</b>, <a href="mailto:eslac.info@northumberland.gov.uk">eslac.info@northumberland.gov.uk</a>, 01670 622787</li> <li>● CYPS 01670 502 700 (CYPS, prescriptions, crisis)</li> <li>● Family Placement 01670 626 262</li> <li>● IRO's (Independent Reviewing Officers) 01670 624888</li> <li>● SEND 01670 623 555</li> <li>● SEND Co-ordinators: <ul style="list-style-type: none"> <li>○ <b>Sarah Jeremiah</b> for Ashington, NCEA, Morpeth, Ponteland and Berwick schools: <a href="mailto:Sarah.Jeremiah@northumberland.gov.uk">Sarah.Jeremiah@northumberland.gov.uk</a>, Tel 01670 622 760</li> <li>○ <b>Dawn Glass</b> for Cramlington, Amble, Hexham, Prudhoe, Alnwick and Haydon Bridge schools: <a href="mailto:Dawn.Glass@northumberland.gov.uk">Dawn.Glass@northumberland.gov.uk</a>, Tel 01670 624 657</li> <li>○ <b>Jannine Baxter</b> for Blyth, Bede, Bedlington and Astley schools: <a href="mailto:Jannine.Baxter@northumberland.gov.uk">Jannine.Baxter@northumberland.gov.uk</a>, Tel 01670 622 752</li> </ul> </li> </ul>	