

Process to check on the welfare of children during Covid 19 pandemic

Schools should ensure they have a process in place to check on the welfare of any child during the Covid 19 pandemic. Children whose welfare is of particular concern at this time will include:

1. children who do not attend school when expected and contact cannot be established with parent/carers
2. children who are at home and attempts made to contact the family by the school are unsuccessful.

Please remember that there is still a children missing protocol in place even though the school may be closed.

On a daily basis DSLs should:

- Make sure they know which children on their school roll/AP register have a social worker (contact Vicky Kinneavy for clarification if necessary) and/or an EHCP
- Know who to expect at school/provision each day
- If an expected child doesn't arrive then contact home (parent/carer) and carry out the usual reasonable checks for CME, e.g. home visit. If a home visit is to be carried out, ensure that:
 - a. A risk assessment has been carried out
 - b. Social distancing is maintained, i.e. stay outdoors
 - c. A note is left asking the family to contact the school by a given time if no contact is made

If, following your CME checks, you are unable to make contact with parents/carers, then inform **the allocated worker** (this could be a social worker or early help family worker within Northumberland Children's Services. It could also be the lead professional from another agency if there is an open EHA) **and** notify Education Welfare (educationwelfare@northumberland.gov.uk). Any actions agreed should be recorded by all parties involved using their service system.

If a child does not have an allocated worker contact Education Welfare.

An Education Welfare Officer will then make relevant checks to try and establish the whereabouts of the child. Should efforts to trace the child be unsuccessful, the school should contact EH First Contact (01670 536400) who will:

- a. Check system for history of family
- b. If there are other contact details on NCC systems these to be tried
- c. If appropriate, request EHFw or other appropriate team to deliver a note to the family asking them to contact school by a set date and time. (if possible using worker the family know)

If there is still no contact at the requested time school to contact One Call to report this. Decisions can then be made on appropriate course of action applying relevant Children's Services decision making procedures

If you have immediate safeguarding concerns then schools should follow their safeguarding policy and seek advice from OneCall on 01670 536400 where necessary