



Safeguarding Toolkit for Full Opening of Schools September 2020

#### Education Safeguarding Service

**July 2020**

**Introduction:**

This document has been written to assist Governing Bodies and Headteachers in reviewing safeguarding arrangements for a full school return in September 2020. It aims to help the school clarify the arrangements in place will appropriately safeguard children, staff and volunteers and is adhering to the statutory guidance, Keeping Children Safe in Education 2020

[***https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/892394/Keeping\_children\_safe\_in\_education\_2020.pdf***](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892394/Keeping_children_safe_in_education_2020.pdf)

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| Name of School |  |
| Name of Headteacher/Principal |  |
| Name of Designated Safeguarding Lead |  |
| Name of Deputy Designated Safeguarding Leads |  |
| Name of Area Safeguarding Advisor  |  |
| Date completed (DD MM YY) |  |

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| **Requirement** | **Yes/No** | **Resources** |
| **General policies and procedures** |
| * + There is an up to date child protection policy which relates specifically to the school and reflects changes in KCSIE 2020
	+ All staff members and volunteers are appraised of the changes in school child protection policy and KCSIE 2020
	+ All staff and volunteers are provided with *at least* Part One of KCSIE 2020 which they are expected to read and understand.
	+ All staff and volunteers have received refresher safeguarding training. This should include a reminder of the school safeguarding policies and procedures including any changes, the availability of DSLs throughout the school day and any key updates to local or national guidance, including knowing how to make a request for support.
	+ All staff and volunteers working with children should be suitable to do so. This includes the recruiting of staff and maintaining a Single Central Record.
	+ All staff and volunteers are reminded of the process to follow in the event they are concerned a member of staff or volunteer would pose a risk of harm towards children, including where they have behaved or may have behaved in a way that indicates they may not be suitable to work with children.
	+ All staff and volunteers are reminded of and understand the school code of conduct. DSLs and other leaders should be mindful that some staff may have been out of the school environment for a significant period of time so may need to be reminded of expected behaviour such as the use of language. Staff should also be reminded of/made aware of school expectations in relation to related to health and safety e.g. social distancing and intimate care.
	+ Schools are clear on their responsibilities under GDPR, including when to share information.
 |  | *Key changes -**Exemplar policies and Child Protection newsletters available on* [*KELSI*](https://www.kelsi.org.uk/child-protection-and-safeguarding/safeguarding-policies-and-guidance)*Training -* [*https://cpdonline.theeducationpeople.org/cpd/default.asp?sid=*](https://cpdonline.theeducationpeople.org/cpd/default.asp?sid=)*Data protection – DfE* [*toolkit for schools*](https://www.gov.uk/government/publications/data-protection-toolkit-for-schools)*Refer also to Operational Guidance*  |

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| **Requirement**  | **Yes/No** | **Resources** |
| ***Designated Safeguarding Lead (and deputies) responsibilities***  |
| * + A trained Designated Safeguarding Lead is available at times, generally in person, and is responsible for the functions outlined in Annex B of KCSIE 2020. If, in exceptional circumstances, the DSL is not available in person their availability via phone and or Skype or other such media is clearly communicated to all staff and volunteers.
	+ The DSLs are provided with **more time**, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns
	+ The DSLs have received appropriate DSL training within the past two years (see also [guidance on safeguarding in schools, colleges and other providers during the coronavirus outbreak](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers))
	+ The DSLs have ensured their own knowledge has been updated with any changes to local [Kent Safeguarding Children Multi-agency Partnership’s](https://www.kscmp.org.uk/about-kscb) (KSCMP) processes and procedures.
	+ The DSLs familiarise themselves with [NPCC - When to call the police](https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf) guidance to help them understand when they should consider calling the police and what to expect when they do.
	+ The DSLs have an up to date overview of all Child Protection, Child in Need and Child in Care pupils when they are both in school and at home (if remote learning is applicable), including current multiagency work being undertaken with the families.
	+ The DSLs have an overview of all children known to Early Help when they are both in school and at home (if remote learning is applicable), including the current services and work being undertaken with them.
	+ The DSLs help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and leadership staff.
	+ The DSLs have up to date contact details for all pupils, both those subject to plans and others, including any multiagency contacts.
 |  | *Schools should review their existing processes.* *See also sections on general policies and procedures and meeting the needs of individual children* *Training -* [*https://cpdonline.theeducationpeople.org/cpd/default.asp?sid=*](https://cpdonline.theeducationpeople.org/cpd/default.asp?sid=) |
| **Requirement**  | **Yes/No** | **Resources** |
| **Online Safety policies and procedures in place in line with KCSIE 2020, including annex C**  |
| * Ensure on site school provided devices and resources (e.g. tablets, laptops, printers, interactive whiteboards, IT Suites etc.) are used safely and securely, and in line with health and safety and social distancing requirements.
* Ensure appropriate filtering and monitoring policies and systems are operational on-site in line with ‘Keeping Children Safe in Education’ requirements.
* Staff and Learners should be reminded of existing procedures and online behaviour expectations.
* All staff should be reminded of existing procedures and online behaviour expectations.
* Where children are being asked to learn online at home, such as a need to self-isolate, a local lockdown, or they are complying with clinical and/or public health advice, schools should ensure they will access remote learning safely.
 |  | [*DfE Safeguarding and remote education guidance.*](https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19)[*TEP: Safer Remote Learning Guidance*](https://www.theeducationpeople.org/blog/safer-remote-learning-during-covid-19-information-for-school-leaders-and-dsls/)[*TEP: Template Remote Learning AUP*](https://www.theeducationpeople.org/blog/covid-19-acceptable-use-policy-for-remote-learning-and-online-communication/) |

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| **Requirement** | **Yes/No** | **Resources** |
| **Meeting the needs of individual children**  |
| * Information related to any changes since the child was last in school is gathered, including those related to Covid-19. Staff are updated as appropriate on issues affecting individual pupils and any patterns of concern for all pupils.
* Children with medical issues are identified by the school and a copy of up to date care/medical plan is in place which is agreed and signed by parents, including the safe use of medication on site.
* Mechanisms are in place to discuss with the relevant health colleagues, if appropriate, for those pupils who are no longer required to shield but who generally remain under the care of a specialist health professional.
* The school have a clear understanding and oversight of the mechanisms in place to identify and support any children who are living with Domestic Abuse and are familiar with the process to follow if an Operation Encompass referral is received, including contacting any current professionals involved at the earliest opportunity.
* It is made clear to all staff and volunteers that both mental and physical health are relevant to safeguarding and the welfare of children.
* The school have resources and training in place to respond to both the immediate and longer term emotional and wellbeing needs of children, young people and staff which includes accessing and keeping abreast of any changes to local or national resources and guidance.
* All children are able to identify a trusted adult within the school with whom they can communicate any concerns.
* All pupils are reminded of school policies in an age appropriate manner eg expectations of behaviour and attendance, with any changes to processes fully explained.
 |  | *Schools should use existing processes and adapt where appropriate.* [*https://kentresiliencehub.org.uk/wp-content/uploads/2020/01/Kent-Emotional-Health-and-Wellbeing-System-on-a-page-professionals.pdf*](https://kentresiliencehub.org.uk/wp-content/uploads/2020/01/Kent-Emotional-Health-and-Wellbeing-System-on-a-page-professionals.pdf)*Refer also to Emotional Wellbeing Section* |

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| **Requirement** | **Yes/No** | **Resources** |
| **General safety** |
| * Schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.
* Mechanisms are in place to e**ngage with the NHS Test and Trace process and clearly communicated to all staff, volunteers and parents/carers.**
* **Mechanisms are in place to manage confirmed cases of coronavirus (COVID-19) amongst the school community.**
* ID checks are in place for visitors.
* Safeguarding and health and safety processes are explained to visitors to the school, paying particular attention to any changes in process since March 2020 eg signing in at the front desk.
* All staff and children are reminded of their role and responsibilities should emergency procedures need to be initiated, including fire and lockdown.
 |  | *Schools should use their existing processes and refer also to Operational Guidance* [*https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A)[*https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/*](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/) |

**Date last updated:**

**By whom:**

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

**CoG (signature) ……………………………………… Date:**