

## SAFEGUARDING ACTION PLAN March 2020 (COVID-19 Potential School Closure)

| Concern  | Action Needed/Taken   | Who                 | Impact on child   |
|--|---|---------------------|---|
| <p><b>Continued support to the vulnerable groups of children within the school</b></p>                   | <ul style="list-style-type: none"> <li>• Identify vulnerable groups of children within the school (<i>CP, CIN, EHA, parental ill-health, known cases of DV</i>)</li> <li>• Document formulated identifying the families, designated worker and frequency of calls required to each family. Tracking document of 'Safe and Well Calls' shared securely between DSL/DDSL, headteacher and designated workers.</li> </ul>          | <p>DSL<br/>DDSL</p> | <ul style="list-style-type: none"> <li>• Those children most at risk have access to ongoing support</li> <li>• Children/ Families have a designated point of contact to share concerns with</li> <li>• DSL/DDSL/HT has continued oversight</li> </ul> |
| <p><b>Social Workers aware of the children affected by a school closure and any additional risks</b></p> | <ul style="list-style-type: none"> <li>• DSL/DDSL to inform the allocated social worker for all children on CP/CIN plan and record on MyConcern.</li> <li>• DSL to note on MyConcern allocated social worker and contact details for vulnerable pupils.</li> </ul>  | <p>DSL</p>          | <ul style="list-style-type: none"> <li>• Children to feel reassured that they are under the supervision of statutory agencies and not isolated at home</li> </ul>   |
| <p><b>Frequency and nature of contact with vulnerable children identified</b></p>                        | <ul style="list-style-type: none"> <li>• Establish level of support required.</li> <li>• Log all attempted contact with family on Integris.</li> <li>• If contact is unsuccessful after 24 hours then social worker to be informed.</li> <li>• If safeguarding concerns are identified, follow the normal school policy and procedure for safeguarding and child protection</li> </ul>  | <p>DSL<br/>DDSL</p> | <ul style="list-style-type: none"> <li>• Contact to focus on capturing the voice of the child where appropriate</li> <li>• Minimising risk where possible through frequent contact</li> </ul>   |
| <p><b>Increased concerns for a child at home</b></p>   | <ul style="list-style-type: none"> <li>• Follow the normal school policy and procedure for safeguarding and child protection</li> <li>• As per the policy a referral to be made to Children's Social Care and/or the police if the child is at immediate risk</li> <li>• Ensure all DSL/DDSL/HT have relevant numbers for referral</li> <li>• Record all information on MyConcern</li> <li>• Follow up all referrals</li> </ul> | <p>DSL<br/>DDSL</p> | <ul style="list-style-type: none"> <li>• Children to be kept safe from harm</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• DSL/DDSL/HT will be in daily contact via email, online recording system and phone where required</li> </ul>  | <p>DSL<br/>DDSL</p> | <ul style="list-style-type: none"> <li>• Records are factual and accurate capturing the voice of the child</li> </ul>   |

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| <b>Sharing information between the DSL team.</b> | <ul style="list-style-type: none"> <li>• A log of all calls home will be kept on Integris</li> <li>• All information regarding any safeguarding concerns will be recorded on 'My Concern' and is accessible by DSL and SLT</li> <li>• All DSL/DDSL/HT will have access to MyConcern and Integris from home.</li> <li>• Mobile numbers to be shared between DSL/SLT team</li> <li>• DSL maintains overview of all cases and decisions made</li> </ul>  |                          | <ul style="list-style-type: none"> <li>• Oversight and themes easily identified</li> <li>• Multi team approach to safeguarding the child</li> </ul>           |
| <b>Attendance at statutory meeting</b>           | <ul style="list-style-type: none"> <li>• DSL/DDSL to have input into all CP/CIN meetings via telephone where possible</li> <li>• All information recorded on MyConcern should a DDSL/HT need to step in for DSL or provide a report if attendance isn't possible</li> </ul>   | DSL/DDSL                 | <ul style="list-style-type: none"> <li>• Multi-agency approach</li> <li>• Accurate and relevant information available with the child at the centre</li> </ul> |
| <b>Use of Mobile Phones</b>                      | <ul style="list-style-type: none"> <li>• All contact details for children to be accessed securely through school laptops</li> <li>• All information to be accessed securely away from friends/family and laptops screens to be locked when not in use</li> <li>• Personal mobiles numbers/email addresses must not be given out to any children, parents or families</li> <li>• No contact to take place over social media as stated with the school safeguarding policy and code of conduct</li> </ul> | DSL<br>DDSL<br>All Staff | <ul style="list-style-type: none"> <li>• Maintaining the confidentiality and dignity of all children</li> </ul>   |
| <b>Risk Assessment</b>                           | <ul style="list-style-type: none"> <li>• Follow normal policy and procedure regarding risk assessment and lone working</li> <li>• All relevant agency details will be available securely to the DSL/DDSL via My Concern and Integris</li> </ul>   | DSL/DDSL                 | <ul style="list-style-type: none"> <li>• Keeping children safe from harm</li> </ul>   |
| <b>Central Point of Contact</b>                  | <ul style="list-style-type: none"> <li>• Additional Information to be uploaded to the school website of support services such as Social Care, Wellbeing services, Foodbank</li> <li>• All families identified as vulnerable will be contacted individually, the agreed frequency of calls and who to contact in the case of an emergency agreed prior</li> <li>• Key Numbers/Contacts available via website</li> </ul>  | DSL<br>SLT               | <ul style="list-style-type: none"> <li>• Consistent, continued approach</li> </ul>  |
| <b>Recording</b>                                 | <ul style="list-style-type: none"> <li>• Any contact with children and families to be recorded on the school recording system Integris, and concerns on MYConcern.</li> </ul>   | DSL<br>DDSL              | <ul style="list-style-type: none"> <li>• Information is shared appropriately between designated professionals to ensure the safety of the child</li> </ul>    |

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|--------------------------|---|--------------------------|---|
|                          | <ul style="list-style-type: none"> <li>• My concern is accessible by all DSL/DDSL/HT on their school laptop and can be accessed away from school</li> </ul>   |                          |   |
| <b>Data Protection</b>   | <ul style="list-style-type: none"> <li>• Staff to use their school laptops securely from home</li> <li>• All information relating to children and families is confidential and should not be in view of family members</li> <li>• Laptop screens to be locked at all times when not in use</li> <li>• Phone calls to families should be confidential and not within hearing distance of family members</li> </ul> | DSL<br>DDSL<br>All staff | <ul style="list-style-type: none"> <li>• Children's information to be accessed securely and confidentially</li> </ul>           |
| <b>Free School Meals</b> | <ul style="list-style-type: none"> <li>• Information to be provided around foodbanks and local charities who may be able to offer support via website</li> <li>• Should information become available regarding voucher system then this will be available to appropriate parents.</li> </ul>  | DSL<br>DDSL              | <ul style="list-style-type: none"> <li>• Children's basic needs been met</li> </ul>   |
| <b>School Website</b>    | <ul style="list-style-type: none"> <li>• Ensure school website is up to date</li> <li>• Upload additional information including support agencies, first response, mental health charities etc.</li> <li>• Alert parents via text message that websites have been updated</li> </ul>   | DSL<br>IT<br>technician  | <ul style="list-style-type: none"> <li>• Advice and information available to access away from the school environment</li> </ul> |