Coronavirus Safeguarding Guidance Checklist

Safeguarding Leads can use this checklist to ensure that appropriate action has been taken in regard to their safeguarding procedures during the COVID-19 pandemic. For all 'No' responses, please include an action at the end of this document.

LEADERSHIP

Yes   No

☐ ☐ Have all members of the senior leadership and safeguarding team been issued with all relevant government or local authority guidance in relation to COVID-19?

☐ ☐ Overall, are you satisfied that any new policies and processes in response to COVID-19 are not weakening your school's approach to safeguarding?

SAFEGUARDING LEAD

Yes   No

☐ ☐ Have you organised staffing so that a trained Safeguarding Lead or nominated senior leader is available to take responsibility for coordinating safeguarding on site?

☐ ☐ Is your Safeguarding Lead also available to be contacted via phone or online video when not in school?

☐ ☐ Have you made arrangements to access Safeguarding Leads from other schools where this might be needed?

☐ ☐ Have you ensured that all staff and volunteers know who the Safeguarding Lead is on any given day and how to speak to them?

SAFEGUARDING/CHILD PROTECTION POLICY

Yes   No

☐ ☐ Has the school's Safeguarding / Child Protection Policy been reviewed and revised to include an addendum of key COVID-19 related changes?

ONLINE SAFETY IN SCHOOL

Yes	No	
☐	☐	Have your IT staff set up appropriate filters and monitoring systems to protect children on site when using school IT systems or recommended resources? Have you made contingency arrangements if IT staff become unavailable?

ONLINE SAFETY AWAY FROM SCHOOL

Yes	No	
☐	☐	Have you updated your online learning policy which considers any potential safeguarding risks? (incl. online learning platforms and protocol relating to video calls).
☐	☐	Have you ensured that online learning tools and systems align with privacy and data protection/GDPR requirements?
☐	☐	Have pupils been provided with clear reporting routes so they can raise any concerns whilst online?
☐	☐	Have you reviewed the school's code of conduct to ensure it is sufficiently robust to cover any newly introduced online learning arrangements?
☐	☐	Have you communicated to parents / carers the importance of children being safe online and the school's arrangements in place for online learning?
☐	☐	Have you communicated the importance of parents / carers using reputable organisations / individuals who can evidence they are safe and can be trusted when securing online tutoring for their child?

ATTENDANCE

Yes	No	
☐	☐	Is your school using registers/information management systems to keep a record of children of critical workers and vulnerable children who are attending school?
☐	☐	Is there a defined procedure in place to follow up on unexplained absences of those children who should be at school?
☐	☐	Is this procedure explicit about the actions required if a vulnerable child does not take up their place at school or is absent? (i.e. to notify the child's social worker)
☐	☐	Have you checked with parents / carers that all emergency contact details are up to date and available?
☐	☐	Have you asked parents / carers for additional emergency contact numbers?

INDUCTION & TRAINING

Yes	No	
☐	☐	Are you ensuring that new staff or volunteers to your school are receiving safeguarding induction?
☐	☐	Are you ensuring that new staff or volunteers are receiving a copy of your safeguarding / child protection policy, confirmation of local processes and confirmation of Safeguarding Lead arrangements?
☐	☐	Are you assessing whether relocated staff to your school require safeguarding induction?
☐	☐	As a minimum, are you ensuring that any relocated staff are receiving a copy of your safeguarding / child protection policy, confirmation of local processes and confirmation of Safeguarding Lead arrangements.

CHILDREN MOVING SCHOOL

Yes	No	
☐	☐	Do you have clear arrangements for ensuring that relevant welfare and child protection information about your pupils is shared where those pupils are attending another school?
☐	☐	Do you have clear arrangements in place for escalating and resolving concerns where information about a vulnerable child has not been shared by the school where the child ordinarily attends

SAFER RECRUITMENT / MOVEMENT OF STAFF

Yes	No	
☐	☐	Are you adhering to your safer recruitment policies for all new staff and volunteers?
☐	☐	For any staff relocated to the school that are already engaged in regulated activity, are you using the appropriate checking and risk assessment processes?
☐	☐	Are you using the checking and risk assessment process for volunteers?
☐	☐	Are you reassured that under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity?
☐	☐	Are you using the appropriate systems to log everyone working or volunteering in a school, including any staff who may be on loan from other institutions?
☐	☐	Are you logging details of risk assessments carried out on staff and volunteers on loan from elsewhere?

MENTAL HEALTH

Yes	No	
☐	☐	Is appropriate support in place to meet the mental health needs of children of critical workers and vulnerable children on site?
☐	☐	Have you ensured that support networks/services and other appropriate arrangements are in place for any potential bereavements in the school community?

Coronavirus Safeguarding Guidance Actions

For any areas in which you responded 'no', please include an action to address this in the box below.

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