



Checklist for safeguarding practices during COVID- St Clement's CE Academy

PUPILS

- Triage risk to **all** pupils (remember vulnerability may change during this period of time due to isolation, being at home for extended period, unable to go out and meet friends, mental health issues of both child, siblings and parent(s))
- **RAG rate all pupils. See notes recorded on CPOMS.**
 - Red – contact daily (**Contact must be by the DSL or SLT with safeguarding training**)
 - Amber – contact once a week (*Contact can be a class teacher*)
 - Green – contact every 7 – 10 days (*Contact can be any member of staff HT has risk assessed as competent for the task*)
- Delegate calls to staff – provide scripts for staff who need support
- Create feedback loop for responses for example:–
 - Log of calls made – evidence they have taken place – this can be just a quick note – date, calls made to – no concerns – signature of staff- recorded on CPOMS
 - If any concerns they are to be put on CPOMS or whatever recording system the school use and DSL alerted.
- RAG ratings reviewed and amended as appropriate.
- Actively engage with parents to get vulnerable children in to school – real danger of some children becoming “invisible” at this time.
- Non- attendance followed up as appropriate and social workers informed if one in place. Note of actions recorded.
- **Video calling** – only use if absolutely necessary – risk assess first – will a telephone conversation not suffice?
- Two staff must be involved in the video call. Be aware of your surroundings. What does your camera pick up in the background? Dress professionally. What background sounds does your microphone pick up?
- Do not use Google or Whatsapp to contact families. After ensuring privacy settings are set use:
- SKYPE – REGISTER NEW ACCOUNT WITH SCHOOL EMAIL ADDRESS
- MICROSOFT TEAMS

Any technical concerns or queries please contact Austen Puleston on a.puleston@elevatenetworks.co.uk.

Other concerns or queries contact C Mansell, S Cosgrove or M Fullwood.

POLICY

- Finalise Safeguarding appendix sent by C Mansell week ending 03-04-2020 by adding school name in appropriate places and completing Key Contacts table on page 3.

Trust Safeguarding Manager – Michele Fullwood. 07715 523317
m.fullwood@bdmatschools.com

*Safeguarding Trustee – **Dr Jan Smart***

- Upload appendix onto school website
- Disseminate to all staff
- Evidence outcomes - Staff to complete quiz (see other attachments) with this document in email.
- Scan quiz sheets back to **Michele Fullwood. m.fullwood@bdmatschools.com**

