



**Keeping Children Safe in Education
Interim Safeguarding & Child Protection
Arrangements for Schools - Coronavirus (Covid-19)
January 2021**

Context

Whilst acknowledging the pressure that all schools and colleges are under as a result of the required responses to addressing coronavirus (Covid-19), we understand it remains essential that we continue to be a safe place for pupils/students.

This guidance is designed to support us a Trust and wider community to ensure we continue to have appropriate regard to Keeping Children Safe in Education ([KCSIE 2019](#)) and promote the welfare of all our pupils/students.

The way schools are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- With regard to safeguarding, the best interests of children must always continue to come first.
- If anyone in a school has a safeguarding concern about any child they should continue to act immediately in line with existing expectations.
- A Designated Safeguarding Lead (DSL) or deputy must be available.
- Safer working practices must be maintained -it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children.
- Children should continue to be safeguarded when they are online.

Schools are therefore being asked to continue to **provide care** for a limited number of children - children who are **vulnerable**, and children whose parents are **critical** to the Covid-19 response and cannot be safely cared for at home.

Vulnerable children include those who are supported by a social care (have a social worker), those with **safeguarding and welfare needs**, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with [education, health and care \(EHC\) plans](#).

Additional information is available by following the link below.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

As well as safeguarding those children who are attending our settings, thought must be given to how we safeguard those children at home who are also deemed to be vulnerable. Safeguarding principles remain unchanged. How we escalate and

manage them is communicated here and will be shared with all Governors and staff to ensure they are understood by the whole school community. This document is an annex to our more detailed Safeguarding Policy which still contains relevant details and information on recognising and responding to abuse and continues to be a source of reference.

As a Trust and in line with guidance from the Department for Education (DfE) we are committed to working in partnership with our Local Authority Partners and Local Safeguarding Children in Education Boards. Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all should make sure their approach remains child-centred. This means that they should consider, at all times, what is in the best interests of the child. We work in a multi-agency way understanding no single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

1 Safeguarding vulnerable* pupils/students remotely

We remain committed to supporting our vulnerable pupils/students and will take the following steps:

- Where vulnerable pupils/students are not in school we will ensure that phone contact is maintained by the school with all vulnerable pupils at least once per week by an identified member of staff via a supplied school mobile phone.
- Where it is identified that a child or family are in need of additional support or guidance we will ensure that this is in place. This may include extra phone calls, signposting and referring to other services. All interactions will be recorded and stored confidentially.
- All vulnerable children and families should be provided with a point of contact for support this should be a school mobile/phone number or an actively monitored email account. Sharing of personal phone numbers and emails is to be avoided.

**Described in appendix 1*

2 School provision for pupils/students currently supported at Team Around the Child (TAC) Level 3 or subject to a Child Protection Plan

Children and families who have an allocated Social Worker will **continue** to be supported by them. A set of working principles has been devised and is included in the last section of this document.

Schools continue to be a potential key source of additional support to this group. The established relationships between school and family are of great value and may be key to them feeling confident in seeking and engaging with help when it is needed.

Going forward we recognise these children may need to **access school** and engage in the **daily care offer**. Where these children need to attend, we will work with Social Workers to offer such a placement. Where families inform us of a need for help, by way of a placement, we will work with them and Children's Social Care (as appropriate) to agree a plan of support. Where we believe a child is at risk of significant harm or danger, we will refer our concerns (by **phone** in the first instance) to Children's Social Care – as described in our full Safeguarding Policy.

The contact system outlined section 1 is a crucial component to the proactive safeguarding this group.

Child protection referrals to the Multi-agency Safeguarding and Support Hub (MASSH) will be made via telephone:

Stockport 0161 217 6028 0161 718 2118 (evenings, after 4.30pm, & weekends)

Tameside 0161 342 4101

Manchester 0161 234 5001

East Cheshire 0300 123 5012 (option 3) 0300 123 5022 (out of hours)

Please note that the online referrals in Stockport will not be operating during from 30.03.20 until further notice. All referrals should be made by phone.

We will ensure that a Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) is available* to support staff where they have concerns about a child.

This includes:

- Children attending the setting.
- Those children and their families being contacted by school staff as part of a support package.
- Children who cause concern through other contact or interactions with staff e.g. through remote learning offers etc.

3 Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Protocol, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead, Head of School/Trust Safeguarding Lead. This will ensure that the concern is reported and received by the appropriate member of staff.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Head of School. This should be done verbally and followed up with an email to the Head of School.

Concerns around the Head of School should be directed to the Chair of Governors.

The Head of School will offer support in the process of managing allegations.

For further information on how to contact the DSL & DDSL please see below:-

Cheadle Hulme High School

wendy.searle@chhs.org.uk

emma.geddis@chhs.org.uk

Laurus Cheadle Hulme

ian.heslop@lauruscheadlehulme.org.uk

Jodi.horobin@lauruscheadlehulmeorg.uk

Laurus Ryecroft

Reece.carling@laurusryecroft.org.uk

lashanapryce@laurusryecroft.org.uk

Didsbury High School

Alex.clayton@didsburyhighschool.org.uk

Katie.houghton@didsburyhighschool.org.uk

Hazel Grove High School

Cherry.franklin@hazलगrovehigh.co.uk

Bethan.parry@hazलगrovehigh.co.uk

Cheadle Hulme Primary School

Elise.drake@cheadlehulmeprimary.org.uk

Lauren.Illidge@cheadlehulmeprimary.org.uk

Jodie.hepworth@cheadlehulmeprimary.org.uk (nursery)

Gorsey Bank Primary School

Joe.maguire@gorseybank.org.uk

Ryan.thompson@gorseybank.org.uk

The full responsibilities of the DSL and their deputy are covered in our Trust Safeguarding Policy.

If staff cannot reach the DSL/DDSL, and they consider a child to be at immediate risk of harm they will contact the Multi –agency Safeguarding and Support Hub (see local authority contact numbers in section 2) or the Police -999 as they feel appropriate.

The DSL/DDSL & other pastoral staff will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

*KCSiE 2019 states “ Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for individual schools and colleges, working with the designated safeguarding lead, to define what “available” means and whether in exceptional circumstances availability via phone and or Skype or other such media is acceptable.”

4 Young carers

We understand that at this current time pupils/students who are young carers may benefit from additional contact and support. We are committed to working with other agencies to support their wellbeing and will take the following steps:

- Once a week phone contact with the young person.
- Make sure the young carer knows how to access advice for the person they are caring for.
- Awareness of help and support through LA website for guidance.
- Offer of food support if needed.
- Recorded and report concerns in the appropriate way.
- If support and guidance are required, please contact:

Katy Franklin Signpost for Young Carers in Stockport 0161 442 0442

<https://www.signpostforcarers.org.uk/>

Young Carers in Tameside 0161 368 7722

Young Carers in Manchester 0161 455 1050

Cheshire Young Carers 0151 356 3176

5 Children with an Education and Health Care Plan (EHCP)

All children with an ECHP will have weekly contact from a member of the SEND team. Provision has been made should the parents of these children want/need them to attend school.

6 Supporting children in school

The Trust is committed to ensuring the safety and wellbeing of all its pupils/students.

We will continue to be a safe space for all children to attend and flourish. The Head of School will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

We will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

We will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them. This will be tailored to each child as needed and recorded on CPOMS.

Where there are concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – we work with the relevant Local Authority.

7 Safeguarding Children (off school site)

As a Trust we recognise that our pupils/students may face challenges and be exposed to risks whilst away from school/college for this extended period. School staff will still have contact with pupils/students, and we will use this time as an opportunity to offer support, advice and guidance, applying the principles of the school environment to offer suitable pastoral support. Everyone has a role to play and we expect staff to be vigilant in their interactions with pupils/students. Staff should take steps to safeguard pupils by contacting the DSL/DDSL or by making a direct referral (**in line with usual expectations- see school Safeguarding Protocol and as described in section 2 above**).

8 Online safety

It is likely many pupils/students are accessing internet enable devices more frequently whilst families follow the advice of the government to 'stay at home'. This is also currently our primary source of contact with most of our pupils/students. It is therefore of the utmost importance that we continue to create as many opportunities as we can to support and educate children on how to stay safe online. Staff should be mindful of existing policies and the details described by the DfE in KCSiE19 - [teaching-online-safety-in-schools](#) .

The Trust will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only, unless there is a prior agreement with the DSL.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils.

- Staff should record, the length, time, date and attendance of any sessions held.

Regard should be given by staff to how they use technology to engage with pupils safely- an advisory note is attached to this document.

Further advice and guidance is available from staff line managers, heads of department and pastoral leads.

9 Peer Abuse

The Trust recognises that during the closure a revised process may be required for managing pupils/students on and off site and providing support to any report of such abuse.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in the main safeguarding policy and in part 5 of KCSIE.

The school will listen and work with the young person, parents/carers and any multi-agency partner required ensuring the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

10 Attendance

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If The Trust has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

11 Emotional wellbeing

We recognise the complexities and challenges of the Covid-19 crisis and the potential impact it may have on the emotional wellbeing of our staff and pupils. We will continually review guidance and cascade information across our workforce. We ask staff to be vigilant for signs of distress and to respond to them in line with our usual working practice.

<https://www.gov.uk/education/health-safety-and-wellbeing-in-schools>

Our HR Wellbeing team will regularly issue information and updates to staff.

Our School Counsellor is available for our secondary school students and has been issued with a Trust mobile telephone number.

12 Encompass

All of our schools participate in the Operation Encompass and this means we receive notifications from the Police informing us when there has been an incident of domestic abuse or violence at a child's home. This process is to continue, and we will actively monitor notifications, risk assess them in conjunction with other information we hold and escalate our concerns. We will make assessments on a case by case basis of the need to contact families following a notification.

13 Safer recruitment & safer working practice

Any new staff, visitors or volunteers will be risk assessed and inducted in line with existing practice and in compliance with part 3 KCSiE.

Staff should continue to apply the principles of our Safer Working Practice standards and general Code of Conduct.

It is particularly important that staff pay regard to previous advice and guidance on safer worker practice, **especially in relation to any online activity**.

Please see advisory note in appendices

14 Staff training & safeguarding induction

All existing school staff have completed statutory safeguarding training and have read part 1 of KCSiE, Safer Working Practice and the Trust Safeguarding Policy. Staff should adhere the principles of these key documents and this supplementary guide. Staff should also be aware that there may be further updates and guidance. Individuals will need to be vigilant and ensure that they read all new guidance and ask for clarity or support if required.

The existing Trust workforce may move between schools on a temporary basis in response to COVID-19. Any staff arriving at a Trust school from another establishment will be given a tailored induction and copies of the School Safeguarding Protocol and Safer Working Practice policy.

Appendices

Definitions

The DfE states “Attending education settings is known as a protective factor for children receiving the support of a social worker. It is right that we prioritise support for those who will benefit the most. We are balancing this carefully with the urgent need to reduce social contact right across society to support our work to reduce the spread of coronavirus (COVID-19).

Leaders of educational settings and designated safeguarding leads know who their most vulnerable children are and will have the flexibility to offer a place to those on the edges of receiving children’s social care support.”

Vulnerable children (DfE definition)

The definition of and information on vulnerable children can be found by following the link below.

Please pay particular regard to Paragraphs 1, 3, 4, 6, 13 and 14

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Advisory Notes & Additional Information

Advice on the use social media by education colleagues- Covid19 arrangements

During this period of disruption, we are seeing some truly creative approaches to engaging young people, particularly from the education sector. It is important that we do not lose sight of safeguarding practices and standards, or the reasons we have them in the first place. When using Social media or other platforms we need to risk asses continuously. Although these are unprecedented times and we do not have a 'map' for many of the unfolding challenges. We can support our colleagues to work safely and continue to apply safer working standards.

As a starting point it may be useful to refresh on the specific age limits that are applied to platforms.

Most social media services require users to be at least 13 years of age to access and use their services. This includes Facebook, Snapchat, Twitter, Instagram, Musical.ly and Skype. WhatsApp has an age restriction of 16 years and older.

Using social media as a learning platform is not recommended, because of the age restrictions in place and also because there is opportunity to create informal relationships between pupils/students and staff.

Whilst there is no age restriction for watching videos on YouTube, users need to be 13 or older to have their own YouTube account (enabling them to subscribe to other channels, like videos, post comments, share their own content and flag inappropriate content). As a sector we have worked consistently to ensure that these messages are repeatedly shared with parents and carers as part of our approaches to safeguarding. As role models in the community I am sure you all agree that we must follow our own advice and respect the guidelines.

Obviously, it is important we have routes to interact and exchange information with young people as it is a key way to safeguard their physical and emotional wellbeing; as well as offering informal opportunities to learn and maintaining a sense of identity and belonging. If you have existing mechanisms such as virtual learning environments it would be better to use these creatively and ensure staff continue to apply the expected risk assessments. Staff can of course use and promote appropriate sites and where possible encourage children to share their work and experiences, but this has to be in a safe and controlled way. Using external platforms will potentially remove a lot of safeguards.

Staff need to continue to maintain their professional standards in these more informal times, and you may wish to remind them of your respective standards and acceptable user agreements. This should help avoid momentary lapses in judgment and encourage colleagues to reflect on language, dress, environments and any materials or videos before they publish content.

Safeguarding note: If pupils are being asked to share photos of their work with their teacher, the teacher should remind them about key messages around online safety and the school's usual policy around photographs should apply. The school's online safety coordinator should be consulted for advice.

Use of personal phones and use of email

Staff who need to make contact with parents and pupils/students will be given a school mobile phone. If staff are emailing pupils/students or parents, this should only be from their work account.

Staff will adhere to the Trust Safer Working Practice policy.

Laurus Trust Emergency safeguarding procedures (Secondary) – school closure

Each school will ensure that every member of staff is fully aware of the names and contact details of the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) during school closure. This will support all staff in sharing any necessary information. This support team will include the DSL/DDSL/Pastoral team and senior leadership team.

The DSL/DDSL and Heads of Year are responsible for monitoring CPOMS and internal arrangements to ensure timely referrals to Children's services when required.

Objectives

- Ensure that contact is maintained by the school and all pupils/students via your mass communication system
- Ensure that you have planned for how staff will monitor communication from home to school
- Ensure that plans are in place for home learning to take place, with flexibility to support homes with/without technology/internet access
- Provide guidance for parents/carers outlining how they can support their children to continue learning whilst at home
- All vulnerable families should have additional contact and support with any concerns reported and recorded using the guidance below
- School receptions will operate as normal throughout any school closure. Any information given to Reception must be passed to the relevant member of staff.
- Whilst education provision will continue within the Laurus Trust it may not always be possible for children to attend their usual school. Alternative provision would be provided with the Trust. Appropriate transport arrangements will be considered.

School provision for vulnerable children , eg those currently supported by statutory services at TAC level or currently subject to a child protection plan, children with an EHCP or young carers or LAC

- Pastoral/SEN teams will remain in regular contact with their identified group of pupils/students. This will be initially by phone at least once a week. The student and the parent/carer should be spoken to, where appropriate, and any significant concerns would lead to further contact or a home visit by DSL, DDSL or the Head of School (2 members of staff)
- Offer of food support through school vouchers
- Liaising with all necessary professionals as usual

- Identified staff to record all interactions and any additional concerns via their usual recording mechanism, eg. CPOMS and share or escalate if necessary
- Liaison with relevant agencies at the point of need, eg: MASSH, Police, school health, social care and Advice and Guidance service as appropriate
- All pupils/students with an EHCP should be the subject of a risk assessment to decide whether their needs can be met at home or if they need to continue attending school.

Free school meal arrangements

- Children who are eligible for free school meals will be provided for daily by supermarket vouchers

Safeguarding issues to consider in the event of live teaching through Microsoft Teams

- More details to follow when this goes live

Additional safeguarding guidance

- Home visits – adherence to Lone Working/Safer working Practice policies
- Consideration to back up procedures if school staff capacity be reduced to levels where any of the above cannot take place
- Professional boundaries will be maintained. Likelihood of heightened anxiety and emotional distress presenting from some children and families

Communications with parents/carers and pupils/students

During this period of school closure and whilst we are setting work and communicating with pupils/students and Parents/Carers online much more than usual, it is timely to remind all of our communication guidelines.

Communicating with pupils/students via email

- Keep your messages professional in layout and language
- No text speak
- Friendly but not overly chatty- don't get into a dialogue
- Use your school email only
- If a student writes anything that concerns you of a Safeguarding nature, you must log this on CPOMS straightaway AND email DSL and DDSL immediately. This is to ensure that we pick up any concerns immediately.

Communicating with Parents/Carers

- Professional in layout and language
- Respond in a timely manner- normal school hours should normally be kept
- If the conversation is difficult, copy in your line manager or member of the SLT. Draw their attention to this...eg I have copied Mrs X into this email to ensure I have not missed anything/ in case additional support exists/ to help me deal with the concerns raised etc

Any questions or anything arises during this period please seek further advice from a member of SLT

Emergency Safeguarding Procedures in the Event of Extended School Closure – Primary

	GB	CHPS
Ensure that contact is maintained by the school with all pupils via your mass communication system, at least once per week	<ul style="list-style-type: none"> Head of School (HoS) to continue weekly newsletters – Mondays 	<ul style="list-style-type: none"> HoS to continue weekly newsletters – Fridays
Ensure that you have planned for how staff will monitor communication from home to school	<ul style="list-style-type: none"> Parents to contact staff through school admin email and admin to forward? Alison/Amy and Molly. Admin send weekly checklist provided by Class Teachers (CTs) to all parents/carers. This should be completed and emailed back to admin who will keep a log and inform CTs who needs a phone call on Monday. 	<ul style="list-style-type: none"> Parents to contact staff through school admin email and admin (Dawn/Esther) to forward? Reception CTs to check every child engages with Tapestry at least every two days and call parent to check in if not happening/inform HoS. Admin send weekly checklist provided by CTs to all parents/carers. This should be completed and emailed back to admin who will keep a log and inform CTs who needs a phone call on Monday.
Ensure that plans are in place for home learning to take place, with flexibility to support homes with/without technology/internet access	<ul style="list-style-type: none"> Exercise book and paper packs for W1 Website after that – CTs send content to HoS by 9am each Thursday for uploading on year group page Ask families to let us know if they can't access the internet via the letter explaining work (paper copy) Identify member of admin with printing capability at home and equip with paper, ink, envelopes and postage to enable work to be posted to families without internet Letter to parents explaining how to access work 	<ul style="list-style-type: none"> Tapestry for N/R Folders and books for Y1 in week 1 Website after that – Y1 CTs send content to HoS by noon each Thursday for uploading on year group page Ask families to let us know if they can't access the internet via the letter explaining work (paper copy) Identify member of admin with printing capability at home and equip with paper, ink, envelopes and postage to enable work to be posted to families without internet Letter to parents explaining how to access work
Provide guidance for parents/carers outlining how they can support their children to continue learning whilst at home	<ul style="list-style-type: none"> Letter to parents/carers 	<ul style="list-style-type: none"> Letter to parents/carers
All vulnerable families should have additional contact and support with any concerns reported and recorded using the guidance below	<ul style="list-style-type: none"> At least weekly call from Class Teacher/SENDCo/Pastoral Manager? 	<ul style="list-style-type: none"> Nursery/Rec – daily contact through Tapestry plus at least weekly call from Class Teacher/Jodie/Claire Y1 – at least weekly phone call from Class Teacher if on the list of vulnerable children
All vulnerable children and families should be provided with a contact number for the	Pastoral Manager to call and check the following details have been received:	CTs to check the following details have been received: School number

school which must be a school phone/email address and not a personal number or address (the school should consider an agreement of reasonable contact use)	School number admin@ emergency@	admin@ emergency@
FSM & UIFSM arrangements	Supermarket vouchers <ul style="list-style-type: none"> • Prioritise PP and vulnerable families • All R-Y2 issued or given the option? How? By email? 	Supermarket vouchers <ul style="list-style-type: none"> • Prioritise vulnerable families • All R-Y1 issued or given the option? How? By email?
Children supported by statutory services/vulnerable children		
Regular contact by phone	<ul style="list-style-type: none"> • Pastoral manager to keep in touch with identified families 	<ul style="list-style-type: none"> • TAC family – Stockport Safeguarding Lead aware • Daily call to check in by Nursery Manager and CT
Liaising with all necessary external agencies as usual	<ul style="list-style-type: none"> • Aimee to contact external agencies to find out what provision is being made for support to continue in the event of a school closure 	<ul style="list-style-type: none"> • Sally to contact external agencies to find out what provision is being made for support to continue in the event of a school closure
Attending any planned review meetings, where possible	<ul style="list-style-type: none"> • Aimee to liaise with attendees a week ahead of planned EHCP Reviews x3 to firm up a plan for meeting if school still closed e.g. telephone conference 	<ul style="list-style-type: none"> • Sally to liaise with attendees a week ahead of planned EHCP Reviews x3 to firm up a plan for meeting if school still closed e.g. telephone conference
Identified staff to record all interactions and any additional concerns via their usual recording mechanism, e.g. CPOMS and share or escalate if necessary	<ul style="list-style-type: none"> • CTs to check they can access CPOMS via the website from home so concerns can be logged as normal during school closure period 	<ul style="list-style-type: none"> • CTs to check they can access CPOMS via the website from home so concerns can be logged as normal during school closure period
Signpost families to the services and support available through council website	<ul style="list-style-type: none"> • Include link on letter to parents and on school website https://livewellservices.cheshireeast.gov.uk/Services/427/Cheshire-East-Family 	<ul style="list-style-type: none"> • Include link on letter to parents and on school website https://www.stockport.gov.uk/about-stockport-family
Additional safeguarding measures		
Live teaching/teaching remotely	Staff to adhere to the Code of Conduct and to inform the HoS/DSL immediately about any concerns	Staff to adhere to the Code of Conduct and to inform the HoS/DSL immediately about any concerns
Consideration to back up procedures if school staff capacity be reduced to levels where any of the above cannot take place	More than one person doing key tasks	More than one person doing key tasks
Professional boundaries to be maintained (likelihood of heightened anxiety and emotional distress presenting from some children and families)	Limited number of staff making contact by phone and all emails via admin address with HoS notified about any concerns	Limited number of staff making contact by phone and all emails via admin address with HoS notified about any concerns