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| **Staff Role** | **Before Re-Opening** | **First Week** | **First Month** | **First Term** | **End of First Year** |
| **Headteacher** | **Consider what additional risk assessments may need to be in place for the school relating to specific issues pertinent to your own school****Review of the Safeguarding Policy with a Covid-19 outbreak addendum and in line with the interim safeguarding guidance****Strategic meetings to be held to agree policy action points****Nominate a safeguarding leader o be the onsite safeguarding lead – if this is not to be the DSL****For HUB schools - make sure that all staff understand that you/they have the responsibility for safeguarding all children and staff****Together with the SLT evaluate the risks and include this information in your rationale behind which pupils come into school first and when****Consider remote safeguarding based upon teacher knowledge from their pupils and the daily/weekly contact they have with their pupils and families – ensure all staff aware of agreed protocols****New staff deployed to the school/volunteers are made aware of the safeguarding processes they should adhere to and the school’s Code of Conduct****All volunteers to be risk assessed and safer recruitment guidelines adhered to before commencing****Staff training on awareness and understanding that there may be an impact of the mental health of pupils, parents and staff or volunteers; and where to access to support****Development of an online teaching and learning/curriculum policy which considers safeguarding risks for those pupils accessing home learning****Chair of governors informed of re-opening****Business Continuity Plan reviewed alongside SLT****Insurance notified that the site is opening****Review of staffing situation – do you have enough to open safely?****Communication to parents and carers about reopening dates and plans** **Bereavement policy considered****LA and DfE surveys – arrangements to maintain remote working for staff still isolating:****Methods of communication Email, Skype, Zoom** | **Establish Parent Champion as first port of call to assist and signpost parents where/when help is needed****Daily strategic meetings to be held to assess policy actions to date and set further actions if needed****Together with the SLT evaluate the risks and include this information in your rationale behind which other pupils start to come into school and when****Review and adjust remote safeguarding protocols where necessary and inform staff of any changes****New staff deployed to the school/volunteers are made aware of the safeguarding processes they should adhere to and the school’s Code of Conduct****Any new/additional volunteers to be risk assessed and safer recruitment guidelines adhered to before commencing****SCR check in relation to new staff and volunteers joining the school** | **Analysis of Monitoring of pupil groups and feedback to all staff and governors around patterns and trends in Safeguarding data****Twice weekly strategic meetings to be held to assess policy actions to date and set further actions if needed****Together with the SLT evaluate the risks and include this information in your rationale behind which other groups of pupils start to come into school and when****Review and adjust remote safeguarding protocols where necessary and inform staff of any changes****New staff deployed to the school/volunteers are made aware of the safeguarding processes they should adhere to and the school’s Code of Conduct****Any new/additional volunteers to be risk assessed and safer recruitment guidelines adhered to before commencing****Weekly SCR check in relation to new staff and volunteers joining the school** | **Analysis of Monitoring of pupil groups and feedback to all staff and governors around patterns and trends in Safeguarding data****Weekly strategic meetings to be held to assess policy actions to date and set further actions if needed****Together with the SLT evaluate the risks of having all pupils back in school****Review and adjust remote safeguarding protocols where necessary and inform staff of any changes** **New staff deployed to the school/volunteers are made aware of the safeguarding processes they should adhere to and the school’s Code of Conduct****Any new/additional volunteers to be risk assessed and safer recruitment guidelines adhered to before commencing****Weekly SCR check in relation to new staff and volunteers joining the school** | Policy and Website update and check Annual General Safeguarding Review as with LA Leadership AdviserAnnual Safer Recruitment up-date trainingComplete review of associated policies **Review and adjust remote safeguarding protocols if still required and inform staff of any changes. Ensure any changes are highlighted in the Safeguarding and Child Protection Policy****New staff deployed to the school/volunteers are made aware of the safeguarding processes they should adhere to and the school’s Code of Conduct****Any new/additional volunteers to be risk assessed and safer recruitment guidelines adhered to before commencing****Monthly SCR check in relation to new staff and volunteers joining the school** |
| **Governors** | **Review of the Safeguarding Policy with a Covid-19 addendum****Governors to be aware of the Government's interim safeguarding guidance and how this has been included in their school policy?**Lead Governor for Safeguarding to ensure that Single Central Record is up to dateEnsure that Governors have undertaken recent training related to Safeguarding and at least one Governor is trained or booked onto training for Safer Recruitment | **All governors to refresh knowledge regarding school approach to safeguarding and where this has been adapted for purposes of circumstances or reintegration****Chair to liaise closely with HT regarding initial operations to then provide updates as appropriate to the wider Governing Body****Continue to follow agreed remote safeguarding protocols** | Review of policies:* Wellbeing
* Bereavement
* Supporting pupils with medical conditions
* PSHE

**Governors to consider particular risk assessments or agile arrangements in response to the situation****Monthly SCR check in relation to new staff and volunteers joining the school****Continue to follow agreed remote safeguarding protocols** | **Review of the Safeguarding Policy with a Covid-19 addendum****Continue to follow agreed remote safeguarding protocols****Monthly SCR check in relation to new staff and volunteers joining the school**Safeguarding Review - with Governor involvementGovernor In-house Monitoring of Safeguarding as a whole looking at all areas of the safeguarding wheel, or following each section of your latest Safeguarding Review SCR check with Governor sign off Safer Recruitment Audit and annual check on third party providers - with Governor involvement **Pupil Voice survey/discussions around Safeguarding** Health and Safety Audit, including Site Survey and Risk Assessment check - with Governor involvementEnsure that Safeguarding is included in each Headteacher’s Report to Governors  | **Review of the Safeguarding Policy with a Covid-19 addendum****Monthly SCR check in relation to new staff and volunteers joining the school**Annual Monitoring Report to Governors All Governing Body Meeting agendas to have a Safeguarding and Child Protection Standing Item for discussion - minutes to demonstrate challenge and link to ongoing monitoring visitsAnnual Safeguarding Audit Return to the Local Authority |
| **Designated Safeguarding Lead** | **Consider what additional risk assessment may need to be in place for vulnerable pupils****Ensure DSL is aware of their responsibility for continuity in safeguarding leadership, and that they are always available when required****Escalation Processes made clear if different from the usual routines****LADO, MASH and external services contact details to be displayed clearly and staff attention drawn to them****Ensure contact details for Social Workers are checked and clearly noted on pupil files****Ensure lists are kept of all LAC/PLAC pupils are up to date, together with the contact details of the Head of Virtual School****Make sure that each vulnerable child/pupil has an easily transferable record of why they are vulnerable, a copy of the EHCP and/or CIN or CP Plan, the name of their social worker and contact details, for LAC children the name of the relevant Virtual School Head** | **Continue to follow agreed remote safeguarding protocols****Ensure all Vulnerable Pupil records are up to date** | Child Protection Records Check – internal check **Continue to follow agreed remote safeguarding protocols****Ensure all Vulnerable Pupil records are up to date** | **Continue to follow agreed remote safeguarding protocols****Ensure all Vulnerable Pupil records are up to date** | **Follow agreed safeguarding protocols as detailed in the Safeguarding and Child Protection Policy****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT****Ensure all Vulnerable Pupil records are up to date**Annual DP Update Training (not essential but Best Practice) |
| **Senior Leaders** | Ensure classrooms are ready to receive pupils**Assist HT to ensure all staff are aware of expectations around social distancing, protocols and agreed routines****Follow agreed remote safeguarding protocols** | **Has the child been in another school for a period of time? If so what information is to be handed over?****Continue to follow agreed remote safeguarding protocols****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT** | **CPD Safeguarding refresher awareness and induction for any new staff****Safeguarding induction for any new staff and volunteers, etc****Continue to follow agreed remote safeguarding protocols****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT** | **Continue to follow agreed remote safeguarding protocols****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT****CPD Safeguarding refresher awareness and induction for all new staff** **Safeguarding induction for any new staff and volunteers, etc** | **Follow agreed safeguarding protocols as detailed in the Safeguarding and Child Protection Policy****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT** |
| **Middle Leaders inc SENCo** | **Consider what additional risk assessment may need to be in place for vulnerable pupils****Follow agreed remote safeguarding protocols** | Curriculum risk assessments relating to health matters linked to subject areas, e.g. PSHE, Assemblies**COVID-19 on school site Child care Risk Assessment****Continue to follow agreed remote safeguarding protocols****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT** | **Continue to follow agreed remote safeguarding protocols****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT** | **Continue to follow agreed remote safeguarding protocols****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT** | **Follow agreed safeguarding protocols as detailed in the Safeguarding and Child Protection Policy****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT** |
| **Class teachers** | **Follow agreed remote safeguarding protocols** **Remote learning for pupils still isolating:**CPD Opportunities for staff | **Pupil, staff and parents voice around safety and health****Continue to follow agreed remote safeguarding protocols****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT** | **Pupil Voice around Safeguarding****Continue to follow agreed remote safeguarding protocols****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT** | **Continue to follow agreed remote safeguarding protocols****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT** | **Follow agreed safeguarding protocols as detailed in the Safeguarding and Child Protection Policy****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT** |
| **Teaching Assistants** | Follow agreed remote safeguarding protocolsCheck First Aid stock in classrooms, together with individual pupil medications (quantity, whether or not it remains in date, etc.)Organise playtime rotas in line with SLT decisionsDistribute safety and social distancing advice posters | **Pupil wellbeing checks, emotional support and family contact****Continue to follow agreed remote safeguarding protocols****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT** | **Pupil wellbeing checks, emotional support and family contact****Continue to follow agreed remote safeguarding protocols****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT** | **Continue to follow agreed remote safeguarding protocols****Pupil wellbeing checks, emotional support and family contact****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT** | **Follow agreed safeguarding protocols as detailed in the Safeguarding and Child Protection Policy****Staff to check daily registers and follow up on any pupil absentees, reporting outcomes to the HT****Pupil wellbeing checks, emotional support and family contact** |
| **Other roles inc****Admin** | **Follow agreed remote safeguarding protocols****Pupil attendance lists created in respect of which pupils are to attend. These to be distributed to staff with guidance on protocols for following up on any absentees****Office to ensure all emergency numbers and alternatives are kept up to date for staff and children**Site Concerns:**All staff on site to sign in and out on entry and exit****All contractors due contacted and appointments change/rearranged****Site managers on call**Swimming Pool decommissioning/recommissionedSite Security checked and daily checks resumed with specific checks for:HeatingElectrical itemsWater systems Grounds and building maintenanceInternal checks to the main site to ensure no water leaks or spillsElectric issuesProtection and detection systems are working No unsafe conditions etcAll visits are loggedLegionella checksComplete detailed building inspection Complete detailed equipment inspectionIdentify any immediate requirements for repairs prior to reopening Update site health and safety file Print updated safety checks files**Place order for Hand Sanitizer (If required)****Place order for pool chemicals to ensure stock for 8 weeks****Place order for additional cleaning materials (If required)**Place order for water systems disinfection (If required)**Place markings for social distancing – if advised****Understand requirements for gloves and face masks as required****Place order for gloves and face masks (If required)****Completely re sanitize the site including all touch points if deemed necessary****Remove building closure signs**Undertake Utility Meter readings Refuse collections to recommenceHygiene collections to recommencePhotocopier leases to recommence IT Concerns:Data systems maintained MIS Systems maintainedCheck Wi-Fi and hardwire connections Check all IT hardware still workingCatering Concerns:Moving/clearing/storing foodsFood hygiene certificates and/or training if neededIssue direct guidance on Catering facilitiesRemove appropriate furniture depending on rules**Deep clean all Catering surfaces and food preparation areas**Provide reduced menu **Place orders for reopening**Check all fridges and freezers are operationalFinancial Concerns:**Review payroll to ensure that furlough is correctly captured**HR Concerns:**Understand which staff members are still self-isolating and which members are shielded** **Establish holiday arrangements and outstanding leave****Review rotas from re opening for a period of 1 month, issue to workforce** | Continue to follow agreed remote safeguarding **protocols****Pupil attendance lists reviewed and new ones created in respect of which pupils are to attend. These to be distributed to staff with guidance on protocols for following up on any absentees****Weekly Site Survey by School Site Staff accompanied by either Headteacher or Governors**Pupil Medical and other information checked where necessary in case of changes:* Allergy protocols
* Health Care Plans
* Dietary information

**Transport concerns and needs identified and resolved****Emergency contacts changed if there is a change in circumstances****All staff on site to sign in and out on entry and exit – logs to be checked** | **Analysis of Attendance/Behaviour/ First Aid, etc. Log Check and feedback sent to relevant staff****Continue to follow agreed remote safeguarding protocols****Pupil attendance lists reviewed and new ones created in respect of which pupils are to attend. These to be distributed to staff with guidance on protocols for following up on any absentees****All staff on site to sign in and out on entry and exit – logs to be checked** | **Continue to follow agreed remote safeguarding protocols****Pupil attendance lists reviewed and new ones created in respect of which pupils are to attend. These to be distributed to staff with guidance on protocols for following up on any absentees****All staff on site to sign in and out on entry and exit – logs to be checked** | **Follow agreed safeguarding protocols as detailed in the Safeguarding and Child Protection Policy****First Aid update training****Legionella/asbestos/manual handling/swimming pool testing/PAT Testing****All staff on site to sign in and out on entry and exit - logs to be checked** |
| **Important Contacts:*** Head of School Improvement Service Rosemarie Sadler • rosemarie.sadler@cambridgeshire.gov.uk • 01223 728376
* Senior Adviser for Leadership Diane Stygal • diane.stygal@cambridgeshire.gov.uk • 01223 507115
* Lead Adviser for the Education Safeguarding Team Sara Rogers • sara.rogers@cambridgeshire.gov.uk • 01223 729045
* Facilities Officer Phil Hill – phil.hill@cambridgeshire.gov.uk - 01223 699120
* Health and Safety Adviser Sarah Knott – sarah.knott@cambridgeshire.gov.uk – 01223 699123
* Health, Safety and Wellbeing Adviser – Stewart Wood – stuart.wood@cambridgeshire.gov.uk – 01223 699122
* PE, Sport and Swimming Adviser – Ian Roberts – ian.roberts@cambridgeshire.gov.uk – 01480 379077
* Outdoor Education Adviser – Stephen Brown – stephen.brown@cambridgeshire.gov.uk – 01480 379677
* Fire Safety Adviser Barbara Noack – barbara.noack@cambridgeshire.gov.uk - 01223 699124
* Knowledge Hub The Advisory Team [www.khub.net/group/educationadvisoryteam](http://www.khub.net/group/educationadvisoryteam)
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