

CELT Safeguarding – COVID 19 addendum

It is vital for us to ensure that all of our pupils remain safeguarded over the period of enforced school closures. In order to do so, please see guidance below.

Schools and academies are required to have a designated safeguarding lead (or deputy) available during school hours. Due to the current exceptional circumstances, it will not always be possible for this person to be available on site. However a designated member of the safeguarding team should be available by telephone or email.

In order to ensure capacity, Headteachers should ensure that designated safeguarding staff have a mobile phone and or laptop which they can use both in school and at home. This will enable staff to access systems if working remotely /self- isolating. Designated staff should ensure they access CPOMS via a Trust device as per policy.

Please consider using the CPOMS soft key as this enables CPOMS to be accessed via a mobile telephone. Pupil laptops can be reassigned in these exceptional circumstances to add capacity – contact Core ICT as required.

Contact during exceptional circumstances

It is important that all children, families and professionals are able to contact key staff to share information in respect of safeguarding and concerns. **To add additional capacity CELT will create a bespoke email for Primary and Secondary settings as follows:**

secondariesafeguarding@celtrust.org

primarysafeguarding@celtrust.org

The email will provide an automated message response which states that the email will be monitored during office hours (Monday to Friday) however, the user should contact Social Care and Police if a child or young person is at risk of imminent harm.

The email addresses will be monitored by the Chief Information Officer for the Trust, who will then forward emails to the appropriate safeguarding teams in schools/academies for action.

Please ensure the appropriate email address (secondariesafeguarding@celtrust.org or primarysafeguarding@celtrust.org) is available to parents and professionals as follows: ***School/Academy Website, School Communications to parents, School answer phone message, Safeguarding Policy – contacts page***

Home Visits/ Safe and well checks

School staff will not be conducting home visits. Safe and well- being checks should be conducted via telephone and concerns identified should be reported to social care / Police or allocated professionals as required.

CPOMS

All incidents should be logged on CPOMS as per policy. This includes telephone calls to parents and professionals and emails. This will ensure that information can be effectively communicated and also accessed remotely as required.