



Axe Valley Academy

Annex to the Child Protection policy

COVID-19

- 1 – Uffculme Academy Trust**
- 2 – Axe Valley Academy**
- 3 – Devon County Council**
- 4 – Daily Risk assessment**

1.1 Uffculme Academy Trust Annex to the Safeguarding Policy: Covid19

1.2 Key Principles

We acknowledge the immense pressure that schools are under during this period of national crisis, however it remains essential that our schools continue to be safe places for children.

This means that:

- The best interests of our children must always continue to come first.
- Safeguarding concerns about children should be reported and acted upon immediately
- We will continue to work closely with and support children’s social workers and the LA virtual school head
- We should continue to do our best to protect children when they are online

1.3 Updated arrangements

- The DSL or one of the Deputy DSLs will be available at all times (Jon Scott and Laura Jenkins)
- It is desirable that one of the Safeguarding Leads will be on site at all times when there are children attending school. Where this is not possible, they should be available by telephone, email or video conferencing. School staff should know who to contact at any one time
- The DSL will liaise with social workers where necessary
- Staff or volunteers with concerns about the safety or wellbeing of children should refer these immediately to the DSL
- Staff will be vigilant for intelligence regarding all forms of abuse but particularly peer on peer abuse. Any concerns should be reported
- Any concerns about staff or volunteers must be immediately referred to the Laura Jenkins, Headteacher and reported to the LADO
- All children on the school’s risk register have been assigned a key worker who will make regular – daily if necessary - contact with them
- Chronologies will be regularly updated as a result of the contact with key workers

- Children with social workers have been strongly encouraged to attend school. Non-attendance is robustly followed up and actions recorded on chronologies.
- Schools will be staffed according to a rota. This will ensure that children are effectively supervised and by appropriate adults.
- Appropriate social distancing will be maintained at all times – although we recognise that this is more difficult to sustain with very young children.

1.4 Vulnerable children

- Vulnerable children are classed as those who have a social worker or an EHCP plan. At Uffculme Academy Trust, we have widened this definition to include all children on our welfare risk registers.
- All these children have been assigned a key worker who will make regular contact as described above.
- Attendance of vulnerable children will be carefully monitored. Concerns will be reported and/or escalated as appropriate. Daily registers will be submitted to the DfE and copied to the LA on request.
- All children should be booked in by their parents or carers to attend on the day before. Non-attendance of pre-booked children will be followed up.

1.5 Supporting all children

- Teachers are setting regular work for children and where possible are checking up on its completion.
- All children and families will receive at least one call or email a week from their teacher, tutor, year head or senior leader during term time.
- **Teachers will only use school based email addresses to contact children and families.**
- We have provided children with advice and guidance on how to maintain their mental health. We have also provided helpline information and this is on our websites.
- Concerns regarding online activity or behaviour from whatever source will be followed up as per the Safeguarding and e-safety policies.
- Parents have details on how to contact senior school staff about concerns they have for their children.

1.6 Recruitment

If new staff are recruited via online means rather than face to face interviews, the principles of safer recruitment must still apply. They should be DBS and identity checked and be provided with an initial safeguarding induction. If staff move between schools, the receiving school will judge the level of safeguarding training required. In all cases they should be entered on the SCR and provided with a local copy of the CP policy.

Unchecked staff or volunteers will never be left unsupervised or to have unrestricted access to children

1.7 In the event of illness

Staff or children experiencing symptoms must stay at home and self-isolate for 14 days. If the symptoms develop whilst at school, staff would report to the senior member of staff on duty and go home immediately.

Children will be taken to an empty room and remotely supervised until a parent or carer can collect them.

1.8 Hygiene

All open areas of the school will be cleaned and disinfected regularly throughout the day. Work stations have wipes and children are reminded to wipe down their areas regularly. Hand washing takes place after every break.

2.1 Safeguarding and clusters

We are currently not working as a cluster school or Hub although we are in contact with our LLC. If we begin to collaborate and children and/or staff from multiple settings are clustered in one place, the principles in [Keeping children safe in education \(KCSIE\)](#) and this guidance continue to apply.

2.2 Keeping children safe in schools and colleges

The way we 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 or college has a safeguarding concern about any child they should continue to act and act immediately. This information has been distributed to all staff
- a DSL or deputy should be available. Laura Jenkins is always on site with Jon Scott available by telephone.
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children. Reception is completely locked. A member of the site team remains on the premises to ensure it remains locked and safe.
- children should continue to be protected when they are online. As well as an online e-safety course we have allocated to all children there is regular contact with parents.

2.3 Child protection policy

AVA has an effective child protection policy in place reflecting business as usual however it does not always represent the actions in place during COVID-19 contingency planning. The principles have been reviewed by CEO Lorraine Heath. The policy has been reviewed by Jon Scott and Laura Jenkins (DSL and Deputy DSL) and will remain under review during the period of school closure. In particular:

- the continued importance for school and college staff to work with and support children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. Jon Scott (CiC Lead has contacted all carers to go through arrangements and continues to contact them weekly for check in phone calls. PASCOs and the attendance officer have a vulnerable student list, including those with social workers, who they call daily and do a doorstep visit weekly. Updates are given to all social workers.
- what arrangements are in place to keep children not physically attending the school or college safe, especially online and how concerns about these children should be progressed. All students have been given access to an online safety course. Parents are contacted routinely. These concerns would escalate through the DSL and also via the police where necessary.

All staff have been given regular updates on what to do in the event of safeguarding concerns arising. There has been specialist training for PASCOs, Inclusion Officer and Learning Support Team. The Annex has been uploaded to the school website.

2.4 Designated safeguarding leads (DSLs)

Laura Jenkins remains, as Deputy DSL, on site during term time. During Holidays, on days where Laura Jenkins is not physically at AVA she is contactable by phone as is Jon Scott. This is also true by email when under 'working from home' arrangements

2.5 Vulnerable children

Ensuring that vulnerable children remain protected is a top priority for the government. Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans.

Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and VSHs will continue to work with vulnerable children in this difficult period and should support these children to access this provision. There is an expectation that children with a social worker will attend provision, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child. Where the child chooses not to attend the social workers will be informed immediately by the allocated key worker at AVA. Daily telephone calls for vulnerable children with weekly 'doorstep' visits respecting strictly the social distancing and self-isolation guidance will continue.

2.6 Attendance

Local authorities and schools do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. AVA continues to work closely with social workers and with families as to whether children in need should be attending education provision – and the AVA will always then follow up on any child that we were expecting to attend, who does not. AVA will also follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend via telephone call by 09:00am. To support the above, we will take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. Additionally we may ask for consent to hold student telephone numbers across this period which will always be through direct request of the parent. In all circumstances where a vulnerable child does not take up their place at AVA, or discontinues, we will notify their social worker.

The department has introduced a daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school which AVA submits to Devon LA daily as well as the DfE daily. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

2.7 Staff training and safeguarding induction

All existing school and college staff will already have had safeguarding training and have read part 1 of KCSIE. We do not currently have a situation where we have any new staff recruitment. Where new staff may be recruited, or new volunteers enter AVA, they will continue to be provided with a safeguarding induction.

2.8 Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers should be aware of this in setting expectations of pupils' work where they are at home. The department is providing separate guidance on providing education remotely. Where they are providing for children of critical workers and vulnerable children on site, AVA will ensure appropriate support is in place for them. We have provided all parents with guidance on supporting positive mental health, staying active and healthy and links to a range of supportive websites and services. We also have an emergency contact card displayed on the school website,. The front doors and supplied to all parents via parentmail. The ChatHealth, Kooth and Local Nursing Hub information has been provided to all students.

2.9 Online safety in schools and colleges

It will be more important than ever that AVA provides a safe environment, including online. When working in school appropriate filters and monitoring systems remain in place to protect children when they are online. All teachers have carefully vetted recommended resources.

2.10 Children and online safety away from school and college

AVA is doing what we reasonably can to keep all of our children safe. In most cases, the majority of children will not be physically attending the school or college. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. We have provided specific guidance to all staff on this, alongside data protection and not using personal devices and social media, via email. Any such concerns should be dealt with as per the child protection policy and where appropriate referrals should still be made to children's social care and as required the police. We have tried to ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to Axe Valley Academy we, through our website, also signpost children to age appropriate practical support from Childline and CEOP.

2.11 hygiene

Updated information has been circulated to parents, is displayed on all doors, circulated to staff and is on the website. This is also copied below.



Important information for parents and pupils

Please take the time to read the information below to keep our staff at Axe Valley Academy safe.

The Department for Education have asked parents to keep their children at home, wherever possible, and for schools to remain open **only for those children who absolutely need to attend.**

The fewer children making the journey to school, and the fewer children in educational settings, the lower the risk that the virus can spread and infect vulnerable individuals in wider society.

There will be strict measures enforced whilst we remain open for those children who absolutely need to attend and we will insist they are adhered to for everyone's safety:

- Students and staff will be asked to **remain 2 metres apart**
- Students and staff must **wash their hands more often** with soap and water for at least 20 seconds or use a hand sanitiser. This includes:
 - when they **arrive** at school/work
 - when they get **home** from school/work
 - when they **blow their nose, sneeze or cough**
 - when they eat or handle **food**
- Only **2 students will be allowed per table** in the canteen
- There must be a **minimum of 1 computer workstation between students**
- Reminders to **avoid touching** your eyes, nose, and mouth with unwashed hands
- You must **cover your cough or sneeze** with a tissue, then throw the tissue in a bin and wash your hands
- You must clean and **disinfect frequently** touched objects and surfaces

You must not send your child in or visit school if you display symptoms of coronavirus (COVID-19).



Important information for parents and pupils

Please take the time to read the information below to keep our staff at Axe Valley Academy safe.

You will not be allowed entry to site unless absolutely necessary.

As such we recommend that you first ring the school on **01297 32146** or email admin@axevalley.devon.sch.uk. Alternatively individual teacher emails are available on the information section of the school website under staff list. <https://axevalley.devon.sch.uk/information/staff-list/>

If you do arrive and wish to speak to reception they will speak to you through the intercom on the right hand side of the front doors. Please do not be offended that they will not invite you in.

If you are collecting something you must have requested this in advance by telephone or email. When you arrive reception will ask you to step down the stairs and they will place this at the top of the stairs for you to collect when they go back into the building.

No meetings with staff members will be possible at this time. Please use the telephone or email options above so that we can answer queries and offer support, advice and guidance.

A handwritten signature in black ink that reads "Jenkins". The signature is written in a cursive style and is enclosed within a thin black rectangular border.

3.1 Safer Working practices DCC

After reading the guidance from DCC below we can confirm this is covered in our Annex to our Child Protection policy (above). The only exception is where a first aider cannot be available on site one is within 10 minutes of site and available immediately on the telephone. Sections 6 and 7 do not apply to AVA.

Safer working practice - 27th March 2020



The summary advice below is based on DfE and PHE guidance and was accurate at the time of writing. However, the DfE are making regular updates and the online version will always take precedence. Additional cleaning information has been provided by Devon health and safety team.

Content

1. Preparation of the School site and preparing pupils and parents
2. Arriving and hygiene and management of pupils while at School
3. Leaving school to go home
4. General cleaning
5. Children or staff becoming ill at school including:
 - Care and Actions
 - Cleaning and laundry of where a symptomatic person has been
 - Disposing of contaminated waste
6. Link to Residential special school advice in relation to social isolation
7. Safeguarding and Child protection (including in clustered settings) during Covid-19 summary **including:**
 - DSL requirements
 - Workforce moving between sites
 - Children moving between sites
8. Statutory and Safety Maintenance during Covid-19.

1) Preparation of the School site and preparing pupils and parents

- Discourage parents from gathering at school gates and ask them to model social distancing so that their children learn good practice. Plan arrival and hand-over of children to maintain 2-metre social distancing wherever possible.
- Install a notice at the edge of the site for unplanned visitors. Give them a phone number to ring before they enter. This will apply to parents picking up and dropping off children during the school day.
- Tell children, parents, carers or any visitors, such as suppliers, not to visit the school setting if they are displaying any symptoms of coronavirus (COVID-19)
- If you have an administrator or receptionist on duty, ensure they know, and help re-enforce, the precautions that all site users must follow when in the building.
- If using a rota, ensure you have a first aider on site.

- Ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible.
- Where possible plan so staff can stay working in one area or classroom to avoid sharing equipment etc.
- Stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering.
- Allocate different year groups to different toilets wherever possible.
- Have tissues available for staff and pupils.
- Increase cleaning of surfaces in classrooms, including desks and handles, and within toilet blocks and changing rooms. (*see cleaning - section 4 below*)
- If parts of buildings are not used, prevent access to these to avoid them becoming places for unauthorised use and to remove the need for cleaning. (ensure fire regs are followed when doing this e.g. access to fire exits)
- Keep the building well ventilated for flow through of fresh air.
- Tell anyone who is feeling ill to stay at home, but:
- Plan for children or staff becoming ill while at school and have a well-ventilated room available should they need to be isolated while waiting to go home.

2) Arriving and hygiene while at School.

- Wash hands as soon as you arrive at work. Use hand sanitiser if soap and water is not available.
- Wash hands regularly, at least at every break and if possible more often, before eating, after using toilets, after coughing or sneezing.
- If children or young people have trouble washing their hands, ensure help is available
- Encourage pupils to cough / sneeze into a tissue and then throw straight into the bin (not up a sleeve or in a pocket. Cough or sneeze into bent elbow if too slow with a tissue.
- Staff should implement the social distancing measures as far as they are able, with very young children it is recognised that this will be harder to maintain.
- Plan activities as far as possible to also reflect social distancing measures, e.g. no pairs work with pupils sat close to each other.
- Clear up at the end of the day so that all surfaces can be cleaned. Get the cleaning poster [here](#)

New guidance (29th March 2020) on supporting young people's mental health (including specific advice for children with special education needs), can be found here.

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing> .

3) Leaving school to go home

- Before leaving the school to return home, wash your hands.
- Do not bring resources from school back to your home.
- On entry to your house wash your hands (and any exposed skin on your lower arms) for 20 seconds.

Advice about managing difficult feelings or behaviours to do with hygiene, washing or fears of infection is available in the new PHE guidance,

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19>.

4) General cleaning of the school site

- Work with cleaners to prioritise prevention of transfer of Covid19.
- Make equipment available for staff to keep their own area clean.
- If cleaners cannot attend and staff need to clean the work areas, then the following should be observed:
 - Regularly clean surfaces where children work – at breaks, lunchtime, after school. Desktops, door handles and computer equipment in particular.
 - Use cleaning chemicals provided by the school. Follow instructions given verbally and on the container label.
 - Wear disposable gloves, if available. If supply of gloves has run out keep hands as free of chemicals as possible.
 - Wash hands thoroughly after cleaning for at least 20 seconds.
 - Wash and rinse cloths, mops and buckets after use, leave to dry.

5) Children or staff becoming ill while at school.

- If anyone becomes ill with a new, continuous cough or high temperature they must be sent home to follow current guidance.
- If they have to wait for collection they should be isolated in a ventilated space, ideally a window should be opened, and they should be monitored until picked up.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- Those who have been near the person need not go home, just wash hands and follow normal hygiene rules.
- The rest of the school can continue to operate.

Arrange additional cleaning of a symptomatic persons work area (guidance link: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>)

- Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
- The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) has been working is disposable gloves and an apron.
- Keep the door closed with windows open to improve airflow and ventilation whilst using detergent and disinfection products
- If there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary.
- All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:
 - objects which are visibly contaminated with body fluids
 - all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
 - use either a **combined detergent disinfectant** solution at a dilution of 1,000 parts per million available chlorine, **or**
 - a **standard household detergent followed by disinfection** (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants, **or**
 - if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses
- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
- After all PPE has been removed hands should be washed with soap and water for 20 seconds. These items should be disposed of as in the waste section below.

Items that need to be laundered

- Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.
- Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely.
- Clean and disinfect anything used for transporting the laundry in line with the cleaning guidance above.

- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. The waste should be stored securely and not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

A poster to remind you is available here.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876221/COVID19_Guidance_Cleaning.pdf

6) Residential special schools social isolation - please refer to the specific guidance found [here](#)

7) Safeguarding and Child protection (including for school clusters) during Covid-19 Summary ([see full DfE advice on safeguarding during Covid 19 here](#)) *Please note the below is accurate as of 28th March, the online DfE advice (as by the link above is comprehensive and will continue to be updated and therefore must be the main reference point.*

Where schools and colleges collaborate and children and/or staff from multiple settings are clustered in one place, the principles in Keeping children safe in education (KCSIE) and this guidance continue to apply. The information below covers this situation as well as other schools.

Designated safeguarding leads (DSLs)

- The optimal scenario for any school or college providing care for children is to have a trained DSL or deputy available on site. It is recognised this may not be possible, and where this is the case there are 2 options to consider:
 - a trained DSL or deputy from the school or college can be available to be contacted via phone or online video - for example working from home
 - sharing trained DSLs or deputies with other schools or colleges (who should be available to be contacted via phone or online video)
- Where a trained DSL or deputy is not on site, in addition to one of the above options, the department recommend a senior leader takes responsibility for co-ordinating safeguarding on site.
- For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

Workforce moving between sites

- The existing school and college workforce may move between schools and colleges on a temporary basis in response to COVID-19.
- The receiving school or college should judge, on a case-by-case basis, the level of safeguarding induction required. In most cases, the existing workforce will already have received appropriate safeguarding training and all they will require is a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.
- There is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school or college to support the care of children. The onus however remains on schools and colleges to satisfy themselves that someone in their setting has had the required checks, this can be via seeking assurance from the current employer rather than requiring new checks.
- Where schools and colleges are utilising volunteers, they should continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE.
- In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its [guidance on standard and enhanced DBS ID checking](#) to minimise the need for face-to-face contact.
- DBS checks can now be completed quickly by following the usual referral processes.

Children attending other settings

It will be important for any school or college whose children are attending another setting to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information.

- Important information should be provided on day one, including emergency contact details, dietary requirements and medical needs to safeguard the health, safety and welfare of children.
- Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR they do not prevent the sharing of information for the purposes of keeping children safe.
- Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders should take responsibility.
- In all circumstances where a vulnerable child does not take up their place at school or college, or discontinues, the school or college should notify their social worker or education welfare office as applicable. (Please see Risk Assessment guidance previously shared with Devon Headteachers)
- Education settings should also follow up with **any** parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

8) Statutory and Safety Maintenance during Covid-19.

- Schools should continue to carry out maintenance checks.
- DCC are classing certain building maintenance as essential work and as such, we expect that NPS (or other service providers) will send in their contractors to attend to carry out maintenance/ inspection checks on the equipment listed below:
 1. Gas safety inspections of Gas Boilers and pipe work.
 2. Oil fired heating system - Maintenance and Thorough Examination (TE)
 3. LPG – Boilers - Maintenance and TE.
 4. Lifting Equipment – all checks carried out or taken out of action.
 5. Fire safety checks on: Call points / Fire alarm and system / Emergency lighting.
 6. Legionella - all routine checks.
 7. Air receivers (compressors) Pressure vessels – TE.
- Suitable handwashing and drying facilities, or hand sanitizer where this is not possible, must be available and ensure that contractors use these on arrival on site.
- All usual safeguarding processes for contractors should be followed.

4.1 The daily risk assessment below will be completed by the senior leader present on that day

COVID-19; Daily risk assessment for schools/hubs

The following register must be checked by the senior leader on site each day.

Date of check: _____ **Completed by:** _____

Daily attendance	Lead person	Comment
Registers taken by staff onsite and presented to the admin team. Form completed by admin team and sent to the DfE.	Return to DfE completed by Lucy Ford <i>Please check the register against medical needs with SLT/DSL and any other needs. Then inform all teachers.</i>	Return to DfE Confirmed register to be provided to SLT at 09:30 and 13:30. Staff to dismiss children from classes and confirm departure. Any not collected. All children to be collected by adults (unless agreed).
First Aid	Lead person	Comment
First Aid at Work trained member (adults)	Jack Ward contactable by telephone	If no member on site, exercise appropriate caution by reducing any less safe activities (e.g. working at height); work in pairs at a distance when possible; call head teacher if any minor queries or 999 in case of emergency.
Paediatric first aid managed by	Jack Ward	
Emergency service calls managed by	Jack Ward	
Medical needs of pupils managed by	Tracy Tresserras	<i>Daily check of medical needs against register and information passed to teacher.</i>
Designated Safeguarding Lead	Lead person	Comment
DSL/DDSL on site:	Laura Jenkins	07951944124

Contact if a critical safeguarding issue should be raised?	Jon Scott	jscott@axevalley.devon.sch.uk
Emergency number out of hours:	Laura Jenkins	07951944124

Behaviour Management	Name	Comment
Routine behaviour management	All staff supported by SLT member on site each day and by the head teacher from distance.	School will continue to use the behaviour system to enforce effective behavioural controls. Children need to be made aware.
Behaviour plans	All teachers to be aware of any children with behavioural risk assessments in their classes.	To support easy access, all plans to be printed and placed in the central file located in the main office (reception). Ensure kept secure when school unoccupied.

Vulnerable family contact	Name	Comment
Safeguarding team – not site dependent.	Jon Scott (Lead) Helen Patrickson Sandie Tregale Yvonne ashby Liz Jackson Tracy Tresserras Gill Cooper Emma Collins	Safeguarding team to call designated children as assigned daily/weekly. Questionnaire followed and reported on CPOMS (if used).

Data Protection	Lead Person	Comment
Reduce risk of data breaches	Kevin Cumming Email sent 24.03.2020	Teachers reminded of basic procedures and required to be vigilant before sharing data. Use of BCC when sending email to more than one person outside of the organisation. End of day clear desk processes to be enforced. Any suspected breach to be reported to DPO

<p>Ensure that data sharing is done appropriately and only when necessary.</p>		<p>immediately via email – HT/leader to be notified.</p> <p>Paper copies of information to be shared (SIMS printouts)</p> <p>Allergy/health information to be shared with all working staff (as appropriate and relevant)</p> <p>One copy of information to be stored securely in reception or main office.</p> <p>Caterers to be informed of any allergies – essential information only.</p> <p>Personal Care Plans to be shared where necessary.</p>
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FSM actions	Lead person	Comment
<p>Designated person to contact FSM pupils, parents</p>	<p>Jacky Lomax jlomax@axebvalley.devon.sch.uk</p>	<p>Check if parents are collecting or are in need of delivery (if applicable)</p>
<p>FSM delivery & collection</p>	<p>N/A BACS transfer</p>	<p>Risk assessment read and understood:</p> <ol style="list-style-type: none"> 1. Delivery to agreed households only. 2. Parents of non-delivery invited to collect lunches from outside school on table. Table to be away from main entrance. 2m zone around table and instructions placed on board: <i>To maintain social distancing and to support yours, and others' wellbeing, only one person is allowed inside the marked zone at any one time. Please take care not to touch any other bags when collecting your own. Thank you for your support and take care of yourself.</i> 3. Work in pairs but at a suitable distance. 4. Take phone and have school contact number for emergencies (call 999 if in immediate danger). 5. Wear gloves when knocking on doors.

		<p>6. Put food on ground by door and then move away (do not come closer than 2m if person opens door).</p> <p>7. Do not touch person or hand food directly to them – stay 2m away at all times.</p> <p>8. Return addresses and map to the office – do not take home for data protection reasons.</p>
Organisation of FSM vouchers	Helen Patrickson Tesco vouchers for those particularly in need	How are the school accessing the vouchers; direct from supermarkets or through Wonde. Ensure vouchers are sent to the correct parents.

Fire Management	Name	Comment
Lead Fire Marshall	Ian Heyward iheyward@axevalley.devon.sch.uk	Instruct all on the sweep and evacuation process. Instruct office on registers. All SLT to know how to use the fire panel.
Office - registers of children	Lucy Ford	Number of children on site today:
Office - registers of staff	Lucy Ford	Number of staff on site today:
Assigned to phone the fire brigade	Site Team	
Teachers have access to, and know, PEEPs.	Tracy Tresserras	Staff to check PEEPs of any child on their register that day.
Routine checks	Ian Heyward	

