



# Ravenshall

all different | all equal | all important

## Safeguarding and Child protection Procedures during Covid 19 Partial School Closure March – July 2020

- Senior Leaders have ensured that the Designated Safeguarding Lead, or one of the Deputies will be on the school site whenever possible. On occasions, when this is not possible, one of the onsite SLT members will lead on Safeguarding issues. The Safeguarding staff will be identified to everyone during morning briefing every day. All information recorded on CPOMS will be shared with SLT to ensure they are aware of all issues.
- All usual Child Protection procedures will be followed. If staff have any concerns about a pupil, they will complete a Blue Concerns form and give it to the identified Safeguarding lead within 15 minutes, or will verbally communicate their concerns to the Safeguarding lead within 15 minutes. The Safeguarding lead will follow up the concerns and record all information on CPOMS.
- All pupils that the Safeguarding Team and Senior leaders have identified as being vulnerable are offered a place in school. If they are unable to attend school, additional welfare phone calls are made and additional communication through Class dojo as needed. The list of pupils attending is reviewed and adapted weekly as necessary.
- Every week, all teachers will phone the families in their class to do a welfare check. If the teacher is not in school and is using a personal phone, they will withhold their number. They have a list of questions and will attempt to speak to pupil themselves when possible. All calls are recorded on a standard spreadsheet and emailed securely to the Safeguarding Team. A member of the Safeguarding team reads all sheets and completes a summary to ensure all issues raised are followed up. If teachers have any safeguarding concerns, they email the safeguarding team immediately, and each will be followed up and information recorded on CPOMS. Some families in need of additional support receive 2 calls per week.
- All “need to know” information about pupils will be shared during the staff briefing each morning.
- At least one first aider will be onsite every day. They will be responsible for administering medication as necessary. Any queries or questions will be directed to the school Medical Lead (Clare Blackburn), who will consult the School Nurse as necessary.
- Pupil information for those attending school is shared with all staff working on the rota daily. This include hygiene support information, behaviour support information and medical information. The rota is carefully planned to enable pupils to be taught and supported by familiar staff wherever possible.
- Staff: pupil ratios are high. No more than 6 pupils in one group supported by 2-4 adults.

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- A risk assessment is in place to ensure safety procedures are followed for staffing, cleaning, use of PPE etc.
- All multi-agency meetings (routine and emergency) continue to take place, usually virtually. Safeguarding staff will use school owned/ approved IT equipment.
- All online learning is time-tabled and teacher led. Pupils engaging in online learning are supported by a parent or carer.