**UPDATED SAFEGUARDING INFORMATION FROM ADRIAN OVER 26.3.2020**

Dear colleagues

I am aware that you are demonstrating incredible commitment to children in these unprecedented and tumultuous times, both in terms of providing care and support for those children who still need to attend school and also in doing everything possible to safeguard those children and other vulnerable children who are not in school.

I was asked yesterday by John Coleman, Assistant Director - Children & Families, whether it would be possible to utilise the emergency contact arrangements we use during school holidays to facilitate contact with schools that are closed or where there is nobody available to answer the telephone.

I have suggested that John asks social workers, family support workers etc to continue to contact schools in the usual way during term time (telephone calls and Emails).  In the event they are unable to reach you and need to do so urgently, we will utilise the emergency contact arrangements.  
  
I'm sure I don't need to reiterate the requirement in *KCSIE 2019* that a DSL is available at all times during term time.  That applies even if a school is closed and not currently looking after any children.

DSLs need to have your registers/databases of all vulnerable children in the school with them in electronic format - including when working at home - in the event of contact from social workers/family support workers or issues in relation to pupils currently attending another school for childcare.

May I ask for a few simple further steps to be taken to facilitate swift and easy contact in urgent situations during term time:

1)   If your school is closed or it is open but an answer machine is in use at times when there are insufficient staff to answer the landline phone, please ensure that a school leader and/or DSL has a school owned mobile telephone with them at all times.

2)   Please then amend the school answer machine message, providing the number of the school owned mobile telephone to facilitate direct contact with the school leader/DSL who is holding the school owned mobile telephone.  
  
3)   Ask DSLs to provide all social workers and family support workers with whom they are currently in contact in relation to particular children with their named school Email address, if they have not already done so.

4)   Ensure that the headteacher and all DSLs monitor their school Email accounts regularly so that they can pick up any messages from external practitioners.

5)   Ensure that all DSLs working away from the school site have the technology where possible (i.e. via tablets/laptops) to participate in safeguarding meetings virtually, ideally via video conference.

6)   Ensure that all DSLs working away from the school site have their personal mobile telephones charged and switched on in the event that it becomes necessary for me to contact them utilising the emergency contact arrangements.

7)   Ensure that DSLs in the sending school make contact with DSLs in the receiving school about any vulnerable children, sharing information about all such children from their register/database of vulnerable children.  The DSL from the sending school will retain overall safeguarding responsibility for the child but the DSL in the receiving school will need to liaise with them in order to safeguard the child effectively while the child is physically present in the receiving school.  The two DSLs in the two different schools will need to work together to decide who needs to make any follow-up calls to parents, calls to allocated social workers/family support workers or new referrals to MASH as necessary.  
  
I cannot state highly enough how much I respect and value the work you are all doing and your support of children and contribution to keeping them safe in these most challenging of circumstances.

NB I have informed John Coleman that during the Easter and summer school holidays, the emergency contact details will be in operation as normal and that, as always, we will only contact DSLs in genuinely urgent and emergency situations.  
  
With huge thanks in anticipation of your understanding and support with the above.   
  
Kind regards

Adrian Over

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