

Safeguarding Contingency for Exceptional Closure

Published. March 2020

Reviewed. March 2024

Next Review. March 2026



Reporting Concerns

A member of safeguarding staff to have mobile phone– Office to distribute to vulnerable families for advice during normal school hours and what would be the normal school term periods (8:30-3.30pm). Parents who phone school, to be referred to safeguarding staff member with mobile phone for return call.

Website to have a 'safeguarding concern guide' with MAST and Sheffield Safeguarding Hub numbers.

Safeguarding staff to ensure they have remote access to CPOMS and SIMS for contact details of all students. DSL to have access to staff contact details.

All staff to have remote access to report safeguarding concerns via CPOMS in the normal way, staff to contact safeguarding team via the safeguarding number (mobile) or via school number in the event of a more urgent concern.

Safeguarding staff to be in mobile contact during school day (cover times to be agreed and communicated between safeguarding team)

Safeguarding staff to check CPOMS on a frequent basis for any new referrals (at least 3 times per school day)

Safeguarding staff will then follow up following normal safeguarding procedures as set out in the schools safeguarding policy.

Vulnerable Learners

Safeguarding and Key Stage teams to compile list of vulnerable students/families consider:

- Financial
- Health conditions (compromised immunity or mobility)
- Child protection
- Mental Health (student)
- Mental Health (parent/ carer/ sibling)
- Agree communication channels for parents to contact school if required. Use email enquiries@ and ask for relevant staff member name to be subject of the email.
- Ensure parents have relevant contact details for other agencies, e.g. MAST

Well Checks

Well checks will be undertaken by phone, at least once per week, for all pupils identified as being higher risk.

Seen and well checks to be completed by social worker where appropriate, once a week. To physically see the child – from the doorstep or through a window, maintaining the recommended distance as advised at the from government guidance.

Emergency Contacts

Staff/Parents/Carers can access key contact numbers outside of normal school hours to seek support about safeguarding or health concerns via the school website. Any staff/parent or carer should call 999 if they believe a person to be at immediate risk or in immediate danger.