

Immanuel Safeguarding Adjustment For Use During A Major Disease Outbreak

This document is Immanuel School Specific

To be read alongside Immanuel Safeguarding Policy and Procedures.

KCSIE - *Keeping Children Safe in Education 2025* continues to be the key statutory guidance.

The new arrangements provided during this time will ensure that Immanuel School continues to be a safe place for all children attending. Children not attending school during this time must also be safeguarded, including online, and the school must action any concerns brought to them.

Immanuel Key Contacts

Role	Name	Contact No.	Email Address
DSL	Ben Cope	01708 764449 Or 07963781838	school@immanuel.london
Deputy DSL	Sarah Williams	01708 764449 Or 07963781838	school@immanuel.london
Principal	Sarah Williams	01708 764449 Or 07963781838	school@immanuel.london
Chair of Trustees	Steve Milton	01708 764449 Or 07963781838	school@immanuel.london

Safeguarding Trustee	Lin Milton	01708 764449 Or 07963781838	school@immanuel.london
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Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

Immanuel School will follow up on any pupil that they were expecting to attend, who does not. Immanuel School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend, via the School Office.

In addition, every school family will receive a weekly Welfare Phone Call.

DSL and Team

The DSL or Deputy DSL will be in school or available to staff every day. The DSL may use DSL and team members from other Havering schools for support and supervision, using the Havering DSL support network list issued by Havering School Improvement Services (HSIS).

DSL and team members must make sure they have Havering key contact information available to them at home.

DSL or Deputy DSL contact can be by phone or other digital means such as Skype or Zoom. GDPR and confidentiality must be strictly applied, although should not be a hindrance when there is a safeguarding concern.

Staff members should take particular care when making calls, holding or attending meetings from their home – for example ensuring appropriate clothing is worn and that there is no personal or family information in the background.

DSL or Deputy DSL, or SLT member on site (where remote updating is not possible) should keep safeguarding and child protection records up to date with any concerns, contacts or issues.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the procedures outlined in the Immanuel Safeguarding Policy and Procedures. Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should continue to follow the process outlined in the Immanuel Safeguarding Policy and Procedures. The Principal should be informed verbally and this should be followed up with an email to her.

Concerns around the Principal should be directed to the Chair of Trustees.

There is a list of contacts at the end of this document that the Principal, DSL and staff may use during this time.

Safeguarding Training and induction

DSL training is likely to take place online whilst there remains a disease outbreak. However, the required DSL/Deputy DSL advanced refresher training every 2 years may lapse during this period.

For the period these 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 their advanced refresher training is unavailable.

All existing school staff have had safeguarding training, which continues throughout the year via our online training provider – *TES Develop* - and have read Part 1 and Annex B of *Keeping Children Safe in Education (2025)*. The DSL will communicate any new arrangements with staff, so they know what to do if they have concerns about a child.

Where new staff are recruited, or new volunteers enter Immanuel School, they will continue to be provided with a safeguarding induction.

Safer Recruitment

This will continue in line with Immanuel Employment Policy and Procedures.

First Aid

Immanuel School will ensure that there is a first aider on site, each day.

Mental Health

Where the school provides support for children of key workers and vulnerable children on site and at home, appropriate support for their mental health and well-being will be in place, as outlined in the Mental Health Policy. This can be an extension of the existing provision in the school. During this time it will, in the first instance, take the form of a weekly Welfare Phone Call to each Immanuel School family. If it is felt further support is needed, the Principal and DSL will be informed and will provide assistance as required.

Key contacts, national and local guidance

- **MASH Team**
01708 433222 (day)
01708 433999 (night)
https://www.havering.gov.uk/info/20083/safeguarding_children/412/report_a_concern_with_a_child
- **LADO**
Lisa Kennedy
lado@havering.gov.uk
01708 431653
- **Havering CAD team**
Social Care : CADDuty - CADDuty@havering.gov.uk
Education: SEN - Sen@havering.gov.uk
- **Havering Virtual School**
Headteacher – Anita Stewart – anita.stewart@havering.gov.uk
- **HSIS Safeguarding Team**
Michelle Wain - michelle.wain@havering.gov.uk 01708 431650
Carol Rockey – carol.rockey@havering.gov.uk 01708 431651
- **Online Safety**
Amanda Jackson – Amanda.jackson@havering.gov.uk
Dave Smith – dave.smith@havering.gov.uk
- KCSIE Keeping Children safe in Education 2024
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- DfE Coronavirus (COVID-19): safeguarding in schools, colleges and other providers
<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- DfE Coronavirus (COVID-19): guidance on vulnerable children and young people
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

[people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people](#)

- DfE – Mental Health and Behaviour in schools
<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>
- General COVID 19 guidance for educational settings
<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>
- Guidance on maintaining educational provision
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>
- DfE COVID helpline
dfe.coronavirushelpline@education.gov.uk
0800 046 8687, Monday to Friday 8am to 6pm, and 10am to 4pm at weekends.
This number is for schools and parents, schools should be ready to quote their DfE number.
- HES Hub COVID 19 guidance
<http://www.hes.org.uk/Page/16925>
- Havering Safeguarding Partnership (formerly the Havering LSCB)
https://www.havering.gov.uk/info/20083/safeguarding_children
- NSPCC, Undertaking remote teaching and learning safely
<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/>