

Appendix C:

Part 4: Heathfield's Response to Covid-19 Outbreak

On 20th March 2020 the Government directed school to close to all but identified children of key workers and vulnerable children.

4.1 Key Workers

Parents were contacted to establish which key worker children who would need school provision enabling these key workers to remain at work to support the running of the country during this time. A list was drawn up identifying which days the provision would be required.

4.2 Vulnerable Children:

Places are available to children who are 'vulnerable';

- those on Child Protection Plans or Child in Need Plans who have a social worker
- children who have an Education, Health Care plan.

Heathfield have a register of these children, children who have a named Family Support Worker and children where there are concerns for the family not being in contact with school for a number of weeks.

This table shows the categories of 'vulnerable' children who are being monitored during the school closure:

Child Protection Looked After Child	Child in Need	Linked to targeted family support (early Help)	Other vulnerable children FSW/ School check-in	Education Health Care Plan
Daily contact made SW informed	Daily contact made SW informed	Weekly/twice weekly contact made	Initial letter detailing reason for check-ins Weekly call	Welfare calls with parents twice weekly (when child not in school)

The DfE guidance published on 22 March states: "Schools should work with LAs to monitor the welfare of vulnerable children who are not attending school, and other pupils they might wish to keep in touch with, for safeguarding purposes."

If any of the **Red/Orange** children are not in school, the social worker will be contacted. School staff will not be conducting home visits at this time.

Risk assessments are in place for all vulnerable children who are allocated a place in school during the closure period.

All welfare calls are recorded on MyConcern detailing the conversation and any subsequent actions taken. If a family is not contactable the social worker will be alerted.

The **Blue/Yellow** groups of children are contacted weekly by the associated Family Support Worker. A weekly risk assessment is then carried out by DSL and Executive Headteacher regarding any other children who would benefit from being part of the school provision whether for the short term or long term during school closure.

The SENCDco is in contact with parents/carers of children on EHCP regarding the place available in school for the pupil. Rotas are adjusted to ensure the staffing in place meets the needs of the children.

Attendance is monitored daily and reported to the DfE and LA.

All safeguarding procedures outlined in this policy remain in place and staff should remain vigilant to signs of abuse.

4.3 Safeguarding of Staff during school opening:

Rotas have been established and are reviewed regularly to maintain minimal skeleton staffing each day.

All staff are contacted weekly for a wellbeing check-in with their line manager. The outcomes of these are then reported back to the Executive Head and Heads of Schools to consider any impact of staff absence on rotas.

Staff are reminded of social distancing guidance from Government and deployment is considered during the school day to minimise contact with each other whilst delivering a high quality provision for the children.

A DSL and SLT member are on site each day.

4.4 Home Learning:

All staff at Heathfield recognise that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers are aware of this in setting expectations of pupils' work where they are at home. Senior leaders will ensure that where we care for children of key workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child.

Staff are updating possible home learning through a central page on the school website. Packs of work were sent home for the start of the school closure. Children will receive further ideas for activities weekly via the website and 2-3 weekly via post.

Our online teaching and learning policy states our home learning offer and the ways in which parents can safeguard their child whilst they are on different learning platforms or using other websites such as YouTube or social media apps.

4.5 Contact with home:

Class emails have been established which parents can use to contact the teacher should they need any ideas or advice about their child's learning at home during school closure.

At this time there is no online platform agreed for contacting children face to face. No staff member should be having online chats or facetime with children.

School continues to update families with the latest guidance via post, social media and text messages.

4.6 Children in school:

Heathfield is committed to ensuring the safety and wellbeing of all its pupils and will continue to be a safe space for all identified children to attend and flourish.

The Executive Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. Senior leaders will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

All staff will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them. This will be bespoke to each child..

If senior leaders have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they will discuss them immediately with the local authority.

4.7 Key messages:

Staff

- Remain vigilant for safeguarding concerns.
- Record via MyConcern or on the paper concern forms (copies on the notice board in the club room) ensuring DSLs are made aware as soon as possible and prior to the end of the school day.
- Be aware of the DSL on duty each day (see rotas on the notice board)
- Be vigilant of any children or staff showing symptoms of the Coronavirus
- Remain up to date with Government and School guidance and policies

DSLs

- Make planned phonecalls each day – collated list has which day each family should be contacted
- Record all welfare calls on MyConcern
- Update social workers/FSWs of any absence
- Remain vigilant of families who may struggle after prolonged period of time away from school.
- Remain up to date with Government guidance
- Review Safeguarding policy regularly in light of Government Guidance

SLT

- Ensure guidance is adhered to and policies reflect current expectations
- Ensure the staff rota in place is sufficient for the ratios of children in school
- Ensure DSL or SLT member is on site at all times
- Review existing practice and make changes as necessary in line with Government, local authority, union or NST directives

Governors

- Safeguarding link governors should remain in contact with lead DSL for updates to provision/protocol
- All governors should read up to date Government guidance – a link will be emailed out by DSLs when new guidance is released.
- All governors will remain up to date with any changes in school policy.