

SAFEGUARDING PROCEDURE ADDENDUM – COVID-19

SOUTH HUNSLEY SCHOOL & SIXTH FORM COLLEGE

WITH EFFECT FROM 15 JUNE 2020

FOR THE IMMEDIATE ATTENTION OF ALL STAFF, VOLUNTEERS AND GOVERNORS.

CONTEXT

From 20 March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

From 15 June 2020 secondary schools have been asked to provide some face-to-face provision for students in Years 10 and 12 alongside continuing provision for keyworker and vulnerable students from all year groups.

This addendum of the South Hunsley School Child Protection Procedure contains details of our individual safeguarding arrangements in the following areas:

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PURPOSE

The purpose of this document is to outline key adaptations to the school's Safeguarding procedures in light of the changed working environment during the Coronavirus outbreak.

Whilst the Child Protection & Safeguarding arrangements and responsibilities outlined in the school's safeguarding procedure remain in place, in the current context, specific and vital additional strategies are required to be implemented to ensure that continuity of support for vulnerable children and others attending school at this time.

We will endeavour to do all that we can to continue to provide a safe and caring environment for all children and staff attending school and support children not attending as much as practicably possible.

We recognise that some of the children attending school are our most vulnerable who may be at even greater risk or stress at this time due to family problems, mental health concerns or other issues.

Staff are aware of the possibility of the effect of the current situation on the mental health of children and young people and to ensure that such concerns about children attending school and any indications gathered remotely or by other disclosures about other children or families are recorded and brought to the attention of the DSL / Deputy DSL so that early help may be sought.

The leadership team and Governors also are aware and sensitive to the pressures that staff, including themselves, are under at this time and recognise that they require support in order to be able to support the children they care for at school.

CLUSTER WORKING

South Hunsley School currently has no plans to implement clustering of students from multiple educational settings to ensure provision for vulnerable children and those of a key worker. Should this change, the addendum will be rewritten and superseded.

KEEPING CHILDREN SAFE IN EDUCATION

Whilst this document supports the school's Child Protection Procedure, it does so whilst ensuring continued compliance with the statutory guidance outlined in KCSIE. The key principles of which remain the same, as follows:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in a school or college has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

DESIGNATED SAFEGUARDING LEAD

In light of plans for wider reopening from 15 June, the school will ensure that a suitable colleague takes the in-school lead on any concerns, supported remotely by the DSL on days when they are not physically on site. The rota for this is as below:

Day	In-school Safeguarding Lead
Monday	ELM (Deputy DSL)
Tuesday	TSE (DSL)
Wednesday	TSE (DSL)
Thursday	CJC (TSE (DSL) available remotely)
Friday	JFR (TSE (DSL) available remotely)

Colleagues in school will be able to speak to the individual names above, should they have any concerns regarding the welfare of a student.

Staff in school are reminded that in cases where a child has suffered or may be at risk of immediate harm that contact is made immediately to the DSL or Deputy DSL in line with existing procedures. Staffing levels will be sufficient to enable this to be done and not risk compromising current social distancing arrangements and safe supervision of pupils.

Please see below key contact information during this period:

Role	Name	Email	Telephone
Designated Safeguarding Lead	Tom Sergeant	thomas.sergeant@southhunsley.org.uk	
Deputy Designated Safeguarding Lead	Liz Monkman	Liz.Monkman@southhunsley.org.uk	
Headteacher	Richard Williman	Richard.Williman@southhunsley.org.uk	
Chair of Governors	David Barrett	barrett1972@hotmail.co.uk	
Safeguarding Governor	Ann Newlove	Ann.newlove@paradigmshiftmanagement.co.uk	
LADO	Tony Marsh	Tony.Marsh@eastriding.gov.uk	
Early Help and Safeguarding Hub (EHaSH)			01482 395500

VULNERABLE CHILDREN

The Government's updated guidance on supporting vulnerable children during the Covid-19 outbreak now includes those across all year groups who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan and it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment
- have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion.

The term 'all year groups' in this context for attendance purposes refers to children under 5 eligible for early years entitlements and children and young people aged 5 to 18 (or aged 5 to 25 for children and young people with an EHC plan).

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability. Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

South Hunsley School will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: Tom Sergeant.

For those children with social workers, they are each allocated to designated pastoral colleagues who are contacting them at least once per week to ensure that they are able to access online resources and to check their welfare. Where any concerns arise these are to be reported to the DSL immediately. The DSL will then work in partnership with external agencies as appropriate to support these vulnerable students. All contact is recorded on a single, central system, including reasons, where appropriate, why these students are not attending school.

South Hunsley School is committed to ensuring the safety and wellbeing of all its children and young people. As such, this contact system is implemented for those for whom the school has identified as being at risk in addition to those

defined as vulnerable. Details of these students are stored on the W:\ Drive and allocated to specific colleagues who have appropriate relationships with these students. This document is monitored regularly by the DSL and other members of the Senior Leadership Team.

With updated government guidance, we expect most vulnerable young people to attend school and provision will be made available for them, as required.

OPERATION ENCOMPASS

We are aware that in this period that vulnerable families may be under increased risk of domestic abuse or stress.

Operation Encompass notifications will continue to be sent to designated members of staff within school.

Arrangements are in place to ensure that staff members in school are made aware of any such notifications relating to children attending school. So that the child can be supported in the normal way following such notifications.

Notifications involving children not attending school will be received and the Deputy DSL will ensure that these are recorded on the pupils' files on CPOMS.

Staff are reminded of the need to be alert at this time to indicators or disclosures of domestic abuse which may not be notified to the police.

If there are concerns that domestic abuse or related matters may develop in particular families of children attending school this must be recorded and brought to the attention of the DSL or Deputy DSL who may seek Early Help or intervention.

ATTENDANCE

From 15 June attendance will be recorded for all eligible students using SIMS. For those students not eligible to attend on a certain day (those not in eligible year groups or those whose 'pod' is not expected in school) will be coded with an X, in line with DfE Guidance (<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/process-for-recording-attendance-and-using-the-educational-setting-status-form>). Those expected will be coded on SIMS as follows:

Code	Reason for use
Y	Eligible student is not in school due to shielding or self-isolation
I	Eligible student is not in school due to illness – Please note if illness is Covid-19 related
C	Eligible student is not in school but not for either reason above

Paper registers will be completed upon arrival each day by the member of SLT in charge of each group that day before transferring to SIMS and being used to complete DfE and LA returns. The school's attendance officer will take responsibility for completion and submission of the daily online attendance form.

Where a Y10 or Y12 student who is expected to attend does not, parents will be contacted by telephone in the first instance to ascertain if they were expecting them to attend. As stated in DfE guidance, all absences during this period will be classed as authorised and coded on SIMS appropriately.

For vulnerable children not attending school, reasons for this will be recorded and agreed with their social worker. Where concerns persist about the safety of these vulnerable students, the DSL will work in partnership with external agencies as appropriate to support these vulnerable students (external agencies identified in the full child protection procedure).

The school will be prepared in advance for which students we are expecting the following day and the member of the SLT in school each day will follow up on any vulnerable or keyworker students expected to attend but that have not done each day.

To support the above, South Hunsley School will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

SAFEGUARDING TRAINING & SAFER RECRUITMENT

As with cluster working, South Hunsley School has no plans to use colleagues that were not deployed (including permanent, fixed-term and supply colleagues) at South Hunsley School prior to the Coronavirus outbreak. As such all colleagues will be appropriately trained (including having read Part 1 of KCSIE) and recruited (in line with Part 3 of KCSIE) to work with young people.

Where concerns are raised, these will follow the channels as set out in the approved Child Protection Procedure.

For movement of staff within the Trust, South Hunsley School shall seek assurance from The Education Alliance HR Director that the member of staff has received appropriate safeguarding training.

ONLINE SAFETY

To ensure online safety whilst on the school network, for those children accessing the school site, the school's monitoring and filtering systems will remain in place as normal, with the school's IT manager contactable during the school day should any concerns arise.

The continued use of remote learning, combined with some students still not being in school will lead to continued high internet use outside of school. Whilst as a school we are unable to apply the same filtering and monitoring practices that we implement on the school site, we will support parents in making them aware of how they can check the online activity of their children as well as appropriate reporting routes back to school and signposts to practical support. This has been done in writing to ensure that all parents are aware, updates will be sent as appropriate.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the school code of conduct.

South Hunsley School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Currently we do not expect colleagues to deliver live virtual lessons whereby students and teachers can directly communicate via video or audio. Where a member of teaching staff wishes to consider this, this must be given express permission by the Headteacher and this addendum updated accordingly prior to commencement.

To continue the development of the online platform, the use of narrated presentations and teacher delivered lessons that are pre-recorded will be used and continue to be developed as part of a programme of evolving the interactivity of the online learning provision. Where these facilities are used, colleagues must ensure that they check these carefully before submitting onto the online platform and that the finished resource complies with the staff code of conduct.

The school will continue to share safeguarding messages on its website and social media pages.

REPORTING MECHANISMS

Whilst the school is not attended by all students, reporting mechanisms for safeguarding concerns from parents will be via email to Heads of House (this has been communicated to parents by letter and all staff / volunteers by email). These will then be logged onto our online Child Protection Management System (CPOMS) and reviewed by the DSL and Deputy DSL before action is taken in line with our current Child Protection procedure, where practically possible.

All staff are reminded to be alert to possible indicators of neglect, abuse, domestic abuse or child exploitation during this time. All staff should refer to the Child Protection Procedure for how to respond to disclosures from students. It is important that this vigilance is towards all returning students, not just those considered vulnerable. Tutors allocated to specific pods, along with lead members of staff for both Y10 and vulnerable / keyworker groups will take the lead for recording any safeguarding concerns for students in school. This will be done directly onto CPOMS, with each tutor and lead given access to record incidents and detailed guidance on how to do this (see appendix A). These will then be reviewed by the DSL and Deputy DSL before action is taken in line with our current Child Protection procedure, where practically possible.

To support this, tutors will be provided with summary information about the students in their pod, where appropriate.

It is important for all staff to be aware of the impact of the current lockdown on young people and to report any concerns.

Where an immediate concern is raised by a member of staff in school, this should be reported to the safeguarding lead in school that day. Further actions will then be taken, in line with the existing child protection procedure.

Where staff or volunteers have a concern about a staff member or volunteer, this should be reported directly to the Headteacher or other member of senior leadership in school. If the concern is about the Headteacher, the Chair of Governors or another SLT member, the LADO should be contacted by telephone, following our existing child protection procedure.

For students not eligible to attend school, staff will continue to remain vigilant by looking out for signs such as:

- Not completing assessed work / logging on to school systems
- Not being able to contact children or families
- Students seeming withdrawn during check-ins

Where concerns are identified, these will be reported following normal procedures, outlined in the Child Protection Procedure.

PEER ON PEER ABUSE

If there are incidents or allegations of peer on peer bullying, harassment or abuse (including online) we will follow the school procedures in investigating and dealing with them. If appropriate this may involve referrals to other agencies. Parents / Carers will be notified by phone or email or other virtual methods if possible. We would consider appropriate sanctions in the light of the current situation.

Where the school receives a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Procedure.

The school will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person, including MIND and SMASH support as appropriate.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

SITE SAFETY & CHILDREN ACCESSING SCHOOL

South Hunsley School is committed to ensuring the safety and wellbeing of all its students. We will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

We 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.

Where any member of staff has concerns regarding site safety, including an unauthorised individual on site, this should be reported immediately to the member of SLT in charge for the day, who will work with the DSL (via telephone if necessary) to follow current child protection procedures to ensure the safety of students on the school site.

The safety of students whilst on site is of paramount importance. Once the school day has started, the site perimeter will remain secure throughout. Students in school will follow strict social distancing measures and plans are in place following DfE and government guidance. Appendix B contains the generic risk assessment used as part of the planning process.

Staff accessing the school site must sign in at main reception and then sign out at the end of the day. We will not be requesting staff to wear lanyards in school during this time, as they are not able to be washed. Therefore we will provide all staff with an ID badge clip that can be clipped on to either belt or shirt pocket to clearly display their staff

identification badge. Staff are still expected to challenge any individual where they cannot clearly see their ID badge and should be able to present their ID card (which can be wiped at the end of the day) as identification. Anyone who cannot present a South Hunsley or TEAL ID card must be escorted to the main reception immediately.

In line with DfE guidance the number of visitors on site will be reduced to an absolute minimum during school hours. Should a visitor need to come onto site, they must sign in at reception and normal visitor protocols should be followed, with appropriate social distancing guidance followed.

ADVICE TO PARENTS

We will maintain communication with parents and ensure that they are signposted, via the school website, to the following sources of advice particularly in respect of online safety at this time of increased use to support learning and social interaction.

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

LINKS WITH OTHER POLICIES

This policy links to the following policies and procedures:

- Child Protection policy
- Child Protection procedure
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Behaviour for Learning Policy (including June 2020 addendum)

REVIEW OF POLICY ADDENDUM

We will constantly review the operation of this addendum and make adjustments if identified and on receipt of further Government, DfE, ERSCP, ER LA or other advice and updates etc.

Recording Safeguarding Concerns on CPOMS

CPOMS is an online tool to record and report concerns relating to the wellbeing and safeguarding of our students (<https://southhunsley.cpoms.net/>). The primary purpose is to be a single central record of concerns regarding student wellbeing, allowing us to identify patterns of concern as well as clearly document the steps that we, as a school, have taken to safeguard that child. Its accuracy and completeness are therefore of the utmost importance.

What should I record?

Basically, any concern regarding the welfare of a child should be recorded. Although some incidents may seem insignificant at the time, multiple instances of the same issue may show a pattern of behaviour or concern with a particular child or group of children.

The simplest rule for recording is that if you would normally tell someone about it (Head of House, House Leader, Subject Leader, SLT, etc.) please record it on CPOMS.

Please note however, CPOMS is a tool for recording safeguarding or welfare concerns, not behaviour incidents (unless the incident raises concerns about their wider welfare). These continue to be recorded in planners / SIMS.

What information should I include?

Accurate recording of concerns is an important part of our safeguarding procedures and a legal requirement within Keeping Children Safe in Education (Sept. 2020). As such, information recorded should be as thorough and accurate as possible. To ensure that the correct actions are taken, all information recorded should be:

- Written using straightforward language that can be understood by all those involved.
- Written using a child’s own words (verbatim) as much as possible
- Factually accurate, i.e. not opinion (any interpretation or assumptions should be clearly recorded as such).

Example:

Good example	Poor example
Jonny arrived in form late today at 08:55. He had no tie and his shirt had three dirty marks on the front. At the end of form time, I kept Jonny behind and asked him to “tell me what has happened to your shirt”. He responded that “mum was out late last night and didn’t have chance to clean him a shirt” and that “he couldn’t find his tie”.	Jonny was late to form again today. He was wearing dirty clothes that were clearly from the previous day. I asked him about the clothes and he said that his mum had been out at a party last night and therefore hadn’t prepared him a shirt for school when he left this morning. I sent him to his HoH again as mum often doesn’t look after his clothing.

How do I record an incident?

First time use only (setting your password):

1. Go to southhunsley.cpoms.net (link also available on the VLE)
2. Click on the text **Forgotten your password or using CPOMS for the first time?**, below the login button
3. Enter your school email address
4. You will receive an email from notifications@cpoms.net. Click on the link in the email to set a new password (given the confidential nature of the content on CPOMS, this should be secure and not written down)

Login:

1. Go to southhunsley.cpoms.net (link also available on the VLE)
2. Login with your user name and password
3. If you get a ‘Two Factor Authentication’ screen, click on **Login without two factor authentication**
4. This will then take you to your dashboard

Adding an incident:

1. Once logged in, you will be taken to your dashboard, which will show you previous incidents you have logged (additional information is only shown to colleagues with higher levels of access within the system)
2. Click on **Add Incident** at the top right of the screen, to take you to the incident page



Incident Form

Student involved (Search by surname)

Details of the incident (see above for guidance)

Categories - please select appropriate categories, including sub-category (sub categories will appear below once main category has been selected)

Add linked students (other students involved in the incident) – please only refer to these with initials in the incident details box

If the incident involves a physical injury, record this on the Body Map.

Assign to the students' Head of House (KMO for sixth form). Where there is an **immediate** risk of harm to the child, assign to TSE.

Click **Add incident** once complete

Following an incident:

Following an incident being recorded, this will be followed up by pastoral, inclusion and safeguarding colleagues. In many cases, we will inform you of the actions taken and these can be seen on CPOMS, under the original incident that you have posted.

On occasion, you may not be the only person to report the same incident. If this is the case, the actions below will simply not that this is a duplicate incident and the incident you recorded will be closed.

Sometimes, the incident that you have reported may be very serious, or the cause of it may be. In these instances, we need to ensure confidentiality for the student and therefore actions taken would not be shared with the colleague that reported the incident.

APPENDIX B – GENERIC RISK ASSESSMENT

<p>Significant HAZARDS</p> <p><i>Likely places/ways that people could be Seriously harmed</i></p>	<p style="text-align: center;">CONTROL MEASURES and PRECAUTIONS</p> <p style="text-align: center;"><i>Consider carefully the suggested precautions below with all the staff in your establishment or department for phased reopening of schools in the Education Alliance.</i></p> <p style="text-align: center;"><i>The purpose of this document is to mitigate risks in and around the school area in relation to COVID 19 and should be read by staff and signed to acknowledge compliance with the safety procedures put in place for the school community.</i></p> <p style="text-align: center;"><i>Please sign at the end of the document and add any amendments to ensure reduced risk relating to COVID 19.</i></p> <p style="text-align: center;"><i>Also record below any additional control measures and precautions that you agree may also usually be helpful and sensible.</i></p>
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<p>School arrival and general guidance for staff and students.</p> <p>➤ RISK OF NOTIFIABLE DISEASES SPREADING TO PUPILS AND STAFF.</p>	<ul style="list-style-type: none"> ☒ School Leaders to regularly check the latest government advice for schools and to ensure the advice is shared and followed. ☒ Staff to be aware of school specific protocols, including workload expectations. ☒ Staff share key information about hygiene, remind students frequently. ☒ Staff and students should wash or sanitise their hands: <ul style="list-style-type: none"> • before leaving home • on arrival at school • after using the toilet • after breaks • before eating any food, including snacks • before leaving school ☒ Soap and water, if available, is more effective than using sanitisers. ☒ Students and staff are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the lidded bin. All tissues should be disposed of in the bin provided which will then be double bagged and removed at the end of each school day. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow and hand sanitiser should then be used. Lidded bins available in all classrooms, communal spaces and toilets. ☒ Staff on arrival should, where possible use social distancing measures when parking and entering school buildings. ☒ Staff are permitted to work on site; however, this must be agreed and confirmed by the designated lead in schools. ☒ Parents and students will be made aware of the procedures for staggered arrival at school and the social distancing measures in place for the school. ☒ Staff not teaching but on site must give a designated area of working so that this can be monitored to avoid overcrowding in certain areas or departments. ☒ Each school will have a limited capacity of spaces to ensure social distancing can be adhered to. ☒ Teachers are to bring their own teaching equipment such as marker pens and whiteboard erasers with them to each lesson. ☒ Students will enter the school using social distancing measures and will sign in before being directed to either their teaching classroom or teacher in a designated area. ☒ Teaching staff dress code should be smart casual and material that can be washed at the end of the day. There is no requirement to wear suits and jackets as these cannot be easily cleaned. ☒ Students will be expected to wear school uniform on the days they are in school
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<p>➤ PUPIL OR STAFF MEMBER IS UNWELL, AND IT IS BELIEVED THAT THEY HAVE BEEN EXPOSED TO COVID19</p>	<ul style="list-style-type: none"> ☒ If a student or staff member presents symptoms during the school day, staff should isolate them to a separate room. ☒ Ensure the duty member of SLT is made aware including the name of the student and the rooms they have been using. ☒ Ensure that PPE is worn when less than 2 metres from the student. ☒ PPE required when less than 2 metres is as follows – disposable gloves, a disposable apron, a fluid-resistant surgical face mask should be worn by the supervising adult. In addition, and where requested, we will make available a protective face shield. ☒ School staff and students who attend school are eligible for testing. If a positive test is received, they must self-isolate for 7 days and their household for 14 days. ☒ If they are confirmed through testing to not have COVID-19 they can return to school. ☒ If a member of staff or student tests positive, students and teaching staff within that ‘class group’ must be notified and advised to self-isolate for 14 days in line with Public Health guidance. Households of the student or staff need not self-isolate unless the person from the ‘class group’ with whom they live develops symptoms.
<p>Travelling on public transport or using a car.</p> <p>➤ Risk of a COVID 19 spreading to pupils and staff.</p>	<ul style="list-style-type: none"> ☒ Regularly check for updates regarding government advice on safer travel guidance for passengers to be communicated to all students using this service. ☒ Encourage, where possible, pupils to walk or cycle to school. ☒ Respect yours and other people’s space while travelling. ☒ Avoid consuming food and drink on public transport, where possible. ☒ Avoid touching your eyes, nose, and mouth with unwashed hands. ☒ Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash hands with soap and water. ☒ When entering the building, wash your hands with soap and running water for at least 20 seconds. This is particularly important after taking public transport. ☒ Parents and carers are not permitted to provide lifts for students not currently residing in their household. ☒ Parents and carers are not permitted to leave their vehicle whilst on the school site without prior permission from a member of senior staff.

Classroom and communal areas

➤ Risk of COVID 19 spreading to pupils and staff.

- Classroom pod teachers will greet and direct students to their desk within the room upon arrival.
- Classroom desks should be 2m apart in all directions to ensure social distancing.
- Where possible in classrooms allow perimeter spacing to ensure pupils can leave classrooms and continue to social distance.
- Rows will be filled from the back and students will be instructed that they are to remain in their seats at all times unless directed by their teacher.
- Classrooms and communal areas are permitted to use air conditioning when mechanical ventilation is fitted and serves one room. Desk fans are not permitted in classrooms.
- Classroom must only be used if ventilation can be provided through open windows
- Hand sanitiser available in classrooms and students will use hand sanitiser on entering and leaving the room every time.
- Disinfectant sprays, wipes and gloves to be available in all classrooms and communal areas.
- Desks will have all equipment required for the day in sealed zip wallets and students will be reminded that they are not to share or pass equipment to any other student in the classroom at any time. For students using chrome books these will be available in their designated classroom for students to collect and use for the duration of the day. Where this is the case students will use the same chrome book throughout the day.
- Students are to store bags under their desks and they are to remain there throughout the course of the day.
- At the start of each day staff will remind students of the safety protocols around the school and the timings of the school day.
- Subject specialist teachers will have movement time between the delivery of sessions as required.
- Classrooms to have tape boundary designating 2m distance from first row of students to ensure social distancing for subject specialists.
- Subject specialist teachers will use disinfectant cleaning materials to wipe down equipment such as keyboards, visualisers and monitors at the start and end of their teaching session.
- Students will be permitted to have their mobile phone with them but this must be on silent and in their bags
- Students will be permitted to use the toilet during lesson times only, not at break and lunch and only 1 student will be permitted to leave the room at any time.
- Students and staff should not use water dispensers during this time. Bottled water will be available for students to purchase should they wish to.
- Classroom areas shall be thoroughly deep cleaned in accordance with guidelines at the end of each day. Classrooms used by 6th Form students (KDS, HUB and LRC) will be deep cleaned between each teaching session in accordance with guidelines
- Equipment used during the day that can be subject to disinfecting will be left in designated areas within the classroom to allow cleaning staff to identify easily.
- Staff work areas will have maximum capacities displayed and doors must be open at all times.

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| | <ul style="list-style-type: none">☒ Equipment such as keyboards and monitors must be cleaned using disinfecting equipment before and after use.☒ All classrooms and communal areas will be thoroughly deep cleaned at the end of each school day.☒ Behaviour and safety posters to be displayed in classrooms and communal areas to include, fire, social distancing, personal hygiene, housekeeping regulations.☒ Where an SEND student requires 1 to 1 TA support, the student and TA should move to a separate room and maintain social distancing. |
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<p>Break and lunchtime</p> <p>➤ Risk of COVID 19 spreading to pupils and staff.</p>	<ul style="list-style-type: none">☒ Staff, students and parents will be made aware and adhere to staggered break and lunchtime procedures.☒ Breaktime snacks can be brought in by students and consumed in their classroom or outdoor area during their breaktime allocation.☒ Staff and students will use hand sanitiser on entering and leaving the classroom every time.☒ Students may bring a full water bottle at the start of each day clearly labelled. There will be no water fountains available to refill, so it is recommended that if a pack lunch is being prepared this also includes a second drink for students.☒ Toilet breaks will not be permitted at this time to avoid crowding of these areas. Students will be permitted to use the toilet during lesson time and have a strict one in one out policy.☒ Staff to be aware of designated staff toilet areas☒ Staff to make students aware of designated toilet areas.☒ Lunchtime meals will be provided for all students should they be required. These will be sandwich grab bags that will be ordered at the start of the day (dietary requirements will be required). Students will be permitted to bring a packed lunch to school if they wish.☒ Payment for school lunches and any bottled water will be deducted from student accounts. Students will not be permitted to use fingerprints to pay for or add monies to their accounts. This must be done online through the ParentPay system.☒ Students and staff will use hand sanitiser or wash hands before and after eating their lunch.☒ Lunchtime meals will be delivered to the classroom and eaten in the room. These will be collected by pupils and taken back to their seat one at a time. If a packed lunch is brought in this is to be left at the side of the classroom and only touched at lunch.☒ Weather permitting lunchtimes may take place outside and supervised by classroom teachers.
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<p>End of day procedures</p> <p>➤ Risk of COVID 19 spreading to pupils and staff</p>	<ul style="list-style-type: none"> ☒ Staff, students and parents to be aware of and adhere to staggered exit school procedures. ☒ Staff to oversee students to carry out end of day routines, including storing work, books and their own equipment into their plastic zip wallet. ☒ Students to leave zip wallet or (where using these) their chrome book on their desk for staff to collect and store. No student folders/equipment to be taken out of the class space used by that pod. ☒ Staff to be responsible for placing items to be deep cleaned in the designated area of each class space. ☒ Staff to clean their surface area that has been touched during their teaching period, such as keyboard/computer. ☒ Staff and students to use hand sanitiser in class space before exiting. ☒ Staff should escort students to the site perimeter or pick up point at the end of the day (Year 10) or at the end of their lessons (Year 12), monitoring social distancing as students move across the site and whilst queuing to be picked up, or alternatively, ensuring students leave the site. Students are not be left unaccompanied on the school site.
<p>Fire Risk Assessment</p>	<ul style="list-style-type: none"> ☒ All staff and students to be aware of fire evacuation procedures. ☒ Fire evacuation procedures displayed on classroom walls with muster point location.
<p>First Aid</p>	<ul style="list-style-type: none"> ☒ Designated first aider to have full PPE equipment available. ☒ School to provide an isolation room for any students displaying COVID 19 symptoms. ☒ First aid rooms to be cleaned between each visit. ☒ Any classroom, communal area or office space to be thoroughly deep cleaned before access is allowed after suspected COVID patient.
<p>Additional hazards?</p>	<ul style="list-style-type: none"> ☒ Additional risk assessment required for children with high risk of absconding due to open door policy. ☒ Additional risk assessment required for children with injuries who require support around school. ☒ Staff who opt to wear a face covering will be permitted to do so providing they are committed to washing the covering after each day and meet the face covering hygiene standards as per school guidance. ☒ Where an SEND student requires 1 to 1 TA support, the student and TA should move to a separate room and maintain social distancing.