

Exceptional School Closure Policy for Longer Periods of Time



St. Joseph's Catholic Primary School

March 2020

As a Catholic community, an exceptional circumstance is a time to truly demonstrate our Catholic values and virtues especially: compassion, love, selflessness, tolerance, wisdom, courage and self-control. At these times, we need the whole community to pull together to support each other; we have no doubt our community will do this.

Practical issues in the workplace:

- Schools will be open for staff to use between 8am-4pm on a daily basis. Social distancing is recommended if in the workplace.
- Staff must sign in and out if they are in the workplace. The Lone Working Policy is applicable – please familiarise yourself with it.
- Children of critical workers i.e. emergency services, healthcare workers, social care workers, delivery drivers etc. will attend school as normal. These will be identified through an audit conducted at the school as soon as is practically possible. Depending on numbers, children will be allocated to rooms and supervised by staff. This will be organised as follows: a teaching base will be allocated to each phase if required. A normal school day from 8.45am until 3.15pm will operate for these pupils. The timings will differ per school.
- Staff will be expected to attend school unless agreed with the Principal. If a member of staff is able to work from home and complete all required work, flexibility can be applied at the discretion of the Principal.
- If staff attend school and they have their own children, the Principal will try to accommodate childcare facilities within school. This will have to be managed locally in agreement with the Principal.
- Staff will follow the usual dress code when in school (refer to MAC professional dress code policy).
- If staff are working from home, they are encouraged to take regular breaks. Exercise, whilst considering social distancing, is encouraged.
- The most vulnerable children will also attend school. These will be identified by the Principal/DSL/DDSL/Pastoral staff and will include those with a social worker and those with Education, Health and Care Plans.

Guidance for continuing learning:

- Registers will continue to be taken in school for those pupils anticipated to attend. This daily register will be sent to the DfE by 12noon each day.
- Pupils working from home will be provided with a weekly overview of activities to undertake. This will include daily maths and English, RE and other foundation subjects.
- IT support is available by contacting your IT provider (RM and DGfL)

Suitability of work:

- Consider whether it is appropriate to introduce new topics (SEND pupils may find this particularly challenging)
- Set project work and longer tasks where appropriate.

Other activities could include:

- Daily reading
- Daily challenges
- Creative/mindfulness/well-being activities

Staff illness

In the event of illness, staff should follow the school absence reporting procedure.

Monitoring guidelines for SLT

The quality of work set must be monitored by SLT on a weekly basis. Best practice should be shared amongst the team on a weekly basis. Teachers must be contacted immediately if there are any concerns about the work with clear instructions of what needs to be done to rectify the situation.

Meetings

Meetings will be held as necessary either in school or remotely. This will be reviewed regularly.

Support staff

Work will need to be allocated to support staff in line with their normal working hours. If staff are unable to work from home, they will need to attend the school as normal. Activities could include:

Supervising children of key workers and vulnerable children

Supervise children of staff

Telephoning parents as appropriate

Sorting/creating resources

Display

Updating SEND passports

Updating Care Plans

Checking policy documents for out of date information (such as names of staff)

Updating the website information

Being allocated to support teachers and pupils in terms of SEND additional support/admin tasks etc

Being allocated to support key areas of the business team

Cleaning kitchen or other areas

If any member of the support staff is unwell, they should telephone following school policy.

Policies

All policies (including this new policy document) apply throughout the period of school closure and is subject to amendment in light of changing circumstances. A full list of policies can be found on the school intranet and the school website.

Safeguarding

The Safeguarding Policy must be followed throughout the period of closure. Staff must record concerns on Safeguard or email the DSL and DDSL asking for a read receipt if Safeguard is not available from home.

Cleaning

To reassure staff, buildings continue to be cleaned. Public Health England will instruct a deep dive in the event of a confirmed case.

Sanitisers and soap will be available on site throughout the day.

Routine checks

All routine checks, in line with the Health and Safety Policy, will continue throughout the period of any closure to ensure compliance with health and safety regulations and insurance requirements.

Financial returns

The school will continue to ensure compliance with the legal financial returns. Amanda Hodder, CFOO, will oversee this process.

Catering

Food will be available on site if catering staff are well enough to be in school. A voucher system (Wonde) will be allocated to parents of children entitled to FSM.

Calendar

All calendar events are now postponed.

Normal homework arrangements will apply during the Easter break.

Directors/Governance

Committee meetings/full Board meetings will be postponed for an initial period of 4 school weeks. If there is no prospect of schools resuming, the Chair will decide whether to postpone the meeting again or hold a meeting. Alternative arrangements for directors and/or Academy Committee members to participate or vote in meetings are approved by the Board of Directors including but not limited to telephone or video conferencing via Microsoft Teams. This is in line with paragraph 60.4 of the Articles of Association. Chairs' actions will be taken if any decision is needed prior to a meeting.

APPENDIX 1:

Safeguarding: Key actions/considerations for Principals/DSLs/DSLs are as follows:

ACTION: Identify your vulnerable groups of children (CP, CIN, EHA, EHCP, LAC; Fixed term and Permanent exclusions; persistent absence below 80%; FSM) and consider the support that you have in place already, and how you will continue to offer that support should the advice be that the school closes. In line with KCSIE 2019 and WT2018 guidelines

(KCSIE 2019 page 19 para 65) (KCSIE 2019 Annex B (Role of the DSL) page 95)

MAC response: How will you obtain work completed for these children? Contact should be made with home if any child fails to complete work but this is particularly important for those from the above groups are not complying with the need to complete work. This will be monitored by a member of the SLT.

ACTION: Inform the allocated social worker for all children on a CP/CIN plan that the child will be at home for the period of closure.

MAC response: DSL and DDSL to action and confirm completed with the Principal who will note the action has been completed.

ACTION: Consider the frequency and nature of contact with those groups of children and parents according to need (e.g. twice weekly/weekly phone contact). Consider whether there are any families of certain children who should be contacted more than twice weekly if not in school. For very vulnerable children, arrange with the social worker that s/he will see the child weekly and how they will report this back to you.

MAC response: **Twice weekly contact** for those deemed most at risk and weekly for those at less risk (judgement call of the Principal and DSL/DSL that will need to be fully recorded on Safeguard- calls will be made by the DSL or DDSL). For the most vulnerable, where they are not in attendance, you should ensure you get confirmation from the social worker that the child has been seen regularly.

ACTION: Where concerns for a child at home escalate a referral should be made to Children's Social Care or if at immediate risk to the Police. Provide all relevant contact numbers for staff undertaking visits

MAC response: always follow the above and record on Safeguard if required.

ACTION: The DSL team should meet weekly, in person or via Microsoft Teams to discuss the status of each child they are working with.

MAC response: in person at work unless self-isolating. Full records to be updated on Safeguard

ACTION: DSL/DSL staff should continue attend all CP/CIN meetings whenever practical to do so, and if unable to attend, school to provide the keyworker with a report

MAC response: as above. Q: who will do this if the DSL/DSL are ill?

ACTION: Use school phones, not personal phones, for contact with children and families.

MAC response: always as above.

ACTION: Remind Teachers to only use approved contact methods – no social media groups etc.

MAC response: as above. In addition, remind them of the live teaching rule regarding not using personal software such as FaceTime/WhatsApp/Instagram etc.

ACTION: In relation to your vulnerable children and young people, consider which staff you will be able to use to support the children as appropriate. Consider supplying your identified families and children with a central point of contact and how is that shared.

(DSL/DDSL/SENCo/Family Support are best placed in line their safeguarding knowledge)

MAC response: as above. Q: who will this be in your school? Also, consider setting up (if you do not have one already) an email address for any children concerned about their welfare (a kind of Childline). Q: who will monitor this? E.g. Hagley have had a 'Safe Refuge' general concern email address for a number of years.

ACTION: Ensure that all contacts with children and families are recorded appropriately and consider how electronic recording systems (Safeguard) will be accessed if away from school building

MAC response: as above

ACTION: Consider Data Protection when handling confidential children's record (including contact details) particularly if school building is closed and staff are working at home

MAC response: use only the approved software such as Safeguard. Email the DSL/DDSL if there is a difficulty accessing safeguard.

ACTION: Ensure that children entitled to Free School Meals have provision

MAC response: awaiting further guidance from the DfE – voucher system in place to be forwarded to parents (Wonde)

ACTION: Consider offer of food support through school and how that will be facilitated. Supply access information for local foodbanks

MAC response: to be explored further at a local level. More guidance will be given as details develop.

ACTION: Update your schools website with all relevant support agency contact details e.g. First Response, Childline for parents and children to use as a source of information

MAC response: action as above with immediate effect

Any student involved with alternative provision must be checked on as per the normal procedures. The Principal is responsible for this at St. Joseph's school.