

GOLDEN HILL CHILDCARE PROVISION STAFF POLICY AND PROCEDURES – 20TH APRIL 2020

COMMENCING 20TH APRIL 2020

SECTION 1 – GUIDANCE AND LOCAL AUTHORITY ADVICE

All schools have been requested to remain as open as feasibly possible during COVID-19 pandemic. Two key groups of pupils – Key Workers and Vulnerable Pupils.

The provision offered is 'Child care' provision and there is no expectation of formal learning. However, in order to keep our pupils in routines, structures etc. we do envisage that the pupils will complete some of their Home Learning packs, with opportunities for free play, outdoor play, computer time, small world, creative learning tasks etc.

Who can access the provision? (As stated in all DFE guidance and stated by the Local Authority Executive Director for Education and Pupils' Services Edwina Grant 9th April 2020)

Edwina Grant wrote to all head teachers stating the following...

Vulnerable pupils are defined as ***those who have a social worker, and those pupils and young people up to the age of twenty-five who have an education, health and care plan.***

Pupils open to a social worker who are subject to a Child in Need plan, Pupil Protection plan or who are Looked After. It is important to note there will be pupils who belong to more than one of these cohorts of pupils.

There will be other vulnerable pupils known to schools who you may want to support and who are described within the guidance as on the "edges of social care support".

There is an expectation that vulnerable pupils with a named social worker will access school unless they have a significant underlying health issue.

There is an expectation that most pupils and young people with an Education, Health and Care plan will fall into two categories. Those who would be at significant risk if their education, health and care provision did not continue, this is those that cannot be supported safely at home, and which might include for example those with profound and multiple learning difficulties and those receiving significant levels of personal care .

It is expected that for these pupils education provision will continue wherever possible. ***It is anticipated that for most other pupils and young people that their needs can be met at home at the current time.***

The vast majority of schools have remained open and alternative arrangements will be put in place where it is not possible for a pupil or young person to attend their usual education setting. It is clear that many vulnerable pupils are not attending school for a variety of reasons, some of them being parental choice. It is important that we are clear on our responsibility to oversee the safety and welfare of these pupils, particularly as the duration of "lockdown" is unclear and school is a significant protective factor.

Pupils subject to Child in Need and Child Protection plans

- These pupils and young people in your school will have an allocated social worker or family support worker. This worker should be the first point of contact.

- A joint discussion of the pupil's needs should have taken place between the school and the social worker or family support worker regarding the pupil's attendance at a school provision and an agreed decision reached.
- If there is any change within the school or education setting that may mean the pupil cannot attend, or if there are any other concerns e.g. – Needs, issues arising school will inform the pupil's social worker or family support worker immediately. If for whatever reason you are unable to reach that worker or manager, please contact the Multi Agency Safeguarding Hub.

Children Looked After

- These pupils in your school will have an allocated social worker. The social worker should be the first point of contact.
- The Virtual School is a source of advice and support and contact can be made with your area team lead or the Head Teacher at audrey.swann@lancashire.gov.uk.
- A joint discussion of the pupil's needs should have taken place between the school and the social worker regarding the pupil's attendance at a school provision and an agreed decision reached. This may involve the completion of a risk assessment to determine the safest decision for each pupil.
- If there is any change within the school or education, setting that may mean the pupil cannot attend, or if there are any other concerns relating please inform the pupil's social worker and the Virtual School, direct either to your area Virtual School contact or to Virtualschool@lancashire.gov.uk.

Pupils with Education, Health and Care plans

- The government has asked that a risk assessment be made for all pupils and young people with an EHC Plan in consultation with the local authority and families. I know many education providers have created their own risk assessment tools and the link SENDO for each school would be pleased to receive a copy of these.
- The arrangements for pupils and young people with a named social worker are as outlined above. The arrangements that have been put in place for all other pupils and young people with EHC Plans are set out below:
- The link SENDO will make contact with all special schools and out of county, independent and non-maintained every week, so they can work with schools to ensure any changing needs of the school and individual pupils are addressed as these arise. There is an expectation schools will get in contact with the SENDO if there are any changes in between the weekly calls as required.
- The risk assessments of all pupils and young people attending mainstream schools will need to be reviewed and updated by providers as circumstances change. Schools should contact their SENDO if they have any queries in relation to this.
- Any enquiries in relation to any of the above for pupils and young people with education, health and care plans can be made by contacting the area offices:
- South 01772 532710 or Inclusion.South@Lancashire.gov.uk

Alternative Provision (AP) settings- Pupil Referral Units and AP Schools

The government recognises that a high proportion of pupils and young people who attend alternative provision will meet the definition of vulnerability and are often at high risk if not in school. For this reason, AP providers are well placed to cater for the needs of the pupils that are defined as vulnerable in a way that would be difficult to replicate elsewhere. The AP sector therefore has a key role to play in helping

safeguard this group of pupils at this difficult time. The way to protect this group of vulnerable pupils includes keeping AP settings open where it is feasible to do so. It is vital that Head Teachers of AP schools inform the local authority if they consider it is not feasible to remain open prior to any closure.

Section 2 – Offering Pupil Care Provision for the most vulnerable

RISK ASSESSMENT

Allison Collinge has completed the Local Authority risk assessment proforma for all pupils on roll at Golden Hill.

The guidance clearly states, **“where a pupil can remain at home, they should”**.

This will be endorsed; however, we must also consider the mental health and well-being of our parents / carers.

KEEPING THE RISK LOW

The take up of Child Care provision has to be kept low. If numbers increase then part time provision / alternate days / weeks need to be considered.

Teachers are asked to construct Activity days, which combine pupils completing work in their Home Learning packs, with fun activities and outdoor play.

It is anticipated that given the nature of Child Care provision, the risk of poor behavior from pupils will be low, however if a pupil requires physical intervention their continued placement at Golden Hill will be reviewed by the SLT and their risk assessment reviewed and amended; this reviewed plan will then be discussed with partner agencies: Inclusion Support, LEA, CSC etc. and alternative provision made.

STAFF ROTAS

The SLT have created weekly staff rotas, which provide a combination of Teachers and TA staff each day to provide care for the in-house pupils.

As further Government guidance is provided and the lockdown currently in place begins to lift, consideration will need to be in place for how Golden Hill reopens to all pupils on roll.

By creating the In-house rotas, we are planning to share staffs' responsibility for caring for our vulnerable pupils whilst limiting staff risk of acquiring/ transmitting the virus.

All staff must follow government advice and put into place the appropriate measures within their households. This at present is

Coronavirus (COVID-19): what you need to do

Stay at home

- Only go outside for food, health reasons or work (but only if you cannot work from home)
- If you go out, stay 2 metres (6ft) away from other people at all times
- Wash your hands as soon as you get home

Do not meet others, even friends or family.

You can spread the virus even if you don't have symptoms.



STAFF ENTERING THE BUILDING

All staff should wash their hands in the Disabled Toilet facilities immediately on arrival at school.

All staff should bring their own lunch to school, as it will not be possible for staff to make non-essential trips to the local shops.

Staff to maintain frequent handwashing regimes and to ensure any crockery/ cutlery they use is thoroughly washed and left to air dry.

All staff should be away from the school building by 3.45pm each day.

Each afternoon, Ann will thoroughly clean and disinfect all areas used by staff during the day.

SOCIAL DISTANCING IN SCHOOL

The Kestrels class is being used as the In-house area for pupils.

Desks are staggered across the classroom to ensure a 2m distance between pupils.

See other guidance below from DFE.

The full document can be found at <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-pupilcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-pupilcare-settings>

Key Points from the guidance (DFE)

Social distancing within education and Child Care settings with very young pupils will be harder to maintain. Staff should implement the above measures as far as they are able, whilst ensuring pupils are kept safe and well cared for within their settings.

WHAT DOES EFFECTIVE SOCIAL DISTANCING INVOLVE IN PRACTICE IN EDUCATIONAL SETTINGS?

All visitors to school will be kept to a strict minimum. Those visitors and contractors who do need to enter the school building will be told to refrain from doing so if they or a member of their family are displaying any symptoms of COVID-19.

Within school as much as possible, pupils and staff should be spaced apart at all times.

This means:

- Sitting pupils at desks that are 2 meters apart.
 - Ensuring everyone queues for lunch/ to use the toilet/ washes their hands, at least 2 meters apart.
 - Keeping apart when in the playground or doing any physical exercise
 - Accessing the toilet facilities one at a time.
 - Avoiding unnecessary staff gatherings
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- Children and staff must frequently wash their hands with soap and warm water for at least 20 seconds and are encouraged not to touch their faces. They must use a tissue or elbow to cough or sneeze into and use the bin for tissue waste and then wash their hands thoroughly.
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Q: WHAT DOES SOCIAL DISTANCING LOOK LIKE IN ALTERNATIVE PROVISION (AP)?

For Pupil Referral Units - our ask is the same as that for all schools: that AP providers work with local authorities, and the mainstream schools at which many AP pupils are registered, to consider the best way to support those vulnerable pupils, and those of critical workers who cannot remain safely at home. This should include keeping AP settings open where it is safe and feasible to do so.

As much as possible, social distancing should be adhered to and class or group sizes should be small to make this easier. Staff should use simple language to explain social distancing, and reiterate and reinforce key messages. Safe routines for access to toilets, hand washing and break and lunch times should be put in place. Teaching resources can be used to aid understanding.

A risk assessment will be undertaken, if it is deemed that a pupil may not be able to follow social distancing instructions, to determine what mitigations need to be put in place and whether, in rare circumstances, they should stay at home. For those pupils with a social worker, our expectation is that they should be in school unless a risk assessment concludes they will be safer at home.

HYGIENE REGIMES IN SCHOOL

CORONAVIRUS CAN LIVE 24 HOURS ON CLOTHING, CARDBOARD, PAPER

CORONAVIRUS CAN LIVE UP TO 3-5 DAYS ON POUROUS MATERIALS E.G. PLASTIC, RUBBER ETC. (CHAIRS, TABLES, TOYS, BALLS ETC)

Handwashing regimes - pupils will be expected to regularly wash their hands: On immediate arrival/ departure, before and after eating and after outdoor play and using the toilet.

Cleaning – Staff will be expected to clean down surfaces on a regular basis i.e. as a pupil completes an activity in an area; door handles and surfaces at lunchtime and to keep number of chairs to a minimum – Give each pupil a chair and designate that chair for the pupil to use throughout the day.

Any items (plastic) used through the day will be dropped into the sink of Milton to be soaked for 12 hours.

All cleaning cloths used should be washed in the School's washing machine at a 60-degree washing cycle at the end of each day.

PUPILS ACCESSING THE PROVISION – ROUTINES AND GUIDANCE

Entering the School

Currently Golden Hill has 6 pupils attending school. All 6 pupils are transported via LCC taxis/buses. JF and HT are siblings who travel with their mother in a minibus; JJ and KJ travel in a large Travel Care bus with a PA and JG travels in a minibus with his aunt.

However, as the lockdown procedures are relaxed it will become necessary for Golden Hill to consider how additional pupils are transported into school.

- Pupils who the SLT risk assess, as requiring to access Golden Hill's Child Care provision will need careful liaison with LCC Transport to ensure the pupil can be transported safely bearing in mind social distancing rules.
- It maybe that the parents of these pupils will need to transport their own pupils to school. (Flintan Mills?)

As more pupils filter back into school the entry and exit arrangements to school will need to be enhanced. Therefore, these arrangements should be reviewed and enhanced now.

On entry: Taxis will be asked to disembark pupils one at a time. Pupils immediately wash their hands in the toilet facilities, before going into class and the next taxi only disembarks pupils once these pupils have left the corridor area.

On exit: Pupils should wash their hands in class, then walk to the exit door in school, and access their transport. Pupils will be called in taxi groups. Pupils will not wait in the corridor area.

The provision

- The pupils will have a set routine. There will be a balance of accessing their Home Learning work packs and fun activities. There is no expectation for 'normal' class teaching. They will be low expectation, independent and low challenge. In order to keep the risk of behavioural issues low.
- In house staff will collectively plan the pupils' Activity days between themselves.
- Pupils will access playtimes outside and have a good balance of in school and outdoor activities.
- There will be options at the end of the day or comp.
- Lunchtime will be 12- 12.30pm. FSMs will be a choice of sandwiches each day.

End of Day

- Staff should tidy away resources and ensure any plastic toys are placed in a bucket of Milton overnight.
- Any resources sucked or chewed by pupils that can be wiped clean with disinfectant, should be cleaned.
- Staff should leave school by 3.45pm.

STAFF RETURNING HOME

- Staff should clean their hands when leaving work and when they return home.
- There is no expectation that staff should remove clothing at their doorway etc. As this guidance is only for medical NHS workers; or if you have been in close contact with a pupil – e.g. administering first aid. However, if you feel the need to, then the recommendation is that clothing should be washed at 60° Remember to clean your washing machine door following putting your clothing in and anything else that has been touched.
- Recommendation is to use an antibacterial spray.

STAFF NOT ON SITE SHIFT

- Will complete tasks already set out by the SLT.
- Please keep strictly to deadlines for emailing Home Learning/ On-line Learning packs to school/ monitoring of pupils' work/ schemes of work completed etc.
- Staff should remain available if needed to cover for an absent colleague.

STAFF MEMBER DEVELOPS SYMPTOMS

- If a staff member develops COVID-19, symptoms prior to work then they should inform Sarah/ Allison as soon as possible and not come to work. They should remain at home, monitor their symptoms and follow the government guidance 7 days of isolation. (COVID-19 symptoms are a high temperature and a new persistent cough.) **Another staff member will be called to cover the shift.**
- If the staff member develops symptoms whilst at work, they will be required to leave immediately and follow the procedures above.
- School would NOT close – as outlined in Government guidance. Staff and pupil hygiene measures will continue- e.g. hand washing, sanitizing the pupils work area.
- Parents will be informed.
- The guidance states that school should continue and it is not necessary for every pupil and staff member to then isolate. Isolation should only take place if symptoms develop.

PUPIL ACCESSING PROVISION DEVELOPS SYMPTOMS

- If a pupil has symptoms prior to the Child Care day then they SHOULD NOT ATTEND school.
- If a pupil begins to display symptoms whilst attending then they should be isolated in the Therapy room with an adult monitoring from the Library area until the parent arrives. The parent will collect immediately. The pupil will remain in isolation until the parent/ carer arrives. The pupil would then need to isolate for 7 days and be symptom free before returning to the Child Care provision.
- If a parent does not have transport, this will be provided by school.

PARENTS ACCESSING THE PROVISION

- SLT will continue to undertake/ review risk assessments of pupils' need to access Golden Hill's Child Care provision.
- The guiding principle will be “ **those pupils who can stay safely at home should remain at home**”

- As the lockdown lifts then staff will be required to return to work on a normal basis and this policy will develop further to make appropriate plans.
- At this stage, transport is only offered to the most vulnerable, subject to agreement with SLT, SEND, Social Care, Transport and dependent on the risk assessment.

BEHAVIOURAL INCIDENTS

It is anticipated that by offering fun and engaging learning/ play activities the pupils on site will not demonstrate unacceptable/ aggressive behavior.

If a pupil is non-compliant pupils will be required to complete a Comp as usual.

In-house staff should continue to use their class Walkie Talkies and request SLT support if required.

If a pupil requires physical intervention, their continued placement at Golden Hill will be reviewed by the SLT and their risk assessment reviewed and amended; this reviewed plan will then be discussed with partner agencies: Inclusion Support, LEA, CSC etc. and alternative provision made.

REVIEW

This policy, guidance for staff will be kept up to date as guidance changes and the current lock down begins to be lifted.