



THE ASHBY FEDERATION

COVID-19 SCHOOL OPENING FOR KEY WORKER AND VULNERABLE CHILDREN

Approved by: Executive Head Teacher

Last reviewed on: January 2021

Next review due by: March 2021

Federation Policy for COVID-19 School opening for key worker and vulnerable children

05/01/2021

The purpose of the Covid-19 school provision is to look after vulnerable children and those of critical workers. The criteria for attending the setting is set out in the guidance below:

[Critical workers and vulnerable children who can access schools or educational settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/critical-workers-and-vulnerable-children-who-can-access-schools-or-educational-settings)

We will run the setting at alternate sites. We will create 4 class bubbles as per the usual class structures:

- Early Years
- Years 1 and 2
- Years 3 and 4
- Years 5 and 6

These will be kept separate and distanced with in school. The bubble will be staffed by unique teams on a rota basis, following the broad principle that there will be a week on and a week off. Required staffing ratios will be adhered to with at least 1 teacher and 1 TA We will try to ensure that each class has a member of staff from each school Whenever possible, a member of SLT and, therefore a DSL, will be on site at all times. We will also ensure that there is always a paediatric first aider. If this is not possible a member of SLT (as a DSL) will be available by phone for the duration that the setting is open. All staff members will sign in and out. This information will be collated to ensure that rotas are allocated fairly and are proportionate to normal working patterns. Any staff who are self-isolating due to medical reasons will not be included on the rota and will support learning remotely.

We will maintain this provision for as long as we have staff available to do so.

School closure

In the event of us being unable to provide sufficient staff to maintain safe ratios the school will be shut. This will be discussed with the Chairs of Governors, the Local Authority will be informed and parents will be directed to the Local Authority to seek alternative childcare.

Safeguarding

The schools already have an effective Child Protection Policy in place. Keeping Children Safe in Education (KCSIE Sept 2020) is statutory safeguarding guidance that the schools will continue to have regard to. In order to accurately reflect new arrangements for Key worker provision, a COVID-19 addendum that summaries any key COVID-19 related changes has been added to the whole policy. This includes the continued importance of all staff acting immediately on any safeguarding concerns and the DSL (and deputy) arrangements as detailed above. It also details arrangements to support children the schools are concerned about who do not meet the D of E 'vulnerable' definition. In addition, it explains what arrangements are in place to keep children not physically attending the schools safe, especially online and how concerns about these children should be progressed.

Attendance at the Provision

Bookings will be agreed with as much notice as possible and the Executive Head Teacher will produce a weekly register. We accept that there may be short notice change to this register as

shift patterns change. An agreed list of adults who are authorized to collect has been shared and, where necessary updated, children will only be released to these authorized collectors. We have confirmed with parents that emergency contact numbers are correct and asked for any additional emergency contact numbers where they are available.

The Department of Education has stated that the schools do not need to follow their usual day-to-day attendance processes. The schools will be agreeing with families whether children in need should be attending education provision – and will follow up on any child that they were expecting to attend, who does not. A daily register will be taken and SLT will monitor attendance. The DfE attendance spreadsheet will be completed by the office team and forwarded by SLT to NCC.

Free School Meals

The parents of children eligible for Free School Meals will be given the choice of having vouchers (from the D of E) or hampers. These can be ordered weekly via Dolce:

(davina.gallagher@dolce.co.uk).

Should parents wish to have vouchers these will be ordered on parents' behalf by the school. Voucher codes will then be sent directly to parents for use in a range of supermarkets.

Emergency contacts and medicines

Duplicate copies of updated contact details and medical information is to be held at both schools. It is the parents' responsibility to bring medication, including inhalers and epi pens, into school each day.

Hygiene and social distancing

The school will practice appropriate social distancing and hygiene procedures according to the school's COVID risk assessment.

All staff will actively promote hand hygiene ensuring that the children wash their hands as often as possible and at key points during the day, i.e. lunch and playtime. Social distancing amongst staff and pupils will be encouraged wherever possible and the children will be taught in discreet year group bubbles which will be maintained at playtimes, lunchtimes and during wrap round care. The school will be cleaned as usual on a daily basis ensuring that door handles and frequently touched surfaces are given an extra clean as per the daily cleaning rotas.

Vulnerable children

The school has offered provision to vulnerable children defined as follows:

- 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
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers

- those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)

Any carers of children with a social worker who decline to use this provision will be contacted regularly by the school. Records of these conversations will be logged and kept and non-attendance of the provision will be assessed and RAG rated.

Any children that the schools would assess as potentially vulnerable, but do not have a social worker, will be contacted by the class teacher (at least once a week). During our regular contact with these children, if we believe they can be better cared in school we shall invite them to do so even if this is on a part-time basis. Priorities for these places will be determined on a case by case basis but will include reference to difficulties in accessing remote learning, pupil premium status and being on the SEND register.

Home learning

For any children not attending the setting, work will be provided by teachers via Google Classroom. For those children who do not have access to ICT, where possible, we will leave hard copies in school for collection and will provide devices from the school's own resources.

A register will be taken of all participation in home learning. Those who do not engage will be phoned regularly and encouraged to take part. If appropriate, a place will be offered in school.

Learning in school will be based on the remote provision. Other broader learning opportunities will be provided such as twice weekly PE sessions.

Please see the remote learning strategy and risk assessment.