



Sarum Hall School

COVID-19 Annex for Safeguarding Policy

Date: 8th March 2021 onwards

Background, context and publication of this annex

This Annex should be read alongside the School's KCSiE Child Protection and Code of Conduct Policy, as well as the following policies:

- Responsible Use Policy
- Peer on Peer Abuse Policy
- Computing Policy
- E-Safety Policy
- Promote Good Behaviour and Set Out Sanctions
- Covid-19 Phased Return to School Policy

Section A

Remote Learning at Sarum Hall

Purpose

Following school closures by the government, the Remote Learning scheme was implemented from the start of the Summer Term 2020, Tuesday 21st April. The purpose of the scheme was to maintain the curriculum input for the pupils as much as possible, in the hope of minimising the disruption to the education we provide. Whilst we appreciated that this cannot fully replicate our days in School, there was and remains a greater goal we face as a nation; we must protect society and defeat this deadly virus. Our priority has been to develop a provision with longevity and productivity, as well as maintaining contact with the pupils.

All children in Nursery, Reception, Year 1 and Year 6 were invited back into school for half days of learning from Tuesday 2nd June, supplemented by the remote learning portal for the part of the day when they were not in school.

On Monday 15th June, the government indicated that primary schools had the flexibility to bring back more pupils for the remainder of the term, if they had the capacity to do so. They updated Section 4 of the planning guide for primary schools to reflect this. As a result, all children in Years 2, 3, 4 and 5 were invited back into school for half days of learning from Monday 22nd June, supplemented by the remote learning portal for the part of the day when they were not in school.

Up until this point, the government had stated that educational attendance was not compulsory during the Covid-19 pandemic, therefore we ensured that those choosing not to return to school, had access to remote learning resources and a reduced amount of live input.

Any child attending the school setting was covered by our existing Safeguarding Policy when they were in school and everyone choosing to stay remote was covered by this updated annex for their remote learning.

The government indicated that all schools should re-open fully from 1st September 2020 and Sarum Hall made all the necessary plans to enable this to happen. The document 'Guidance for full opening: schools' has been issued by the Department for Education and we have referred to this throughout our planning. The existing Safeguarding Policy will apply once again to all pupils in school. However, this updated annex will cover any individual pupils or year group bubbles who are required to self-isolate as a result of being symptomatic, being exposed



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to a symptomatic person, or when quarantining if returning from abroad, as well as for additional periods of school closures as required by the Government.

Schools were once again instructed to close on 1st January 2021 and therefore Sarum Hall reverted to its' Remote Learning programme which replicated the normal school timetable with live lessons delivered for all subjects. The School was only open for the Nursery Class and Key Worker pupils therefore our existing Safeguarding Policy was applied to pupils in school and this annex applied to pupils in Reception – Year 6 who were not in the Key Worker bubble.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Safeguarding

1. With regard to safeguarding, the best interests of children must continue to come first.
2. If anyone in a school has a safeguarding concern about any child they should continue to act and act immediately by contacting the DSL Team either in person at school or via email: DSL@sarumhallschool.co.uk.
3. A Designated Safeguarding Lead (DSL) or deputy is available at all times.
4. It is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children.
5. Children should continue to be protected when they are online.

Online Safety

Sarum Hall has worked hard to ensure that all children are as safe as possible, even when not physically present in School. All staff who interact with children, including online, must continue to look out for signs a child may be at risk and deal with those concerns in accordance with the School's child protection policy.

Staff should continue to follow the same principles as set out in the School's staff behaviour policy and code of conduct in relation to acceptable use of technologies, staff pupil/student relationships and communication, including the use of social media. In addition to these documents, the School has asked for parents and pupils to complete a Remote User Agreement Form and has issued Protocols for Teachers in order to keep the whole School community safe.

Sarum Hall has created its own Remote Learning Portal to ensure access to all data is in line with privacy and data protection/GDPR requirements.

An e-Safety Concern Form has also been created online so that if any child has an online safety concern, or if someone has acted inappropriately towards them online, or to another child or young person they know, they can report it. They can choose to offer information anonymously as well as giving their name.

Guidelines on Remote Learning

As education becomes mandatory from September, we would expect all pupils self-isolating to be online for all lessons provided, unless they were off school ill. There will be greater flexibility allowed for longer periods of remote learning but daily engagement at some level



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has been required and expected by the School since September. The DfE published recommended amounts of daily engagement for different year groups in January 2021.

A. Individual pupils are self-isolating

- For the first 24 hours of self-isolating, all work will be accessed via the Remote Learning Portal. This is because if a child is symptomatic, they may be feeling unwell and should therefore be resting at home. This 24 hour window should also allow sufficient time to be tested and receive a result.
- If a pupil is required to stay at home for more than 2 days, they will be able to access the input for lessons in school (except Sports and Food Studio lessons) via Google Meet. This is the most effective solution to ensure consistency of education - it is not possible to offer or maintain different teaching platforms now full time education in school has re-commenced.
- There will be a webcam in each classroom for the **input only of each subject lesson** to be delivered to the pupils in school as well as the individuals at home. The webcam will be switched on as the lesson starts and switched off after the teacher input as pupils in school may begin paired or group work, or independent activities.
- Any new parents to the school each term are required to complete our Parent and Pupil User Agreement.
- Individuals at home will follow the same timetable as pupils in school.
- Lessons will be planned carefully to ensure children at home have access to the same resources as in school.
- All worksheets and any relevant accompanying Powerpoint presentations or Google slides, will be uploaded to the Remote Learning Portal each day to reflect the timetabled lessons and maintain communication between school and home.
- Pupils at home will upload their work to their individual teachers via Seesaw for EYFS & KS1 and Google Classroom for KS2. Feedback will be given as necessary (written or verbal).
- A member of staff will contact the family twice a week via telephone to check welfare at home (shared between DSL's, Form teacher/TLA and Office as appropriate).

B. Whole class bubble is self-isolating/Government enforced closures

- Form teachers and assistants would be required to resume the remote learning programme for 2 weeks (or longer if required by government directive).
- Subject specialist teachers would still continue to work in school but would deliver their lessons at their allocated times, live from school via Google Meet.
- The class timetable would remain the same for in school and remote learning.
- Classes would be taught as a whole in order to maintain the timetable appropriately, unless they are already timetabled to have split lessons.
- Staff are required to be online via Google Meet for the entirety of their timetabled lesson time – they do their input then turn their camera off and mute themselves as necessary but remain online to answer any questions.
- Pupils will upload their work for the deadline issued by the individual teacher via Seesaw for EYFS and KS1 and Google Classroom for KS2.



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- All worksheets and accompanying Powerpoints/presentations will be uploaded to the Remote Learning portal each day to reflect the timetabled lessons.
- The class bubble would revert to completing the online wellbeing form at the end of each day.
- Where form teachers who work across year groups are required to self-isolate (such as Years 5 and 6), live lessons in their subject will be streamed for the bubbles remaining in school via the interactive whiteboard. (We did this last term and it was very successful).
- The Head will arrange a weekly meeting with any bubble staff for feedback and discussion, although staff are always invited to contact the Head sooner with any worries or concerns.

Further Information

- Staff are only expected to work from home in the normal School hours of 8.15am – 4.30pm.
- The Academic Director will oversee the consistency and quality of work being set during any period of Remote Learning.
- Curriculum and Staff Meetings will continue to be held via Google Meet and the Head will check in with individual staff associated with the isolating bubble on a weekly basis to ensure that staff are supported and in order to provide a forum in which staff can communicate effectively about the provision and any issues that may arise.
- The Head will continue to provide assemblies remotely for all pupils on Monday, Wednesday and Friday each week
- The Health and Wellbeing Coordinator will provide wellbeing thoughts and ideas via the portal, as well as a weekly wellbeing bulletin for staff.
- Staff should pass on any Welfare Concerns or Safeguarding issues to the DSL Team as normal via email or telephone, but preferably using the following email address: DSL@sarumhallschool.co.uk
This address should also be used to report any safeguarding concerns, whether regarding pupils or staff. Weekly safeguarding meetings are held via Google Meets for the DSL Team.
- The Deputy Head will be in charge of keeping pupil rewards, praise, house points and competitions up to date to be shared with the School community via assemblies on a weekly basis.
- The Head of Learning Support will connect with families on the SEND register as necessary, as well as supporting any vulnerable families with 1:1 support, should a pupil who falls into this category be self-isolating.
- **Staff will be expected to answer emails as normal.**

Pupils

- All pupils will be required to sign a Remote Learning User Agreement, in conjunction with their parents.
- Pupils should endeavour to complete all set work as far as resources and support allow them to.
- KS2 pupils should engage with online forums and discussions in a positive and appropriate manner and using written English of the same standard as expected in School.



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Parents

- All parents will be required to sign a Remote Learning Agreement, in conjunction with their child.
- Parents should encourage and support their child/children's work – including finding an appropriate place to work, checking that set work is completed.
- They should contact the class teacher via email as normal if there are any concerns.
- If any children produce physical pieces of work or projects, they should send photographs of these into School so the teacher can see and acknowledge them. These in turn can be shared with the School community where relevant.
- All parents of children returning to school will be required to complete a one-off health declaration form in order to ensure the safest possible return to school:

<https://docs.google.com/forms/d/e/1FAIpQLSew3wXxO5LF4runfDYUHBjRqgVbG9gpQsxyZSL6GjkAz9XnAw/viewform>

Link to Remote Learning Agreement:

https://docs.google.com/forms/d/e/1FAIpQLSfi6JWvmiBUKD6h5jyfHUtZY2Gm6GH8QHiT-ZJuArWsV0bzow/viewform?usp=sf_link

Recruitment

- Sarum Hall will continue to follow safer recruitment procedures to ensure any new staff appointments or volunteers are suitable to work with children.
- The application process will remain the same and appointments will be made following a remote interview with members of the SLT and by seeking references, as normal in addition to the usual checks.

Useful Information

If you have a query about coronavirus (COVID-19), relating to schools and other educational establishments in England, contact the DfE helpline.

DfE coronavirus helpline

- Email: DfE.coronavirushelpline@education.gov.uk
- Telephone: 0800 046 8687

Lines are open Monday to Friday from 8am-6pm and weekends 10am – 4pm.

Please note that the DfE has also confirmed that whilst the COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

The following documents were also circulated to staff ahead of our Remote Learning Programme going live and staff have been required to sign and return the Temporary Home Worker Self-Assessment Checklist, alongside the Homeworking: Mobile Device agreement:

- Remote Learning Provision for Staff
- Remote Learning Teacher Protocols
- Google Meets Instructions
- Temporary Home Worker Self-Assessment Checklist
- Working from Home: Brief Guide for Employees



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- Homeworking: Mobile Device Policy

For the return to school in September, the staff were asked to complete the following:

- Individual Risk Assessment Form
- Medical Health Declaration
- Remote Learning Feedback Survey

On each return to school, staff are asked to complete a new Medical Health Declaration and since 22nd January 2021, Lateral Flow Testing is offered to all staff in school, twice weekly, on a voluntary basis.

Section B

Vulnerable Staff and Pupils

Purpose

To consider the welfare of any members of staff or pupils who are particularly vulnerable to Covid-19 due to underlying health issues or because they fall into higher risk groups identified by the government. It is paramount that the health and wellbeing of staff and pupils from BAME communities and those with underlying health issues is carefully considered. It is also recognised that these individuals may have increased levels of anxiety around the return to school and may require additional support and/or advice on specific concerns. Sarum Hall will provide support for those affected wherever possible and will make reasonable adjustments in specific circumstances to mitigate risk to individuals further. Staff have been asked to complete an Individual Risk Assessment so that the School can identify any further actions that need to be implemented and so that the School can engage with staff in a positive way. The Department for Education does not differentiate for BAME pupils in their guidance for the full re-opening of schools, therefore the protective measures in place will be relevant to all pupils in the school community.

Higher Risk Groups

- Evidence suggests that Covid-19 is having a disproportionate effect on people from BAME backgrounds.
- Some BAME groups are at higher risk of certain diseases and conditions – this may suggest an increased likelihood of adults developing Covid-19.
- The Department for Education guidance states that schools should be 'especially sensitive to the needs and worries of BAME members of staff, BAME parents and BAME pupils' given the higher risk. Working together is paramount to offer support in the right way. However, there is currently no evidence to suggest that BAME pupils are at greater risk of contracting Covid-19.

Other Underlying Health Conditions

- A small number of staff and pupils may present with further underlying health conditions. This information will be obtained confidentially on completion of the Individual Risk Assessment Form for staff and via the confidential exchange of medical information on pupils from parents via the Health and Wellbeing Coordinator.



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- Each case will be individually evaluated and discussed as necessary with the relevant parties in order to mitigate risks and any concerns around the decision to return to the school site.
- These individual assessments will be reviewed as and when circumstances change.
- The Government continue to update their list of clinically extremely vulnerable people who are required to shield, and the School ensures that it takes any necessary action to support and adjust the working arrangements for any members of staff that fall into this category.