



Sarum Hall School

COVID-19 Annex for Safeguarding Policy

Date: 1st January 2022 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.

The school re-opened to all pupils from 8th March 2021, in line with Government guidance and maintained a hybrid in-school and remote educational model to facilitate a robust and live educational experience for all. The school remains open to all pupils and from 1st September 2021, whilst we expect there to be fewer numbers of pupils requiring remote learning as the self-isolation and quarantine rules have been relaxed for close contacts, we will ensure that high-quality remote learning is available to pupils who test positive for Covid-19.

<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 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 has been mandatory since September 2020, 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 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 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 self-isolate, they will be able to access the input for lessons in school (except Sports, Assembly 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 recommenced.
- 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 Learning Portal or Google Classroom (depending on age) 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 (please note that this scenario is now unlikely but remains in place should we need to enforce contingency plans)

- Form teachers and assistants would be required to resume the remote learning programme for 10 days (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.



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- 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.
- All worksheets and accompanying Powerpoints/presentations will be uploaded to the 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.
- 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 be held at school in person or online (depending on Covid number) but 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 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.**



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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.

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.

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 an interview with members of the SLT, lesson observation and by seeking references, as normal in addition to the usual checks. However, the interview will only be remote in the event of contingency measures being implemented or school closure.

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.

The following documents were circulated to staff ahead of our Remote Learning Programme going live in April 2020:

- Remote Learning Provision for Staff
- Remote Learning Teacher Protocols
- Google Meets Instructions
- Working from Home: Brief Guide for Employees



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Staff have been required to sign and return the Temporary Home Worker Self-Assessment Checklist, alongside the Homeworking: Mobile Device agreement.

For the return to school in September 2020, the staff were asked to complete the following:

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

Since 22nd January 2021, Lateral Flow Testing has been offered to all staff in school, twice weekly, on a voluntary basis.

From September 2021 onwards, staff are asked to do a Lateral Flow Test before entering the building for the first time after the holidays or a period of absence.