**Abbey Gate College**

**COVID Policy and Procedures – Remote Learning**

**Whole School including EYFS**

**Reviewed: January 2021 (HNM/MB/MHi)**

**Governor Approved: January 2021 (AGr)**

**Next Review: September 2021 (HNM/MB/MHi)**

**Authorised and approved on behalf of the Board of Governors by:**



**Mr A Grime - Chair of Governors**

**Introduction**

In accordance with Government guidance, our pupils will be educated remotely or on site during the COVID pandemic. All our policies remain valid and up to date and are supplemented by the following addendums which should be implemented alongside the policies they refer to.

**Safeguarding**

This is designed to provide information about safeguarding our pupils in response to the Coronavirus (COVID-19) outbreak.  This will be regularly reviewed and updated in line with guidance as issued to educational settings from the Government, Local Authority and the Police.

Our commitment to the safeguarding of our pupils will continue to be a priority and as such our safeguarding principles, as detailed in the main ‘Safeguarding Policy’ will remain the same.

These can be summarised:

* The best interests of children will continue to be our priority.
* If anyone has a safeguarding concern about any child they should take action and act immediately.
* Our Designated Safeguarding Lead (Nerys Moses) and Deputy Safeguarding Leads (Louise Poyser – Senior School & Corinna Travis I&J) will continue to support College and pupils with any safeguarding queries and contact details are available in the main policy.
* Children should continue to be protected when they are online.

**Child Protection**

College is making provision for pupils with Education, Health and Care (EHC) plans in accordance with local authority guidelines.  Where College is providing care for the children of ‘Key Workers’, a member of the Leadership Team is on site together with a trained first aider and additional staff – numbers are adjusted daily depending upon the number and ages of the children on site.  Where the DSL or DDSL is not on site, they are immediately available on telephone or video call if required.  Where appropriate, College continues to work with outside agencies to provide support and protection for vulnerable children.

**Attendance**

Arrangements have been made with parents who are ‘key workers’ to ensure that College is aware of who to expect in College on a day to day basis.  Arrangements have also been made with these families to assist with travel arrangements as normal bus services are not in operation.  The ‘daily online attendance form’ is completed in accordance with requirements of Department of Education.

**Safer Recruitment/Volunteers and Movement of Staff**

It remains essential that people who are unsuitable are not allowed to enter the children’s workforce or gain access to children.   When recruiting new staff, Abbey Gate College will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020) (KCSIE).   If staff are deployed from another education or children’s workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that: -

* the individual has been subject to an enhanced DBS and children’s barred list check
* there are no known concerns about the individual’s suitability to work with children
* there is no ongoing disciplinary investigation relating to that individual

Where Abbey Gate College are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Abbey Gate College will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

Abbey Gate College follows a rigorous and thorough checking procedure when recruiting staff and this is detailed in our ‘Safeguarding Policy’ and ‘Safer Recruitment Policy’. These will remain in force.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity.

As such, Abbey Gate College will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

**Volunteers**

Abbey Gate College will use volunteers to assist in handing out and securing COVID-19 test kits to students and staff members. Other duties may be required such as building test kits, cleaning down areas and directing people.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.   Volunteers who, on an unsupervised basis provide personal care on a one-off basis in Abbey Gate College, will be in regulated activity. This means that if a volunteer is administrating a COVID-19 test whilst unsupervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.   Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).   Supervision must be:

* by a person who is in regulated activity.
* regular and day to day.
* reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will follow safer recruitment processes.

**Mental Health**

Abbey Gate College takes great pride in educating and supporting pupils in understanding and looking after both physical and mental health.  This current climate will inevitably put different pressures on individuals and as a College we are committed to:

* Keeping in touch with everyone.  Both academic work, social and emotional wellbeing resources are on the College’s VLE.
* If a member of staff has a concern about a pupil, they should raise this concern with the DSL/DDSL and appropriate action can be taken.
* A Year Group Forum has been set up to enable pupils to keep in contact with each other and staff.

**Online Safety**

All work set by College is through the College’s Firefly VLE which is filtered and monitored.

Online teaching operates within the same principles that are set out in the College’s Staff Behaviour Policy/Code of Conduct.   Where it might be appropriate for College to consider developing the use of further online learning tools and systems, this will be in line with privacy and data protection/GDPR requirements and clear guidelines will be issued to staff and pupils.  Procedures will be included to ensure that there is a clear reporting route back to College for any concerns as well as Childline/UK Safer Internet Centre/CEOP.

At the point of school closure being announced by Government, parents were issued with detailed information about how they could support their children at home: ‘School Closure – advice to parents handbook’.

Further support for parents and carers to keep their children safe online:

Internet matters – for support for parents and carers to keep their children safe online.

London Grid for Learning – for support for parents and carers to keep their children safe online.

Net-aware – For support for parents and carers from the NSPCC.

Parent info – for support for parents and carers to keep their children safe online.

Thinkuknow – for advice from the National Crime Agency to stay safe online.

UK Safer Internet Centre – advice for parents and carers.

Parent Zone – for resources to keep children safe online.

**Timings and Timetable – I&JS**

Pupils at the Infant and Junior School will follow one Remote Learning timetable with some slight modifications to accommodate part time staff. Following one basic timetable supports parents who have more than one child. The school day runs as follows:

9.00 – 9.30 Registration and preparation

9.30 – 10.30 Session 1

10.30 – 11.00 Break

11.00 – 12.00 Session 2

12.00 – 13.00 Lunch

13.00 – 13.30 Daily reading and phonics

13.30 – 14.30 Session 3

14.30 – 15.00 Session 4

15.00 – 15.30 Session 5

**Timings of School Day – Senior School**

As far as possible, pupils at the Senior School will follow their normal timetable. Some modifications have been made to the timings to ensure lunch time is uniform across all key stages. The school day runs as follows:

9.00 – 9.20 Registration

9.20 – 10.10 Lesson 1

10.10 – 10.20 Break

10.20 – 11.10 Lesson 2

11.10 – 12.00 Lesson 3

12.00 – 13.00 Lunch

13.00 – 13.50 Lesson 4

13.50 – 14.40 Lesson 5

14.40 – 14.50 Afternoon break

14.50 – 15.40 Lesson 6

**Registration**

It is expected that all pupils will attend remote learning lessons. Registration will be completed daily, and parents are expected to contact the College if their child is unable to attend or complete lessons for any reason. The College will follow up on pupils who are absent from lessons.

Children of Critical Workers and Vulnerable children who are attending school will be registered and data submitted to DfE in line with Government requirements.

**Curriculum**

Our Curriculum Policy states that the curriculum is tailored to meet the needs of our pupils and to provide a broad and balanced variety of learning opportunities. It is our intention to continue to deliver the full and enriching curriculum for our pupils.

Remote learning will be provided using MS Teams and our Virtual Learning Environment (VLE). Where possible and appropriate, lessons will be taught live using MS Teams. It may be more appropriate with younger pupils to provide voiced-over presentations or Tasks. Care will also be taken to provide the pupils with a balance of activities that include practical and off-screen tasks.

Examples of live lessons are:

* Use of webcam to communicate with the class via MS Teams,
* Sharing screen via MS Teams and talking so the class can hear your instructions,
* Setting work and assisting in real-time via MS Teams.

Children of Critical Workers and Vulnerable children who are attending school will be follow the Remote Learning provision, supervised by members of staff.

**Assessment and Feedback**

Timely marking, feedback and assessment continues to be an important part of learning during remote learning. Examples of how feedback will be given are:

* Via Tasks on the VLE,
* During live lessons via MS Teams,
* Guided self- assessment,
* Mini assessments,
* Feedback via use of OneNote,
* Peer marking on MS Teams.

**SEND, EAL, MAT**

We continue to ensure education is differentiated and assessable for all our pupils regardless of background and ability. All our policies continue to be followed.

**Behaviour**

Our Behaviour Policy states that at Abbey Gate College we seek a whole school approach to the promotion of good behaviour which is underpinned by self-discipline, mutual respect, tolerance and social responsibility. In addition to our online safety measures outlined above, pupils are expected to treat their online learning platforms as their classrooms. They should:

* Be on time for lessons,
* Be dressed appropriately,
* Follow rules set out by staff on use of cameras and microphones,
* Use forums and chat facilities for educational purposes only,
* Show respect for others at all times.

Children of Critical Workers and Vulnerable children who are attending school should also adhere to:

* guidance and understanding of our social responsibility for each other, which will include education regarding the spread of the virus to ensure pupils understand the importance of not sneezing, coughing or spitting at or towards any other person,
* instructions regarding handwashing and sanitising,
* expectations about sneezing, coughing, tissues and disposal,
* expectations to avoid touching mouth, nose and eyes with hands,
* social distancing guidance at all times, including remaining in one place, following one-way systems, following the bathroom rota and retaining as much distance from others who are not in the same bubble group,
* instructions regarding bubble groups and how to interact safely,
* expectations on minimising contact with surfaces and items,
* rules regarding the use of their own equipment only, including water bottles,
* clear guidance regarding play areas and use of equipment,
* expectations to communicate any health concerns with a member of staff immediately.

Pupils will be rewarded and sanctioned in accordance with our Behaviour Policy.

**Positive Handling (Pupils on site)**

Our policy states that positive handling should be limited to emergency situations and used only as a last resort. During the pandemic, it is even more crucial that contact with others remains as limited as possible.

At present, the College has no immediate concerns that pupils pose a risk to themselves or others and would require positive handling. However, should we have any concerns, parents would be contacted immediately to discuss the safety of all concerned. Should there be serious doubt as to the behaviour of an individual, we will follow our behaviour and exclusions policies appropriately.

Should positive handling be required, the members of staff must try to use PPE if time allows for this and keep contact with the individual to an absolute minimum. Parents and carers must be called to come to collect the child. Staff should try to find a safe space for the pupil such as the sports hall and supervise the child at a distance until the parent or carer arrives.

**Supervision (Pupils on site)**

Our Supervision Policy states that Abbey Gate College takes seriously its responsibility to ensure that pupils are supervised effectively to make certain their safety whilst on College premises. The following additions have been put in place and should be implemented alongside our Supervision Policy.

* Arrival and collection of pupils will be supervised by a member of staff to ensure social distancing is adhered to within the College grounds
* Our usual ratios for supervision will apply with additional staff deployed as appropriate to implement social distancing, such as at break times
* Entrance and exits will be modified to aid social distancing and staff will supervise the use of external doors, ensuring they are opened and closed appropriately and correctly.
* A record of staff who are on site will be kept to ensure test and trace procedures can be followed.
* Pupils who require supervision due to being unwell will be supervised in a well ventilated area with the member of staff using PPE and remaining, as far as possible, a distance of 2 metres away from the pupil.

**Uncollected Child (Pupils on site)**

In the event of a child remaining uncollected at the end of the school day, the child will remain as far as possible in their bubble area or outdoors, supervised by a member of staff. As far as possible, this member of staff will be from their bubble group. Should this not be possible, the pupil will be supervised, and the member of staff will retain a distance of 2 metres from the pupil.

E**vacuation (Pupils on site)**

Our evacuation procedures will remain unchanged in principle with the addition of social distancing and use of bubble groups.

**First Aid (Pupils on site)**

Our First Aid Policy states that the College is committed to providing suitable, adequate and appropriate first aid. We will continue to follow our First Aid Policy and ensure that a Paediatric First Aider is on site. In addition to our policy we will also follow policy set out by the Government and implement the following:

* Monitor temperatures Infant and Junior pupils on arrival to school. Anyone with a temperature above 37.8°C will be asked to remain at home and seek medical advice,
* Contact parents immediately if a pupil displays any symptoms of COVID-19,
* Send a member of staff home if he/she displays any symptoms of COVID-19,
* Follow all guidance outlined by the government regarding possible or confirmed cases of COVID-19,
* Complete Lateral Flow Tests in line with Government guidance,
* Engage in Test and Trace,
* Ensure our first aid room allows for social distancing and is well ventilated,
* Ensure there is an isolation room for anyone showing symptoms of COVD-19 that is well ventilated and allows for social distancing,
* Ensure PPE is provided for and worn by all members of staff administering first aid. Staff are advised to minimise contact with the pupil or member of staff requiring first aid and to ensure PPE is properly disposed of.

**Intimate Care (Pupils on site)**

Our policy states that Abbey Gate College takes seriously its responsibility to ensure that pupils are cared for effectively and we will continue to follow our Intimate Care Policy. In addition, we will:

* Ensure all staff carrying out intimate care are provided with and use PPE,
* Ensure that all PPE is correctly disposed of after use,
* Ensure all staff limit contact with pupils as far as they are able to,
* Ensure parents know that pupils must be kept at home if they are unwell or may require intimate care not already established with the school,
* If staff feel unable to offer intimate care, ensure the pupil is as comfortable as possible and contact parents/carers.

**Bereavement**

Abbey Gate College strives to support pupils and staff in many aspects of their lives, including bereavement. We are aware that some, if not many, of our pupils may have experienced bereavement at this time. We will follow our bereavement policy.

**Admissions**

Prospective parents will be offered a virtual meeting with a senior member of staff during Remote Learning. Carefully controlled outdoor tours may be arranged following virtual meetings. Visitors will be required to wear masks and always maintain social distance.

Junior and Senior pupils will complete an online assessment remotely. Places will be offered based on the results of the assessment and references from their school. If the College has concerns about the performance of a pupil, the offer will be deferred until such a time as the pupil can attend the assessment in person.

Foundation and Infant pupils may be offered places based on references from the current educational setting if the Headteacher is satisfied it is appropriate to do so but all effort will be made to assess the pupil in school if it is safe to do so.

This procedure and policy document will be reviewed and updated regularly.