



COVID 19 - Safeguarding appendix, during period of school closure.

How is the school continuing to provide care for children who are vulnerable, children with ECHP plans and the children of key workers?

The school compiled a list of children who qualified under these headings and the parents were contacted to see if they wish to make use of the service offered. If they did they were asked for which days their child required provision. Parents then were given more detailed instructions as to the routine for the school and expectations of students attending.

- Parents have been asked to follow absence processes informing the school if their child is not expected to attend.
- The school submits an attendance return to the DFE and the Local Authority each day. It records student attendance and staffing compliment.
- Designated Safeguarding Leads continue to work and answer requests from social care.
- Designated Safeguarding Leads cover has been factored into staff rotas and the Headteacher continues to receive updates from staff who are in regular contact with Social Care.
- All teaching staff and some technical support staff have been assigned to 'Pods' for the foreseeable future. Learning Support Assistant staff have also been assigned in support.
- The Senior Leadership Team lead, on each day in school, to support and be the point of contact.
- Grouping of staff into Pods is to minimise contact between groups of staff and to ensure the children are seeing the same set of staff; albeit on rotation.
- Each Pod has a team leader who should work co-operatively with staff to plan a series of activities that can be completed during this period of closure.
- There are currently 3 class groups but this will reduce or increase based on demand.
- Staffing takes account of sickness and staff requiring to self-isolate.
- Hand washing and social distancing protocols are in force.
- Children who qualify for Free School Meals are currently receiving vouchers organised by the School Business Manager sent out weekly to families. This expectation is likely to be taken over by Government who have sent details of their proposed scheme.

How the building is currently being used and remote working for staff

- All staff must sign in every day so we have a record of who is physically on site.
- The Admin and Finance teams have a rota for attendance to maintain limited office functions, calls into the school and emails are still being received.
- Tri Computing our IT provider is supporting the school remotely and operate a help desk.
- Our SIMS system is hosted remotely and operational.
- Teachers setting work for students have been given guidance on systems to use.
- Students have been asked to work using the school's Google environment which is monitored.
- Teachers have been told not to deliver live lessons via webcams etc. but may release a pre-recorded webinar to groups or classes not 1:1 and to consider venue and mode of dress.
- Students may email the teachers using their school email and teachers will respond when convenient. Teachers will report any safeguarding concerns arising from such contact using the agreed school process CPOMs alert.



- Language used must be professional and appropriate.
- Scheduled works planned by site continue to be completed as staffing will allow.
- Adjustments made to opening times to minimise the risk of the site being open.

Support being given to parents and carers to help them educate their children at home

EPCS approach to home learning during period of COVID-19

- Teachers will set home learning tasks, proportionate to the amount of curriculum time allocated to that subject when students are in school.
- Not all tasks will require learning to be traditionally set as if in a classroom, for example, students may be asked to do observational drawings, cook a meal or complete an activity linked to their wellbeing.
- Students are encouraged to dip into activities more generally available so their curriculum remains broad and balanced.
- All home learning work will be set by school staff using ClassCharts, which is viewable by parents and students.
- Some teachers will also use Google Classroom to share resources with students to support their home learning.
- Guiding deadlines will be set by teachers as guidelines for parents and students for when work should be completed. Please note this is guidance only as we are fully aware different families have different circumstances in which to work.
- Some teachers will ask for work to be submitted to them by email on a day by day basis, others will ask for work to be submitted either weekly or fortnightly - depending on the nature of the task set. For some tasks, students will submit work to teachers in paper form when they return to school. Parents have been asked to keep a folder aside for their child to collect work in.
- If students have questions about the home learning they have been set, they can contact their teacher using their school email address.
- Not every teacher will be working every day as some are assigned to support students in school. Teachers will not work during the Easter holidays.
- We recognise that students will have varying levels of access to technology. As far as is possible, teachers will take this into account with the type of home learning work they are setting.
- Students have access to a wide range of digital learning tools. It is vital students try to use these tools on a daily basis to support their home learning and where possible maintain routines. Most can be accessed using their phones so give families some flexibility.

How is the school monitoring the wellbeing and welfare of pupils?

- Welfare packs were given to students before the school closed including sanitary products for those whom it was appropriate. Mental health literature included. Some families were issued with food vouchers.
- Medicines; parents were phoned and checks made to confirm if they needed medicines returned.
- Heads of Year email their students with updates to let them know we are here to support them and check how everyone is doing. If issues of peer on peer abuse arise, then the Head of Year will step in to contact families of the children involved.
- CP and CIN student households receive a minimum of one phone contact per week or more if appropriate.
- Young Carers once a week receive a phone call to check in on their progress.
- CLA students are called each week and PEP process is still being sustained.
- Designated Safeguarding Lead, Mrs Osborn retains contact with lead social workers.
- Single Central Record and Safer Recruitment practice guidelines continue to be followed.

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