COVID-19 School arrangements for Safeguarding and Child Protection / Behaviour / Attendance

(reviewed 1/9/2021)

1. Context

All addendums below need to be read in conjunction with the main policies.

Safeguarding Contacts:

Lead DSL	Parmjit Varaitch	Deputy Headteacher
Deputy DSL	Tracy Ritchie	Well-being Officer
Deputy DSL	Rachel Langford	SENDCo

2. Attendance

1. Aims

We are committed to meeting our obligations with regards to school attendance by:

• Ensuring every pupil has access to full-time education to which they are entitled

• Acting early to address patterns of absence

• Supporting parents/carers and pupils who are concerned about the return to school due to coronavirus

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

This policy meets the requirements of the Department for Education's (DfE's) guidance on school attendance during the 2020/21 academic year.

2. Close Contact definitions:

A close contact can be anyone who:

• lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)

- has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
  - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
  - been within 1 metre for 1 minute or longer without face-to-face contact
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
  - travelled in the same vehicle or a plane with an infected person

3. Attendance expectations

The key points outlined from the guidance are:
- It has been mandatory for all pupils to attend school from 8th March 2021
- clinically extremely vulnerable shielding was lifted on 31/3/21. From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.
- clinically vulnerable students should follow advice from their doctor regarding attendance to school
- a child or young person who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend school
- if a child or young person lives in a household with someone who is extremely clinically vulnerable, it is advised they only attend school if they can observe the stringent social distancing measures put in place by the school, as well as maintain good prevention practice in the home setting
- children or young people should not attend school if they have symptoms or are self-isolating due to symptoms in their household

4. Where 'non-attendance in relation to coronavirus' applies
We will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:

> Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission (local and national lockdowns)

> Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

4.1 Pupil develops symptoms
The pupil's parent/carer must notify the school of any absence linked to symptoms. Pupil must get a PCR test (test that is sent to a lab) to check if you have coronavirus and stay at home until they get their result, even if the symptoms are mild. If positive, they must self-isolate for the required period, if negative they can return to school.

4.2 Pupil receives a positive test result
The pupil's parent/carer must notify the school about the positive test result as soon as possible via normal absence reporting procedures

Pupils must self-isolate for at least 10 days from the day after start of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

4.3. Pupil has to quarantine after travel abroad

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's exemptions list.

The pupil must quarantine for 10 days on their arrival to the UK in a managed hotel and return to school thereafter. See full guidance at: https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england

4.4 Pupil is required to shield

The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List, the national database of people considered clinically extremely vulnerable.

CEV shielding was lifted from 1/4/21. For a very few individual children under paediatric or other specialist care, specific clinical advice by their GP or clinician may be given and this should continue to be followed

4.5 Remote learning provision

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education.

Where the school has had to temporarily stop on-site provision on public health advice, we will inform the local authority to discuss alternative arrangements for vulnerable children/critical workers during any local/national lockdown.

See Remote Learning Policy

5. Recording attendance

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

> Present

> Attending an approved off-site educational activity

> Absent

> Unable to attend due to 'exceptional circumstances' (as defined in our normal attendance policy)

> Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

Recording attendance from September 2021:

The following rules on attendance will apply

- All normal codes will resume for non-attendance not linked to coronavirus
- New DfE codes will be used for non-attendance related to coronavirus (appendix 1)

- Staff will continue to offer pastoral support to pupils who are shielding, self-isolating, vulnerable
- Parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- Schools' responsibilities to record attendance and follow up absence
- The ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

We will continue to complete the DfE's daily educational setting status form applying the new set of codes (appendix 1 – March 2021)

6. Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

> Follow up on their absence with their parent or carer as detailed in our normal policy

> Notify their social worker, where they have one

If a pupil does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will:

> Arrange a phone call/video meeting/in-school appointment between the parent/carer and a member of the SLT to explain the protective measures the school is taking to keep pupils safe

6.1 Legal sanctions

Normal rules on legal sanctions have applied since 8th March 2021

7. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated.

Appendix 1: pupil absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2021/22 academic year. If not covered here, our normal attendance codes apply.

SEPTEMBER 2021 codes

Code	Definition	Scenario
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
I	Illness	Pupil remains unwell following a negative test result (i.e. with a different illness)

I	Illness	Pupil has to continue to self-isolate because they tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 10 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to quarantine (for 10 days) after a trip to a non-exempt country
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is required to shield in the case of a local lockdown, or lives with someone who is required to shield
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is asked not to attend in the case of local lockdown

If a pupil tests positive, they should continue to self-isolate in line with public health guidance. Code X should be used for the period of self-isolation until the negative or positive test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.

If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.

For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.

Department
for Education

Recording non-attendance related to coronavirus

We have defined a set of sub codes for schools to use to consistently record non-attendance related to coronavirus and help them to complete the educational settings status form.

Set of sub codes

The set of sub codes to record non-attendance related to coronavirus are:

Code X01: Non-compulsory school age pupil not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code X02: Pupil self-isolating with coronavirus (COVID-19) symptoms

This code is used for pupils who are self-isolating because they have symptoms of coronavirus (COVID-19) but they have not yet had a positive test.

Code X03: Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) inside the school setting

This code is used for pupils who are self-isolating because of contact with a case of coronavirus (Covid-19) inside the school setting (for example, individuals, classes, year groups or bubbles who have been sent home because of potential contact with a confirmed case of coronavirus (COVID-19) within the school setting). Includes test and trace where it applies.

Code X04: Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) outside the school setting

This code is used for pupils who are self-isolating because of contact with a case of coronavirus (Covid-19) OUTSIDE the school setting (for example, a household member with symptoms or a confirmed positive test, or a social contact or a contact with someone from the local community with a confirmed positive test). Includes pupils advised to self-isolate through test and trace where appropriate.

Code X05: Pupils required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)

This code is used for pupils who are required to be in quarantine on arrival in, or return to, the UK. Department of Health & Social Care guidance 'Coronavirus (COVID-19): how to self-isolate when you travel to the UK'.

Code X06: Pupil not in school because they have been advised specifically by their Doctor or public health authority that they are clinically extremely vulnerable and should not attend.

This code is used for the small number of pupils who have been specifically identified as clinically extremely vulnerable and advised that they should not attend school. Department of Health & Social

Care / Public Health England 'Guidance on protecting people who are clinically extremely vulnerable from COVID-19'.

Code X07: Pupil advised specifically not to attend school as part of restrictions to education set out in Government advice.

This is for pupils who as part of local or national restrictions to education settings, (including set out in the Contingency Framework and related guidance) are specifically advised not to attend school for public health reasons.

Code I01: Illness

This code is used for pupils who are absent because of non-coronavirus (COVID-19) related illness or sickness.

Code I02: Illness Confirmed case of coronavirus (COVID-19)

This code is used for pupils who are absent because they have tested positive for coronavirus (COVID-19).

Where schools are using these sub-codes they will still need to consider on an individual basis whether Code X is the appropriate code for a given non-attendance. They will need to ensure that Code X is only used where a pupil does not attend school because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from either Public Health England (PHE Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

Where a pupil's non-attendance does not meet these requirements it should not be recorded as Code X and schools should consider whether another code can be used.

3. Safeguarding

This addendum applies from the start of the autumn term 2020. It reflects updated advice from our 3 local safeguarding partners and local authority.

It sets out changes to our normal child protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under review as set out in section 14 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

In this addendum, where we refer to vulnerable children, this means those who:

> Are assessed as being in need, including children:

- With a child protection plan
- With a child in need plan
- Looked after by the local authority

> Have an education, health and care (EHC) plan

> Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:

- On the edge of receiving support from children's social care services
- Adopted
- Living in temporary accommodation
- Young carers
- Considered vulnerable by the school and/or LA

3.1 Core safeguarding principles

We will follow the statutory safeguarding guidance, Keeping Children Safe in Education.

We will always have regard for these important safeguarding principles:

> The best interests of children must come first

> If anyone has a safeguarding concern about any child, they should act on it immediately

> A designated safeguarding lead (DSL) or deputy will be available at all times

> It's essential that unsuitable people don't enter the school workforce or gain access to children

> Children should continue to be protected when they are online

3.2 Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children at school and those at home.

Normal practices apply as listed in our main policy

3.3 DSL (and deputy) arrangements

We have a trained DSL or deputy DSL on site daily.

Normal practices apply as listed in our main policy

3.4 Working with other agencies

We continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

> Our 3 local safeguarding partners

> The local authority, about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

Normal practices apply as listed in our main policy

3.5 Monitoring attendance

See full details in addendum above.

3.6 Peer-on-peer abuse

Normal practices apply as listed in our main policy

3.7 Concerns about a staff member, supply teacher or volunteer

Normal practices apply as listed in our main policy

3.8 Contact plans

In light of another school closure/ local or full lockdown, the following contact arrangements will be maintained for pupils subject to CP/CIN:

> DSLs will make weekly contact

> This will be over the phone, class dojo, or a combination of both

If we can not make contact, social worker will be alerted

In light of another school closure/local or full lockdown, we will also resume weekly/fortnightly contact with SEND and other vulnerable children who are not attending school. These contacts will be the responsibility of the DSLs.

3.9 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out above, as well as our main policy

3.10 Children at home due to shielding, as advised by health clinicians

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

> Not completing assigned work or logging on to school systems

> No contact from children or families

> Seeming more withdrawn during any class check-ins or video calls

3.11 Online safety

In school

We will continue to have appropriate filtering and monitoring systems in place in school.

Staff will continue to be alert to signs that a child may be at risk of harm online if working remotely, and act on any concerns immediately, following our reporting procedures as set out in our safeguarding policy/computing policy.

Working with parents and carers

We will make sure parents and carers:

> Are aware of the potential risks to children online and the importance of staying safe online

> Know what our school is asking children to do online, where relevant, including what sites they will be using and who they will be interacting with from our school

> Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides

> Know where else they can go for support to keep their children safe online

3.12 Mental health

Children returning to school after self-isolation

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Children at home due to remote learning

We will signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our normal reporting procedures

3.13 COVID Risk Assessment

The RA is a live document and will be updated frequently. School leaders and class teachers will work through the following steps to address ongoing risks, considering for each risk whether there are measures in each step that can be adopted before moving onto the next step:

1. Elimination: stop an activity that is not considered essential if there are risks attached
2. Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution
3. Engineering controls: design measures that help control or mitigate risk
4. Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage)

3.14 Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated.

3.15 Links with other policies

This policy links to the following policies and procedures:

> Child protection policy
> Staff code of conduct
> IT acceptable use policy
> Health and safety policy
> Online safety policy
> Attendance Policy
> Behaviour Policy
> Remote learning

4. Behaviour

This addendum sets out new expectations during C19.

4.1 New Expectations include:

> New routines for arriving or leaving the school
> Hygiene, such as handwashing and sanitising
> Sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands
> Telling an adult if they are experiencing symptoms of coronavirus

> Pupils in Yr1-6 have individual stationary packs

> Not to cough or spit at or towards any other person

4.2 Rewards and sanctions for following expectations
Normal practices apply

4.3 Expectations for pupils at home

See remote learning policy

4.4 Monitoring arrangements
We will review this policy as guidance from the local authority or Department for Education is updated.

4.5 Links with other policies
This policy links to the following policies and procedures:

> Child protection policy

> Health and safety policy

> Attendance policy

> Remote learning policy