



Temporary Operational Guidelines June 2020

During this current time, we have amended some of our policies to reflect current operational practices. This document sets out each of those areas with regards to these temporary measures.

Teaching, Learning and Assessment:

Teaching and Learning:

The Academy will ensure that pupils who do not attend during this time are not disadvantaged. Staff will continue to provide work through the online portal TEAMS, for all pupils in all year groups (7-10), pupils in school will also access this work.

Teaching staff will endeavour to deliver Quality first lessons to pupils whilst in a classroom environment, however, changes mean that individual help will be done through distancing or using electronic communication. Pupils will be expected to work electronically whilst at school, however, an exercise book will be provided. This book will not be handed in or marked by staff and should be retained by the pupil at all times. Where possible pupils will continue to be taught by their normal member of staff. However, if circumstances dictate, then changes may occur, however, where possible a subject member of staff will be present instead. If required, the school will endeavour to deliver remote lessons from the relevant member of staff, with pupils in school supervised by another member of the team.

SEND Support:

Teaching Assistants will continue to support students using electronic communication. Support staff will endeavour to provide guidance for students and will differentiate work, where appropriate. Teaching Assistants will monitor the progress of SEND students and can be contacted by students, parents/carers if further support is required.

Assessment:

Work set and returned electronically will continue to be marked by staff. However, normal practice of including a www/ebi on the work may not be possible. Teaching will focus on the consolidation of prior learning as well as curriculum content coverage. Staff will track pupils progress and coverage to ensure that pupils are not disadvantaged compared to others when normal operations resume. This tracking will be used to inform Quality First teaching at a later opportunity. For this period, there will be no formal data collection, however, staff will be expected to track their groups.

Homework:

Homework will form part of the online learning as opposed to being an explicit task or assignment.

PPEs

PPEs scheduled for this time will be cancelled. Opportunities for rescheduling will be looked at once normal operations resume.

Attendance

During the period that the Academy remains closed to normal routines due to the Corona Virus and Government instruction, students in year groups asked to return to onsite education will be encouraged to attend but families will not be penalised under normal procedures if students do not attend during this time. The Academy will ensure that parents and students are kept informed of their child's onsite slots and where guidance from the Government changes, we will make the necessary amendments.

Behaviour

In light of the need for children to behave differently when they return to school, new systems have been implemented and therefore the academy's behaviour policy has been adapted to support these systems. As well as being documented within the behaviour policy, these changes will also be communicated to students, parents and staff.

On return to school all students are expected to:

- follow any altered routines for arrival or departure to the academy
- follow school instructions on hygiene, such as handwashing and sanitising
- follow instructions on who they can socialise with at school
- follow instructions on the allocation of students to learning groups and the associated room allocations
- move around the school as per specific instructions given by the staff (for example, one-way systems, out of bounds areas, queuing)
- follow the expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands
- tell an adult if they are experiencing symptoms of coronavirus
- follow rules about sharing any equipment or other items including drinking bottles (items should not be shared)
- follow the rules and expectations about breaks, including where and who they may socialise with.
- follow the procedure for the use of the toilets (1 in 1 out system)
- adhere to social distancing at all times.

It is crucial that the behaviour of students respects the need to minimise the spread of the disease. Therefore, coughing or spitting at, or towards, any other person is not accepted and will potentially result in the student being asked to leave the premises and issued with a fixed term exclusion.

Students working at home

Students should ensure that they are using the online resources and email system responsibly and follow the school code of conduct for computer use. Misuse of this system will potentially result in access being removed. (Adrian to add something here potentially)

Sanctions

If a student fails to follow the guidelines above, in order to protect the staff and other students within the school, it will be necessary for the school to issue a fixed term exclusion. The student will be removed from the classroom or area they are in, their parents/carers will be contacted, and they will be asked to leave the premises. This will remain on the students' files. Repeated failure to follow the school expectations could lead to further sanctions and possibly permanent exclusion.

Rewards

The academy will continue to reward students as much as possible in a variety of ways during this time.

Personal and Physical Development

Personal Development lessons for years 7- 9 will be delivered via the Microsoft Teams software. This will continue for the period that the Academy is closed due to the Corona Virus and Government instruction that schools remain closed for these year groups. Year 10 students will receive some well-being education on their allocated day of face to face contact with teaching staff onsite at the Academy. Year 10 students who do not attend the Academy will continue to receive lessons via the Microsoft Teams application.

Physical Development lessons for all students will continue via the Microsoft Teams application. We would also encourage all students to remain physically active on a daily basis during the period of time that the Academy remains closed for normal school routines.

HR

We are following guidance on staff returning to work in line with government policy.

Some members of support staff have returned to work this week as they are either unable to work from home due to the nature of their role or are essential to the day to day running of the schools when students return. We are allowing many staff to continue to work from home where possible; shielding staff, self-isolating staff plus many others who have the capacity to fully complete their work from home.

For the return of the students after 1st June staffing has been allocated in this order:

1. Staff volunteering to work
2. Those staff who are fit and well – based on subject being provided in each session planned
3. Staff who are unable to attend may participate in video conferencing – based on curriculum subject being provided in each planned session
4. Individuals working from home to support face-to face provision where students are only able to attend via teams
5. Where cover is short, those staff who have no medical evidence of self-isolating/shielding will be directly asked to attend with social distancing adherence

Within each academy there will be Mental Health first aider support for the students. Across the Trust there are 3 Adult Mental Health first aiders who will be available for staff. We continue to have the option to refer our employees to the Occupational Health team should the need arise and within this agreement all our employees have access to confidential wellbeing support.

The HR team are regularly issuing emotional and physical wellbeing advice to all employees particularly supporting staff and their families through this lockdown period. Routine wellbeing checks are being made on all staff whilst working at home. Covid 19 absences are not being linked to Bradford scores in line with government/union advice.

All employees are being encouraged to undertake professional development both for their own personal and professional needs. Staff have taken up these opportunities during their working hours and in their own time as a way of maintaining their focus and in support of their mental health.

Courses have been made available on Microsoft, Hays portal, Skills Network, Government Skills site and the Virtual college. Some of these courses have been specific to employee's roles within the Trust, others have been to gain an extra skill or in support of wellbeing.

Safeguarding

COVID-19 UNITED ENDEAVOUR TRUST SAFEGUARDING AND CHILD PROTECTION POLICY UPDATE (TO BE READ IN CONJUNCTION WITH UNITED ENDEAVOUR TRUST MAIN POLICY)

Updated 30th March 2020, in line with DfE Covid 19 safeguarding in schools, colleges and other providers guidance

[safeguarding in schools, colleges and other providers](#)

SCHOOL NAME:- UNITED ENDEAVOUR TRUST

POLICY OWNER:- LOIS NEWTON

DATE OF UPDATE:- 30/03/2020

CONTEXT

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This is an addendum to the United Endeavour Trust Safeguarding, and Child Protection policy.

Key contacts - Jamie Henshaw, Lois Newton and Emma Thomas

Designated Safeguarding Lead - Lois Newton

Deputy Designated Safeguarding Lead – Emma Thomas

Chair of Governors - Tim Edwards

Safeguarding Governor –Vicky Recine

Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

United Endeavour Trust recognises that previously looked after children are a potentially vulnerable group who may not have a social worker and will consider the support and offer to this cohort of children. In particular families and friend's carers may need additional support. Some previously looked after children may still have significant emotional wellbeing needs linked to their journey into care. Education settings have a key role in supporting the stability of those children with special guardianship orders or in adoptive homes.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in

order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home. Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

United Endeavour Trust will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the Local Authority virtual school head (VSH) for looked-after and previously looked-after children. We will work with social workers to ensure that Personal Education Plans (PEPs) for Looked After Children are up to date with the current education offer that looked after children are accessing.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and school name will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, United Endeavour Trust or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

United Endeavour Trust will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

Local Authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. The department has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places

United Endeavour Trust and social workers will agree with parents/carers whether children in need should be attending school. United Endeavour Trust will then follow up on any pupil that they were expecting to attend, who does not. They will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, United Endeavour Trust will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, United Endeavour Trust will notify the relevant social worker.

In United Endeavour Trust the optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not the case a trained DSL (or deputy) will be available to be contacted via phone or online video - for example when working from home.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online systems and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the Academy.

It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the United Endeavour Trust Safeguarding Policy.

Staff are reminded of the need to report any concern immediately and without delay. This may mean by email to the DSL/DDSL to ensure the concern is captured.

Where staff are concerned about an adult working with children in United Endeavour Trust, they should report the concern to the Principal. If there is a requirement to make a notification to the Principal whilst away from the site, this should be done verbally and followed up with an email.

Concerns around the Principal should be directed to the Chair of Governors. United Endeavour Trust will continue to offer support in the process of managing allegations.

Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period 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. All existing NEWCASTLE ACADEMY staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child. This will include contact numbers and emails for DSL's/DDSLs' if not on site.

Where new staff are recruited they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting OUTSIDE United Endeavour Trust, that United Endeavour Trust will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the original school 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

For movement amongst schools, then United Endeavour Trust should seek assurance from the donor school that the member of staff has received appropriate safeguarding training. Upon arrival, they will be given a copy of the receiving setting's Child Protection Policy, confirmation of local processes and confirmation of DSL arrangements.

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, United Endeavour Trust 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 (2019) (KCSIE). In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Where United Endeavour Trust are utilising volunteers, that United Endeavour Trust 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.

United Endeavour Trust 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.

United Endeavour Trust will also continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.

During the COVID-19 period all referrals should be made by emailing:

Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any United Endeavour Trust is aware, on any given day, which staff/volunteers will be in United Endeavour Trust, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, United Endeavour Trust will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in United Endeavour Trust

Our Academies will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where pupils are using computers in United Endeavour Trust, appropriate supervision will be in place.

Children and online safety away United Endeavour Trust

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per United Endeavour Trust Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police. Online teaching should follow the same principles as set out in United Endeavour Trust code of conduct.

United Endeavour Trust will ensure that any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Supporting children not in United Endeavour Trust

United Endeavour Trust IS committed to ensuring the safety and wellbeing of all their Children and Young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in United Endeavour Trust, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded as should a record of contact have made.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

United Endeavour Trust DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate. United Endeavour Trust will share safeguarding messages on its website and social media pages.

United Endeavour Trust recognises that United Endeavour Trust is a protective factor for children and young people, and that the current circumstances, can affect the mental health of pupils and their parents/carers. All United Endeavour Trust staff are aware of this in setting expectations of pupils' work where they are at home.

SCHOOL NAME will ensure that where they care for children of critical workers and vulnerable children on site, they ensure appropriate support is in place for them.

Supporting children in United Endeavour Trust

United Endeavour Trust is committed to ensuring the safety and wellbeing of all its pupils. Our pupils will continue to be a safe space for all children to attend and flourish. Our Governors and Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

United Endeavour Trust will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19. They will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

Where United Endeavour Trust has concerns about the impact of staff absence – such as the Designated Safeguarding Lead or first aiders – they will discuss them immediately with the Chair of Governors

Peer on Peer Abuse

United Endeavour Trust recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where United Endeavour Trust receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within the United Endeavour Trust Child Protection Policy. Our

Academies will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions will be recorded appropriate referrals made.

USEFUL CONTACT NUMBERS

FIRST RESPONSE PHONE NUMBER :- 08001313126

DUTY LADO :- Contact First Response, 0800 1313126

NSPCC :- 0808 800 5000

Opening Times

The academy will be open to students on a staggered start and end of day timing. This information is dependant on classroom allocation and in order to support social distancing.

The academy site is open from 7.30am – 4pm with staff on reception from 8.30am – 3pm currently Monday – Wednesday. They are accessible via email and phone Monday – Friday.

IT

Working with senior leaders, the IT team have responded quickly to the ever changing landscape surrounding safeguarding of children while they work from home. Our policies have been adapted, especially around the use of 1:1 video and chat communications whereby students cannot open private Teams chat or video dialogue with staff or other students within our Office 365 tenancy.

We are looking at the possibilities surrounding safe use of video in the classroom, while also discussing the implications on GDPR, safeguarding and right to privacy in the classroom/home environment.

We have also implemented supervisory mailboxes to spot any Prevent agenda, IWF and other serious breaches while students and staff are away from work.

HR related, we are onboarding new staff with zero touch handover through Microsoft Teams – in some cases remotely controlling their home PC to assist them with their CPD and induction.

Communications have been deployed to enable all staff to use a cloud based telephony solution, safeguarding their privacy when making calls home to parents, as well as reducing the cost incurred by staff when making calls.

Sign in App – remote sign in solutions have been deployed with geo-fencing so staff can sign in and out of sites without the need to use multiple contact points which could pose a threat to their infection with CV19.

Wellbeing – Staff have been informed of quiet hours on Microsoft Teams so they can distance themselves at home when the working day has finished.

GDPR and breach reporting policies has been increased due to the rise in alerts with staff working from home. We have ensured the DPO and others are made aware as and when issues arise.

Working with the DFE and Computacenter, as well as our pastoral support team's IT equipment service for year 10s has been sourced to enable continuation of learning for students who will suffer the most, especially those with exams next year.

IT have opened communication channels for vulnerable student support and the wider community with a dedicated email support system. Internal ticketing systems have also been upgraded to support the huge increase in support requirements, as well as supporting responsive themes which will work on many devices types and those with accessibility requirements.

Monthly reporting on access of our systems are now reporting weekly for principals who report to the MAT Board.

Finally, IT have managed the communication flows for website updates surrounding Covid-19 to enable the wider community to gain the right information on how schools are operating during the lockdown.

Estates

United Endeavour Trust remain fully committed to delivering their core aim of keeping all stakeholders safe, dry and warm.

Throughout the Covid 19 lockdown our estates teams have been working in the academies to ensure our statutory requirements for testing and reporting are maintained.

We have reviewed many of our policy documents and adjusted a number of our working routines and practices to reflect latest government guidance around safe working, chemical usage, disposals and cleaning routines to assist with ensuring our risk of exposure to the disease continues to be minimised.

Visitors and staff working on site has been considerably reduced and stringently managed. When individuals have been on site we have increased our communication frequency (contractors and stakeholders) to ensure that they have a full awareness of on-site activity and details of where other personnel may be working.

To support the government strategy of continuing with capital works (letter dated 20 April 2020 from Rory Kennedy) we have, where possible opened our academy estates to enable contractors to complete works started in advance of the lock down period being initiated. We have reviewed both our internal documents and documentation of our contractors to included statements connected to safe working and data sharing.

We have done this taking into account information from the following sources:

Government

HSE

Unions checklists

Staffordshire County Council who are our H&S advisors.

Working alongside academy leaders our estates have strict routines around visitor management, classroom layouts, equipment requirements, stakeholder control whilst on the site, security and resource usage and control.