

COVID-19 Policy

Trinity School

TRINITAS ACADEMY TRUST

This policy supports the Trinitas Principles as outlined below;

We will share responsibility for all of the children in all of the schools.

We will recruit high quality staff because the quality of Trinitas Academy Trust is determined by the quality of those who work within it.

We will value our staff by respecting their professional competence, through robust monitoring, challenge, and support and by rewarding them for their contribution to Trinitas Academy Trust.

We will ensure outstanding achievement for children and staff by being strategic, aspirational and not afraid to innovate.

We will teach our children through a curriculum that engages and motivates them, celebrates success, meets their individual needs and prepares them for the future.

We will ensure that the systems within the Trust and the organisation of the Trust are coherent, robust and offer best value for money.

We will hold true to our values and aspirations, without compromise.

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Introduction

The way schools are currently operating in response to coronavirus (COVID19) is fundamentally different to business as usual. This Policy sets out Trinity School's actions in response to the COVID-19 Pandemic.

As part of the next stage of the national response to the Covid-19 pandemic, Bexley Council, along with other local authorities around the country, has developed [Bexley COVID-19 Local Outbreak Plan](#). It outlines the steps taken to control the spread of coronavirus and quickly manage any local spike in infections.

From the week commencing 1 September 2020, the Government has instructed schools to reopen to all pupils. The Government states that as the prevalence of coronavirus (COVID-19) has decreased and the risk to children themselves of becoming severely ill is very low, the risks of returning are far outweighed by the benefits of a full school re-opening.

[Government publications guidance for full opening of schools](#)

[Government publications coronavirus-covid-19 maintaining further education provision What-fe colleges and providers will need to do from the start of the 2020 autumn term](#)

The Principals, Senior Leader Teams (SLT) and Trinitas Central Services will maintain and update all information relating to the development of the epidemic and the current advice from the Government, Public Health for England and the Local Authority. As a result of all the changes, there are additional measures that we have adopted which have been written into relevant policy addenda and risk assessments to stipulate the associated changes because of COVID-19 Pandemic

Due to the rapidly moving nature of current events, this policy could quickly become out of date, therefore we will be re-visiting the policy regularly and updating where necessary.

Returning to School

We are mindful that children will have experienced different challenges during the time that lockdown took place. For instance, some will have been bereaved; faced challenging or abusive circumstances at home; been victim to online abuse; been affected by family members losing their jobs; and some mental health issues will have been exacerbated. We are aware that some of our children on return to school may struggle with what they have experienced and they may display this in different ways. In contrast, but importantly, some children will have found that being away from school relieved certain anxieties or worries and a return to school may be challenging for them.

The challenges mentioned above may lead to an increase in social, emotional and mental health concerns in some children, particularly vulnerable groups (such as children with a social worker and young carers). We are ready to support as much as possible. We are aware of potential support needs generally, and in particular, will consider the support needs of those that we are already aware need additional help, as well as any pupils identified as newly vulnerable on their return to school. Furthermore, we may need additional specialist support and access to services such as educational psychologists, social workers, and counsellors.

We will:

- Resume teaching and learning using the concepts of 'bubbles and social distancing' adhering to our stringent risk assessments
- Support children to adapt to the 'new normal' ways of school life
- Support the rebuilding of friendships and social engagement
- Address and equip all pupils to respond to issues linked to coronavirus
- Support pupils with approaches to improving their physical and mental wellbeing
- Ensure support for such pupils will include existing provision in the school (although this may be delivered, for example over the phone or from specialist staff or support services).

Please note that any wording in RED is awaiting Trustee approval.

Trinity School Belvedere

Home School Agreement – September 2020

COVID-19 Addendum

Trinity School Belvedere Addendum to the Home School Agreement

The normal Home School Agreement remains the same - however during the present situation please note the addendums below

As a Parent/Carer, I will:

- 1) Ensure that my child is attending school regularly and punctually (unless self-isolating or there are exceptional circumstances).
- 2) Support the school's approach to behaviour management and expectations; accept responsibility for my child's behaviour.
- 3) Ensure that the school can contact me remotely and that I have provided up to-date contacts.
- 4) Inform the school of any circumstances that may affect my child's learning or emotional well-being.
- 5) Keep myself fully informed about important school matters through the school's correspondence, letters home, the school's website, social media, and newsletters.
- 6) Notify the school if my child or a member of my child's household is tested positive for Covid-19.
- 7) Arrange for my child to be collected if they display any symptoms of ill health, particularly symptoms associated with Covid-19.
- 8) Should my child or member of their household display symptoms of COVID-19. I agree to follow Public Health England's guidance around self-isolation and keep my child home for this period or until such time as a negative COVID-19 test result is received. I will provide the school with a copy of the test result.

Home School Agreement

I, as a pupil:

- Will abide by the Trinity School Code
- Will attend school regularly
- Will wear the correct uniform and will not wear jewellery except one watch and one small plain stud in each ear, if I wish to do so.
- Will bring the correct equipment and kit for all lessons. This includes the Trinity 5 (reading book, ruler, eraser, pen and pencil) in an appropriate container
- Will attempt all homework set and ensure I regularly check class charts
- Can be put in detention after school for lateness, indiscipline or unsatisfactory work. The detention will take priority over other commitments. This can be for 15 minutes on the day. I may ask to leave the detention at the start in order to inform parents by phoning through student services.
- Will remain on school premises at lunchtime.

I/We, as Parent(s)/Carer(s):

- 1) Have read the school prospectus
- 2) Will support the aims of Trinity School and the Trinity School Code
- 3) Will ensure regular, punctual attendance. This means avoiding needless absence and not taking holidays during term time. Will notify the school by telephoning the Absence Line of any absence on the morning of the first day off.
- 4) Will ensure full uniform is always worn.
- 5) Will encourage homework and try to provide facilities for homework to be done.
- 6) will attend parents' consultations and read the weekly newsletter.
- 7) Will support the school's ethos especially by ensuring responsible and orderly conduct.
- 8) Will support the school's policy on detentions.

The school agrees to:

- 1) Care for your child's safety and happiness
- 2) Provide a balanced curriculum and meet the individual needs of your child
- 3) Promote high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- 4) contact parents if there is a problem with attendance or punctuality.
- 5) Let parents know about any concerns or problems that affect their child's work or behaviour and, where appropriate, offer support from local clergy.
- 6) Send home regular assessments
- 7) Set, mark and monitor homework and provide facilities for children to do homework in school.
- 8) Arrange parents' consultation sessions during which process will be discussed.
- 9) Keep parents informed of school activities through regular parental newsletters.
- 10) Make copies of all policies available on request,
- 11) Invite parents to school Eucharist and special services.
- 12) Encourage parents to contribute to the further development of Christian values within the school.

Section 3

Statutory Policies Addenda's and Risk Assessments

1. Attendance COVID-19 Addenda

Updated 6 August 2020

In September normal legislation and procedures concerning attendance will apply. Pupils must attend school for timetabled lessons unless they are unwell or there is an agreed absence. Pupils showing Covid-19 symptoms should self-isolate and not return to school until they have a negative COVID-19 test result. Trinity will apply the Trust's own track and trace protocol and other pupils may be asked to stay at home if a pupil tests positive.

The attendance addendum will take account for additional changes in normal attendance procedures as a result of a local or national outbreak of COVID-19, in line with the Department for Education's guidance.

The Law

The law in regards of children attending school will be reinstated from 1st September 2020. Children of compulsory school age must attend regularly to the school at which the child is registered (section 444 of the Education Act 1996) This **means that parents could be penalised if their child does not attend school**, unless an authorised reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).

Self- isolation due to COVID-19 symptoms or a positive test result

The majority of pupils will be able to return to school in September, however we may experience a small number of pupils who will be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus.

Children must stay at home if they are unwell with a new, continuous cough or a high temperature or have a loss or change in their normal sense of taste or smell (anosmia) to avoid spreading infection to others. We must be contacted and informed of the need for self-isolation, if children have been attending school.

Parents/carers must contact the NHS for a Coronavirus test or use the test that the school provides if the child has been sent home displaying symptoms. Parents must strictly adhere to this and follow the school's Home School Agreement.

Shielded children

Shielding advice for all adults and children will pause from 1 August 2020, subject to a continued decline in the rates of community transmission of COVID-19. Read the [current advice on shielding](#)

Parents/carers of children who are under the care of a specialist health professional may need to discuss their medical condition with their health professional before returning to school (usually at their next planned clinical appointment).

Where a pupil is unable to attend school because they are complying with their specialist health professional's advice they will continue to be offered access to remote education.

If rates of the disease rise in the local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore there may be temporary absence from school as a result.

Absence will not be penalised for any of the above reasons if evidence is submitted to the school.

Anxious pupils and families

We understand that there some pupils or their, parents/carers may be reluctant or anxious about returning to school. We will put the right support in place to address this and provide reassurance of the measures that have been put in place to reduce the risk in school.

We will:

- communicate clear and consistent expectations around school attendance to parents/carers (and any other professionals who work with the family where appropriate)
- identify pupils (prior and during them attending) who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them, including disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic
- use the additional funding schools will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance
- work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance or the EWO if the pupil has previously low attendance.

Registration

Normal registration will resume from 1 September 2020 or as the school allows children to re-join by staggered start dates.

The school will:

- Follow up any absence following the normal procedures.
- Explore reasons for absence and discuss any concerns with parents/carers if they are worried about their child returning to school.
- Take advice from EWO, where appropriate.

2. Behaviour Policy COVID - 19 Addendum

In the light of the current situation and regarding COVID - 19, addenda to the Trinity School Behaviour Policy.

- Normal behaviour rules/rewards/sanctions apply
- Pupils must stay at a social distance and adhere to all signage / instructions displayed across the school (adults in school to remind pupils when necessary)
- Pupils should not play games that include physical contact
- Pupils not adhering to the NO TOUCHING rules will be reprimanded and parents/carers informed
- Pupils to line up at a social distance in school when asked
- Pupils to enter and exit the building patiently and separately
- Pupils to wash hands for 20 seconds/sanitize when entering the building and at regular intervals throughout the day
- Any antisocial behaviour that endangers or intentionally intimidates others regarding COVID - 19 rules (including spitting or deliberately coughing at others, not following social distancing arrangements) will result in sanctions being applied
- Pupils to follow the signs and special routes in place (for example one way system)

Any pupil who commits a serious or persistent breach of the COVID-19 protection rules may be sanctioned by the Principal using the full range of sanctions available, dependent on the seriousness of the breach, up to and including in extreme cases permanent exclusion.

3. Child Protection and Safeguarding Policy COVID-19 Addendum

Updated 8 August 2020

Date Agreed by Trustees:

Please note that any wording in **RED** after 1 September 2020 is awaiting Trustee approval. Once approved, this should revert to BLACK.

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Darren Heimsath	Via Reception: 01322 441371
Deputy DSL or CPO	Kathryn Frawley	Via Reception: 01322 441371
Designated member of senior leadership team if DSL (and deputy) can't be on site	Darren Palmer	Via Reception: 01322 441371
Principal	Simon Godden	Via Reception: 01322 441371
Local authority designated officer (LADO)	Sharon Ackbersingh	Civic Offices, 2 Watling Street, Bexleyheath, DA6 7AT 020 3045 4553 Sharon.Ackbersingh@bexley.gov.uk
MASH		
Chair of governors	Reverend Canon David Herbert	Via Reception: 01322 441371

Unless covered here, our normal Safeguarding and Child Protection Policy continues to apply.

1. Scope and definitions

This addendum applies due to COVID-19, and reflects updated advice from the Department of Education (DfE) and our 3 local safeguarding partners, known as Bexley SHIELD: [Bexley Safeguarding Partners](#). Government guidance published on the 2 July 2020, states that from the 1 September 2020 all schools should re-open for all pupils.

While COVID-19 measures remain in place, the safeguarding and child protection policy will take account for the continuation of some changes in normal safeguarding and child protection practice in line with Coronavirus: [Actions for schools during the coronavirus outbreak guidance for full opening schools](#)

Trinity School is part of Trinitas Academy Trust and we are working closely with our partner schools in collaboration with the Trust's CEO, Trustees, Governors and Trinitas Central Services (TCS) to continue to safeguard all our children and staff during this time.

Core Safeguarding Principles

We will continue to have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education September 2020](#)

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A Designated Safeguarding Lead (DSL) or deputy DSL should be available at all times
- Children should continue to be protected when they are online
- It's essential that unsuitable people don't enter the school workforce or gain access to children

Staff 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, whether the child is in school or this is brought to our attention when the child is not attending school, including concerns of their activity whilst online.

DSL (and deputy DSL) arrangements

We will ensure that DSLs (and deputies) will know who the most vulnerable children in our school are **and they will be monitored closely when they return to school in September 2020.**

For parents or children that contact the school, the school office will contact the DSL or deputy DSL who will respond as soon as possible.

Safeguarding concerns that are related to the current COVID-19 pandemic and new ways of working may need to be discussed with Trinitas Academy Trust's Safeguarding Lead who will be available remotely and virtually.

Safeguarding for children not attending school

Contact Plans

All children must return to school from September 2020. However, there may be times when a child is unable to attend and this could include:

- **medical advice from a specialist**
- **children who are self-isolating**

We will continue with our contact plans for these children, if we have safeguarding concerns.

If we can't make contact and the child is known to children's social care, we will contact the department no later than 10.00am or if we have a concern that the child may be at significant risk of harm or in immediate danger, the police will be contacted.

Contextual Safeguarding

Peer-on-Peer/Child-on-Child Abuse

We will continue to follow the principles set out in [Keeping Children Safe in Education 2020](#) when managing reports and supporting victims of peer-on-peer/ Child-on-Child abuse.

County Lines

The issue of county lines has evolved during the COVID-19 pandemic: with schools closed and people spending more time online, it is thought that gangs have been able to more easily locate vulnerable young people, and gang activity has been fuelled. This, coupled with reduced services, has caused

concern that more young people were, and still are, in potentially unsafe environments with limited detection and access to support.

It is important that, as with all safeguarding issues, 'county lines' is approached with an 'it could happen here' attitude. Any child can be exploited, regardless of their background.

Further information on county lines can be found in the article [here](#).

Online Safety

In school

The school will continue to provide a safe online environment. Filters and monitoring systems will remain in place. If IT staff become unavailable, school leaders will ensure that contingency plans are put in place.

The [UK Council for Internet Safety provides information to help governing boards and proprietors assure themselves](#)

We will continue to adhere to our Online Safety Policy and the acceptable use of technology and staff/pupil relationships and communication, including the use of social media.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures and contacting the DSL or deputy DSL.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

Outside School

Where staff are interacting with children online, they will continue to follow our existing code of conduct and /IT acceptable use 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, 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 remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

Safeguarding file transfer arrangements 2020 Arrangements

DSLs must ensure that child protection files are transferred to a new school / setting / college as soon as possible as part of transition.

DSLs should contact the DSL of the receiving school to discuss children with CP and CIN plans. It is recommended that at this time these discussions take place virtually or on the phone.

If any safeguarding information is logged following the handover of files, this should be discussed by the DSLs and details should be sent to the receiving DSL via egress so that the chronology log and

pupil file can be updated, until the child starts the school, unless siblings continue to stay within the original school and details will be shared accordingly.

Reporting Concerns

All staff must follow our normal procedures, ensuring that the reporting protocol is followed.

- If there is a concern or a disclosure that occurs outside of the school environment, staff must contact the DSL or Deputy DSL via their mobile number and follow their advice.
- We will continue to work with and support children's social workers, where they have one, to help protect these vulnerable children.
- We will refer where necessary to the Multi Agency Safeguarding Hub (Mash)

Working with Other Agencies

We will continue to work with children's social care and with virtual school heads for looked-after and previously looked-after children. The DSL and deputy DSLs are aware of any changes in the multi-agencies systems and procedures.

Concerns About a Staff Member

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately.

The procedures in place remain.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the LADO

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

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

Mental Health

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

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

We will contact our parents who we know have reduced mental health to check how they are.

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 Recruitment, Training and Induction

Recruiting new staff

We continue to recognise the importance of robust safer recruitment procedures, so that adults who work in our school are safe to work with children. We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

Safeguarding Induction and Training

We will make sure staff are aware of changes to our procedures and local arrangements.

New staff will continue to receive:

- A safeguarding induction – including confirmation of current DSL arrangements
- A copy of our Safeguarding and Children Protection Policy (and this addenda)
- [Keeping Children Safe in Education 2020 part 1 2020](#)
- All existing staff will have safeguarding basic training including updates for KCSIE 2020 before the school re-opens to pupils. Changes to local arrangements will be communicated to all staff by the DSL /Deputy DSL
- During this time, staff will be given links to continue safeguarding CPD via e-learning.

Existing Staff training

- All existing staff have had various safeguarding training including basic awareness and have read part 1 of KCSIE 2020.
- Changes to local arrangements will be communicated to all staff by the DSL / Deputy DSL.
- During this time staff will be given links to continue safeguarding CPD via e-learning.

GDPR

Whilst the school must continue to have appropriate regard to data protection and GDPR this does not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of [Keeping Children Safe in Education 2020](#)

Change in legislation to private fostering/host family arrangements

The Government have amended some of the timeframes to the Children (Private Arrangements for Fostering) Regulations 2005 to provide more time for visits to take place during the coronavirus (COVID-19) pandemic period. Under these regulations, initial visits to planned or existing private fostering arrangements must take place within 7 days of the local authority learning of such arrangements. These regulations have been amended so that the visit takes place within 7 days or as soon as reasonably practicable, to allow for flexibility where it is not possible to conduct the visit within 7 days. The Government is allowing flexibility in the maximum interval between visits during the pandemic period – currently every 6 weeks in the first year, and every 12 weeks thereafter.

If the school is informed of a private fostering or host family arrangement being in place we will immediately notify the local authority of where the child resides.

Monitoring Arrangements

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

- The DfE [Actions for schools during the coronavirus outbreak/guidance for full opening schools](#)
- The 3 local safeguarding partners – Bexley Shield
- 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

The Department for Education COVID-19 helpline is available to answer questions.

DfE coronavirus helpline: email DfE.coronavirushelpline@education.gov.uk Telephone 0800 046 8687

Bexley Safeguarding Partners – SHIELD will give regular updates on their website and e-bulletins are available [Bexley Safeguarding Partners](#)

This policy will be reviewed at a minimum every 3 weeks by Elizabeth Hayle, Trinitas Academy Trust Safeguarding Lead.

4. First Aid COVID-19 Addendum

Updated 6 August 2020

All staff have a statutory obligation to follow and co-operate with the First Aid Policy requirements unless amended in this COVID-19 addendum.

First aid cover and qualifications during the COVID-19 Pandemic

Any staff that hold a First aid certificate that expired on or after 16 March 2020 and cannot access requalification training because of COVID-19 may qualify for an extension. This applies to:

- Offshore Medic (OM)
- Offshore First Aid (OFA)
- First Aid at Work (FAW)
- Emergency First Aid at Work (EFAW)
- How you qualify for the extension

To qualify for the extension, staff must be able to:

- explain why you haven't been able to requalify, e.g. self-isolating, regional lockdown
- demonstrate what steps you have taken to access the training, if asked to do so

HSE has agreed a final deadline for requalification for these qualifications of 30 September 2020.

Requalification training

The first aid training industry in England is confident that enough courses will now be available for all required requalification training to take place and we will wherever possible book staff on to the courses.

Interrupted first aid training

If because of coronavirus, staff cannot complete training for their first aid qualification within the usual timeframe, training can restart later as long as:

- a full recap of training delivered before the interruption is done before moving onto undelivered modules
- the awarding body is content that you can show:
 - a full understanding of all aspects of the course content
 - the knowledge required and competencies at the end of the training

Training delivered in school

When training is delivered on the school premises, the external trainer must forward a copy of their company's COVID-19 risk assessment before the date they are booked, as it will need to be approved by the Principal before training is allowed to take place.

A first aider will be available at all times during the school day.

Personal hygiene

Extra measures to further safeguard staff that provide first aid are now necessary in light of the COVID-19 Pandemic. Staff must follow normal school procedure as well as the following:

Clean your hands more often than usual and thoroughly for 20 seconds with running water and soap and dry them thoroughly with paper towels, or use alcohol hand rub/sanitiser ensuring that all parts

of the hands are covered, particularly after arriving at school, touching your face, blowing your nose, sneezing or coughing, and before eating or handling food.

Children and young people will be told to wash their hands after an injury.

Personal protective equipment (PPE)

A range of PPE will be worn if a child needs to receive first aid. This should include, at the minimum, apron and gloves.

Full PPE should be worn by staff caring for a child that is displaying COVID-19 symptoms if a distance of 2 metres cannot be maintained.

For further details, please click on the link:

[Schools reopening first-aid guidance note June 2020](#)

Please note these videos on putting on and taking off PPE and the [poster guide](#).

Putting on – [youtube Putting on PPE](#)

Taking off – [youtube Taking off PPE](#)

Symptoms of COVID-19

If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow the Government guidance for households with possible COVID-19 infection.

If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated, behind a closed door, with appropriate adult supervision if required depending on the age of the child or young person. Ideally, a window should be opened for ventilation. If it is not possible to isolate the child or young person, move them to an area which is at least 2 metres away from other people. The room in which the child was before isolation will be evacuated and deep cleaned by the cleaning staff, together with the room or area in which they awaited collection.

If a child or young person need to use the toilet facilities whilst waiting to be collected, they should use a separate toilet, if possible. The toilet facilities will receive a deep clean after the child has left by the cleaning staff.

If a member of staff has helped someone with symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

CPR updated advice in relation to COVID-19

Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. **Do not** listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. **If COVID - 19 is suspected, tell them** when you call 999

- If there is a perceived risk of infection, **rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation** until the ambulance arrives. Put hands together in the middle of the chest and push hard and fast.
 - Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
 - PPE should be worn.
- 1) After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service.**

Administering medicine in school

All children's medication will now be kept in the vicinity that they are based. Universal medication for asthma (where appropriate) and auto-injectors will remain in Student Services, or an appropriate location close to pupil activity. Staff must, at the least, wear a PPE minimum of gloves and apron if supporting a child taking medication and both child and adult must wash their hands thoroughly afterwards.

Calling an ambulance and notifying parent /carers

The school will call an ambulance before contacting parents if a child becomes seriously ill or has a significant injury. We must safeguard our staff to exposure of COVID-19 and will want to eliminate travel and being asked to attend hospitals as much as possible. Therefore, it is imperative that contact numbers are up to date and that parents/carers have a named person who will be close to the vicinity of the school, in order to travel with the child to hospital if required. If the named person does not arrive before the ambulance takes the child/young person to the hospital a member of staff will travel to the hospital in their own vehicle, so that they can travel back. They will be provided with PPE and stay with the child at the hospital until the parent/carer or named person arrives.

Serious Accident

- In the event of a serious incident an ambulance is always called and parents/carers are then contacted.
- We will follow the actions for notification of parent/carer in this addendum.
- For all incidents the schools 'critical incidents' plan as outlined in every risk assessment will be followed.

Monitoring and review

This addendum will be reviewed by Elizabeth Hayle, Trust Safeguarding Lead, every 3 weeks or in light of new government guidance as and when it is published.

5. Health and Safety Policy COVID -19 Addendum

The Principal and Senior Leader Team have carried out a stringent risk assessment for health and safety procedures in specific regard to children returning to school during the outbreak in response to re- opening of Trinity School Belvedere for all pupils from September 2020.

A copy is available on request.

To make the school as safe as possible we have:

- completed a 'risk assessment', and taken reasonable steps to prevent potential risk from COVID-19 in school
- followed the [government guidelines on safer working](#)
- adhere to advice on working safely during coronavirus from the Health and Safety Executive (HSE) [HSE-Coronavirus](#)

It is important to reiterate that the Principal and Senior Leader Team will need to make individual decisions about whether it is safe to open the school.

There are many risks and factors that we have needed to take into account in response to an increasing amount of pupils re-entering the school. Please refer to Appendix 1.

We will actively engage with the government's Test and Trace system and contact LBB's [Public Health Response Cell](#) for assistance or if urgent, call 0300 303 0450 or lcrc@phe.gov.uk. (The response cell only need to be notified of confirmed cases)

- We will ensure that staff members, pupils and parents/carers understand that they will need to be ready and willing to:
[book a test](#) if they are displaying symptoms and not attend school or be sent home to self-isolate if they develop symptoms in school and let the school know the result of the test when known, immediately.
- Health and Safety logs need to be updated with details.
- We will also notify Trinitas Academy Trust of any confirmed cases and they will conduct an internal Track and Trace procedure.

Use of face covering in schools

Public Health England **does not** (based on current evidence) recommend the use of face coverings in schools, unless used for first aid purposes. They are not required as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

Trinity School Belvedere will continue to follow updates and reviews on this matter. However, face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people **you do not usually meet** and where social distancing and other measures cannot be maintained, e.g training sessions.

In addition, the DfE has clarified that where following appropriate risk assessment(s) and supportive discussions with staff, it may be appropriate in individual circumstances or situations to allow/enable staff to use face covering. Therefore, face coverings are not recommended but are not banned in any circumstances within schools and may be appropriate following risk assessment(s) and/or careful consideration.

6. Looked After Children Policy - COVID-19 Addendum

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who have a social worker, including children looked after by the local authority (LAC). We will continue to have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#) and Promoting the health and wellbeing of LAC [Promoting the health and wellbeing of looked after children](#)

We will support these children in partnership with social workers and the local authority's virtual school head (VSH) for looked-after children. The Designated Teacher for this will be: Darren Heimsath.

Attendance

The expectation is that all LAC will attend school from September 2020, whether or not they were attending during the lockdown period. Some children, young people and their carers are understandably anxious. The social worker or the DSL/Designated Teacher will talk through these anxieties with the carer discussing the advice set out by Public Health England.

[Coronavirusresources PHE](#)

If by agreement it continues to be the case that a LAC or previously LAC does not attend school for an authorised reason during the COVID-19 pandemic, we will put a contact plan in place and remote learning will be put in place.

We will contact the child's social worker no later than 10.00am if we have not had any contact by the carer.

The Designated Teacher will provide regular updates to the relevant local authority virtual school.

Risk Assessment and Contact

We will carry out a risk assessment for all LAC children with a social worker who:

- will not be able to attend school e.g. - where the child has a medical condition and their specialist has advised not to attend school or;
- would usually attend but have to self-isolate

The risk assessment will set out:

- How often the school will make contact
- How we will make contact
- Raise any concerns with the DSL/Designated Teacher as arises as a result of contact
- All general contact with LAC must be logged.

Help with technology and remote education during coronavirus (COVID-19)

Following the announcement by the Secretary of State for Education on Sunday 19 April, laptops and tablets are now available to help the most disadvantaged young people access online learning and social care services. Including:

- LAC
- Care leavers

laptops and tablets will be distributed directly to schools affected by a local coronavirus (COVID-19) outbreak.

Trinitas Academy Trust will work with schools to identify eligible young people, and place an order. Where care leavers, children with a social worker at secondary school and disadvantaged children do not have an internet connection, they will also receive a 4G router.

Schools will be able to keep these devices once they have reopened, allowing children and young people to continue to learn and receive support at home in the future.

Multi agency working, child protection conferences and PEP meetings

We recognise that there may be instances where multi-agency working will need to be conducted differently during this period, within the framework set out in law. We will continue to contribute reports as appropriate and will take part in child protection conferences and Personal Education Plan (PEPs) meetings, using video conferencing or conference calling where appropriate. We will continue to work with local authorities and other agencies in ensuring that vital information sharing and joint risk assessments continue to benefit LAC children.

We will continue to work with children's social care and with virtual school heads for looked-after and previously looked-after children. The DSL and Designated Teacher are aware of the changes in the multi-agencies systems and procedures during COVID-19 and will make most contact remotely.

7. SEN-D Policy - COVID-19 Addendum

The Department for Education's (DfE's) definition of 'vulnerable children' includes children and young people who have an Educational and Health Care Plan (EHC plan) up to the age of 25. We will continue to have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#) and [Promoting the health and wellbeing of looked after children](#)

The Coronavirus Act 2020 allows the Secretary of State, where appropriate, to temporarily lift the statutory duty on local authorities to maintain the precise provision in EHC plans, with local authorities needing instead to apply 'reasonable endeavours' to support these children and their families.

Safeguarding

We want children to be in school, if safe to do so. Careful consideration must be taken for each individual child's needs and capacity to follow new rules, particularly in regards to our adaption of social distancing rules whilst in school. For some children, this may be difficult for them to conform. We must safeguard everyone as much as possible, therefore, if we consider that a child would not be able to adjust to the new rules safely we will ask parents to contemplate that the child stays at home and we will continue to support the child and parent/carer remotely.

Where children with EHC plans attend school, we will endeavour to ensure a safe space for these children to flourish.

If we are concerned that a child is at risk of significant harm or in immediate danger, we will follow our Safeguarding and Child protection procedures.

The school will share safeguarding links and advice on its website.

Risk Assessment

Risk assessments will consider children without an EHCP where the following may apply:

- the potential health risks to the individual from COVID-19, bearing in mind any underlying health conditions. This will be on an individual basis and with advice from an appropriate health professional where required.
- the risk to the individual if some or all elements of their EHC plan, or any high level of SEND support, cannot be delivered at all, and the risk if they cannot be delivered in the normal manner or in the usual setting the ability of the individual's parents or home to ensure their health and care needs can be met safely.
- the potential impact on the individual's wellbeing due to changes to routine or the way in which provision is delivered.
- the availability of appropriately trained staff (school will liaise with the local authority if a place is needed for an eligible child, but the school is unable to provide the specialist staffing for them).

Support for social and emotional development

School understands that children's social and emotional development is particularly at risk within the current national climate and period of school closure. Individual risk assessments for children with EHC plans, and those who require significant levels of SEND support, will consider children's social and emotional development and will ensure that contact plans are in place to enable at least fortnightly review. Regular contact between school staff and parents/children will be central to identifying when additional support may be needed. Where concerns are raised or are apparent within these communications, the child's risk assessment will be reviewed by the SENCO along with the school's senior leader team and the school's principal and appropriate action and onward referrals considered.

Many children and young people with EHC plans and/or high level SEND needs can safely be supported at home. This could be for various reasons, including because:

- they do not need irreplaceable care or health provision
- the services they most need can be moved from their educational setting into their home
- their parents can meet their needs full-time
- they are able to follow hygiene and social distancing practices at home
- due to their health vulnerabilities, they are safer in the more stringent social distancing environment of their home

Arrangements for assessing and reviewing children's progress

Trinity School recognises that assessments and reviews of children's progress will continue to be necessary for some purposes during this period of school closure, mainly for the purpose of statutory assessment and review for new or existing EHC plans and for other assessments being completed by external professionals, for example, community paediatricians.

Where this is required, the SENCO will maintain communication with parents and relevant professionals to share, with necessary consents, the most current assessment information and professional observations that the school holds.

Where children's EHC plans are due for review within the period of school closure, the school will discuss arrangements with parents, children, the Local Authority and professionals involved in the plan to decide whether arrangements for a 'remote review' should be made, or whether reviews should be postponed until it is possible to meet with all parties involved in the plan. The SENCO will make the necessary arrangements following this decision.

Remote Learning

Class Teachers and/or the SENCO will call all their children's parents/carers weekly to discuss home learning, discussions around appropriate learning activities, adaptations to learning resources/activities and discussions of strategies for supporting children at home. All contact will be logged and where concerns arise the SENCO will consider any referrals as appropriate.

For children with SEND, with or without an EHC plan, differentiation will be included within year group home learning to support them in accessing appropriate learning activities. Teachers will also

be mindful of the availability of support and resources when setting accessible home learning for children with SEND with or without a EHCP.

Working with other agencies or providers

Trinity School will continue to maintain remote contact with other professionals during this period of school closure. This will particularly include liaison with the Local Authority's SEN department, Speech and Language Team, Early Intervention Team and Educational Psychology Service within the Local Authority.

Transition

Trinity School's approach to supporting children with transition will continue to be reviewed in line with all available DfE and government guidance.

There will be no home visits – these will be replaced by telephone calls and virtual meetings with outside agencies including Year 6 teachers and primary SENCOs

This addendum will be reviewed by the SENCO every 3 weeks or in light of new government guidance as and when it is published.

COVID-19 Risk Assessment for Trinity School 15 June 2020

Reason for completing this risk assessment

Can we maintain the highest standards of safety for adults and children? This risk assessment and checklist will support the decision to whether each individual pupil with additional needs stays at home or attends school during the COVID-19 Pandemic.

The risk assessment can be revisited at any time at the request of the school or parent.

Pupil Details

Name of pupil:	DOB:	Class:
Does the pupil have an EHC plan? <Yes/no>	Does the pupil have additional learning or behavioural needs but no EHC plan? <Yes/no>	Does the pupil have a social worker? <Yes/no>
Does the pupil have a medical condition? Are they considered extremely vulnerable or clinically vulnerable? <Yes/no>	Is the pupil on the school's own vulnerable register? <Yes/no>	Do parent (s)/ carer (s) believe the pupil or student is safer at the educational provision or at home? <School/home>

• Safeguarding, EHC, Health, Behaviour needs	Yes/No	COVID-19 risk to pupil/staff	Control measures necessary?
Are there any potential safeguarding risks if the child does not attend school?		<i>For example:</i>	

		<ul style="list-style-type: none"> ❖ <i>Danger to themselves if at home?</i> ❖ <i>Danger to their family if at home?</i> ❖ <i>Danger to the community if at home?</i> 	
<p>If the child needs a supporting adult, will there be the same adult or adults every day?</p> <p>If no, how will we minimise cross-contamination</p>			
<p>Will the child need an adult to complete a direct handover to/from their parent?</p> <p>If yes, how will this be managed appropriately?</p>			
Does the child require access to particular resource or equipment to support their SEND needs?			
What are the child's current health risks?			
What are the behavioural risks?		<p><i>For example</i></p> <ol style="list-style-type: none"> 1) <i>Runner</i> 2) <i>Walks out of classroom</i> 3) <i>Refuses instructions</i> 4) <i>Altercations with other pupils</i> 	

		5) <i>Spitting</i>	
• Hygiene			
<p>Can the child understand and demonstrate the 20-second handwashing routine without adult intervention?</p> <p>If no, what steps must be in place to ensure safety and reduce risk of infection to adult and child?</p>			
<p>Can the child demonstrate good respiratory hygiene (coughing/sneezing etc)</p>		<p><i>For example</i></p> <ol style="list-style-type: none"> 1) <i>Use it, bin it, rule for tissues</i> 2) <i>Sneeze, cough into middle of arm</i> 	
<p>Does the child have any personal health or intimate care needs that require adult support?</p> <p>If yes, what steps must be in place to ensure safety and reduce risk of infection to adult and child?</p>		<p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Urinating, defecating outside of toilet</i> • <i>Playing with bodily fluids</i> • <i>Close proximity to others faces</i> 	

Does the child put things in their mouth?		<i>For example:</i> <ul style="list-style-type: none"> • <i>Mouthing equipment</i> • <i>Licking</i> • <i>Biting</i> 	
Will the supporting adult require the use of PPE (including eye protection) at any time?			
1) Social distancing			
Can the child maintain social distancing as much as possible within the school setting?			
Will the child remain contained in the 'bubble' setting without being distressed? Will the child remain inside the room when doors are open?		<i>For example</i> <ul style="list-style-type: none"> • <i>Different classroom or part of school building</i> • <i>Different teacher</i> • <i>Change of routines</i> 	
Will the child understand visual or verbal instructions and respond appropriately without close contact?			
Do they have a sibling in school, in a different bubble?			

Conclusion of risk assessment: <*The pupil is safer at the education provision*>/ <*The pupil is safer at home*>

Brief rationale:			
Monitoring and Liaison Arrangements while the child is at home			
Risk Assessment Review statement (This may be a suitable date of review, coupled with a commitment to review in light of new information):			
Monitoring arrangements while child is at home: <daily>/<weekly>/<fortnightly>/<monthly>/other (specify)>			
Liaison plan while child is at home: <i>Please give details of the safeguarding arrangements while the child is at home.</i>			
Risk assessment completed by (signature)	Name	Job title	Date
Risk assessment agreed by member of SLT	Name		Date

8. Supporting Children with Medical Conditions in Schools

Policy COVID -19 Addendum

20 May 2020

The health and safety of all our children and staff is our utmost priority. Government and scientific guidance during this COVID-19 Pandemic has specified that there are two levels of high risk groups

- high risk (clinically extremely vulnerable)
- moderate risk (clinically vulnerable)

Adults and children and young people are more susceptible to the COVID-19 disease and therefore at greater risk of becoming extremely ill and/or dying if their health conditions are categorised in these two groups.

From the 1 August 2020, Government guidance concerning the extremely clinical and clinical vulnerable groups will be paused and children that were in these groups will be allowed to return to school in September, unless we have medical evidence from the child's specialist health team explaining to do so would be detrimental to the child's health.

Following pupils returning to school in the autumn term, [laptops and tablets will be distributed directly to schools affected by a local coronavirus \(COVID-19\) outbreak](#). These will be available for clinically extremely vulnerable children from all year groups unable to attend school. These devices will be owned by the school and provided to children and young people who would otherwise be unable to access remote education.

We will carry out a risk assessment for children and young people who have been identified as vulnerable by the Government; and if necessary will acquire additional advice from health professionals in order that we can ensure that we can meet any medical needs when re-commencing school.

Parent/Carers are responsible for:

- ensuring school is informed if a child or young person has been diagnosed with a medical condition, whether or not they are attending school during the COVID-19 Pandemic.
- Adhering to the Home School Agreement if symptoms of COVID-19 are suspected

We recognise that children or young people with long term physical or mental health issues may have stronger reactions to the COVID-19 Pandemic. They might experience more intense distress, worry or anger than children and young people without these issues because they are more vulnerable to being infected with the disease or find it harder to deal with the risk and fears around it. We will support these children and their families with appropriate members of staff who will make contact remotely and will sign-post or refer to relevant organisations, if required.

Medicine in school

We will continue to administer medication for children diagnosed with medical conditions such as asthma, epilepsy, allergies and anaphylactic shock, will complete the administering of medication agreement form and will provide staff with PPE.

Children should not attend school if they are taking antibiotics or steroids, as their resilience will be lowered due to infection or medication.

Parents should not send a child to school if they are unwell or their medical condition has deteriorated. They should source medical advice first to whether or not the child should remain at home until they have improved. When we are notified of this we will carry out another (a new) risk assessment before the child or young person can return to school.

Children taken ill at school

If a child is taken ill at school, we will isolate them with a member of staff who will stay with them until their parent/carer or named person arrives. Staff that care of children who are taken ill will wear Personal Protection Equipment comprising of an apron, gloves, mask and goggles.

Calling an ambulance and notifying parent carers

The school will call an ambulance before contacting parents if a child becomes seriously ill or has a significant injury. **If COVID 19 is suspected, tell them when you call 999.**

We must safeguard our staff to exposure of COVID-19 and will want to eliminate travel and being asked to attend hospitals as much as possible. Therefore, it is imperative that contact numbers are up to date and that parents/carers have a named person who will be close to the vicinity of the school, in order to travel with the child to hospital if required. If the named person does not arrive before the ambulance takes the child/young person to the hospital a member of staff will travel to the hospital in their own vehicle, so that they can travel back. They will be provided with PPE and stay with the child at the hospital until the parent/carer or named person arrives.

Inclusion

During this period, we will need to change what we do as a school inclusively. The school will ensure that children with medical conditions can participate in the new ways of working as long as social distancing rules can be applied and that it is not detrimental to the child's physical or mental wellbeing.

Health Professionals

We will continue to liaise with other professionals either via phone, email or video links and ensure as far as possible that all the child or young person's, health, social, education and emotional needs are being addressed.

Monitoring and review

This addendum will be reviewed by Elizabeth Hayle, Trust Safeguarding Lead, every 3 weeks or in light of new government guidance as and when it is published.

8. Trinitas Disciplinary and Grievance COVID-19 Addendum Updated 6 August 2020

The Advisory, Conciliation and Arbitration Service (ACAS) has published Coronavirus Disciplinary and Grievance guidance for use during the Coronavirus pandemic.

Disciplinary and grievance procedures during the coronavirus pandemic

The law and Acas Code of Practice on disciplinary and grievance procedures still apply during the coronavirus (COVID-19) pandemic. This includes while social distancing and lockdown measures are in place. During the pandemic, the Trust will follow the ACAS guidance in relation to disciplinary and grievance matters, which states:

The employer needs to decide if it would still be fair and reasonable to carry on with or start a disciplinary or grievance procedure while:

- people are on temporary leave because of coronavirus (on 'furlough')
- following social distancing and other public health guidelines, if they're in the workplace
- people are working from home, and it would have to be carried out remotely

If an employee wants to raise a grievance under the Grievance or Fair Treatment at Work Procedures

An employee can still raise a grievance if they're working from home or are on furlough. The employer must [consider if they can carry out a fair grievance procedure](#) (guidance here).

Furloughed Employees

Furloughed employees can take part in a disciplinary or grievance investigation or hearing, including if they:

- are under investigation in a disciplinary procedure
- raised a grievance
- are chairing a disciplinary or grievance hearing
- are taking notes at a hearing or during an investigation interview
- are being interviewed as part of an investigation
- are a witness at a hearing
- are an employee's companion for a hearing

This is as long as:

- they're doing it out of their own choice ('voluntarily')
- it takes place in line with current public health guidance

Deciding if a disciplinary or grievance procedure can still go ahead

Any disciplinary or grievance procedure at this time will be carried out in a way that follows public health guidelines around social distancing.

The Trust will give careful consideration to the health and wellbeing of employees when deciding whether and how to proceed at this time.

Where possible, it will be helpful to talk through the options with everyone involved before making a decision whether or not to proceed.

When the Trust decides whether to go ahead with the procedure or postpone it, it will explain the decision with those involved. This will help everyone to be clear about what has been agreed and why.

If the workplace is still open

If all those involved in the procedure are still going to the workplace, the Trust will consider whether the procedure can be carried out in line with public health guidelines.

For example, if interviews and meetings can be held in a place that safely allows for social distancing as well as privacy.

Employees working from home

If some or all of those involved in the procedure are working at home or on furlough, the Trust will decide if the procedure can still be carried out in a fair and reasonable way. We will consider:

- the individual circumstances and sensitivity of the case, for example if it needs to be dealt with urgently, or if it would be dealt with more fairly when people are able to return to the workplace
- if anyone involved has a reasonable objection to the procedure going ahead at this time

Going ahead with a procedure at this time might mean having to use video meetings for any investigation interviews and hearings. The Trust will consider if this can be done in a fair way, including if:

- everyone involved has access to the technology needed for video meetings, for example the necessary equipment and internet connection
- anyone involved has any disability or other accessibility issues that might affect their ability to use video technology, and whether any [reasonable adjustments](#) might be needed
- any witness statements or other evidence can be seen clearly by everyone involved during the hearing
- it will be possible to fairly assess and question evidence given by people interviewed in a video meeting
- it's possible to get hold of all the evidence needed for the investigation or hearing, for example records or files that are kept in the office
- it's possible for the person under a disciplinary investigation or who raised a grievance [to be accompanied during the hearing](#)

Disciplinary and Capability procedures at the Trust follow the ACAS code of practice.

The right to be accompanied

The right for an employee to be accompanied at a disciplinary or grievance hearing still applies. The employee's chosen companion must be able to attend the hearing, even if it's being carried out through a video meeting.

During the coronavirus pandemic, the availability of an employee's chosen companion might be more limited than usual. For example, they might have more caring responsibilities. The Trust will consider if a delay of more than 5 days is reasonable in the circumstances.

The employee's right of appeal

The employee's right of appeal still applies.

The Trust will follow a fair appeals procedure taking in the same considerations as for carrying out a disciplinary or grievance procedure during the coronavirus pandemic.

Monitoring and review

This addenda will be reviewed by Jan Stoddard, Trinitas HR Director, every 3 weeks or in light of new government guidance as and when it is published.

Trinitas Safer Recruitment (Statutory via KCSiE) COVID-19 Addenda Updated 6 August 2020

Context

The DfE website page relating to safeguarding arrangements in schools during the Coronavirus (COVID-19) pandemic says “Whilst acknowledging the pressure that schools and colleges are under, it remains essential that as far as possible they continue to be safe places for children.” This addenda is intended as a temporary supplement to the Trinitas Safer Recruitment Policy.

Safer Recruitment

In accordance with the ‘Keeping children safe in education (September 2019)’ statutory guidance, Trinitas Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment, which remains the same throughout the current pandemic.

Trinitas Academy Trust is committed to recruiting and selecting high quality staff with the necessary skills, experience and aptitude to care for, nurture and enable the pupils to learn and thrive in a happy, caring and safe environment.

During the current pandemic, all of the procedures will remain in place as outlined in the Trinitas Safer Recruitment Policy, with the following exceptions.

Interviews

Where [Social distancing guidelines](#) mean it is not possible for schools to hold face-to-face recruitment processes. Interviews will take place remotely, via an online video platform.

Schools will ensure that all employment law requirements are met and that all applicants have equality of opportunity throughout the selection process.

Pre-employment Checks

Schools will continue to adhere to the legal requirements regarding pre-appointment checks. Please note that the following temporary changes to the DBS ID checking guidance are in place until **September 20.**

- checks can be carried out over video calls
- job applicants and existing workers can send scanned documents or a photo of documents

Please note, this should only be implemented for urgent cases where it is not possible to follow the normal identity checking guidelines and in these cases, the applicant must present the original versions of these documents when they first attend their employment or volunteering role.

From September, normal rules will apply, with all safeguarding checks carried out in person.

Single Central Register

Single central registers should continue to be updated in accordance with the usual procedures.

Trustees and Governors are responsible for ensuring that the Single Central Register is maintained in accordance with the Trinitas Safer Recruitment Policy and in normal circumstances will review the register on at least a termly basis.

Where it is not possible for the Chair of Governors/Trustees to view a paper copy of the register, during the Covid – 19 pandemic, arrangements will be made for electronic sharing and review.

Monitoring and review

This addenda will be reviewed by Jan Stoddard, Trinitas HR Director, every 3 weeks or in light of new government guidance as and when it is published.

Non-Statutory COVID -19 Addenda's, Risk Assessments and HR Information

Section 4

Bereavement COVID-19 Addendum

Date Agreed by the Principal: 19 April 2020

Updated: 30.7.2020

For the purpose of this guidance we will refer to the coronavirus as COVID -19. COVID-19 is a new strain of coronavirus and can be life threatening for some people, resulting in death.

Children and young people will be hugely affected by what is going on around them at this difficult time. Their lives are changing and they will have picked up worries and fears about the virus and the possibility that they or someone they love and depend on may get ill. They may be particularly worried that grandparents, older relatives and family members with health conditions or disabilities might die. They will also pick up on other worries parents and carers may have about the situation. For children who have already been bereaved, anxiety may be worse. Feelings of isolation may intensify as visiting extended family members and spending time with close friends are restricted.

We acknowledge and empathise with the worries around the current situation and how our families and staff are feeling and coping.

Supporting children through the pandemic

Parents/carers

Children can sense tension. Frightening events that are widely reported in the media such as the COVID -19 pandemic can cause children/young people to worry about themselves and others. Be open with them, so they learn that it is OK to share important news, and to have different feelings. Questions that parent/carers may ask:

- what can I do to help my child who is grieving?
- how to understand the concept of loss in children and young people of different ages?
- how to recognise potential complicated grief?

[Read more.](#)

Becoming seriously ill with COVID -19

Not being able to visit someone either in your own home, away or in hospital due to COVID-19 will add greatly to a child's/young person's and your own anxiety about the relative or friend at a time of considerable stress and uncertainty. The link attached provides helpful information.

<https://www.childbereavementuk.org/Handlers/Download.ashx?IDMF=45dc8050-2152-49e8-a8d7-50629fc0a08c>

When discussing COVID -19 with children/young people, be honest and clear, in an age appropriate way. We have included some responses that may help you when discussing a person who is admitted to hospital with the virus.

Things to say:

- "You know is ill. He is now being looked after in hospital and the nurses and doctors are trying to help him to get better from the COVID-19 virus. So we can't visit him."
- For young children, use simple words and positive ideas. You might say: "Nanny is poorly. We can't visit her today but let's send her a video. Shall we show her your picture?"
- Answer questions honestly. It is OK to say if you don't know the answer.

- Check their understanding. You might say: “That’s a great question. What do you think?”
- Show your feelings. You might say: “I’m really sad about Grandad being ill.... but it’s OK to be sad sometimes. I’m OK”.

Things to do:

- Give your child an item that connects them to the person whom they can’t visit.
- Children/young people can write the person a letter or card, write poetry or draw a picture, that you could post, or send a photo of it electronically.
- With children, create a simple ‘I wonder...?’ box or jar. You can all write or draw feelings, ideas or worries and put them in the box. You can then have a regular ‘share time’ using the box. This may help to stop worries building up, and for you to know what your children are thinking. Try to avoid bedtime as a ‘share time’.

Death from COVID-19 and saying goodbye

If someone dies of COVID-19 or complications resulting from the virus, a number of things may be particularly hard for families and friends to deal with.

Infection controls means that **only one or two family members will** have an opportunity to spend time with someone who is dying, or to say goodbye in person.

Depending on the person, the illness may have progressed and become serious very quickly, which can lead to feelings of shock. If members of the family were not able to be present for the death and cannot view the body, it may be difficult to accept the reality of a bereavement.

Funerals

Government Guidance, updated 30 July 2020, aims to balance the needs of the bereaved to mourn appropriately while minimising the spread of COVID-19 infection.

Communities, organisations and individuals are strongly advised to take action to reduce the risk of spreading COVID-19 infection among mourners who are gathered to pay their respects, with a particular focus on protecting people who are clinically vulnerable or clinical extremely vulnerable and more likely to develop severe illness.

These actions include:

- ensuring venue capacity and attendance numbers allow social distancing (at least 2 metres or 3 steps) to be maintained between individuals.
- a modest number of close friends and family of the deceased may attend
- mourners who are clinically vulnerable or clinically extremely vulnerable should also be facilitated to attend, with processes put in place to minimise the risk of transmission
- mourners who are self-isolating due to someone in their household or support bubble being unwell with symptoms of COVID-19 or as advised by [NHS Test and Trace](#), **but are not symptomatic themselves**, should be facilitated to attend the funeral in person should they wish to do so, with processes put in place to minimise the risk of transmission

- any mourner who has COVID-19 symptoms (a new continuous cough, a high temperature, or a loss of, or change in, their normal sense of taste or smell) **should not** attend the funeral as they pose a risk to others; remote participation should be considered
- mourners who have travelled to England from countries that are not exempt from the requirement to self-isolate (in the last 14 days) [Who may attend the funeral](#)
- mourners should also follow the advice on social distancing when travelling to and from the funeral gathering.

Pre-funeral and post-funeral ceremonies may be held in line with the guidance on [Staying alert and safe \(social distancing\)](#). However, families may consider deferring a celebration or memorial service, until further social restrictions are lifted and at a time when attendance can take place safely.

We strongly recommend that if you display symptoms of COVID-19 that you book a self-referral test available through the NHS. [Self-referral.test-for-coronavirus.service.gov.uk](#)
Also there is a Track and Trace service to contact people who you may have physically been in contact with [Contact-tracing.phe.gov.uk](#)

In the sad event that someone dies during this period of social and physical distancing, it is possible for a family to involve their children, perhaps by contributing to a funeral with drawings, letters, music or poetry.

Maybe they could help to plan a memorial event, or send pictures, messages or film clips to share with their extended family or close friends. Taking part in an event at home such as lighting a candle or sharing memories of the person who died may help them feel connected to others who are grieving, as well as to the person who died.

School staff

It is important that parent/carers remind their child that they have people who care as well as their immediate family/carers. School plays an important role in children and young people's lives.

We want to offer support and guidance during this time and contact with our children/ young people and their families is vital in order that we can monitor their wellbeing and provide a little stability and normality. **This will be provided by the adults that are within the child's bubble and advice will be sourced by members of staff with experience in bereavement.**

Once notified, we will stay in contact with bereaved parent/carers whose children attend Trinity School Belvedere. The parent/carer or child/young person can talk about how they are feeling and about the person who has died, if they wish to – talking can be one of the most helpful things after someone dies.

If a parent/carer says that their child is experiencing very severe symptoms or trauma or flashbacks, we will recommend they contact Child Bereavement UK or their GP for further advice and support.

We will continue to adhere to government guidelines and endorse the recommendations. In addition to this, we will encourage family to continue as much as possible to instil a routine that includes, where possible, exercising, eating well, regular bedtimes, time to connect with people remotely, as well as fun time and quiet time with their children.

Members of the SLT, DSLs, DDSLs, SSL and CPO will:

- be available every day. Our school office will be open during 8.30am to 4.00pm every weekday.

Looking ahead

As schools re-open to all pupils there will be much to do in order that we continue to support our pupils, parent/carers and staff. This will include voice calls to parents/carers, therapeutic support for children/young people, a trained member of staff will do this adhering to the social distancing rules and additional external practitioners' input when specialised counselling is required and available. For further support around bereavement or when someone is not expected to live, please contact: Either a member of SLT a DSL, DDSLs, SSL or the CPO via the school office.

For further support around bereavement or when someone is not expected to live, please contact:
A member of SLT or a DSL.

Online Safety Policy COVID-19 Addendum

Online Safety Covid-19 Addendum

Date Agreed by the Principal: 25 May 2020

Updated: 1 September 2020

Trinity School Belvedere is committed to providing a safe environment for online learning. This commitment remains the same in the difficult circumstances brought about by the COVID-19 outbreak.

While the majority of pupils will be expected back in school in September, in certain circumstances we may need to offer children access to remote education. For instance, remote education will need to be provided to pupils who are unable to attend school because they are extremely critically vulnerable and have provided a letter from their hospital specialist stating they should not attend school.

We have a contingency plan in the event of a local outbreak in which the school might be closed, in order to offer immediate remote education.

During any remote home Learning our expectations of staff and pupils also remain the same, and the principles and practices of the school's ***Safeguarding and Child Protection Addenda including Online Safety information***, and, Staff Code of Conduct and *Acceptable Use Agreements* for staff and pupils will continue to apply, both to existing and any new online and distance learning arrangements introduced.

It is likely that pupils will spend more time online / on social media due to social distancing, and in certain cases remote teaching and learning. We will remain alert to the risks presented (such as cyberbullying, peer-on-peer abuse and sexting). We will regularly remind pupils (and parents/carers) about online behaviours between peers as well as how to stay safe when online.

Online safety has formed part of the risk assessment process, with strategies in place to manage identified risks.

The DfE has produced specific guidance in relation to safeguarding pupils and staff in the remote environment which includes reference to various resources for schools: [DfE Remote Education Guidance](#).

All staff will be reminded of the school's safeguarding and child protection policy and procedures and what to do if they see or hear something worrying during an online session and/or a child makes a disclosure remotely. Schools should also ensure there is a 'safe space' for pupils to ask questions and raise concerns, as well as signposting children to age appropriate practical support, such as:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

In order to ensure the safety and welfare of children during this period that pupils are engaging in guided home learning, the school will follow the DfE remote learning guidance:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

During post-September 2020 bubble/school closures and remote learning, we will review policies, remind stakeholders of existing principles and identify any (mostly online) procedures and activities.

This statement was written with LGfL's guidance and links:

- With staff spending more time communicating online, we will remind staff of security principles to keep the school and its data safe.
- We will remind staff to be vigilant of increased **grooming activity relating to radicalisation or child sexual exploitation** as a result of greater online access to children.
- Although there are risks, beware of scare stories. See scare.lgfl.net for why, with text, poster & video.
- We will remind pupils who have access to school devices about rules on the **misuse of school technology** – devices used at home should be used just like if they were in full view of a teacher
- Helping parents to keep children safe from parentsafe.lgfl.net
- In school we have 'appropriate filtering' but at home many parents will not be using parental controls, we will remind them of the importance to do so (Internet Matters has guides) and introduce child-safe search engines e.g. swiggle.org.uk and YouTube Kids instead of YouTube.
- Lots of people are offering their services on social media to give **online tuition to other people's children**. Remind parents not to engage someone they do not know and check their credentials. Parents should listen in where possible, any sessions should be in family areas not bedrooms, and that children need to be told that tutors should not arrange new sessions or online chats directly with them.
- pupils and staff can raise issues when not in school in the normal way and also email any concerns which will be acted upon as the concerns arise. If a DSL is not available a member of the senior leader team will become involved
- safesummer2020.lgfl.net is an audit which may help prompt necessary disclosures and audit how things have been for children.
- We will **communicate our policies** (including any changes and reminders prompted by the above) in new ways during closure.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures and contacting the DSL or deputy DSL.

Positive Handling Policy - COVID- 19 Addendum

Searching, Screening, Confiscation Policy COVID- 19 Addendum

Positive Handling Addenda - Date Agreed by the Principal: 27 May 2020

Updated: 30 July 2020

Searching Screening and Confiscation - Date Agreed by the Principal: 27 May 2020

Updated:

Intimate Care Addenda - Date Agreed by the Principal: 27 May 2020

Updated:

Introduction

There are a number of staff at Trinity School Belvedere who are trained in either/and positive handling and intimate care. These staff will be called upon if any form of physical restraining is necessary, searching and confiscation and/or intimate care is required.

Any physical interventions in the school environment are made to protect the child from harming themselves and other people in school. The key factor to consider in the light of the COVID -19 Pandemic, is the safety of the child and staff.

Adjustments to the class environment to allow children enough safe space may remove much of the need for physical restraint, keeping the child and staff members safer from any risk of cross-infection as well as increasing outdoor activities. Where leaders are aware of known children who have required positive handling techniques previously then PPE may be used if close contact takes place. Prior to the child returning to school in September, a member of SLT will discuss the use of PPE with the parent/carers.

Where leaders consider there is too much risk to staff from having to restrain a pupil they should discuss this with the parent/carers and explain the risks involved and that the children/young person cannot attend school.

Searching Screening and Confiscation

Members of senior staff can conduct a search for the items in the prohibited list of the Searching, Screening and Confiscation Policy. The minimum PPE of gloves and apron should be worn for protection.

Visitors Policy COVID-19 Addendum

Due to the COVID -19 Pandemic we are restricting visitors coming into Trinity School and therefore we require that ALL VISITORS (without exception) comply with the following addendum until further notice.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff and will ensure that this duty is implemented at all times in order that the security and welfare of our pupils is not compromised by potential visitors coming into the school and increasing the risk of possible transmission of COVID-19.

The addendum applies to all external visitors including:

- Trustees and Governors
- Parent/carers and their children if they do not attend the school *(One parent will be allowed to collect an ill child)
- Volunteers
- Other Education related personnel
- Building and maintenance and all other independent contractors

Visitors must not arrive unannounced or invited. They will be turned away if this happens.

The school will complete a risk assessment for every visitor

Pre-arrangement of visit

- Correspondence in regards to the visit will be by phone or email only.
- Visitors must be given information about fire safety evacuation procedures following the 2-metre rule if possible.
- Visitors will be advised not to use the toilet facilities whilst at the school.
- Visitors will be asked not to attend if they have symptoms of COVID-19.

On arrival

- **All** visitors must report to the school office/ reception first and should not enter the school via any other entrance.
- Visitors must not arrive early.
- Visitors must wait to be instructed by a member of office staff of the current systems in place.
- Visitors will be supplied with hand sanitising products, before entering the main building of the school.
- Visitors will be required to complete a Trinity 'Track and Trace' form. This will detail all contacts whilst on site.
- Visitors will be provided with a disposable visitor badge.

During the visit

- The visitor's point of contact will be asked to come to reception to receive the visitor, adhering to the 2-metre rule. The contact will then be responsible for the visitor whilst they are on site. The visitor must not be allowed to move about the site unaccompanied, this includes those that are registered on the Approved Visitor List to eliminate coming into contact with other people unnecessarily.

All breaches of this addendum must be reported to the Principal with immediate effect.

Monitoring and review – To be reviewed in accordance with Government guidance