

Mount Carmel Key Worker and Vulnerable Pupil

On-Site School Provision / Updated from Monday 4 January 2021 (Lockdown 3.0)

OVERALL SCHOOL AIM:

To provide effective support for all pupils and families of pupils attending Mount Carmel RC High School during the COVID-19 crisis. This provision outlines the school response during the period of national lockdown from 4 January 2021 onwards.

SCHOOL OUTCOMES:

1. To outline how the school will continue to provide support for vulnerable pupils (using government criteria)
2. To outline how the school will continue to provide support for pupils of critical workers to enable them to continue to work during the national emergency.
3. To clarify roles and responsibilities of staff at all levels involved in delivering on-site school support
4. To ensure the logistics for on-site school provision is safe for all concerned and constantly updated in line with the latest DfE and school COVID-19 risk assessments

This school policy is based on the latest DfE guidance included in the school risk assessment.

Our Mission:

Mount Carmel is the Roman Catholic High School serving the people of Hyndburn. With Christ at the heart of our community, we believe in the worth and dignity of each individual. Our aim is to nurture their gifts and talents by providing a caring, challenging and stimulating environment in which effective teaching and learning takes place. We seek to encourage our pupils to witness Christ's teaching and to participate in building the Kingdom of God.

This mission is never more important than during this time of national emergency, when our pupils need to be supported and educated remotely. Many of our pupils are already disadvantaged and we must not let the gap widen during their absence from school. We also have a high proportion of pupils with social, emotional and mental health needs. We must engage with the pupils in this time of potential isolation and a regular connection with school will help pupils to cope with this period of national emergency. It is important work we have been entrusted with and we will rise to the challenge.

Policy to be read in conjunction with the school virtual policy.

1. Which parents are eligible to request their child attends school?

We maintain to take the overall view that – 'If it is at all possible for children to be at home, then they should be'. Parents will be informed that only children who have been tested using a Lateral Flow test will be allowed on site.

1. If a child needs specialist support, is vulnerable, or has a parent who is a critical worker, then educational provision will continue to be available for them.
2. Parents should not rely for childcare upon those who are advised to be in the stringent social distancing category such as grandparents, friends, or family members with underlying conditions.
3. Parents should also do everything they can to ensure children are not mixing socially in a way which can continue to spread the virus. They should observe the same social distancing principles as adults.

If your work is critical to the COVID-19 response, or you work in one of the critical sectors listed below, and you cannot keep your child safe at home then your children will be prioritised for education provision:

1. **Health and social care:** This includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; the

support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.

2. **Education and childcare:** This includes nursery and teaching staff, social workers and those specialist education professionals who must remain active during the COVID-19 response to deliver this approach.
3. **Key public services:** This includes those essential to the running of the justice system, religious staff, charities and workers delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting.
4. **Local and national government:** This only includes those administrative occupations essential to the effective delivery of the COVID-19 response or delivering essential public services such as the payment of benefits, including in government agencies and arm's length bodies.
5. **Food and other necessary goods:** This includes: those involved in food production, processing, distribution, sale and delivery as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines).
6. **Public safety and national security:** This includes: police and support staff, Ministry of Defence civilians, contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the COVID-19 pandemic), fire and rescue service employees (including support staff), National Crime Agency staff, those maintaining border security, prison and probation staff and other national security roles, including those overseas.
7. **Transport:** This includes: those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems through which supply chains pass.
8. **Utilities, communication and financial services:** This includes: staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure), the oil, gas, electricity and water sectors (including sewerage), information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response, as well as key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services), postal services and delivery, payments providers and waste disposal sectors.

If workers think they fall within the critical categories above they should confirm with their employer that, based on their business continuity arrangements, their specific role is necessary for the continuation of this essential public service.

2. How do I apply for a secondary school key worker / vulnerable place at Mount Carmel?

At the start of the COVID-19 crisis school requested all parents of **critical workers** who met the government criteria were requested to complete an **online form** with further details. The information was assessed, and parents were either offered a place at school or not. We will continue to assess them on a **case-by-case basis**. Email office@mountcarmelhigh.lancs.sch.uk for enquiries. Mr Hill and Mr Sweeney are the gatekeepers of the children who are on site and will make the **final decision**.

At the start of the COVID 19 crisis, pupils who met the '**vulnerable**' **group criteria** were contacted directly by the school DSL and pastoral team who are best placed to know pupils and their families. Places were only offered if it was in the best interests of the pupil using the government's advice that it is safer to stay at home if possible. The school Deputy Headteacher and DSLs will continue to make this decision and places may be removed for poor behaviour. However, we will be continually reviewing our provision for 'vulnerable' and as per government guidelines we will **gradually start encouraging the more vulnerable pupils** to return to school to get additional support in online learning and re-engage with staff and other pupils. **Priority for these additional school places** will be given to pupils on the **school 'vulnerable' and in line with recent guidance pupils with an EHCP and / or pupils on the school SEND register**. **If a pupil's or parent's circumstances change at home, they should contact school via the email address: office@mountcarmelhigh.lancs.sch.uk, or their social worker and we will review provision on a case-by-case basis as soon as possible.**

3. Staffing the onsite provision

SLT will be onsite as will Pastoral staff (PL / APL). Support staff (TAs and other pupil support staff) will also be on site either carrying out their usual roles or, if no longer appropriate, supervising the key worker and vulnerable pupils who will be undertaking online learning.

There will be **ICT support** on site during school hours each day. There will be enough first aiders on site each day.

At least one **DSL** will be onsite at all times, however, all staff have access to all 3 DSL phone numbers and the number for Children’s Social Care through the presentation to staff before the first lockdown period began.

Year 7	Year 8	Year 9	Year 10	Year 11
ELE	CCM	AJD	SES	DNL
JGN	NTR	IMI	LHS (from home)	SLY
			GEN	
EPL/KKN	CAH/SCK/BAI	CBT/AHI/LSH	TWA/KPP	MBR/TWD/SBN

NB: Staff may be required to cover short term absence or move between rooms as appropriate due to pupil numbers. SLT on duty will review the staffing provision in each room at the start of each day and make any necessary adjustments.

4. Arrangements for pupils of critical workers or vulnerable pupils / SEND on the school site.

Pupils attending school should continue to follow their **normal school timetables**.

At the **start of each day** staff on duty will be expected to match up what schoolwork is set **on the pupil page on SMH** and what should be set on the **school timetable**. If they do not match up, then JHL / DSY will be notified and **appropriate CL informed to resolve the issue ASAP**.

Staff in school will **support pupils as effectively as they can in the following ways**, just like any ‘good’ parent would do so at home by regularly doing the following things as appropriate:

1. **Ensure they have a clear understanding of the task set by the teacher (Do they understand the task?)**
2. **Signpost them to appropriate resources to find the answers. (Do they know where to find the answer?)**
3. **Check the quality of the work before submitting it to the teacher (including SPAG). (Is that their best work?)**
4. **Ensure that school uniform, pupil behaviour and attitudes to learning are always of a good standard**

If there are issues with the behaviour or attitude to learning of any pupil, this should be referred in the initial instance to the appropriate PL / APL. They will then try and resolve the issue with the pupil and parent. If the issue cannot be resolved the PL / APL will refer the issue to JHL. CL may also be asked to support if the issue is a subject specific one.

Year	7	8	9	10	11
Arrive	8.30am – 8.40am – Main reception	8.30am – 8.40am – Main reception	8.30am – 8.40am – Main reception	8.30am – 8.40am – Pastoral	8.30am – 8.40am – Pastoral

Rooms for the day	LRC	S9	G13	G7	S8
Inside break area	Dining room	Dining room	Dining room	Dining room	Dining room
Outside designated area	NA	NA	NA	NA	NA
Break (20 min)	11.10am	11.10am	11.10am	11.10am	11.10am
Lunch (30 min)	12.30pm	12.30pm	12.30pm	12.30pm	12.30pm
Toilet use	Disabled	SEND toilets	Tech block toilet	Science corridor	Pastoral
Depart	3pm	3pm	3pm	3pm	3pm
Groups should remain in their rooms throughout the day and allowed to use the designated toilets at the start of their breaks and lunch session. Food ordered by pupils will be collected on entry to the 12-Star Diner. Pupils will sit in their designated area and be supervised by the kitchen staff. Year groups will be kept apart from each other as much as possible.					

Staff entry to and exit from school

All staff on site should enter school through the main reception. On arrival to school, staff will take their own temperature and sanitise their hands. On a Monday, or the first day of the week a member of staff is in school, they should immediately report to the hall to have a LF test. Staff must not go to the staff room or anywhere else for that matter before having a test. At the end of the day, staff should leave school through the various exits.

Kitchen and support staff who start work before 8:00am or at 8:00am should report to the school hall for a weekly test. SLT, PLs and APLs should also report to the school hall at 8:00am each Monday to be tested so they are available to test staff and pupils from 8:30am or meet and greet pupils at the entry / exit points.

Pupil entry to and exit from school

To welcome pupils, there will be a member of pastoral staff on duty from 8.30am to 8.40am on the main reception and pastoral doors. They will double check that the pupils have had a weekly test, have an agreed place on site and either direct them to the 12-Star Diner for a LF test or, if they have already been tested that week, they will be sent to their respective classroom.

As breaks and lunchtimes will be weather dependent; the use of indoor or outdoor break and lunch will be decided each morning. Staff will bring the pupils to the 12-Star Diner and they will then be supervised by kitchen staff on duty. There should be time given to pupils to eat their food inside, and then the group will be taken outside for fresh air, weather dependent. The supervising member of staff will then come to collect their group to take them back to their designated room.

The 12-Star Diner has year group zones for pupils to use so they are kept in separate groups. This is to reduce transmission risk of the virus and reduce the impact of a positive case. Clear signage is in place on the tables. Pupils in year groups come up in turn to collect their lunch.

If any pupil or member of staff starts to **show signs of COVID-19** they should inform school, stay at home, self-isolate and order a test ASAP. As soon as the member of staff or pupil is tested positive then they should self-isolate for 10 days and the other staff / pupils in that bubble must stay at home, self-isolate for 10 days and order a test ASAP if they are showing symptoms. Therefore, if a case of COVID-19 is identified it will ensure 'bubbles' of pupils and staff can be isolated, and school can continue to operate for other pupils.

Pupils will order food in the morning and it will be collected when they enter the 12-Star Diner.

Pupils will be asked to ensure that they bring all **necessary equipment** with them each day to ensure the passing of equipment between pupils and staff is reduced to a minimum.

Staff who are required to test, clean, undertake first aid or check body temperature will be provided with **PPE** as appropriate for added safety.

5. What should the face-to-face lessons look like in school?

Pupils who are in school, will follow the same curriculum as those pupils who are working remotely. They will be supervised and supported by staff in school and pastoral staff will be on hand each day to ensure they are working and behaving to the best of their ability. TAs will focus on supporting the SEND and PP pupils most of all.

6. School COVID-19 Risk Assessment

The school has updated a specific COVID-19 risk assessment to ensure staff and pupils are as safe as any other workplace environment (see policy)

7. Roles and responsibilities for all staff

Staff have specific roles and responsibilities for SLT / DSL, PL / APL, CL, teachers and SENCO. As part of the Lateral Flow testing, some staff across various roles have undergone training on how to carry out the Lateral Flow testing. These staff will be carrying out the tests from 8.30am to 10.15am each Monday morning. For the remaining sessions of testing, fewer staff will be required to undertake the testing.

What to do if...

A pupil arrives who you were not expecting/not on the list/known not to meet the eligibility criteria

Contact home, ascertain the situation. Explain that school cannot just accept pupils arriving into school without notice or good reason. We will assess each case in turn and make a decision. Also explain – ‘It is still safer for the child to be at home’. Keep the child in school if sending them home compromises their safety. Contact and discuss the case with PDE who will make a decision and agree who will phone the parent back.

A pupil you were expecting doesn't attend

Liaise with the SLT to decide who contacts parents/carers. Leave a voicemail and/or use the alternative contacts on SIMS. We must get confirmation the pupil is safe at home and we must explain to the parent they must notify us in future if their child will be absent from school during COVID-19.

A pupil arrives to school and does not consent to be tested, neither does their parents.

Pupils / parents that do not agree to be tested will not be able to stay on site. They need to learn remotely from home with school support. If they do not have IT equipment, then school will provide this where possible. This is to reduce the risk of the virus being transmitted in school.

You become aware of a safeguarding concern

Follow the usual safeguarding protocols we use in school. Contact the DSL (in school or by phone) and make them aware as soon as possible. **They will advise next steps depending on the presenting situation.** If there is an immediate concern for safety, take to A&E. Log on CPOMs.

A child feels unwell or is showing COVID-19 symptoms

Isolate them in the PIR room and contact the emergency contacts from SIMS. **NB** if presenting with symptoms of COVID-19 this pupil must self-isolate with their family according to government advice. They should be

placed in a ventilated room (PIR room) with a closed door whilst waiting to go home. If they need the toilet, site staff should be informed, and the toilet must not be used by anyone else until it has been deep cleaned.

Arrangements for reporting school information to DfE website

Daily attendance is recorded on the KW/V spreadsheet, identifying the total number of pupils attending, broken down into key worker, vulnerable, FSM, EHCP. JHL/NTS collect data for staff attendance and illness and use this to report daily to the DfE. On occasions where the DfE website is down, NTS liaises with JHL to ensure the return is completed at the earliest opportunity.

We will continue to update our school policies so that they are in line with government guidance updates.

End of report: Wednesday 20 January 2021

Consultation with a sample of staff and governors Wednesday 20 – Friday 22 January.

Staff informed – Wednesday 27 January.