



This is a working document to be updated as required.

Policy Title	COVID-19 Pandemic
Date policy ratified by Governing Body	April 2021
Signed by Print name	
Effective date	June 2020 Updated 09.2020 Updated 17.11.2020 Updated 05.01.2021 Updated 08.03.2021 Updated 12.04.2021
Review frequency	This policy is regularly reviewed and updated.
Review date	17 May 2021
Governing Body Sub-Committee	Leadership and Management

The Hayfield School
Hurst Lane
Auckley
Doncaster
DN9 3HG

Telephone: 01302 770589

COVID-19 Pandemic Policy

Since 2 September 2020, in line with the UK Government requirements, The Hayfield School has re-opened fully to all students and staff. Some key procedures and policies have been adapted for the foreseeable future in order to ensure the safety and wellbeing of all students, parents, staff and other visitors. This includes provision for remote learning by some or all students should local pandemic restrictions force subsequent partial or full school closures.

This policy sets out the areas where these changes have been made to the School's usual policies in order to ensure the safety of all and to minimise the risk of contagion.

All current school policies remain in place unless they are specifically referred to in this policy. Where policies are referred to, this policy supersedes any current individual policy **for the period of this policy**, after which the current policy will be reverted to.

The policy is regularly reviewed by the Governing body to reflect the changing national response to COVID-19.

This policy is in place until 17 May 2021 unless circumstances change.

Opening and Closing of The Hayfield School

The Hayfield School will only open in accordance with UK Government guidance, Local Authority Public Health Officials and with the approval of the School Governing Body, or their delegated representatives, following a thorough assessment and plan to meet all Health and Safety requirements. This process is overseen by the designated Health and Safety Officer and the Deputy Headteachers.

The constantly-updated school Health and Safety Risk Assessment is published on the school website.

Parents/carers and students have been informed of their return schedule and provided with adequate notice. All student and parent/carer requirements were notified to parents/carers in writing and via the SMS Text Messaging service, prior to re-opening.

Attendance by students is now mandatory (with certain exceptions such as those self-isolating) with fixed penalty notices for parents/carers who choose not to comply.

Should the need arise, the school reserves the right to close should they deem it necessary to do so. This could include, but is not exclusively limited to:

- An outbreak of the virus at school, may require the partial or complete closure of The Hayfield School;
- Insufficient staff available to safely teach and safeguard the students;
- UK Government, Local Authority or Public Health England advice or guidance.

In extreme cases, closure could be with immediate effect. All parents/carers will be immediately informed of any closures.

HEALTH AND SAFETY WITHIN THE SCHOOL

A rigorous and robust Health and Safety Risk Assessment has been conducted prior to full re-opening. Along with all other measures, this is subject to independent, external audit.

New Requirements

During the Coronavirus pandemic, the health and safety of all students and school staff continues to be paramount. Children and adults alike are expected to adapt their natural or habitual reactions (such as refraining from hugging, touching their faces, shaking hands, going to the toilet in pairs, etc.). All children and adults are given clear age appropriate guidance and instruction in relation to this.

New health and safety requirements have become commonplace, such as appropriate social distancing, regular hand washing, no group gatherings, and regular cleaning of clothes. All students and staff should avoid touching their mouth, nose and eyes. All children and adults are given clear age appropriate guidance and instruction in relation to this. The school will adopt the mantra of Wash hands, Cover face, Make Space where this is appropriate and possible.

Frequently touched surfaces will be cleaned regularly before, during and after the school day, by the school cleaning team. Over thirty hand-sanitising stations have been installed throughout the school, together with posters reinforcing the message about hand-washing. Anti-bacterial wipes have been provided for every teaching room. These are used to clean down desks and computer equipment at the end of each lesson.

Classrooms are cleaned during the lunch break. The dining facility will be cleaned between “staggered” lunch breaks.

Toilet breaks are scheduled and monitored. Breaktimes and lunchtimes are staggered for different Year Groups to prevent cross-contamination between Year-Group “bubbles”.

First Aid will be provided at school as normal by appropriately-trained and qualified staff. Those administering First Aid have access to Personal Protective Equipment (PPE) including disposable aprons, gloves, face masks, face shields and goggles which are to be worn where required for intimate care and when administering First Aid and they will continue to adapt procedures as guidance from regulatory authorities is received to protect themselves and the person who requires treatment. First Aid and Site Team staff have received appropriate training from the Local Authority in the correct and appropriate use of PPE.

Staff limit their time with other staff, maintaining social distancing wherever possible, and minimise use of shared spaces such as Staff Rooms and shared office spaces. Face masks are mandatory for all teaching and support staff in communal areas.

Tolerance will be given to those young people who are not able to initially follow all of these procedures or who accidentally fail to meet these requirements on occasion. However, deliberate, malicious or repeated transgression will not be tolerated and may result in sanctions in line with the school’s behaviour policy. This is to ensure the health and safety of all students and staff.

In line with UK Government and Local Authority guidance, the hierarchy of controls minimises the risk of spread of the infection. From 8 March, all students are to wear face masks when in classrooms or communal areas, such as corridors and cloakrooms at lesson change-over times.

Catch it, bin it, kill it

All staff and students are given clear expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands.

If a student does become unwell, they must tell an adult if they are experiencing symptoms of COVID-19 virus.

Managing a suspected case of COVID-19 in school

If anyone within school becomes unwell with suspected COVID-19 symptoms, they will be sent home immediately. Arrangements will be made for staff who are too unwell to travel home alone. Parents/Carers will be contacted if a student is unwell and arrangements for travel/collection will be agreed.

Whilst awaiting collection, any staff or student will be moved to a well-ventilated room where they can be isolated behind a closed door. Facilities are available to immediately isolate any staff or student who begins to display symptoms whilst at school.

Personal Protective Equipment will be available for use by any staff caring for the student or staff member with suspected symptoms, if a 2-metre distance cannot be maintained (i.e. caring for a child with Special Educational Needs) – see New Requirements section above relating to First Aid for details of PPE available and training undertaken.

All affected areas will be thoroughly cleaned, including classrooms, toilets and any communal areas to reduce the risk of spreading the virus.

Testing

Mass Lateral Flow Testing of asymptomatic staff and students was implemented by 4 March 2021. Risk Assessment was created 12 January 2021 and parental consents obtained from 23 February 2021.

Any member of staff who begins to display symptoms, or lives with someone who begins to display symptoms, will be required to immediately self-isolate for at least 10 days and testing will be arranged as part of the national testing programme. Staff must inform the school immediately once they receive the outcome of the test. This also applies to all external contractors.

If it is a confirmed positive test, the school must notify the local Health Protection Team on 0114 321 1177 and also notify the Local Authority through EDULOG (out-of-hours number 0113 386 0300).

Any student who begins to display symptoms, or lives with someone who begins to display symptoms, must not attend school and will be asked to immediately self-isolate for at least

10 days. Parents/carers will be notified of the need to undergo testing as part of the national testing programme and to inform the school immediately once they receive the outcome of the test.

If it is a confirmed positive test, the school must notify the Local Authority through EDULOG (out-of-hours number 0113 386 0300). In addition, all students and staff from the class or group will be sent home immediately and told to self-isolate for 14 days. Other members of the household of the students and staff in this wider group (those not showing symptoms) do not need to self-isolate, unless those students or staff begin to show symptoms.

If a test is negative, an individual can return to school and the household can end self-isolation.

Contact Details

Parents/carers must ensure the school has up to date contact details and inform the school of any changes immediately.

Parents/carers must be contactable whilst their child is at school as, if the child begins to display symptoms of the virus, they will be required to be collected from school immediately.

Health and Safety Policy

The school's Health and Safety Policy details all other health and safety requirements across the school.

Refusal of Entry

The Headteacher retains the right to refuse entry to any individual if they are considered to pose a risk to the health and safety of others. This includes any individual they suspect to be showing symptoms of the COVID-19 virus.

SAFEGUARDING AND CHILD PROTECTION

Safeguarding and Child Protection remains a priority for the school during this period.

The Safeguarding and Child Protection Policy and addendum in reference to the COVID-19 virus has been amended to reflect the current circumstances as follows:

Key Contacts

Role	Name	Email
Designated Safeguarding Lead	Mrs E Conroy	eco@thehayfieldschool.co.uk
Senior Leader (Safeguarding)	Mr R Huddart	rhu@thehayfieldschool.co.uk
Safeguarding Governor	Mr S Featherstone	sfe@thehayfieldschool.co.uk
SENCO	Mr G Routledge	grt@thehayfieldschool.co.uk

Designated Teacher for Looked After Children	Mr R Huddart (Temporary)	rhu@thehayfieldschool.co.uk
--	--------------------------	-----------------------------

Vulnerable Children

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

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

All children, including those deemed to be Vulnerable Children, must attend school as normal from 2 September, for the foreseeable future. However, ***should the school have to move to partial or complete closure in future***, the following protocols will apply, unless superseded by UK Government, Local Authority or Public Health England advice:

- Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents/carers, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.
- Eligibility for free school meals should not be the determining factor in assessing vulnerability.
- Senior leaders, especially the Designated Safeguarding Lead know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.
- The Hayfield School will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority Virtual School Head (VSH) for looked-after and previously looked-after children.
- There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and The Hayfield School will explore the reasons for this directly with the parent.
- Where parents/carers are concerned about the risk of the child contracting COVID-19, The Hayfield School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.
- The Hayfield School will encourage our vulnerable children and young people to attend a school, including remotely if applicable.

Identifying Vulnerability

Having undertaken a scoping exercise to identify the most vulnerable children, we will put in place specific arrangements in respect of the following groups:

- Looked After Children – contact twice a week via phone call by Designated Teacher for Looked After Children.
- Children subject to a child protection plan - contact twice a week via phone.
- There is an expectation that children with a social worker must attend school, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.
- Children with an EHCP – Regular contact via the SEND Team, primarily via phone.
- Children on the edge of social care involvement or pending allocation of a social worker – Regular contact via the Safeguarding Team, primarily via phone. Where required these children will be offered a place at school.

Each of these children will have an individual plan that has been shared with other agencies involved in their care, including where appropriate their social worker and the Virtual School Head for Looked After and previously Looked After Children.

In addition, the following groups will have specific arrangements around contact and support from the school.

- Children of key workers who may attend school.
- Children at home – will be supported by teaching staff. This is primarily done through Google Classrooms. Additionally online support is offered through websites such as Hegarty, Doodle and Kerboodle.

Monitoring of Attendance

For the present, attendance by *all* students is compulsory. However, ***should the school have to move to partial or complete closure in future***, then the following protocols will apply:

- The Hayfield School and social workers will agree with parents/carers whether vulnerable children should be attending school – The Hayfield School will then follow up on any student that they were expecting to attend, who does not. The Hayfield School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently does not attend.
- To support the above, The Hayfield School will, when communicating with parents and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.
- In all circumstances where a vulnerable child does not take up their place at school, or discontinues, we will notify their social worker.

Designated Safeguarding Lead

The trained DSL or Senior Leader (Safeguarding) is available everyday as normal.

It is important that all staff have access to a trained DSL or Senior Leader (Safeguarding). On each day staff on site will be made aware of who that person is and how to contact them.

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

Reporting a Concern

Where staff have a concern about a child, they will continue to follow the process outlined in the school Safeguarding and Child Protection Policy, this includes making a report via CPOMS.

Should circumstances dictate that staff are expected to work from home in future, then in the unlikely event that a member of staff cannot access their CPOMS from home, they will email the Designated Safeguarding Lead and Senior Leader (Safeguarding), completing the Record of Concern form.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they will raise a concern to the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this will be done verbally and followed up with an email to the Headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors.

Safeguarding Training and Induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID-19 virus.

For the period COVID-19 measures are in place, a DSL or Senior Leader (Safeguarding) who has been trained will continue to be classed as a trained DSL even if they miss their refresher training.

All existing school staff have had safeguarding training and have read Part 1 of Keeping Children Safe in Education (2020). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers join The Hayfield School they will continue to be provided with a safeguarding induction.

If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:

- the individual has been subject to an enhanced DBS and children's barred list check.
- there are no known concerns about the individual's suitability to work with children.
- there is no ongoing disciplinary investigation relating to that individual.

Upon arrival, they will be given a copy of The Hayfield School's Safeguarding and Child Protection Policy, confirmation of local processes and confirmation of DSL arrangements.

Safer Recruitment/Volunteers and Movement of Staff

It remains essential that people who are unsuitable are not allowed to enter the children's work-force or gain access to children. When recruiting new staff, The Hayfield School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020) (KCSIE).

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

Where The Hayfield School are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

The Hayfield School will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

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

During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current National emergency, it is essential from a safe-guarding perspective that any school is aware, on any given day, which staff/volunteers are in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, The Hayfield School will keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online Safety in Schools

The Hayfield School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

Children and Online Safety Away From School

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Should circumstances dictate that staff and/or students are expected to work from home in future, all online teaching should follow the same principles as set out in the School's Code of Conduct.

The Hayfield School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the back-ground.
- Staff must only use platforms provided by The Hayfield School to communicate with students.
- Staff should record the length, time, date and attendance of any sessions held.

Supporting Children Not in School

The Hayfield School is committed to ensuring the safety and wellbeing of all its Children and Young people.

Should circumstances dictate that staff and/or students are expected to work from home in future, then where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they will ensure that a robust communication plan is in place for that child or young person.

Details of this plan will be recorded, as will a record of contact made.

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

The Hayfield School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan will be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

The Hayfield School recognises that school is a protective factor for children and young people, and the current circumstances can affect the mental health of students and their parents/carers. Teachers at The Hayfield School will be aware of this in setting expectations of students' work where they are at home.

In the event of full school closure, The Hayfield School will ensure that where we care for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS, when appropriate.

Supporting Children in School

The Hayfield School is committed to ensuring the safety and wellbeing of all its students.

The Hayfield School will continue to be a safe space for all children to attend and flourish.

The Headteacher will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.

The Hayfield School will refer to UK Government guidance for Education and Childcare Settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.

Where The Hayfield School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or First Aiders – will discuss them immediately with the SLT.

Peer on Peer Abuse

The Hayfield School recognises that ***in the event of a future enforced closure*** a revised process may be required for managing any report of such abuse and supporting victims.

Where The Hayfield School receives a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within the Safeguarding and Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multi agency partner required, to ensure the safety and security of that young person.

Concerns and actions will be recorded, and appropriate referrals made.

Social Distancing

All staff and students working in school will observe the UK Government guidelines on social distancing and hand-washing. Posters have been placed in prominent positions around the building and these are supported by regular reminders from teaching staff throughout the day.

To prevent cross-contamination between Year Group “bubbles”, the following measures have been put in place and are monitored and enforced by all teaching and support staff:

- Students are separated into Year Group “bubbles” on arrival on site with five different and clearly-marked and marshalled entry points to the building.
- Early arrivals are directed to different holding zones around the site.
- All students are reminded to put on face masks on arrival. Face masks must be worn in the school building when moving between lessons and in indoor communal areas.
- A comprehensive and logical one-way system has been instituted, supported by prominent posters, staff marshalls and arrows on floors, walls and staircases. Regular reminders from teaching staff to reinforce.
- Each Year Group “bubble” is allocated a different lunch and break time and separate areas for congregation around the site.
- At the end of the day students are escorted off site in their class group by their class teacher.

Mental Health

Teachers are aware of the impact the current circumstances can have on the mental health of those students (and their parents/carers) who, ***in the event of a future enforced closure***, would be continuing to work from home, including when setting expectations of childrens’ work. The Department for Education has provided separate guidance on remote education practices during the coronavirus outbreak.

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

<https://youngminds.org.uk/blog/what-to-do-if-you-re-anxious-about-coronavirus/>

<https://mentalhealth.org.uk/coronavirus/talking-to-children>

<https://kely.org/assets/docs/Resources/Information/Mental-Health/Coolminds Staying-well-during-coronavirus-outbreak.pdf>

<https://www.mentallyhealthyschools.org.uk/media.1960/coronavirus-mental-health-and-wellbeing-resources.pdf>

<https://www.mind.org.uk/information-support-for-children-and-young-people/coronavirus/coronavirus-and-your-wellbeing/>

<https://www.place2be.org.uk/about-us-news-and-blogs/2020/march/coronavirus-advice-for-families-staying-at-home/>

<https://mentalhealth-uk.org/blog/how-to-have-an-open-conversation-with-young-people-about-coronavirus/>

Staff are fully aware of the difficulties that children have faced and may again face during the COVID-19 crisis. All schools are maintaining contact with all children/families and are providing advice and guidance on managing with mental health during the crisis.

Websites below offer support and guidance to children and parents/carers:

[The Hayfield School](#) website has an area dedicated to COVID wellbeing, this can be found in the student support and wellbeing section.

[Internet matters](#) – for support for parents and carers to keep their children safe online.

[Net-aware](#) – for support for parents and carers from the NSPCC.

[Parent info](#) – for support for parents and carers to keep their children safe online.

[Thinkuknow](#) – for advice from the National Crime Agency to stay safe online.

[UK Safer Internet Centre](#) – advice for parents and carers.

[Childnet](#) - offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support.

[Let's Talk About It](#) - has advice for parents and carers to keep children safe from online radicalisation.

The Me In Mind service will continue remotely for students who are attending sessions. Me In Mind will also take referrals during lockdown conducting work via pre-arranged telephone appointments.

ATTENDANCE

The Hayfield School will continue to complete our usual day-to-day attendance processes to follow up on non-attendance.

Attendance by all students is now strictly compulsory, with exceptions for those whose households are self-isolating.

The Hayfield School will continue to complete the Education Settings Status Form by noon each day and notify the Department for Education.

In the event of a future enforced closure, the Headteacher retains the right to refuse admission to any student who has not registered to attend.

Students will be risk assessed. If through that Risk Assessment, it is deemed unsafe for the well-being of the child, their peers and/or staff for a child to attend a setting, the Headteacher has the right to refuse admission to the school.

Arrival and Departure

See section above on Social Distancing.

At the end of each day, students are immediately guided to the school exits. For health and safety reasons, students must immediately disperse and either be picked up promptly by a parent/carer or independently make their way home.

Students cannot meet and gather on school premises and are advised to avoid gatherings on their way home. All students travelling by bus must use a facemask.

Behaviour

The school has a very strong and clear Behaviour Policy that sets the expectations of all students and rewards students for their hard work and commitment to their studies. The Behaviour Policy remains in place for all students during this pandemic.

Students must adhere to social distancing rules and follow any staff instructions when arriving and departing the site. Deliberate or persistent failure to adhere to these rules or instructions will result in sanctions and potential refusal of entry to the school.

Rewards

The school continues to reward students for their work, good behaviour and a positive attitude to their learning. This continues for all students who are engaging in their school work whether they are attending school or not e.g. due to self-isolation by their household.

Hygiene and Hand Washing

Students and staff are required to wash their hands with running water and soap (for 20 seconds) and dry them thoroughly, or use hand sanitisers on arrival and departure from the school. Over thirty hand-sanitising stations are available at key points throughout the school.

Students and staff are required to wash and dry their hands, or use hand sanitisers more often than usual during their time in school, to reduce the spread of infection.

Movement at school

See section above on Social Distancing.

Movement of students and staff within the school is minimised as far as possible to reduce any risk of infection. Students will be escorted to their classrooms but will be able to use the fields and canteen at break and lunchtime whilst adhering to strict Social Distancing guidelines, staff will supervise these areas at all times. Students requiring lunch or who are entitled to free school meals will be supervised in the canteen.

The school has requirements for movement around specific buildings, and includes a one-way system, out of bounds areas, queuing requirements, etc. to maintain social distancing when moving around the school site.

Coughing or spitting towards another student or member of staff will not be tolerated. Any deliberate or malicious attempt to transmit the virus will be treated with the greatest seriousness and may result in a student no longer being admitted to the school.

Individual Risk Assessments and Reasonable Adjustments

Individual Risk Assessments of students will be completed where necessary. Where a Risk Assessment of a student is completed to support their medical and/or behavioural needs, staff must adhere to the agreed necessary actions to be put in place.

Reasonable adjustments are made for children with Special Education Needs or who require adaptations to enable them to access their learning. However, the health and safety of all our students and staff is paramount and their wellbeing must be considered in any reasonable adjustments made.

If through the Risk Assessment process, it is deemed unsafe for the well-being of the child, their peers and/or staff for a child to attend The Hayfield School, the Headteacher has the right to refuse admission to the school.

TEACHING AND LEARNING

See above section on Social Distancing.

Students are required to bring the appropriate equipment with them to each session. Students are not able to share equipment with another student.

Air flow in the classrooms is increased, including opening windows and doors, where possible. Students are expected to behave appropriately and not disturb the learning of any other classrooms.

The Lessons

Lessons will, so far as is practicable, continue as normal for the foreseeable future, under the current UK Government guidance. This may include the modelling of tasks by the teacher, independent working by students, and interactive discussions and feedback.

However, teachers will modify their teaching approach to keep a two-metre distance from students in the classroom as much as possible, particularly avoiding close face to face support.

Students are not called to the front of the class to present or discuss their work, and teachers do not check the work of students at their desk. Feedback will be given collectively as a class during the session.

Home Online Learning

Should circumstances dictate that staff and/or students are expected to work from home in future, all students will have access to Google Classrooms and the G Suite to support learning. Students would be expected to engage with this and will follow their normal timetabled lessons, their teachers will be available during the lessons to guide and answer questions. Some lessons will be screencast whereby the teacher talks through the lessons objectives. The school will offer more live interactive lessons whenever possible, depending on circumstances at the time.

Access to online learning

Should circumstances dictate that staff and/or students are expected to work from home in future, where students are unable to access online learning parents/carers should contact the school via their child's Key Stage Leader and the school will seek to resolve this through the loaning of equipment such as a chromebook or where this is not possible the student can attend school as a priority learner.

Key Staff

A Designated Safeguarding Lead, SENCO and qualified First Aiders are on site at all times.

Where appropriate, Learning Support Assistants are in classrooms as normal to assist students with their learning and follow the school's Risk Assessment in relation to social distancing.

EQUIPMENT, MOBILE PHONES AND UNIFORM/DRESS CODE

Bags and Equipment

Staff and students are permitted to bring a bag into school to carry their equipment. The bag must be placed on the floor when in the classroom and should not be shared or touched by other students.

Students should bring their own pens, pencils, ruler and (if required) scientific calculator. All equipment should only be used by the student who brings it in, and should remain on the student's desk and not be shared with others. Students should bring their school planner into school, which should be placed on their desk along with their other equipment.

Mobile Phones

A mobile phone can be brought in by students. When in school, the phone should be placed in a bag out of sight, ***but for the duration of this policy*** can remain on if the phone is switched to do not disturb (not on vibrate). This is to enable the UK Government's Track and Trace app, if installed, to operate whilst the child is in school.

Students must abide by the use of the Mobile Phones and Electronic Devices Policy or relevant sanctions will be applied. Persistent offenders will not be allowed to bring a mobile phone into school.

Uniform/Dress Code

Students are expected to wear full school uniform.

Meals and Food

There will be a full selection of food available each day provided by Chartwells, students can bring in their own packed lunch but must not share food.

Free School Meals

All children who are eligible for free school meals will receive their meals as usual.