

**Strictly confidential**

**Eastcourt Independent School**

**COVID – 19 Continuity Plan**

**Agreed by Proprietors and Advisory Board – March 2020**

## **Introduction and context**

In light of the fast changing and developing impact of COVID – 19 and government advice on self-isolation, the school has been faced with the difficult decision to **temporarily** close until further government direction; the rationale being that this is the next stage in holding back the peak development of the virus, thereby reducing the potential for serious illness amongst vulnerable groups in our society.

Proprietors and the Advisory Board will respond to the ongoing advice from DfE and Public Health (England) to ensure that actions taken remain in line with expert medical opinion. As necessary, they will continue to review the situation at regular intervals to ensure plans remain appropriate to identified needs at any one time.

Proprietors and the Advisory will seek to find best ways to support children in their own homes during this closure, including academic and pastoral help from existing Eastcourt staff members (although staff will not be permitted to visit children in their own homes). In effect, help and support will be provided through the provision of materials, advice and guidance and named staff members being specifically linked to named children so that communication can be immediate and effective by telephone or email.

Regulatory bodies (Ofsted, DfE, ISI, ISA etc.) have been advised of the current situation and decision. Staff will be party to briefings with the Head and Deputy Head who will retain and maintain a copy of the Single Central Register of all staff appointments (current and archived) in locked, secure and confidential conditions. It will be important to maintain accurate records for any current or future information/data requests.

It is a priority to support parents/carers in meeting the needs of the children and staff will produce detailed and analytical reports normally required at the end of each academic year. Their purpose is to provide advice and guidance to parents/carers in addition to having high quality material available to support continuous plans, as required.

## **Academic continuity**

An academic support plan will be formulated for each child within their own homes, with specific advice on key elements to ensure continuity of learning, as far as can be achieved in the particular circumstances. Parents/carers will be given the name of a linked member of staff from Eastcourt School who will keep in regular contact and provide advice and guidance on all academic matters. The Head/Deputy Head will maintain oversight of this arrangement and ensure that accurate records are kept of all contacts together with the help and support provided through telephone or email communications.

## **Pastoral continuity**

Pastoral support will continue to be provided to ensure the welfare of individual children is being actively considered at all times. Named staff at Eastcourt School will maintain oversight of pastoral needs and ensure that daily discussions take place to identify specific support needs. The Head/Deputy Head will maintain oversight of this arrangement and

ensure suitable records are held of any advice provided. Staff in touch with families will obtain any specialist advice and will also provide help and support with regard to behaviour management, as this is likely to be a significant issue for children within their own homes.

### **Safeguarding**

The school policy on the protection of children and safeguarding their wellbeing remains in place and staff will continue to apply the policy where any safeguarding matters or child protection concerns are identified. The Head/Deputy Head, will ensure that staff regularly seek information as part of their daily contacts on wellbeing matters and report to the DSL in line with current school policy.

### **Human resource implications**

At this stage and pending any reviews, staff are expected to work either remotely following the explicit direction of the Head/Deputy Head. Staff will be expected to maintain agreed contact with named children and to utilise the time, for which they are being paid, to undertake all reasonable tasks as directed by the Head/Deputy Head. Matters of annual leave, sickness and discipline will be managed in accordance with current protocols.

Additionally, staff will ensure they continue to produce daily reports on all contacts they have had with children and families by telephone or email. The opportunity also exists for all staff to complete any outstanding administrative tasks, including detailed analyses as indicated above to facilitate academic and pastoral continuity.

Staff will continue to be paid in line with these revised duties and usual arrangements for sick leave will be maintained in line with current government agreement that statutory sick pay is applicable from day one of sickness absence. Staff will be reminded Head/Deputy Head that the school has no legal obligation to pay staff who do not arrive for work in the usual way, despite the particular circumstances set out above. **In effect, it is expected that staff will arrive for work each day or to work remotely under the authority of the Head/Deputy Head. Sickness must be notified in the usual way to the Head.**

School leaders will be reviewing these arrangements in light of national advice and particular circumstances, including overall capacity of Eastcourt School to re-open when free to do so.

### **Review**

School Leaders will review this continuity plan and its effective working at regular intervals and will keep staff and parents advised of any changes.

Signed: *C. Redgrave*