



BURLINGTON  
HOUSE SCHOOL

## **COVID-19 Safeguarding Policy**

**Responsible person(s):** Tim Pragnell (Senior School), TBC (Sixth Form). Nicola Lovell (Prep School).

**Review Cycle:** Annual

**Last review date:** September 2024

**New review date:** September 2025

**In all Burlington House School policies, the words “Burlington House School” refer to Burlington House Prep, Burlington House Senior and Burlington House Sixth Form.**

Burlington House School is owned and operated by **Cavendish Education**.

### **General Introduction:**

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school’s aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values: that **all children can achieve**.

While this current policy document may be referred to elsewhere in Burlington House School documentation, including particulars of employment, it is non-contractual.

In the school’s policies, unless the specific context requires otherwise, the word “parent” is used in terms of Section 576 of the Education Act 1996, which states that a ‘parent’, in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility updated August 2023 considers a ‘parent’ to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Where this policy refers to 'employees', the term refers to any individual that is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

Burlington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Burlington House School.

The policy documents of Burlington House School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

Current government guidance is that schools treat Covid-19 in the same way as any other infectious respiratory disease and does not recommend testing for anyone under the age of 18, unless directed by a healthcare professional. However, whilst recommendations regarding self-isolation remain in place, the following policy is in place to deal with staff shortages and directed school closure, should this occur. In implementing these procedures, the school will continue to be guided by the Government, Public Health England and the Department for Education.

Updated Department of Education guidance for schools is [here](#)

### Staff Shortages

In the event of staff shortages, the school will make every effort to remain operational. The following requirements will apply:

#### Minimum Staffing Requirements:

- 1 member of Senior Leadership Team on site
- 12 members of teaching staff (teachers, therapists)
- 4 support staff for classes (LSAs, additional teachers or therapists)
- 1 staff member in the office (admin)
- 1 first aid member of staff
- 1 Designated Safeguarding Lead or Deputy DSL (present on site, or fully available and reactive on phone)
- Cleaners able to attend, or caretaker available for required daily cleaning and hygiene

Staff sickness and unavailability:

- In the event that a teacher is unwell during Burlington House School Online hours or unable to run their Burlington House School Online class for any other reason, they should contact Mr Potger, as normal by phone and email Mrs Gonzalez to alert for cover.
- Mrs Gonzalez will arrange cover for the timetabled lesson, where possible.
- In the case of Year 11 and above, other teachers from the department will be asked to cover in the first instance to ensure continuity of support.

Additionally, some staff members may be unavailable due to dependent children or family members that they may have sole responsibility for during the day.

Staff Contact: see Staff Phone Tree

Lesson Cover:

- Teachers should set cover work for lessons in the usual way; classes will be covered internally
- Staff who are isolated, but not ill, should conduct lessons via Google Classroom (additional teachers / LSAs / Therapists in the room to support students)
- In the case of high levels of staff absences, classes will be combined
- If deemed necessary due to staff shortages, therapy sessions may be suspended and therapists will support lessons
- Absent students should access through Google Classroom (see Remote Learning below)
- In case of shortages of catering staff, packed lunches will be required
- School trips and after-school clubs may need to be cancelled

Staff allocation:

- In the case of significant staff absences, SLT will determine the need to combine classes appropriately, consider needs of individual students and teachers and review procedures/events.

### **Remote Learning**

See Remote Learning Policy

### **Safeguarding**

Staff are encouraged to keep in contact with students, but should ensure safeguarding procedures are kept in mind.

Discussions via email and Google Classroom are appropriate, but staff should ensure these are transparent. Do not give out personal phone numbers or emails etc.

Video calls via Google Hangouts may take place with parents or pupils, but this is at the sole discretion of the teacher/therapist and should only be initiated by the teacher/therapist. Staff should be aware of the following:

- Care should be taken by staff to ensure they are properly dressed, there are no personal items in the background and no other people in view
- No video call to take place if the student's parent is not home. The teacher or therapist must sight the present adult at the start of a call
- A time limit of 30 minutes should be observed for each video contact. Calls should only be made during Burlington House School Online open hours
- Staff must log a record of video call on the Lesson Register

Please pass on any safeguarding concerns to DSL and DDSL for the relevant site via My Concern, email or phone.

## **School Operation**

Depending on what stage of precaution/alert the country is at to combat the spread of COVID-19, the following measures may be put in place at school:

- All pupils upon arrival at school enter through the pupil entrance.
- Upon arrival the pupils may be met by one of the SLT who will take the pupil's temperature with an infrared thermometer. A pupil who has a temperature (in excess of 37.8) or any other visible symptoms of the virus will not be allowed in the building and their parents/guardians will be contacted straight away to pick them up.
- Upon arrival, every pupil will be instructed to wash their hands in the boys'/ girls' toilets next to the student entrance.
- Upon arrival, students may be required to undertake a supervised Lateral Flow Test.
- After pupils have washed their hands they may have to go straight to their form room.
- Face coverings may need to be worn in enclosed and crowded spaces where individuals may come into contact with people they do not normally meet. This includes public transport and dedicated transport to school. Students and staff should make decisions about wearing a face covering in school using their own discretion.
- Students may have to remain in bubbles for the whole day; they will take breaks together, do hand washing together, go to lunch together, be dismissed together. Bubble 1: years 5, 6, 7; bubble 2: years 8 and 9; bubble 3: years 10 and 11. Each bubble has a separate, designated area to spend breaks and lunchtimes in. The sixth form will operate as a single bubble.
- If bubbles are in use, there will be two lunch sittings at the Bishop's Avenue site: groups 1 + 2 will go to the 12.00 sitting, groups 3 + 4 will go to the 13.00 sitting. Group 1 is made up of bubbles 1 and 2 and staff, group 2 is made up of bubble 3 and staff. Each group has staggered entrance times to the dining area.
- At the end of the day, pupils may be taken through the student entrance by their teachers and dismissed from their group/bubble by their teachers.
- There is PPE (disposable gloves/aprons/masks/visors) available for every member of staff in the medical room if they choose to wear it.
- There is hand gel available in every classroom and office.
- The OT, art, science, DT, food and photography rooms have additional sanitising spray and paper towels, and disposable gloves for pupils when equipment needs to be shared.
- There are automatic hand gel dispensers all around the school building.
- There may be a cleaner in the school building all day, every day to clean toilets/bathrooms/door handles/work surfaces and other frequently touched surfaces regularly during the day.

- Visitors to the school may not be permitted to go any further than the school reception signing-in area and may be required to undertake a Lateral Flow Test.
- Parents/guardians/adults dropping off and picking up pupils will not be allowed to enter the school site.
- Staff will be asked to regularly remind their pupils to wash their hands (start and end of breaks/ start and end of lunch times).
- When a pupil or member of staff displays any COVID-19 symptoms during the day they will be assessed by a First-Aid trained member of staff straight away.
- Staff and pupils must adhere to social distancing rules at all times.
- If emergency medical assistance is required from a first aider, such as CPR, rescue breaths on the casualty should be avoided but chest compressions should be applied.