

# JHSW RISK ASSESSMENT/PROTECTIVE MEASURES

DfE guidance:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1057106/220224\\_Schools\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf)

## KEY MESSAGE FROM GOVERNMENT GUIDANCE

On 21 February 2022 the Prime Minister set out the next phase of the Government's COVID19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains. Government priority is to support schools to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances and mental and physical health.

**Prevention** - We must continue to:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

In some cases, we may also need to:

- Make sure individuals have the appropriate personal protective equipment (PPE), for example if they need to be in close contact with a pupil who develops symptoms at school
- Reintroduce the use of face coverings if guidance dictates this is prudent

### Tracing close contacts and isolation

- Public health advice for People with COVID-19 and their contacts changed from 24 February w2022.
- Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.

### Face coverings

- Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas.
- Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.

### In circumstances where face coverings are recommended

- In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited.
- Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.
- The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.
- Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

	<ul style="list-style-type: none"> <li>The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings. Our schools, as the employer, has a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. We also have a duty to make reasonable adjustments for disabled pupils, to support them to access education successfully.</li> </ul>
<b>Stepping measures up and down</b>	<ul style="list-style-type: none"> <li>We have contingency plans outlining how we would operate if we needed to take extra measures in exceptional circumstances. Given the detrimental impact that restrictions on education can have on children, any measures in our school should only ever be considered as a last resort, kept to the minimum number of groups possible, and for the shortest amount of time possible. Information on what circumstances might lead us to consider taking additional action, can be found in our Outbreak Management Plan</li> </ul>
<b>CONTROL MEASURES</b>	
<b>Ensure good hygiene for everyone</b>	<ul style="list-style-type: none"> <li><b>Hand hygiene</b> Frequent and thorough hand cleaning is now regular practice. We will continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</li> <li><b>Respiratory hygiene</b> The 'catch it, bin it, kill it' approach continues to be very important.</li> <li><b>Use of personal protective equipment (PPE)</b> Most staff in our school will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19</li> </ul>
<b>Maintain appropriate cleaning regimes, using standard products such as detergents</b>	<ul style="list-style-type: none"> <li>We have an appropriate cleaning schedule in place. This includes regular cleaning of areas with a particular focus on frequently touched surfaces. UKHSA has published guidance on the cleaning of non-healthcare settings.</li> </ul>
<b>Keep occupied spaces well ventilated</b>	<ul style="list-style-type: none"> <li>When our school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. We have identified any poorly ventilated spaces and taken steps to improve fresh air flow in these areas. Opening external windows improves natural ventilation, and in addition, opening internal doors may also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). We will aim to balance the need for increased ventilation while maintaining a comfortable temperature. CO2 monitors have been installed in classrooms, so staff can quickly identify where ventilation needs to be improved.</li> </ul>
<b>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b>	<ul style="list-style-type: none"> <li>When an individual develops COVID-19 symptoms or has a positive test, pupils, staff and other adults should follow appropriate guidance</li> <li>There is no longer a legal requirement for people with coronavirus (COVID-19) infection to self-isolate, however if they have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people.</li> </ul> <p>The following advice is for:</p>

- people with any of the main symptoms of COVID-19
- people who have received a positive COVID-19 lateral flow device (LFD) or polymerase chain reaction (PCR) test result
- people who live in the same household as, or who have had close contact with, someone who has COVID-19

The main symptoms of COVID-19 are a recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

Any person displaying any of these symptoms [should order a PCR test](#). They are advised to stay at home and avoid contact with other people while waiting for the test result.

There is [additional guidance](#) for people who have been informed by the NHS that they are at highest risk of becoming severely unwell and who might be eligible for new COVID-19 treatments.

Other symptoms linked with COVID-19 include shortness of breath, fatigue, loss of appetite, muscle ache, sore throat, headache, stuffy or runny nose, diarrhoea, nausea and vomiting. Any of these symptoms may also have another cause.

If anyone is concerned about such symptoms, or they are worsening, contact 111 or speak to your GP. In an emergency dial 999.

Most children and young people with COVID-19 experience a mild illness or do not have any symptoms at all. Children who have symptoms of COVID-19 are more likely to pass the virus onto others than those who do not.

It is still possible to catch and spread COVID-19, even if a person is fully vaccinated. For most people, especially if they have been vaccinated, COVID-19 will be a relatively mild illness. However, COVID-19 can still be a very serious infection and for [some people the risk of becoming severely unwell is higher](#).

In some cases, COVID-19 can cause symptoms that last for weeks or months after the infection has gone. People who have had a mild illness can still have long-term problems

### **What to do if you have COVID-19**

The most effective way to avoid passing on COVID-19 infection is to stay at home and avoid contact with other people.

When someone with COVID-19 breathes, speaks, coughs or sneezes, they release small particles (droplets and aerosols) that contain the virus that causes COVID-19. These particles can come into contact with the eyes, nose or mouth or can be breathed in by another person. The particles can also land on surfaces and be passed from person to person via touch.

The risk of catching or passing on COVID-19 can be higher in certain places and when doing certain activities such as singing or vigorous exercise. In general, the risk of catching or passing on COVID-19 is highest when you are physically close to someone who is infected.

However, it is possible to be infected even by someone you do not have close contact with, especially if you are in a crowded, enclosed or poorly ventilated space. This is because the infectious particles can stay suspended in the air for some time.

### **People at higher risk of becoming severely unwell if they are infected with COVID-19**

COVID-19 can make anyone seriously unwell but for some people the risk is higher. For most of these people, this risk is significantly reduced by vaccination. The risk of becoming seriously unwell from COVID-19 is very low for children and young people.

People who are known to be at higher risk from COVID-19 include:

- older people
- those who are pregnant
- those who are unvaccinated
- people of any age who have a [severely weakened immune system](#)
- people of any age with [certain long-term conditions](#)

You will not always know whether someone you come into contact with outside your home is at higher risk of becoming seriously unwell. They could be strangers (for example people you sit next to on public transport) or people you may have regular contact with (for example friends and work colleagues). This means it is important to follow the advice in this guidance to keep others safe.

### **If you have COVID-19, stay at home and avoid contact with other people**

If you have COVID-19 you can infect other people from 2 days before your symptoms start, and for up to 10 days after. You can pass on the infection to others, even if you have mild symptoms or no symptoms at all. If you have COVID-19 you should stay at home and avoid contact with other people.

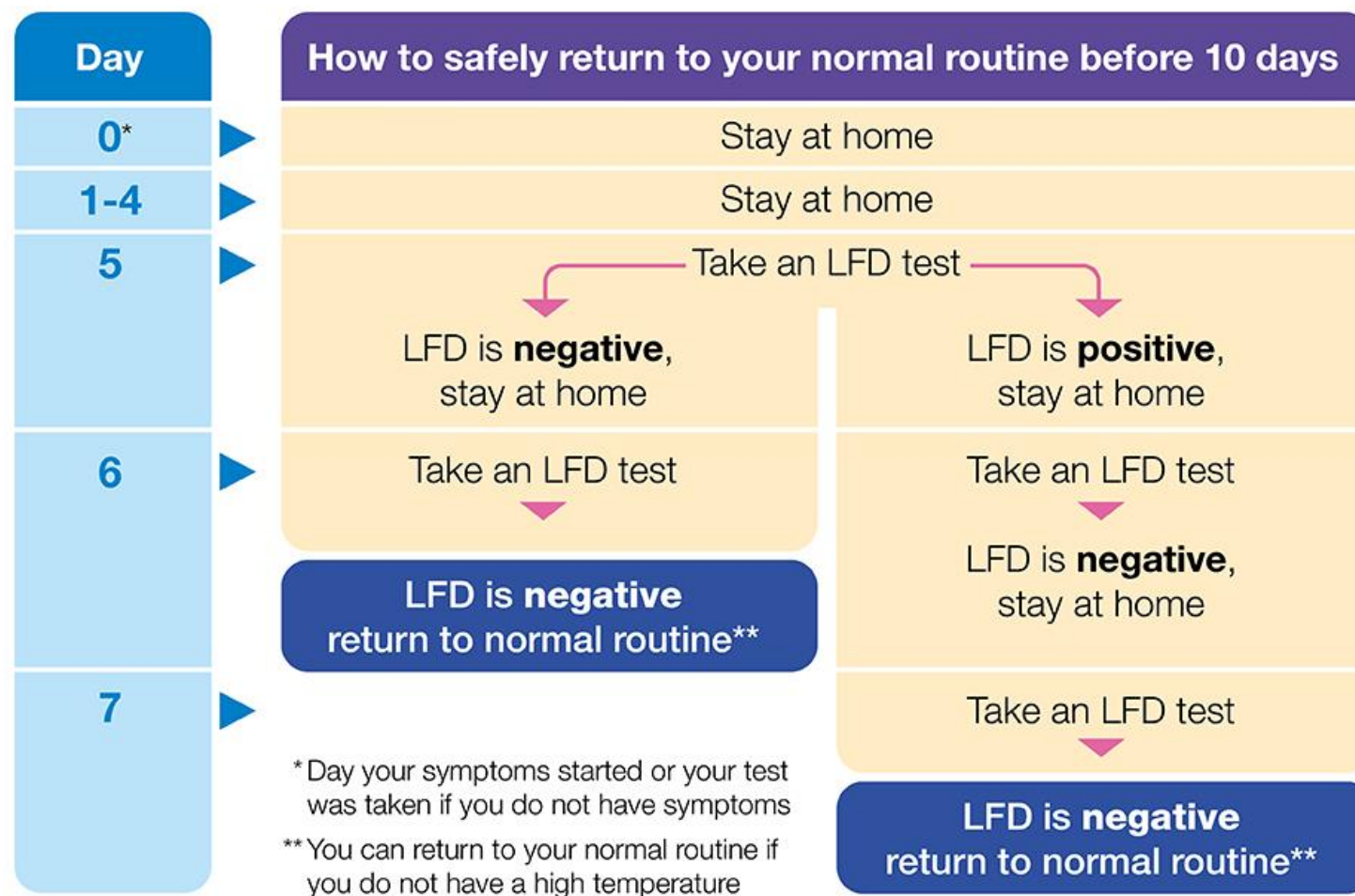
You should:

- not attend work. If you are unable to work from home, you should talk to your employer about options available to you

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|  | <ul style="list-style-type: none"><li>• ask friends, family, neighbours to get food and other essentials for you</li><li>• not invite social visitors into your home, including friends and family</li><li>• postpone all non-essential services and repairs that require a home visit</li><li>• cancel routine medical and dental appointments. If you are concerned about your health or you have been asked to attend an appointment in person during this time, discuss this with your medical contact and let them know about your symptoms or your test result</li><li>• if you can, let people who you have been in close contact with know about your positive test result so that they can follow this guidance</li></ul> |
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Many people will no longer be infectious to others after 5 days. You may choose to take an LFD test from 5 days after your symptoms started (or the day your test was taken if you did not have symptoms) followed by another LFD test the next day. If both these test results are negative, and you do not have a high temperature, the risk that you are still infectious is much lower and you can safely return to your normal routine.

*How to safely return to your normal routine before 10 days*



If your day 5 LFD test result is positive, you can continue taking LFD tests until you receive 2 consecutive negative test results.

Children and young people with COVID-19 should not attend their education setting while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their educational setting if they normally attend

one, as long as they feel well enough to do so and do not have a temperature. They should follow the guidance for their educational setting.

Avoid meeting people at higher risk of becoming seriously unwell from COVID-19, especially those with a severely weakened immune system, for the 10 days after your symptoms started (or the day your test was taken if you did not have symptoms).

While you are infectious there is a high risk of passing on COVID-19 to others in your household. These are simple things you can do to help prevent the spread:

- keep your distance from other people you live with and spend as little time as possible in shared areas such as kitchens and living rooms. This is particularly important if someone you live with is unvaccinated or at higher risk of becoming seriously unwell from COVID-19, especially those with a [severely weakened immune system](#)
- if you need to spend time in shared areas wear a well-fitting [face covering](#) made with multiple layers or a surgical face mask. Ventilate the room by opening windows and leaving them open for at least 10 minutes after you have left the room. Leave extractor fans running for longer than usual with the door closed after use
- cover your mouth and nose with disposable tissues when you cough or sneeze. Dispose of tissues into a rubbish bag and immediately wash your hands or use hand sanitiser
- wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food. Avoid touching your face
- if you can, use a separate bathroom from the rest of the household. If this is not possible try and use the bathroom after everyone else
- regularly clean frequently touched surfaces, such as door handles and remote controls, and shared areas such as kitchens and bathrooms

#### **If you need to leave your home**

The most effective way to avoid passing on COVID-19 infection is to stay at home and avoid contact with other people. We understand that this is not always possible, but you should follow the guidance as closely as possible.

If you have COVID-19 and you need to leave your home while you are still infectious, you should take the following steps to reduce the chance of passing on the infection to others:

- wear a well-fitting [face covering](#) made with multiple layers or a surgical face mask
- avoid close contact with anyone you know who is at higher risk of becoming severely unwell if they are infected with COVID-19, especially those with a [severely weakened immune system](#)
- avoid crowded places. If you need to take public transport, avoid busy times, for example by using off peak services
- avoid large social gatherings and events, or anywhere that is poorly ventilated, crowded, or enclosed



- limit close contact with other people outside your household as much as possible. Meet outside and try and stay at least 2 metres apart from them
- take any exercise outdoors in places where you will not have contact with other people
- be especially careful with your hand and respiratory hygiene

#### **What to do if you are a close contact of someone who has COVID-19**

People who live in the same household as someone with COVID-19 are at the highest risk of becoming infected because they are most likely to have prolonged close contact. People who stayed overnight in the household of someone with COVID-19 [while they were infectious](#) are also at high risk.

If you live with, or have stayed overnight in the household of, someone who has COVID-19, you are advised to:

- minimise contact with the person who has COVID-19
- work from home if you are able to do so
- avoid contact with anyone you know who is at [higher risk of becoming severely unwell](#) if they are infected with COVID-19, especially those with a [severely weakened immune system](#)
- limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces
- wear a well-fitting [face covering](#) made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people
- pay close attention to the [main symptoms of COVID-19](#). If you develop any of these symptoms, [order a PCR test](#). You are advised to stay at home and avoid contact with other people while you are waiting for your test result

Follow this advice for 10 days after the day the person you live or stayed with symptoms started (or the day their test was taken if they did not have symptoms).

Children and young people who usually attend an education or childcare setting and who live with someone who has COVID-19 should continue to attend the setting as normal.

If you are a contact of someone with COVID-19 but do not live with them or did not stay in their household overnight, you are at lower risk of becoming infected. Carefully follow the guidance on [Coronavirus: how to stay safe and help prevent the spread](#).

Pupils and staff should return to school as soon as they can, in line with guidance for People with COVID-19 and their contacts.



	<p><b><u>Asymptomatic testing</u></b> From 21 February, staff will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and pupils for a period of time.</p> <p><b><u>Vaccination</u></b> The Government recommend all school staff and eligible pupils take up the offer of a vaccine.</p> <p><b><u>Mandatory certification</u></b> Mandatory certification is no longer in place and so venues and events are not required by law to use the NHS COVID Pass as a condition of entry, but some may do so voluntarily. We will not use the NHS COVID Pass as a condition of entry for education or related activities such as, teaching, extra-curricular activities or any other day-to-day activities that are part of education</p> <p><b><u>Welcoming children back to school</u></b> In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending our school where they have a confirmed or suspected case of COVID-19, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p>
Attendance	<ul style="list-style-type: none"> <li>• School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</li> <li>• Where a child is self-isolating (awaiting a test result) or in quarantine because of COVID19, they should be recorded as code X (not attending in circumstances related to coronavirus).</li> <li>• Where pupils are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</li> <li>• For pupils abroad, who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.</li> <li>• Further guidance about the use of codes is provided in the school attendance guidance.</li> </ul>
Vulnerable children	<ul style="list-style-type: none"> <li>• Where pupils who are self-isolating are within our definition of vulnerable, we will put systems in place to keep in contact with them, particularly if they have a social worker.</li> <li>• Some children may be vulnerable who are not officially in statutory systems and we will seek to support any children who we believe may have challenging circumstances at home.</li> <li>• When a vulnerable pupil is self-isolating, we will: <ul style="list-style-type: none"> <li>• notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head</li> <li>• agree with the social worker the best way to maintain contact and offer support</li> </ul> </li> <li>• We have procedures in place to: <ul style="list-style-type: none"> <li>• check if a vulnerable pupil is able to access remote education support</li> <li>• support them to access it (as far as possible)</li> <li>• regularly check if they are accessing remote education</li> <li>• keep in contact with them to check their wellbeing and refer onto other services if additional support is needed.</li> </ul> </li> </ul>
Travel and quarantine	<ul style="list-style-type: none"> <li>• All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19). Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</li> </ul>

Remote education	<ul style="list-style-type: none"> <li>Where appropriate, we will support those who are self-isolating because they have tested positive to work or learn from home if they are well enough to do so.</li> <li>We will maintain our capacity to deliver high-quality remote education across this academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</li> <li>The remote education provided will be equivalent in length to the core teaching pupils would receive in school. We will work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.</li> </ul>
Education recovery	<ul style="list-style-type: none"> <li>We are running a number of programmes and activities to support pupils to make up education missed as a result of the pandemic.</li> </ul>
Pupil wellbeing and support	<ul style="list-style-type: none"> <li>We recognise that some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. We will provide additional sources of support to promote and support mental health and wellbeing in our school.</li> </ul>
Pupil Behaviour	<p>We will aim to:</p> <ul style="list-style-type: none"> <li>Provide a calm, consistent and familiar learning environment</li> <li>Offer realistic, engaging and enjoyable learning opportunities</li> <li>Reinforce our School Values and Behaviour &amp; Self-Regulation policy</li> <li>Praise and reward positive behaviours</li> <li>Provide regular PSHE sessions in school</li> <li>Provide time to talk in school</li> <li>Provide nurture support where necessary</li> <li>Implement protective and educational consequences for poor behaviour in line with Behaviour &amp; Self-Regulation policy</li> </ul>
School workforce	<ul style="list-style-type: none"> <li>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Staff with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID19. In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have. The school will need to follow this specific guidance for pregnant employees.</li> </ul>
School meals	<ul style="list-style-type: none"> <li>We will continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time.</li> </ul>
Educational visits	<ul style="list-style-type: none"> <li>Educational visits will be subject to risk assessments as normal and reflect any public health advice</li> </ul>
OOSC	<ul style="list-style-type: none"> <li>Operating for pupils of JHSW and siblings at WJS plus Year 3</li> <li>All previous reduced occupancy levels and restricted group sizes for pupils have ceased</li> <li>Parents are aware of organisation of OOSC, as well as entry and exit arrangements</li> <li>We will ensure we have parents' and carers' most up-to-date contact details in case of an emergency.</li> <li>Separate Risk Assessment for this provision</li> </ul>
Lettings and extra-curricular activity	<ul style="list-style-type: none"> <li>Any external providers who hire our premises must have considered any relevant guidance and put appropriate health and safety measures in place</li> <li>Extra-curricular clubs for year groups will run as normal</li> </ul>

Visitors	<ul style="list-style-type: none"> <li>• Visitors may be admitted to the school during school hours as long as they agree to the hygiene measures in place</li> <li>• Contractors visits to be organised outside school hours wherever possible</li> <li>• Any internal meetings between staff/governors should take place at an appropriate distance</li> </ul>
Parents	<ul style="list-style-type: none"> <li>• Parents may enter the school building if there is an emergency with their child, but will still be encouraged to contact the school via phone, email or communication within the home school diary</li> <li>• Parents may enter the school building for appointments but wherever possible we will hold meetings outside or within well-ventilated spaces</li> <li>• If there needs to be exchange of items, parents should leave them in the box in the entrance hall and inform office staff</li> <li>• Children arriving late must enter through the front entrance and leave their parent/carer outside – a member of staff will let the child into the school. They must say goodbye to the child before they can be admitted</li> </ul>
School events PTA events, school performances, meetings for parents, Parents' evenings	<ul style="list-style-type: none"> <li>• Indoor and outdoor performances with an audience will go ahead but we will always complete individual risk assessments when planning indoor and outdoor performances and before finalising arrangements</li> </ul>

# COVID-19: outbreak management plan

## The John Hampden School Wendover



Approved by:	Full Governing Board	Date: 16 <sup>th</sup> September 2021
Last reviewed on:	1 <sup>st</sup> March 2022	
Next review due by:	April 2022	

## 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:
  - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
  - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)
- To prevent unsustainable pressure on the NHS

## 2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. Sue Barnes will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) and communicating with Buckinghamshire Council

## 3. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

## 4. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via an emailed letter once a decision has been made.

If recommended, we will limit:

- Open days
- Transition or taster days
- Parents coming into school
- Live performances

If recommended, we will (re)introduce:

- Testing, including the use of an asymptomatic test site (ATS)
- Bubbles, to reduce mixing between groups

- Face coverings in communal areas and classrooms for staff and visitors (unless exempt)

## 5. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

### 5.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

### 5.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our remote learning policy (available on the school website).

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. These will be available for parents to collect from school (in exceptional circumstances we may be able to deliver them to the child's home)

### 5.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

### 5.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

If our DSL (or deputy) can't be on site, they can be contacted remotely using their mobile phone numbers or via email.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision