

Ann Bernadt and Nell Gwynn Federated Nursery Schools



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*Working in Partnership With
SEEDS
Southwark Early Years Education Development in Schools*

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Lynne Cooper, Executive Head Teacher

Policy COVID-19 additions

This includes updates to the following policies:

Behaviour
E-safety
Fire Safety
First Aid
Intimate care
Safeguarding

Updated 20/01.2022

Policy COVID-19 additions

Please be aware that the following information does not replace our current policies, they are updates during the COVID-19 pandemic and changes to school. They should be read alongside the full policies. This document is simply to have all updates in one place for staff to read.

Behaviour

The provisions laid out in our Behaviour Regulation Policy should still be followed to ensure a positive and consistent learning environment for all pupils.

In light of the need to protect children and staff the following considerations have been put in place.

- Spitting and biting could put others at risk. If this behaviour is occurring, it will be necessary to carry out an individual risk assessment for that child and a behaviour plan.
- Families and carers will all enter and exit school at the invitation of school staff where it is necessary for them to do so, such as when a child is settling, for attending meetings or to support with care plans
- Children will be asked to wash their hands with soap and water at regular intervals throughout the day.
- Children will be reminded to use tissues and to cover their mouths when sneezing and coughing and then to wash their hands.
- Parents/carers must tell the school if they feel their child might be suffering from Covid infection. Children experiencing any symptoms of coronavirus will be sent home. Parents will be required to collect their child promptly.

Parents/carers must inform us if anyone in the home environment is exhibiting Covid-19 symptoms

E-safety

Changes to how children learn

During the COVID-19 outbreak, children have the opportunity to use online learning resources. These resources are carefully selected to ensure their content is appropriate

For those parents/carers who are not able to access the online resources, physical resources such as books and games are available to use at home. Please contact the school if needed.

Parent/carer information

If the children leave the website and browse other things, these may not be suitable and so should be monitored.

Most internet providers have their own method of setting up parental controls, these are a great place to start with controlling what children can see online. The NSPCC website also has lots of information www.nspcc.org.uk/keeping-children-safe/online-safety/parental-controls/.

There is some specific information about e-safety during the COVID-19 available online:

<https://www.gov.uk/guidance/covid-19-staying-safe-online>

<https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online>

<https://www.saferinternet.org.uk/blog/keeping-children-happy-and-safe-online-during-covid-19>

This information includes advice on filters as well as screen time. It is also useful to think about for adults who are working from home more, or to share with vulnerable family members, for example information and advice around scams that have been seen during the pandemic.

There is also parent information available on our websites, with top tips and links to resources.

Staff updates

Key points to note are:

- Use your LGFL email addresses for work matters
- Check online resources carefully before sharing
- Consult SLT if you are unsure about a resource or method of communicating with families
- Signpost parents to support and information as required

Fire Safety

During any COVID-19 partial closure the same procedure will apply. Extracted from ***Managing School Premises during the Coronavirus Outbreak – updated 18th May, 2020:***

You must review and if necessary, update your fire management plans and ensure any changes to fire escape routes are clearly identified and communicated.

Ann Bernadt

You must:

- Carry out weekly checks of alarms systems, call points and emergency lighting
- Sue to carry out weekly checks on Monday as usual.
- Levia to ensure that there is someone on office staff each day who:
 - knows the procedure for using fire alarm system/ communicating with emergency services
 - is responsible for unlocking fire gate to allow access
 - completes a sweep of building usually

The above is usually done by Sue and Kat who are Fire Marshals

- carry out regular hazard spotting to identify escape route obstructions
- Staff will check daily to ensure there are no hazards
- check that all fire doors are operational
- Levia and Sue to check that all fire doors are working
- Fire drills should continue to be held as normal. termly

- **Nell Gwynn**

- Carry out weekly checks of alarms systems, call points and emergency lighting
- Terry to carry out weekly checks. Terry familiar with call points and emergency lighting. Fire safety checks are due to be carried out by an outside agency
- Carry out regular hazard spotting to identify escape route obstructions
- Staff will check daily to ensure there are no hazards.
- Check that all fire doors are operational
- Alicia and Pippa will check that all fire doors are operational, although fire doors may need to be open to allow safe passage, for example, from the hall to the front garden.
- Fire drills should continue to be held as normal:

- **Ann Bernadt**

- Fire assembly points:
- F Tree to assemble in AB Garden Right Side at the poster muster point use the green tick to identify muster point
- SEA AM to assemble in AB Garden Left Side at the poster muster point in the wooded area use the green tick to identify muster point
- Sea PM to assemble in AB Garden Left Side at the poster muster point by the resources shed, use the green tick to identify muster point.
- Each class to use laminated fire lists so that a register can be quickly taken in case of evacuation

- SLT and office staff to evacuate as per rote below.
- SLT/office staff to evacuate with a mobile phone and to conduct final sweep of building, shutting doors/window and checking learning rooms and toilets.
- Liseli to unlock the fire gate and bring trolley

	Monday	Tuesday	Weds	Thursday	Friday
TreeFT evacuate to Right Side of garden	Sue	Sue	Levia	Levia	Levia
Sea AM/PM evacuate to Left side of garden	Kat	Kat	Kat	Kat	Kat

Nell Gwynn

• **Fire assembly points:**

- Front Garden – Full-time classes and the 2.5 day classes which are led by Wen and Elly (adults and children spaced apart). The 2.5 day class led by Sam will use the rings to walk from their outdoor area to the Parent Garden.
- Remaining staff will assemble in the Front Garden
- Each class will have a list of children and staff in attendance that day
- Alicia/Erika/ or Lillian will collect the fire gate key and check that everyone on site is accounted for
- Terry to initiate the fire drill
- **Lockdown procedure (in the event of a nearby threat, for instance a local building on fire, rioting, etc.)**
- **Ann Bernadt:** Children and adults to swiftly move indoors to the hall and the classroom (Communication will take place by staff from each classes telephone. The office will Liaise with Lynne or Levia to discuss the nature of the threat and whether an emergency exit plan is required.
- **Nell Gwynn:** Children and adults to swiftly move indoors to either the hall or the classrooms, depending on their location when lockdown occurs. Any other staff outdoors should return to their indoor work space. Communication will take place by staff from each class telephoning Alicia or Lillian to confirm that all children and adults are safe. Alicia and Lillian will liaise with Lynne or Pippa to discuss the nature of the threat and whether an emergency exit plan through the back garden area may be required.

- **Ann Bernadt Full evacuation:**
- **Full evacuation plans will be to ST Georges Primary – full evacuation to be carried out once a year (next date to be confirmed)**
- **Nell Gwynn Full Evacuation**
- **· Nell Gwynn Full evacuation:**
- ***·Harris Peckham Park Primary School has been designated as the full evacuation site for Nell Gwynn Nursery School. Children will be safely led by staff while holding onto rings, ensuring that they cross the road carefully. Children and staff will assemble there until it is safe to return to Nell Gwynn Nursery School.***

First Aid

First aid kits will be kept in classrooms. Should a child or adult become unwell with COVID-19 symptoms, they need to be isolated in the designated area. They should then be sent home. Refer to risk assessment for current isolation guidance.

Intimate care

In the event of a toileting accident children are to be encouraged to be as independent as possible. Adults must endeavour to keep themselves at a different height to the child so as not to be face to face. Any waste must be bagged and disposed of securely. Handwashing throughout is essential. Any wet/soiled clothes must be bagged and clean spare clothes must be used. Parents should be contacted if the accident is related to any potential underlying illness.

Safeguarding

Safeguarding priority

During these challenging times the safeguarding of all children at our Federation continues to be our priority. The following fundamental safeguarding principles remain the same:

- the best interests of children continue to come first
- if anyone in our school has a safeguarding concern, they will act immediately
- a designated safeguarding lead (DSL) or deputy DSL will always be available
- no unsuitable people will be allowed to gain access to children
- children should continue to be protected when they are online.

Safeguarding partners' advice

We continue to work closely with our three safeguarding partners, and we will ensure this annex is consistent with their advice. This will include expectations for supporting children with Education, Health and Care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

Roles and responsibilities

The roles and responsibilities for safeguarding in our school remain in line with our Child Protection Policy.

If possible our DSL will be available on site during the school day. Where it is not possible we will have a trained DSL or deputy DSL available by phone.

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 or Health 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.

Senior leaders in our federation, especially the DSL (and deputies) know who our most vulnerable children are, and they have the flexibility to offer a place to those on the edge of receiving children's social care support.

We will continue to work with children's social workers and the local authority for looked-after and previously looked-after children.

Increased vulnerability or risk

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents/carers. Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff and volunteers will be aware of the mental health of children and their parents and carers and will contact the DSL or a deputy if they have any concerns.

Attendance

Where a child is expected but does not arrive at school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSL or a deputy DSL will be informed. The DSL or a deputy will attempt to contact the parents through various methods, such as telephone, or by contacting a relative in the first instance. If contact cannot be made or if the DSL or a deputy DSL deems it necessary, we will ask an appropriate agency to do so. Where a vulnerable child does not take up their place, we will notify their social worker.

Reporting concerns about children or staff

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our Child Protection procedures and advise the DSL of any concerns they have about any child, including those who are not attending school.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our safeguarding procedures.

Signed _____

Chair of Governors-----



The Federation of Ann Bernadt and Nell Gwynn Nursery Schools