

## **Covid 19: Addendum to the ESCC Model Staff Behaviour Policy/Code of Conduct**

The principles and processes within the entire existing staff behaviour/code of conduct remain in place and should be adhered to.

**This addendum is in relation to Section 12: Communication with children and Section 16: Home visits.**

### **Phone Calls Home**

During the period of partial school closure Hailsham Community College will make provision for the children of keyworkers and vulnerable children.

When children who are expected to attend on a given day do not then we will follow our existing processes for first day of absence.

If vulnerable children are not routinely attending the school then regular and planned phone contact will be made with the parents or carers of those children.

When planning these calls we will identify the members of staff who are best placed to make contact, taking into consideration their skills, experience and relationship with the family/child.

Within this phone contact with parents/carers children will need to be spoken with.

We recognise that there may be times when children are genuinely unable to or disinclined to come to the phone: if this happens then we will reschedule a call with the parents/carers so that the child/ren can be spoken with. This will be recorded and discussed with the DSL and Safeguarding Team.

Contact by phone will only be directed towards the landline for the home or the mobile phone of parents/carers. No contact will be attempted directly to devices which are known to be personal to the child.

The DSL will decide, based upon individual risk factors for specific children, as to whether the conversation with the child will be requested to be on loudspeaker/speakerphone at the family's end of the call. The member of staff making the call will be advised of this as necessary.

The call will be logged by the member of staff according to the child's level of need according to the Continuum of Need. (Level 1 and Level 2 are recorded on the House Leader Spreadsheet. Level 3 and Level 4 concerns are recorded on My Concern)

Staff will only contact families/children as directed by the DSL or SLT.

Contact should only be made using a school landline or school mobile.

As well as contacting vulnerable students there will be times when the school will also want to make contact with other families/children on the school roll, to check in with them as well.

Decisions to contact other families/children will be made by the Principal/DSL and staff directed to do so.

During the period of partial school closure staff will not contact families of their own accord.

Where any aspect of contact, or lack of contact, with a family/child causes any concern then this will be raised immediately with the DSL or designated member of SLT.

**Home Visits Level1/Level2 students (for DSL/DDSL only). Level3/Level4 students to be visited by Children's Services.**

If a vulnerable child is not routinely attending school and phone contact with the family/child has been unsuccessful, or in itself has raised further concerns then we will give consideration to completing a home visit.

Where it is determined that the school are best placed to complete a home visit (Level1/Level2 student) the DSL or DDSL will engage with this process.

At this time of social distancing a home visit should not involve entering the property; instead parents and children should be spoken with on the door step, with staff maintaining a distance of at least two metres.

All home visits will be risk assessed, taking into consideration the following:

- Are there known household risks: aggressive behaviour of parents/dangerous dogs etc?
- Is it safe for the visit to be completed by a single member of staff or does it require two?
- Are any members of the household known to be self-isolating?

A schedule of visits and staff involved, detailing when and where they are going and what time they are expected back at school, will be held by the DSL, so that should there be an issue they can be located.

If the initial risk assessment deems a home visit by staff to be too risky then this outcome will be logged and sent to My Concern.

The outcome of the visit will be recorded either on the appropriate spreadsheet or My Concern in accordance with the Continuum of Need.

During this time of school closure we will be sending vouchers to the families of children who would normally receive free school meals. The College is also working in conjunction with the Hailsham Food Bank.

Claire Findlay DSL