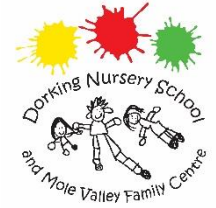




**Chertsey and Dorking Nursery Schools and Mole Valley Family Centre
Covid-19 Continuity Plan
Autumn 2020**



In the event of a partial or full closure, the Executive Headteacher and Chair of Governors will make the final decision based on advice from the LA, PHE and DfE.

- **Parents** will be notified via:- information posted on the websites, social media channels, Parentmail (DNS), Teachers2Parents (CNS). Parents will be reminded that this is their means of communication during any closure period and to continue to look for updates. Parents will be reminded to ensure log in details and contact details are up to date so that contact can be made with them during this time.
- **Staff** will be notified via:- information on the websites, social media channels, work email addresses, Parentmail/Teachers2Parents. The EHT will text the SLT and then this will cascade down to teams via SLT leads and line managers. Staff will be reminded of the procedure, this information will include working entitlements, expectations and aim to identify quickly staff teams for onsite working, supporting home learning and those who may face furlough or reduced hours.

Please note, if the school/family centre is deemed closed, there will not be any access to the buildings, unless authorised by line managers. Staff will be asked to forward plan, taking work home with them based on the plan attached. Staff are expected to follow the actions set out below. If for any reason staff are unable to, staff must discuss this with line managers at the earliest opportunity. Failure to contact your line manager (or other member of the SLT if line manager is unavailable) may be dealt with in accordance with the disciplinary procedure.

It will be the responsibility of parents and staff to regularly check all media channels listed above for updates and reopening dates.

All CNS staff will need to ensure they have the phone number for Anita Cheeseman:- 07846 931169

All DNS staff will need to ensure they have the phone number for Donna Harwood-Duffy: 07779 140575

All MVFC staff will need to ensure they have the phone number for Helen Sutherland 07717 803638

It is the responsibility of all staff to ensure they have given their phone number to their line manager.

Aspect	Actions to be taken	Staff responsible	Notes
Children	<p>Identification of critical workers/vulnerable</p> <ul style="list-style-type: none"> EHT/HoS to identify numbers of children to attend during closure based on information provided from parents (critical workers) and SENCO/SLT (vulnerable) Write to parents with information and details about the continued provision on offer Children RAGGED by SLT to identify priority of those attending Curriculum in school will follow the EYFS and focus on the prime aspects of learning at all times. Home learning offer will be initiated when lockdown is in place – activities shared. Key people will keep contact with families and log on observation sheets 	<p>EHT, HoS, SENCO, SLT</p> <p>Classroom practitioners</p>	<p>DHD/AC to send out form to gather information Sept 2020</p>
Staff	<p>Lockdown Staff will be placed into a group depending on a range of criteria, including job role, qualifications, personal circumstances (ie health needs), needs of the offer:-</p> <ol style="list-style-type: none"> 1. Work on site to deliver offer for children 2. Work from home to support continued home learning offer – staff to be supported with IT access to support home learning offer 3. Work part onsite/part from home 4. Work from home – staff to be supported with IT to access working from home 5. Given tasks to complete from home 6. Identified for furlough/unpaid leave, reduced hours <p>Unless placed on furlough/unpaid leave, there will be specific expectations for staff depending on their role – see expectations for working off site below. If furlough/unpaid leave, identify means of contact with staff member (personal/work email) and frequency</p> <p>SLT/Paediatric First Aider to be onsite at all times / DSL contactable at all times Wellbeing – line managers will keep in touch with teams throughout closure through communication means identified below. Alternative staff members identified to deliver home learning activities on social media/PMX/T2P platforms if EHT/HoS unable to do so. DHD/AC to allocate (ED identified at DNS) Home learning list of activities to be prepared for use and collated in one document (by end September 2020) Always be minimum of 3 staff onsite</p> <p>Continuity for ongoing operation of the school</p> <ul style="list-style-type: none"> 1 DSL contactable at all times 	<p>EHT, HoS, Bursar to identify staff</p> <p>EHT, HoS</p> <p>SLT Line managers</p> <p>SLT</p> <p>EHT, HoS</p> <p>EHT, HoS, SLT</p>	

	<ul style="list-style-type: none"> • 1 SLT member /paediatric first aider, to be onsite at all times • Legal ratios must be adhered to at all times (1:13 3-5s with QTS on site, all staff apart from 1:1 for specific medical child at DNS to be pulled into main ratios / 1:8 (3yo), 1:4 (2yo) 2-3s, 1: 3 SEND provision • CNS – must have at least 3 staff present at all times in 3s (small room to be closed if needed), 2 staff in 2s and 1: 3 ratio in SEND. • DNS – must have at least 4 staff present at all times in 3-5s, 4 staff in 2-3s and 1: 3 ratio in SEND 		
Communication	<p><u>Staff</u></p> <ul style="list-style-type: none"> • All staff to know at all times how to access their work based email to check one each contracted working day – access Office 365 www.office.com / www.office365.com / www.microsoftonline.com • If staff locked out of accounts – contact EHT (Dorking) or HoS (Chertsey) to have passwords and accounts reset • Continue to move to OneDrive/SharePoint cloud sites rather than network so that all documents can be accessed safely off site • Use MS Teams for meetings and communication • info@chertsey/ admin@dorking/ familycentre@ to be monitored at all times. If staff members monitoring those boxes not able to – EHT/HoS to identify alternative staff member to do this, AC/DHD access to change password and allocate staff member <p><u>Parents</u></p> <ul style="list-style-type: none"> • To be reminded about communication through social media, Tapestry, PMX, T2P, website • Parents will be contacted by staff, either using work mobile phones, office landlines, or if staff using personal mobile phones, to use 141 so that personal number is not disclosed <p><u>Website/social media</u></p> <ul style="list-style-type: none"> • Social media to be kept up to date by EHT/HoS/FC Manager and specific identified staff (ED at DNS, KH at MVFC) • Website to be updated regularly with information by identified staff members, EHT, HoS, FC Admin, Centre Secretary (DNS), School Receptionist (CNS) Face book EI <p><u>Other professionals</u></p> <ul style="list-style-type: none"> • Other professionals accessing the buildings, for example SaLT, Health etc to be informed of processes to check website for closure information • DfE/PHE guidance to be followed at all times regarding visitors to the building • SENCo to contact SEND professionals regarding attendance • TAFS and other meetings to continue via MS Teams <p><u>Local Authority</u></p> <ul style="list-style-type: none"> • Update email from DFE, LA to be forwarded by office team inbox to EHT/HoS 	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>SBW, DO, KH/GL EHT/HoS</p> <p>EHT/HoS</p> <p>JY, DO, KH</p> <p>SENCo</p>	

Safeguarding of children	<ul style="list-style-type: none"> • CPOMS used by all staff members to ensure DSLs have up to date information on families at all times • Key workers to log contacts with families in observation notes at all times and to raise concerns and lack of contact with DSL. Key workers to have files with them off site at all times • Key people to get contact number for families from line manager/SLT or Admin team • Identified families of concern may be invited to continue to attend nursery under vulnerable criteria, or identified for regular contact via telephone (frequency of contact will be dependant on need) • Staff unable to contact families identified to inform line manager/DSL • Foodbank/foodbags – other sources of support identified and families referred as appropriate • Those eligible for FSM identified to attend and/or food parcels other support offered when unable to attend 	All SLT to identify families and staff members to contact	
Building, health & safety and premises	<ul style="list-style-type: none"> • Cleaning schedule identified and cleaning to continue depending on use of building • Water/taps/flushing/legionella testing to continue • Fire tests to continue • Rotas in place for locking and unlocking building depending on those staff available 	Bursar to ensure in place SLT	

Expectations for working off site if identified to do so			
All staff	CNS	DNS	MVFC
All staff	<ul style="list-style-type: none"> • Check work emails at least daily • Respond to any emails and follow up activities/ad hoc requests, such as reading documents, resource making or reading policies, completing online training as advised • All staff to ensure they have log in details for their emails, CPOMS accounts and Tapestry (if appropriate) so this can be accessed off site • Complete any other adhoc tasks as requested by your line manager 		
Key workers	<ul style="list-style-type: none"> • Contact identified families as agreed and log contacts • Log into Tapestry daily to support home learning and observations of identified families (note: these may not be own key worker families), all observations to be 'liked' and one sentence comment. • Update own observation files, labels and Tapestry • Write any reports as required • Complete other admin, planning, SEND documents to be updated and completed • Home learning activities to be shared with families by EHT/HoS using social media/PMX/T2P – alternative member of staff identified to do this in the absence of EHT/HoS 		
Admin staff	<ul style="list-style-type: none"> • Email inbox answering and responding • Complete any other tasks using <u>one drive</u> – contact SLT for documents to be sent if needed • Liaise with Nicky Ellis any other duties or tasks that can be taken off site to complete using one drive • Process for accessing mail to be put in place • Update social media/website 		
Outreach			<ul style="list-style-type: none"> • Make contact with all outreach families as identified by MVFC manager • Any safeguarding concerns with families to be logged on CPOMS and FCM notified/alerted • Liaise with other professionals via email/phone in order to keep families safe and continue outreach • Log all contacts and outreach work completed on chronologies/templates as advised by the FCM • Any other planning or admin as advised • Supervision via phone