

COGNITA



Key Worker / Emergency Worker Protocol

March 2020

Purpose

The purpose of this document is to provide guidance for Cognita schools in the UK in relation to providing care and supervision for the children of key workers/emergency workers during a period of school closure.

Definitions

'Key worker/Emergency worker' means those parents/carers that are required to provide essential community services.

Intention

It is our intention to provide supervision arrangements for the children of these parents so that they can carry out essential work-related duties. This supervision is for parents of children registered at a Cognita school.

Offer of emergency care

The decision to offer emergency care will be taken on a case by case basis and agreed between the Head and Director of Education. There is an acceptance that the offer is fluid and may need to change depending on staff availability due to sickness/self-isolation. It is at the discretion of the Headteacher to decide whether the parent warrants use of this service.

Supervision

Whilst on the school site, students will be supervised by members of staff from the school. The school will not be in a position to provide on-site education as the school will be delivering learning via online methods.

Supervision will enable students to:

- Engage with online learning that is being led by their teachers
- Use school resources

School site

The leadership of the school should determine the accommodation and facilities that will be used during the period of supervision. This should take account of access to:

- toilets and fresh drinking water
- first aid facilities
- wi-fi and computers
- appropriate resources to engage students
- outdoor areas for physical activity
- separate place for eating

Staff will have access to the usual facilities for breaks and refreshments.

Where possible, other areas of the school should be locked down so that repeated cleaning is not required.

Staffing

The leadership of the school should establish a schedule of staff to work. This should be a rolling programme of all staff who are able to contribute. It is a local, school by school, decision ultimately set by the Head. Some teachers will be unable to contribute because they will be leading online learning for students.

The following must be in place:

- Member of leadership team on site as designated leader (if for a specific reason this is not possible, another member of staff should be designated by the Head with a member of the SLT 'on call' and available via telephone)

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- Staff rota which ensure adequate levels of supervision including first aider and a member of staff designated as fire warden
- Emergency contact details for off-site staff to use in case of concern or emergency. This must include the out of school contact details of the leadership team, the DSL and Deputy DSLs and designated Cognita Director of Education

Supervision levels and ratios

Supervision levels will vary depending on:

- the nature and duration of activities
- the competence and experience of staff involved
- the requirements of location, accommodation or organisation
- any special medical needs
- any specialist equipment needed.

Risk assessment Each school will complete a risk assessment to demonstrate that they have considered relevant issues. This will help you make decisions about how many adults are needed and what skills and experience they should have.

Early years If children in the early years are on site:

- staffing arrangements must meet the needs of all children and ensure their safety
- children must usually be within both sight and hearing of staff and always within at least either sight or hearing

Ratios For the purposes of supervision under this protocol, the following guidance is provided (Source: NSPCC). This is a best practice recommendation and each school should vary depending on the context and layout of facilities. There must always be at least two adults present when working with or supervising children and young people. The following adult to child ratios as the minimum numbers to help keep children safe:

2 - 3 years	one adult to four children
4 - 8 years	one adult to six children
9 - 11 years	one adult to eight students

When considering appropriate ratios, the Head will take account of the most recent government advice about group sizes in social contexts.

Depending on the needs and abilities of the children, and the nature of the activity, you may need to have more adults than the minimum.

Safeguarding

All adults providing supervision must have been fully vetted in line with the school's Safer Recruitment Policy and be on the school's Single Central Register.

Whilst on the school site, the usual Safeguarding Policy of the school applies. Any concerns should be reported to the Designated Safeguarding Lead, who may be off-site. All actions in the Safeguarding Policy must be followed.

Catering

All students should bring a packed lunch and snacks. The school will provide fresh drinking water.

Cleaning

During this period of supervision, the facilities used during the day will be cleaned by the school's cleaning contractor.

Site security

The school caretaker is responsible for opening/closing the site in the usual way. This includes ensuring that all facilities are fit for use. Heads should consider what, if any, Facilities staff are required during the hours of operation.

Hours of opening

The school will be open for Key Workers children from 9am -3pm.

Contact details

The Head must ensure that when onsite, the staff have access to basic information about each child (see list below, as minimum). This can either come from the school management information system or parents can be asked to complete a separate template to provide this information.

Basic information required:

- Name of child
- DoB
- Address
- Next of kin names
- Emergency contact details
- People authorised to collect child
- Medical issues

Register

It is the responsibility of the Head to ensure that a suitable register is in place with signing in and out by authorised adults. This will be used in case of a fire evacuation. Copies of the register should be kept in accordance with retention policy for attendance registers.

Insurance

All schools participating in this scheme should inform Deryck Silk before commencement to ensure that we have adequate insurance cover.

Building Compliance

The school's facilities staff will be required to maintain statutory testing of all Mechanical and Electrical services such as Fire Alarm, Water services (Legionella), Emergency lighting, intruder systems etc.

Government Guidance COVID-19

The school will continue to follow the Government Guidance concerning COVID-19, and continually assess the provision required to fulfil its requirements.

Disclaimer

The School is happy to assist the Government efforts to tackle COVID-19 by providing supervision arrangements for pupils who are the children of emergency workers so that they can continue to carry out essential work-related duties. When deciding to make use of this facility, please note that none of our staff have been tested for COVID-19 and participants do so at their own risk. The School will do all that is reasonable to ensure that Pupils remain safe, including regular cleaning of our premises and emphasizing the importance of handwashing to Pupils. However, we cannot accept responsibility for Pupils who may become unwell.

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Ownership and consultation	
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