



ABLE Education Policy Document

LOCKDOWN POLICY

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1. Introduction

ABLE Education is a community-based provision with no fixed site. Risk assessments are conducted for each venue used for tuition and as such the health and safety procedures attached to each venue will be unique.

If a local lockdown occurs while pupils are in the library, staff or contractors should immediately follow the ABLE's lockdown procedures to maximise safety. Tutors should stay with students at all times and they should be instructed to stay quiet, move away from windows and doors, and take cover if necessary. Communication with the emergency services and Head of Provision should be maintained through designated channels for updates and further instructions, wherever possible. The lockdown remains in place until an official "all clear" is given, at which point tutors can guide pupils safely out of the library or follow any additional protocol.

With events of Covid-19 and the potential for other scenarios where related emergency responses are required, ABLE has set out this Lockdown Policy to set out procedures that are to be taken in such situations.

2. Pupils remaining at home

In the case of a national or regional lockdown, all pupils, staff and contractors will be required to remain at home unless the government issues exemptions that apply to our young people and staff.

Whilst under lockdown, students will continue to be offered educational input and regular contact in line with policy and guidance. Safeguarding measures as detailed in existing policy documents will be maintained. Where students have access to a device that can be connected to the internet for online sessions such as a laptop or tablet, remote lessons will be offered to continue with lessons. Please refer to ABLE Education's Remote Learning Policy for further details.

3. Preparation for returning from lockdown

Prior to learners returning to the provision for face-to-face tuition, ABLE Education will complete the recommended risk assessments presented at the time and put strategies in place in relation to:

- Timetabling and consideration of any adjustments needed to the curriculum
- Review of venues used to support social distancing measures
- Movement around the building
- Utilising outdoor space whenever possible
- Consideration of adjusting arrival and departure times to comply with off-peak periods
- Enhanced cleaning regimes
- Ensuring children understand the need for good hygiene and that adequate facilities are provided for this
- Removal of unnecessary items and any items which are hard to clean
- Responding if any pupil staff member or contractor becomes unwell whilst on site

ABLE Education will also:

- Liaise with social workers for any vulnerable pupils who have not been taken up the offer of a place for face-to-face sessions when this is permitted – the expectation is that all these children will return to attendance of in-person session once government advises this (unless it is agreed by their social worker that there are exceptional circumstances preventing this)
- Conduct individual risk assessments for those with an EHCP – the expectation is that attendance is expected for all these pupils once government advises this, provided that their needs can be as safely or more safely met in the educational environment
- Assess the well-being of staff members or contractors, make arrangements for continued working from home for those who cannot return to work in-person due to medical need, and ensure that additional support is available for any staff members or contractors who need it
- Remind all staff members and contractors of safeguarding processes and procedures and what to do if they have concerns about a pupil or about a colleague
- Inform parents of the arrangements made, including when their child can return, their child's timetable, any specific requirements around drop off and pick up times (the expectation is that only one adult accompanies each child at these times and parents do not congregate)

4. When pupils return

ABLE Education recognises that many pupils will have been affected by aspects of the pandemic and the lockdown and many will require additional support. Some pupils may have experienced bereavements of close family members, others may have suffered abuse or neglect which they have not been able to disclose. Many pupils will have experienced anxiety or distress due to the overall situation, things they have seen on social media or been told, been impacted on by difficulties their families have experienced in relation to financial matters or other family issues. Some pupils may find it difficult to settle back into the academic structure of school and some may experience difficulties with peer relationships after a lengthy period of isolation from others their own age.

All staff and contractors will be alert to signs of stress in pupils and enable pupils to talk about how they are feeling. Any safeguarding concerns will be passed to the Designated Safeguarding Lead (DSL) promptly and any necessary referrals made to the relevant agencies or services. Please refer to ABLE Education's Child Protection and Safeguarding Policy for further details. Additional support will be provided for pupils in school where appropriate and available.

All parents/carers will be asked to inform the school if their child has experienced any key family changes (such as bereavements, changes in contact with key adults, significant events, health difficulties) so that ABLE's staff or contractors can ensure they can be effectively supported.

Any emerging concerns will be discussed with parents in the usual way, unless the information known leads the DSL to believe this could place a pupil at risk of immediate and further harm, in which case a referral will be made to MASH without delay.

5. Use of personal protective equipment (PPE)

Government guidance at the time will be followed, but unless otherwise advised, ABLE will not require either staff, contractors or pupils to wear face masks during sessions. PPE will only be used in situations where a pupil, contractor or member of staff develops symptoms whilst a tuition venue and this is necessary.