**Hub Guidance - COVID-19 Crisis**

**25th March 2020**

The coming weeks and months will be unlike anything we have experienced before. Positive, considered and collaborative leadership will be key to our ability to manage this situation as effectively as possible.

It is normal for everyone, pupils, staff, parents and carers, to feel anxious in this situation as we all adjust mentally and emotionally to the major changes brought about by the COVID – 19 pandemic.  Personal, family, social and cultural change processes are all happening.

To help ourselves and our pupils cope with this total change, it will help to focus on what we can do (what’s in our control) and get on with doing that

This guidance sets out the key elements that will support your thinking, planning and implementation of a hub approach. It will be reviewed and updated regularly. This should be read in conjunction with the advice from government:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>

<https://www.gov.uk/government/publications/covid-19-school-closures>

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|  | Guidance / FAQs | Notes |
| **Safeguarding** | **Q. What are the key considerations I need to address?**   * The needs of key children need to be identified and risk assessed. * Contact details for all pupils attending need to be obtained before parents / carers leave the site. * All volunteer staff need to be asked to bring photo ID and DBS details with them each day. * Adequate measures need be taken to support social distancing.   Please read and ensure all volunteers read:  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>  <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>  **Q. What about risk assessments and ratios?**  (See Appendix 1 – Safeguarding form exemplars as optional guides)  Ensure that suitable staffing/ supervision ratios are established considering group size, needs and individuals - build in resilience in case of staff illness or emergency  Recommended adult to child ratio (NSPCC) is:   * 0 - 2 years - one adult to three children * 2 - 3 years - one adult to four children * 4 - 8 years - one adult to six children * 9 - 12 years - one adult to eight children * 13 - 18 years - one adult to ten children   Please note the above and links provide guidance only. Actual ratios need to be determined based on setting need.  Ensure the contact details of the Safeguarding Hub/Early Help Team/LADO are available:   * Safeguarding Hub 0333 240 1727 * LADO Email lado@cumbria.gov.uk * Emergency Duty Team - 0333 240 1727 |  |
| **Staffing** | **Q. Who will have overall responsibility for a hub?**  A.The Headteacher or Senior Leader in a hub will take responsibility. This may be on a rota basis. Good practice would be to arrange a virtual head within your group of schools to also be there to support.  **Q. What hours will school/hubs be expected to be open?**  A. This is an emergency situation. It will depend on local context and capacity and will need to be determined locally.  **Q. Are there any parameters for staff deployment e.g. 2 days a week, term time only?**  A. Working towards a ‘one week on, two week off’ system where possible is recommended. However, this will depend on local circumstances and availability of volunteers. We are sourcing additional volunteers to be on standby to support hubs and these will be made available over the next week.  The key will be knowing what our workforce capacity is and to build a resilient model. Therefore, all schools/hubs will need to update their capacity on a daily basis. We are developing the systems to capture this.  **Q. Does staffing include admin staff and those in the kitchens?**  A. Admin and kitchen staff can volunteer. If kitchen staff are employed by outside agencies, you may need to check with their employer. The LA is working with a range of providers to coordinate support for cleaning, catering etc for each of our hubs.  **Q. Do we have to be open over the Easter holidays?**  A.In his announcement, the secretary of state stated: “Where possible, we would encourage settings to stay open for this purpose throughout the Easter holidays.”    This announcement does not indicate that it is mandatory. However, as many key workers have had their scheduled leave cancelled, we will need to offer childcare for keyworkers over this period. Staff flexibility, or use or rotas to take leave either side of the Easter holidays may assist in developing a local solution. Capacity and demand will become clearer as local hubs gather information to enable future planning. This is also a rapidly changing situation.  **Q. Will there be a need to incentivise this work, particularly in the holiday period?**  A. Further guidance is being developed but in the short term, you may wish to seek advice from your HR provider.  **Q. Will the cover have to include weekends?**  A. There is no expectation to offer this in the first instance. But it would be prudent to plan for this and to undertake further work to identify volunteer capacity to do so if needed.  **Q. What happens if staff have put themselves on the list of volunteers but they change their mind OR their personal circumstances change? Can they say no?**  A. Yes. They must form the headteacher responsible for the hub immediately if they do so.  **Q. If I am redeployed, am I able to attend a hub near to my home rather than my usual place of work?**  A. Clusters/ Headteachers supporting hubs will work together, supported by the LA to meet needs and demand. This situation will be kept under continuous review. There will be **no** expectation that any volunteers have to travel long distances to attend a hub.  **Q. How will pay be calculated for school support staff who work in hubs?**  A. Current Government guidance is that pay will continue as normal for all staff.  **Q. If I chose to volunteer in my own school and my school closes, must I agree to be redeployed to another school/hub?**  A.No. This is a matter of personal choice which will be respected. While it will be helpful for as many staff as possible to be flexible in response to need and to protect lives, staff availability and capacity will need be assessed on a daily basis.   1. **How much notice will staff be given as to what they will be doing and where?**   A. Each hub will need to develop their own model and rota locally and communicate this to their volunteers.  **Q. What is the role of governors within the hub scenario?**  A. Governors have a key role in staying up to date with national and local guidance and in providing pastoral support for staff. |  |
| Provision | The Childcare Hubs are not schools. They are primarily to be a childcare environment. The focus needs to be at a more pastoral level than educational. This does not mean activities cannot have educational elements but there is no expectation to follow a formal curriculum. A degree of structure will benefit pupils and volunteers alike, to be determined by each hub. We will be further developing ways to share ideas and support.  Prioritise activities to support emotional wellbeing be planned for children. |  |
| Buildings and Grounds | **Q. What do we need to do in relation to buildings?**   * Inform PCSOs and emergency services of those schools not open as well as those that are acting as the hub. The LA will also provide this information as a back up. * All schools and hubs should check with their insurance providers to establish appropriate cover in light of changes made. E.g closure/Hub status. County legal team contact: Paul Brodie 07919298631 * Ensure staff are inducted/ familiarised with key emergency/ management information – e.g. security/ access procedures, emergency and fire risk, evacuation procedures/ suitable first aid provision for staff and pupils including paediatric first aid where required. * Clarify means of summoning emergency assistance, particularly when operating social distancing. * Make available any instruction on the use of any relevant equipment – e.g emergency controls for fire panels, lifts/ automatic doors etc. * Access to essential contractors/ statutory inspections will need to be considered and managed. * Any areas deemed as “no access” due to hazards e.g. science labs must not affect means of escape. * Are contractors available to support with lighting, heating issues etc? * Are procedures for securing the site in place? |  |
| Behaviour | * The hub has the right to refuse a child or send them home if behaviour is disruptive or a risk. We will provide hubs with further guidance through our Inclusion team. |  |
| Catering/meals | In the first instance, please liaise with your existing school catering provider to explore meals provision for children.  Please also consider the DfE guidance below.  <https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance> |  |
| Cleaning | **Q. Who will cleaning arrangements be managed**  **A.** Some hubs have arranged this already. The LA is working with providers to provide clear guidance and this will also be shared with the hubs before Monday.  We are working to ensure available products such as hand sanitizer are fully sourced ready for next Monday. |  |
| Gatekeeping | **Q. Who will have overall responsibility for managing who attends a hub?**  A. We are developing a central system for managing new requests and to assist the head or senior leader responsible for the hub in gatekeeping attendance. This will include support with eligibility and coordinating any support needs for any individual pupil. LA officers from LIS/Social Care/SEND/Health will work together to advise each hub. |  |
| Health and Safety | **Q. Who will have overall responsibility for H&S?**   * Risk assessments - These should already be in place in schools and can be adapted to suit settings – H&S can provide advice and support * Infection Control – Robust measures and guidance provided and followed by staff, volunteers, pupils with access controlled where required. Compliance should be monitored by staff to ensure this is effective * Establish suitable supervision ratios established considering group size, needs and individuals building in resilience in in case of staff illness or emergency * All accident and incidents to be reported (except for most minor which can be collated in pupil accident book approach)  – this can be done through [healthandsafety@cumbria.gov.uk](about:blank) using the usual forms available on the portal – H&S will monitor these and ensure that RIDDOR reports are made where relevant on behalf of the setting * **Access to H&S Advice and Guidance and support** – CCC Corporate H&S Team will provide ongoing H&S support through our usual function. Email  [healthandsafety@cumbria.gov.uk](about:blank)  Office Hours No 01228 221616 and direct through advisers mobile numbers * Further guidance will be provided to each hub about procedures to follow if anyone becomes ill during the day   **Government Guidance**  <https://www.gov.uk/health-safety-school-children> |  |
| Medical issues/EHCPs | **Q. If a child has an EHCP with significant needs to be met, how do we safeguard and support appropriately?**  A. Our communications to all parents affirms the need for them to keep children at home if at all possible. Schools/hubs will need to risk assess on a case by case basis and consider availability of appropriately experienced staff. They will also need to keep this under review, as staffing and capacity may change, and the school/hub might not be the best place for the care of the child.  The Inclusion team will work together with you to support you in developing arrangements where needed. Further guidance will be provided to hubs in relation to SEND before the end of the week. |  |
|  | **Q. Are early years, primary and secondary pupils going to be attending the same schools/priority childcare hubs?**  A. This could be the case in some settings and will depend upon the specific context. All provision will be organised to suit those attending and phases will work together to put children first. |  |
| Parents / Carers | **Q. How will parents know how to communicate with and access a hub?**  A. We are developing a webpage and a central system and this will follow soon  <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers> |  |
| Wellbeing | **Q. Will there be support for volunteer staff in schools?**  A. We will be mobilising and signposting to available support including   * Bereavement * Counselling * Access to OH/ Ed Psych support to support staff health and wellbeing. * Have a timetable, to give structure and sense of normality to the da |  |