



## **Ian Ramsey CE Academy - Addendum to SEND Policy due to the circumstances of COVID-19 – April 2020**

Due to the current unprecedented circumstances of the COVID-19 virus it is necessary that all schools are prepared and have appropriate arrangements in place in relation to pupils with SEND during this time. Therefore, we have produced this addendum to our existing SEND Policy to ensure all staff, directors and parents understand our protocols during this time.

While our school site remains open for vulnerable children and children of key workers, a member of the SEND Team may not physically be on our school site every day. In this case, a member of the Senior Leadership Team (SLT) will be physically on site each day and will liaise directly with the SENDCo/SEN Team if any issues arise. Contact the main office on 01642 585205 to speak to the member of the Senior Leadership Team during office hours.

The SENDCo can also be contacted via email; [shawh@ianramsey.org.uk](mailto:shawh@ianramsey.org.uk)

Should our school site be entirely closed then we will update our website and SEND Policy with our arrangements.

### **Children with an EHC Plan**

A Risk Assessment is undertaken for all pupils with an EHCP in school. This is carried out in liaison with the school, parents/carers and the local authority to determine whether it is reasonable for the child to remain at home during the unprecedented circumstances of the COVID-19 virus. The Risk Assessment is updated as necessary in line with communication between school, parents/carers and the Local Authority.

### **Has the responsibility for special educational provision changed?**

At present the law in relation to EHC plans is unchanged. This means that the local authority must secure the provision that is described in the EHC plan, in the setting that the plan names. However, we recognise in these difficult circumstances that:

- parents and carers may have chosen for their child or young person not to go to school or college because of the outbreak
- there will need to be some extra flexibility; where a local authority or health body is unable to secure the full range of provision stated in an EHC plan, as long as they use their 'reasonable endeavours' to do this, they will not be penalised for failing to meet the existing duty in Section 42 of the Children and Families Act 2014.
- responsibility for any at-home provision lies with the local authority responsible for maintaining the EHC plan, though if it is possible for provision to be provided by the school in the home setting, school will endeavour to support this.

- The local authority should work with the educational setting to ensure that parents and carers are aware of the education, health and care services available to them at home. Parents and carers can access the Stockton Local Offer for further guidance and support at this time:  
[www.stocktoninformationdirectory.org](http://www.stocktoninformationdirectory.org)

### **Arrangements for Contact with pupils with SEND**

The school's SEN Team and all teaching staff are fully aware of our children with SEND and provision that is made for them on a daily basis in school, to be able to access their curriculum. Teaching staff are mindful of the fact that some pupils require differentiated work and scaffolding to be able to achieve success. Subject teachers are responsible for the work set for their class pupils and take the needs of pupils with SEND into account when setting work to be completed at home. Welfare phone calls will be made to the parents/carers of these children who have an EHCP and for some children with SEND Support Plans to discuss their welfare and the progress they are making in relation to the work that has been set.

The SEN Team will continue to contact children with SEND and their families via telephone calls, emails and Edulink, in the following timescales for those children who are not on site:

- Children with an EHCP (weekly)
- Children with SEND Support (fortnightly)

If there are any issues raised regarding the child's learning, safety or ability to be contacted then the member of staff will endeavour to resolve the issue or will inform the relevant member of teaching/pastoral or safeguarding staff who will liaise with the Local Authority SEND Team or follow local safeguarding procedures as necessary (as per our Child Protection Policy).

### **Communicating with parents, carers and pupils**

Although the vast majority of education is now having to take place remotely, it's important for schools, teachers and pupils to maintain professional practice as much as possible. When communicating online with parents and pupils, Ian Ramsey CE staff will:

- communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
- communicate through the school channels approved by the senior leadership team
- use school email accounts (not personal ones)
- use school devices over personal devices wherever possible
- advise teachers not to share personal information

### **Availability and contact arrangements for families and professionals who wish to make contact with the SENDCo/SEN Team**

During these unprecedented circumstances the SENCo/Assistant SENCo and all members of the SEND Team will be available to be contacted by children, families and other services and agencies to ensure the continued learning, safety and well-being of all our children with SEND. They can be contacted via the school telephone number in the first instance and whether they are on or off site they will gain contact with any family or professional as soon as possible.

The School Reception telephone number is: 01642 525205.

The school's office staff will then make contact with either the SENCo/Assistant SENCo.

Contact with the SENCo/Assistant SENCo should be within the hours of the school day 9am-3.30pm ONLY (including over the Easter holiday and May half-term). The SENCo/Assistant SENCo cannot be responsible for not receiving calls and messages outside of these times.

### **Pupils with SEND and remote education during coronavirus**

The vast majority of children with SEND are currently being educated at home during the coronavirus (COVID-19) outbreak, so Ian Ramsey CE Academy school leaders and teachers are having to adjust to remote education strategies. While this is happening, the Ian Ramsey CE Academy recognises that it is important to follow safeguarding procedures to keep everyone safe.

As set out in the [Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers](#) guidance, online education will follow the same principles set out in our school's staff behaviour policy (known as a code of conduct).

It's especially important for parents and carers to be aware of what their children are being asked to do, including:

- sites they will be asked to use
- school staff their child will interact with

Ian Ramsey CE Academy emphasise the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on. We recognise that many pupils with SEND are vulnerable and may need additional support. Support and guidance can be found on the school website and by contacting staff at school.

Please see the Addendum to the Child Protection Policy for a list of resources that can be used to support parents and carers of pupils with SEND to keep their children safe online, and for further guidance and advice around online safety and reporting concerns including harmful or upsetting content and bullying or abuse online.

### **Virtual lessons, live streaming and online learning**

There is no expectation that teachers at the Ian Ramsey CE Academy will live stream or provide pre-recorded videos of lessons. The Ian Ramsey CE Academy has considered the

educational approaches that best suit the needs of our pupils and staff. Work that is set for pupils will be accessed from the school's website.

The following resources can be used to support parents and carers of pupils with SEND with their learning:

- Lexia: <https://www.lexiapowerup.com/?SiteID=5488-8624-3283-7956>
- Inclusive Teach: <https://inclusiveteach.com/free-printable-sen-teaching-resources/>
- SEN Teacher: <https://www.senteacher.org/>
- UCL Centre for Inclusive Education: <https://www.ucl.ac.uk/ioe/departments-and-centres/centres/centre-inclusive-education/homeschooling-children-send/managing-transition-home-schooling>

### **Personal data and GDPR**

The Ian Ramsey CE Academy will continue to follow the guidance outlined in the data protection: toolkit for schools when managing personal data and will consider:

- taking care not to share contact details when emailing multiple people
- being careful when sharing usernames and other personal data for access to online resources
- providing access to school data systems safely