



**Five
Rivers®**

FIVE RIVERS CHILD CARE LTD

Special Education Needs Policy & Procedure – Endeavour House Covid -19 Annex

'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Policy Owner	Headteacher
Authoriser	Head Of Education
Date of Original Issue	20/03/2020
Date of version	18/01/2021
Date of review	31/07/2022
Version	V2

© Five Rivers Child Care Limited [01/04/2015], All Rights Reserved.

The content of this policy is protected by the copyright laws of England and Wales and by international laws and conventions. No content from this policy may be copied, reproduced or revised without the prior written consent of Five Rivers Child Care Limited. Copies of content may be saved and/or printed for use in relation to the business and affairs of the Company only.

Table of Contents

CONTENTS

1.	Special Education Needs Policy Annex Covid 19.....	2
1.1	Policy Statement.....	2
1.2	Terms and Definitions	2
1.3	Data Protection	2
1.4	Disclosure of Information	3
1.5	Further Information.....	3
2.	Context.....	4
3.	Key Contacts	5
4.	Vulnerable children and eligibility.....	5
5.	Safeguarding and monitoring of wellbeing.....	6
6.	Arrangements for assessing and reviewing children’s progress.....	7
7.	Arrangements for supporting children in moving between phases of education.....	7
8.	The approach to teaching children with SEND.....	8
9.	Support for social and emotional development.....	9
10.	Working alongside other professionals.....	9
11.	The EHC plan.....	9

1. Special Education Needs Policy Annex Covid 19

1.1 Policy Statement

1.1.1 The SEND Policy Annex has been written in accordance with:

- The Special Educational Needs and Disability Code 0 – 25 years code of practice 2015
- The Equality Act (2010)
- The Children and Families Act (2014)
- <https://www.gov.uk/government/publications/changes-to-the-law-on-education-health-and-care-needs-assessments-and-plans-due-to-coronavirus/education-health-and-care-needs-assessments-and-plans-guidance-on-temporary-legislative-changes-relating-to-coronavirus-covid-19>

This Code of Practice provides statutory guidance on duties, policies and procedures relating to Part 3 of the Children and Families Act 2014 and associated regulations and applies to England. It relates to children and young people with special educational needs (SEN) and disabled children and young people. A ‘young person’ in this context is a person over compulsory school age and under 25.

This policy details the provision for young people with special educational needs that we provide that is ‘additional to’ or ‘different from’ the provision made for all young people in state education. Our central aim is to reduce the barriers to effective learning for young people with special educational needs.

This annex refers to guidance issued during Covid 19

1.2 Terms and Definitions

1.2.1 The below table sets out a number of terms and definitions used within this document:

Term	Definition

1.3 Data Protection

1.3.1 Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers

Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018

1.3.2 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

1.4 Disclosure of Information

1.4.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

1.5 Further Information

2. Context

From 5th January 2021 parents were asked to keep their children at home, wherever possible, and for schools to continue to provide care for a limited number of children – those who are vulnerable and children whose parents are critical to the COVID-19 response – who absolutely need to attend and who cannot be safely cared for at home. ‘Vulnerable children’ includes those supported by social care, those with safeguarding and welfare needs (including those on child in need and child protection plans), ‘looked after’ children, young carers, disabled children and those with education, health and care (EHC) plans.

This annex of the Endeavour House School SEND Policy and procedure contains details of our individual arrangements and changes to our usual mode of working in the following areas:

- Vulnerable children and eligibility
- Safeguarding, attendance and monitoring of wellbeing
- Arrangements for consulting carers of, and children with, SEND
- Arrangements for assessing and reviewing children’s progress
- Arrangements for supporting children in moving between phases of education
- The approach to teaching children with SEND
- Support for emotional and social development
- Working alongside other professionals
- The EHC Plan reviews

Please note: This annex should be read in tandem with the Endeavour House School Safeguarding Policy.

2. Key Contacts

Role	Name	Email
Head Teacher / Designated Safeguarding Lead	Mrs Ann Marie Allen	ann-marie.allen@five-rivers.org
Head Of Education	Mr James Hall	James.Hall@five-rivers.org

3. Vulnerable children and eligibility

Vulnerable children include those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school place in order to meet their needs, or

whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

These risk assessments will consider a number of different risks to each individual, including:

- the potential health risks to the individual from COVID-19, bearing in mind any underlying health conditions. This will be on an individual basis and with advice from an appropriate health professional where required
- the risk to the individual if some or all elements of their EHC plan cannot be delivered at all, and the risk if they cannot be delivered in the normal manner or in the usual setting
- the ability of the individual's parents or home to ensure their health and care needs can be met safely
- the potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered
- the availability of appropriately trained staff (school will liaise with the local authority if a place is needed for an eligible child, but the school is unable to provide the specialist staffing for it)

The Coronavirus Act 2020 allows the Secretary of State, where appropriate, to temporarily lift the statutory duty on local authorities to maintain the precise provision in EHC plans, with local authorities needing instead to apply 'reasonable endeavours' to support these children.

4. Safeguarding, attendance and monitoring of wellbeing

Endeavour House School continues in its commitment to ensuring the safety and wellbeing of its children during this period of general school closure.

Any updates to a child's situation will be updated on their risk assessments which are then shared with the Local Authority and the Staff.

Endeavour House School will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from the government and Public Health England on handwashing and other measures to limit the risk of spread of COVID19 (see risk assessment).

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. All children will attend school as normal and Endeavour House will work with carers and other professionals to decide on risk for individual pupils.

Where a child with EHC plans do not attend school and is cared for at home, an individual risk assessment will be completed, and a communication plan will be put in place for the child. This will be recorded on home learning risk assessments for the pupil which are shared with the Local Authority if requested.

Endeavour House School, its Head Teacher (DSL) and staff will work closely with all stakeholders to maximise the effectiveness of any communication plan for children with EHC plans.

This plan must be reviewed weekly and where concerns arise, the Head Teacher/DSL and staff will consider any referrals as appropriate.

5. Arrangements for consulting with careers of, and children with, SEND

Working in partnership with children with SEND and their carers continues to be central Endeavour House School's policies and practice.

For children with EHC plans who are being cared for at home, their individual risk assessments will include communication plans to ensure that daily contact is maintained with key school staff. These communications may include individual expectations for home learning, discussions around appropriate learning activities, adaptations to learning resources/activities and discussions of strategies for supporting children at home. In addition, all children will have hand delivered packs with the day's work worth of work along with resources to support the change of timetable and routine, sensory activities personalised to the needs of each child.

6. Arrangements for assessing and reviewing children's progress

Endeavour House School recognises that assessments and reviews of children's progress will continue to be necessary for some purposes during this period of school closure, mainly for the purpose of statutory assessment and review for new or existing EHC plans and for other assessments being completed by external professionals.

Where this is needed, key school staff will maintain communication with parents and relevant professionals to share, with necessary consents, the most current assessment information and professional observations that the school holds.

Where children's EHC plans are due for review within the period of school closure, the school will discuss arrangements with carers, children, the Local Authority and professionals involved in the plan arrangements for a 'remote review' will be made. All reviews should take place within the standard time frames. Emergency reviews will be held as required by remote contact.

7. Arrangements for supporting children in moving between phases of education

For children due to move between phases of education or placement during this official school closure. Endeavour House School will continue to make contact with the new settings to share necessary information to make children's transitions as smooth as possible. The staff will make contact with the new settings to share information on SEND needs. Where children with SEND would benefit from additional transition visits, every effort will be made to facilitate these where possible within DfE, PHE and government guidance.

Endeavour House School recognises that transition may be a particular concern for children of SEND, and communication remains open for students and carers to contact school staff to discuss this.

Endeavour House School's approach to supporting children with transition will continue to be reviewed in line with all available DfE and government guidance on school closure. The school will make best endeavours to fully support young people transitioning to another provision.

8. The approach to teaching children with SEND

Endeavour House School recognises that children with SEND need access to home learning resources and activities which take account of their strengths and needs.

For children with SEND, including those with an EHC plan, home learning will be enabled, and staff contact put in place to support them in accessing appropriate learning activities.

Communication plans/ timetables will be in place for any children with EHC plans being cared for at home to ensure that regular contact is maintained for discussion and setting of individual, appropriate learning activities, strategies and resources. In addition, all children will be hand delivered work packs daily or weekly (if required) of work along with resources to support the change of timetable and routine, sensory activities and key websites personalised to the needs of each child.

Children will be loaned a lap top if required by Five rivers. This has all safeguards enabled by our IT department to ensure safe use and weekly updated and guidance are sent to children and parents on safe internet and IT use.

:

Examples of alternative teaching and meeting of EHC outcomes that may be used are:

- alterations to the frequency and timing of the delivery of provision in school, for example, moving to a part-time timetable (where agreed with carers or the child)
- video/ virtual teaching sessions for children to keep in touch with teaching staff
- a home learning reading programme, provided by the staff team and reviewed weekly
- provision of printed exercises or worksheets
- delivering direct education or support in the home where a young person is not able to attend school (subject to risk assessment and appropriate health protection measures)
- sending home accessible hard copy therapy programmes, with additional phone support for career and young persons to help them work through them
- counselling, or cognitive behaviour therapy, delivered over the phone or contact maintained with the therapist.

9. Support for social and emotional development

Endeavour House School understands that children's social and emotional development is particularly at risk within the current national climate and period of school closure.

Individual risk assessments for children with EHC plans will consider children's social and emotional development and will ensure that communication plans are in place to enable at least fortnightly review. Regular contact between school staff and parents/children will be central to identifying when additional support may be needed. Where concerns are raised or are apparent within these communications, the child's risk assessment will be reviewed by the headteacher and school staff and appropriate action or onward referrals considered.

The assessment and therapy team within Five Rivers Education will input into the process of support for staff and the child.

10. Working alongside other professionals

Endeavour House School will continue to maintain contact with other professionals during this period of school closure or restricted opening. This will particularly include liaison with care homes, social services, the virtual school, the Local Authority and anyone else in the team around the child.

The headteacher and school staff hold contact details for external professionals already working with children with SEND including health and social care staff and will maintain both planned contacts and referrals of arising need. Contact details for the Headteacher are available via the school website should professionals need to make contact.

1. EHC Plans

Endeavour House School shall make best endeavours to ensure outcomes of the EHC plan are met.

Reviews and re-assessments of EHC plans will still take place. There can in some circumstances be flexibility over the timing of an annual review that does not relate to a transfer between phases of education.

Annual reviews may, in the current circumstances, need to take a different form. It is important that the reviews continue to ensure that the child or young person is at the centre of the process and can engage with the process in a meaningful way.

A review meeting, even if by necessity briefer than usual, can be reassuring for carers and children and, through ensuring that their EHC plan is up-to-date so that they can receive appropriate provision.

Review

This addendum to the information report will be reviewed in light of new government guidance as and when it is published. Updated 07.07.2021

