



# The Diocese of Westminster Academy Trust

## Our Lady Catholic Primary School

### Introduction

We are committed to ensuring the health, safety and welfare of all employees, pupils/students and visitors. This policy describes the measures that we have put in place to protect you from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us.

### Scope

This policy applies to all our employees, pupils/students, contractors and visitors to schools within the Trust.

### COVID-19 Policy Statement

The Trust, Governors and Senior Leadership Team (SLT) recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by our activities during the COVID-19 pandemic.

In order to discharge our responsibilities, we will:

- Bring this Policy Statement to the attention of all staff;
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of COVID-19;
- Communicate and consult with our staff on matters affecting their health and safety;
- Comply fully with all relevant legal requirements and government guidance;
- Control risks to health, safety and wellbeing so far as is reasonably practicable;
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- Work with parents and unions to agree best approaches for our school(s);
- Ensure that emergency procedures are in place at all locations for dealing with the virus;
- Maintain our premises, and provide and maintain safe plant and equipment;
- Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide adequate information, instruction and training and ensure that all employees are competent to do their tasks safely;
- Plan for a local lockdown and how we will ensure continuity of education; and
- Regularly monitor and revise policies and procedures as guidance changes.

This policy statement will be reviewed and revised as necessary to reflect changes to the organisation's activities and any changes to legislation or government guidance. Any changes to the policy will be brought to the attention of all employees.

Signed: 

Dated: 01/09/20

Name: TONY GORTON

Chair of Local Governing Board

Signed:

Dated: 1st September 2020.

Name: CIARA RICHARDSON

Headteacher  
Ciara Richardson

## **COVID-19 responsibilities**

The overall responsibility for health and safety and management of the virus rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

It is important that everyone is aware of their responsibilities and has a clear understanding of their areas of accountability in controlling factors that could lead to ill health, injury or loss and the virus being spread. Line managers are required to provide clear direction and accept responsibility.

We recommend that the following positions are identified as having key responsibilities for the implementation of COVID-19 control measures:

### **COVID-19 Supervisor**

A COVID-19 Supervisor must be appointed and ensure that in their areas of control:

- They implement and follow the Coronavirus (COVID-19) Policy;
- They supervise their staff to ensure that they work safely, providing increased supervision for new, vulnerable and young workers;
- They communicate and consult with staff on COVID-19 issues;
- They keep themselves up to date with developments and guidance relating to COVID-19;
- Rules are followed by all;
- They encourage staff to report hazards and raise concerns;
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff;
- Any safety issues that cannot be dealt with are referred to the SLT for action;
- Safety training for staff is identified, undertaken and recorded to ensure that they are competent to carry out their work in a safe manner;
- Safe systems of work are developed and implemented where needed;
- COVID-19 incidents inside and outside of work are recorded, investigated and reported where needed;
- Personal protective equipment (PPE) is readily available and maintained where appropriate, and relevant staff are aware of the correct use of this and the procedures for replacement;
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures; and
- Regular and effective cleaning takes place.

### **Line managers**

Line managers must ensure that:

- Good communication is in place between management and employees, particularly where there are organisational and procedural changes;
- Plans for local lockdown are planned, developed, implemented and amended in our setting to ensure continuity of education;
- Employees are fully trained to discharge their duties; and
- Where necessary, they look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. bereavement, illness of family members or anxiety about the general safety of their loved ones.

### **Employees**

Employees must:

- Follow any information, instruction, training and supervision provided to them regarding looking after their health, safety and wellbeing (including mental health) during the COVID-19 outbreak; and
- Raise any issues or concerns with their line manager or safety representative where applicable.

## **Visitors**

Visitors to site should be avoided where possible. Where this is not possible, the school must:

- Complete the visitor declaration and an individual risk assessment if required; and
- Inform us of any COVID-19 symptoms;

The school will maintain a visitor log for fire evacuation purposes and to help with test and trace purposes.

## **Staff carrying out cleaning activities**

Staff carrying out cleaning activities must:

- Take reasonable care of their own safety;
- Take reasonable care of the safety of others affected by their actions;
- Observe the safety rules;
- Submit their health and safety policy and relevant risk assessments to us for approval if not employed by the organisation;
- Comply with and accept our COVID-19 Policy;
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- Dress as appropriate for their work activities;
- Use all equipment, safety equipment, devices and protective clothing as directed;
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others;
- Maintain all equipment in good condition and report defects to their supervisor; and
- Ensure that chemicals are used appropriately and that contact times are followed.

## **Arrangements**

### **Reoccupation of our setting**

From August/September, in line with current and any new government guidance, there will be a full reoccupation of the facility and resumption of the curriculum.

### **Attendance**

No one with symptoms or a positive test, in the last seven days, should attend our setting for any reason. Pupils/students will be encouraged to attend.

In line with the current decline in transmission of the virus, those currently shielding will no longer be required to shield after 1 August. This means that by the Autumn term, there will be very few who will still be required to shield and even those who are will be allowed to attend educational facilities, including those who have family members who are shielded. It is recognised that this could be changed on a local level if rates were to rise again. Pupils/students who are no longer required to shield but still remain under the care of a specialist health professional should seek medical advice on returning to school.

Where pupils/students cannot attend the site to comply with clinical and/or Health Protection advice, they will immediately be offered remote educational options, and engagement with this will be monitored.

All other pupils/students must attend school. The school will bear in mind the potential concerns of pupils/students, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils/students who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from COVID-19, including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. The school will be clear with parents that unless a statutory reason is given, attendance is compulsory.

We will resume taking an attendance register and continue to complete the online Educational Setting Status form, which gives the Department for Education daily updates on how many pupils/students and staff are attending.

To encourage attendance at school, the following measures will be considered and implemented:

- Communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) throughout the summer ahead of the new school year.
- Identify pupils/students who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic.
- Use the additional catch-up funding schools will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils/students' regular attendance.
- Work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance.

### Priority groups

We will consider how we integrate pupils/students from priority groups who are attending but are not in any of the transition year groups to ensure we make the right decision for how our pupils/students are supervised, continue to learn and are supported in school.

### School workforce

The Trust, Governors and SLT are conscious of the health, safety and wellbeing of all staff and will, where possible, support the staff in the return to work and normal curriculum.

It is recognised that most school staff will not be able to work from home following the full reoccupation of pupils/students. This includes previously shielded groups who, as of 1 August, will be able to attend the workplace as long as social distancing is maintained. Vulnerable persons will still be identified, and suitable additional controls applied.

School leaders will be flexible and allow homeworking where possible or working within the facility where distancing is possible. Staff are also reminded about the school's Health and Wellbeing Policy and Employee Assistance Programme.

### Transport

Staff and pupils/students will be encouraged to walk or cycle to and from school and avoid public transport wherever possible.

We will work together with all parties and transport providers to put in place arrangements appropriate to our circumstances, including measures to reduce contact.

Wherever possible, we will avoid the use of school minibuses. However, where use is essential, social distancing will be maintained (see example below). The minibus will be thoroughly cleaned after each use and pupils/students will wash their hands before boarding/unboarding.



## **Food**

To ensure food is available for pupils/students who attend our educational setting, we will reopen our kitchen(s) and ensure that meals are able to be prepared and served safely. We will provide meals, where required, for all pupils/students, including those who meet the free school meal (FSM) eligibility criteria.

We will also continue to work with our food providers to offer meals or food parcels for benefits-related FSM pupils/students not in the setting. Now that our school is opening more widely, the school catering teams will be better placed to do this.

Staff should bring their own lunch and ensure that the staff room is kept clean and tidy and dirty dishes are put in the dishwasher (where applicable).

## **Effective infection protection and control**

There are important actions that pupils/students, their parents and our staff can take during the COVID-19 outbreak to help prevent the spread of the virus.

Although it is difficult to put some of these measures in place in practice in schools, particularly with younger children, protective measures are possible. Hygiene will continue to be important in our school.

Preventing the spread of COVID-19 involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions will be employed to do this. These can be seen as a Hierarchy of Controls that, when implemented, create an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- Minimising contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend our setting;
- Cleaning hands more often than usual – washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly (using disposable hand towels, where possible) or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;
- Ensuring good respiratory hygiene – promoting the ‘catch it, bin it, kill it’ approach;
- Recognising that some pupils/students with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This will be considered in risk assessments in order to support these pupils/students and the staff working with them, and they will not be denied face-to-face education on this basis;
- Cleaning frequently-touched surfaces often using standard products, such as detergents and enhancing our cleaning provisions;
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times); and
- Using personal protective equipment (PPE) where necessary.

Notices and posters promoting infection control best practice will be displayed throughout our buildings. The ‘Staying COVID-19 Secure in 2020’ poster will be displayed in reception.

## **Personal protective equipment (PPE), including face coverings and face masks**

Wearing a face covering or face mask in educational settings under normal conditions is not currently recommended by the government. Accordingly, we will not require staff or pupils/students to wear face coverings. Changing our habits, cleaning and hygiene are effective measures in controlling the spread of the virus.

Most of our staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of two metres from others. PPE will only be needed in a very small number of cases, including:

- Pupils/students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way.

- If a pupil/student becomes unwell with symptoms of COVID-19 while in our setting, a face mask should be worn by the supervising adult, if a distance of two metres cannot be maintained. If contact with the pupil/student is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- If a pupil/student becomes unwell with non-COVID-19 symptoms, they should be treated as normal with no specific additional PPE requirements.

### **Class or group sizes**

We know that, unlike older children and adults, early years and primary-age children cannot be expected to remain two metres apart from each other and staff. We will therefore work through the hierarchy of measures set out above which, in summary, includes:

- Avoiding contact with anyone with symptoms;
- Frequent hand cleaning and good respiratory hygiene practices;
- Regular cleaning of settings, including an enhanced cleaning schedule to include more frequent cleaning of rooms / shared areas that are used by different groups; and
- Minimising contact and mixing between cohorts.

We appreciate that it is still important to reduce contact between people as much as possible, and we will achieve this and reduce the transmission risk by ensuring pupils/students and staff, where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

While in general groups will be kept apart, brief, transitory contact, such as passing in a corridor, is deemed to be low risk.

### **Assemblies and worship**

Assemblies and worship gatherings have been prohibited in large groups outside of controlled bubbles. The school will ensure that, where we wish to continue assemblies and gatherings for the purpose of worship, this does not involve the mixing of groups which could encourage the spread of COVID-19.

### **Planning and organising**

Prior to welcoming our pupils/students and staff back, we will:

- Refresh our risk assessment and other health and safety advice for pupils/students and staff considering recent government advice, identifying protective measures (such as the things listed below). We will also ensure that all health and safety compliance checks have been undertaken before opening.
- (It is, however, recognised that in the provision of key stage 4 and key stage 5, it is likely that groups will need to be full year groups in order to provide a full curriculum and deliver specialist teaching.)
- Constantly review group sizes alongside the latest statistical and scientific evidence as it is recognised that this may lead to possible increases in group size.
- Encourage older pupils/students to maintain distancing within these groups.
- Allow teachers to move across groups provided they maintain distancing of two metres from other staff and pupils/students at all times possible. In younger settings, this may not be possible, but teachers can work across groups if it means the delivery of a full curriculum.
- Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.
- In refreshing the timetable:
  - Decide which lessons or activities will be delivered;
  - Consider which lessons or classroom activities could take place outdoors;

- Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building;
  - Stagger assembly groups;
  - Stagger break times (including lunch) so that all pupils/students are not moving around the setting at the same time;
  - Stagger drop-off and collection times;
  - Plan parents' drop-off and pick-up protocols in a way that minimises adult-to-adult contact; and
  - For secondary schools and colleges, we will consider how best to supplement remote education with some face-to-face support for pupils/students.
- In addition, where there are childcare or early years groups in the setting, we will:
    - Consider how to keep small groups of pupils/students together throughout the day and avoid larger groups of pupils/students mixing; and
    - Consider how play equipment is used, ensuring that it is appropriately cleaned between groups of pupils/students using it and that multiple groups do not use it simultaneously.
  - It was previously recommended that materials were removed from the classroom; this is no longer the case for the autumn term. Frequently-used items such as pens and pencils used by staff and pupils/students will be individual to the user. Classroom resources such as books and games can be kept in the classroom but should be used within the groups and cleaned frequently, together with any other touch points.
  - Resources shared between groups, such as sports, science and art equipment, will be cleaned between groups or isolated for 48 hours (72 for plastic) prior to reuse.
  - We will consider how pupils/students arrive at our setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.
  - A process will be implemented for pupils/students removing face coverings safely upon arrival at school and of washing their hands. This will be clearly communicated to them.

## **Communication**

We will communicate our plans as follows:

- Telling pupils/students, parents, carers or any visitors, such as suppliers, not to enter our setting if they are displaying any symptoms of COVID-19;
- Telling parents that if their child needs to be accompanied to our setting, only one parent should attend;
- Telling parents and young people their allocated drop-off and collection times and the process for doing so, including protocols for minimising adult-to-adult contact (for example, which entrance to use);
- Making it clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which will be conducted safely);
- Where appropriate, engaging parents and pupils/students in educational resources/posters such as e-bug and PHE;
- Ensuring parents and young people are aware of recommendations on transport to and from our setting (including avoiding peak times);
- Talking to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times);
- Communicating as early as possible with contractors and suppliers that will need to prepare to support our plans for opening (for example, cleaning, catering, food supplies, hygiene suppliers, etc.); and
- Discussing with cleaning contractors or staff the additional cleaning requirements and agreeing additional hours to allow for this as appropriate.

## **When open**

We will keep cohorts together where possible and:

- Ensure that pupils/students are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days.
- Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings that there will be some subject specialist rotation of staff.
- Ensure that, where possible, teachers stay at the front of the class and maintain a two-metre distance from each other and from children. Minimal time will be spent within one metre of anyone.
- Pupils/students will be seated side-by-side and facing forwards.
- Within music lessons, playing of instruments or singing will be restricted to groups of no more than 15, with pupils/students positioned back-to-back or side-to-side and the room adequately ventilated. Singing, wind and brass playing will not take place in school choirs or assemblies and sharing of instruments will not take place.
- Ensure that, wherever possible, pupils/students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Wherever possible, we will seat pupils/students at the same desk each day.

For cleaning and hygiene:

- Follow government guidance on cleaning, including:
  - Cleaning an area with normal cleaning products after someone with COVID-19 has left to reduce the risk of passing the infection on to other people;
  - Wearing disposable gloves and aprons for cleaning (these will be double-bagged, stored securely for 72 hours, then thrown away in the regular rubbish after cleaning is finished);
  - Using disposable cloths to clean hard surfaces with warm soapy water, then disinfect these surfaces with normal cleaning products (paying particular attention to frequently-touched areas and surfaces, such as bathrooms, handrails, stairwells and door handles);
  - Where an area has been heavily contaminated, such as with visible bodily fluids, from a person with COVID-19, using protection for the eyes, mouth and nose, as well as wearing gloves and an apron; and
  - Washing hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
- Clean surfaces that pupils/students are touching – such as toys, desks, chairs, doors, sinks, toilets, light switches and bannisters – more regularly than normal.
- Ensure that all adults and pupils/students:
  - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
  - Wash their hands on arrival at the setting, after breaks, when they change rooms, before and after eating, and after sneezing or coughing;
  - Are encouraged not to touch their mouth, eyes and nose; and
  - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- To encourage and ensure hand washing and personal hygiene measures are followed, the following points will be considered:
  - Ensure that sufficient handwashing facilities are available for both staff and pupils/students. Where a sink is not nearby, we will provide hand sanitiser in classrooms and other learning environments.
  - Adequate supervision of hand sanitiser use given risks around ingestion. Small children and pupils/students with complex needs should continue to be helped to clean their hands properly. Skin-friendly skin cleaning wipes can be used as an alternative.
  - Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.
- Ensure that help is available for pupils/students who have trouble cleaning their hands independently.



- Consider how to encourage young children to learn and practise these habits through games, songs and repetition.
- Ensure that bins for tissues are emptied throughout the day.
- Where possible, all spaces will be well-ventilated using natural ventilation (opening windows) or ventilation units.
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation.
- Get in touch with public sector buying organisation partners about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed.
- Confirm to staff and parents that there is no need for anything other than normal personal hygiene and washing of clothes following a day in our setting.

Reduce mixing within our setting by:

- Accessing rooms directly from outside (where possible);
- Considering one-way circulation to keep groups apart as they move through the setting where spaces are accessed by corridors;
- Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils/students using them at any time;
- Staggering lunch breaks – pupils/students will clean their hands beforehand and enter in the groups they are already in. Groups will be kept apart as much as possible and tables will be cleaned between each group. Where this is not possible, pupils/students will have their lunch in their classrooms;
- Ensuring that toilets do not become crowded by limiting the number of pupils/students who use the toilet facilities at one time. Toilets will be frequently cleaned, and the pupils/students will be encouraged to maintain good hygiene; and
- Noting that some pupils/students will need additional support to follow these measures (for example, routes around the school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).

Use outside space:

- For exercise and breaks.
- For outdoor education, where possible, to limit transmission and more easily allow for distance between pupils/students and staff.
- Outdoor equipment will not be used unless we are able to ensure that it is appropriately cleaned between groups of pupils/students using it, and that multiple groups are not allowed to use it simultaneously.
- Contact sports will be avoided.

For shared rooms:

- If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place.
- Stagger the use of staff rooms and offices to limit occupancy and with minimal usage.
- Assemblies or collective worship with more than one group will be ceased until further guidance is available.

Reduce the use of shared resources:

- Staff and pupils/students can take shared resources such as books home, but unnecessary sharing should be avoided.
- By seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces will be cleaned and disinfected more frequently.

- Practical lessons will go ahead where equipment can be cleaned thoroughly, and the classroom or other learning environment will be occupied by the same pupils/students in one day or properly cleaned between cohorts.

Adjust transport arrangements where necessary, including:

- Encouraging staff, parents and pupils/students to walk or cycle to the setting where possible;
- Ensuring that transport arrangements cater for any changes to start and finish times;
- Ensuring that transport providers' employees do not work if they or a member of their household are displaying any symptoms of COVID-19;
- Ensuring that transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers;
- Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting pupils/students with complex needs who need support to access the vehicle or fasten seatbelts; and
- Communicating revised travel plans clearly to contractors, Local Authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).

### **What happens if someone becomes unwell in our setting?**

If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of or change in their sense of taste or smell (anosmia) in our setting, they will be sent home and advised to follow government guidance for households with possible COVID-19 infection (i.e. isolate for at least seven days and should arrange to have a test).

If a pupil is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least two metres away from other people.

If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, or has a loss of or change in their normal sense of taste or smell (anosmia), they will not need to go home unless they develop symptoms themselves (and in which case, they should arrange a test), the child subsequently tests positive (see 'What happens if there is a confirmed case of COVID-19 in our setting?' below) or they are requested to isolate by the NHS Test and Trace.

Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal cleaning products after someone with symptoms has left to reduce the risk of passing the infection on to other people.

### **What happens if there is a confirmed case of COVID-19 in our setting?**

When a pupil or staff member develops symptoms compatible with COVID-19, they will be sent home and advised to self-isolate for seven days. Their fellow household members should self-isolate for 14 days. All staff and pupils/students who are attending our setting will have access to a test if they display symptoms of COVID-19 and are encouraged to get tested in this scenario.

Where two or more confirmed cases of COVID-19 have emerged within 14 days, the school will follow government guidelines and notify the relevant authorities for investigation of an outbreak.

Where the pupil or staff member tests negative and is symptom-free, they can return to our setting and the fellow household members can end their self-isolation.

Where a pupil or staff member tests positive, the school will take swift action to contact the Local Health Protection Team; they may also contact the school if they have had a positive case with links to the school. The Protection Team will produce a risk assessment and give definitive advice on who should be sent home, against certain criteria, including close contacts. In the instance there are two or more confirmed cases within 14 days or there is an increase in overall sickness absence where COVID-19 is suspected, this will be considered an outbreak and the Local Health Protection Team will advise if further measures or larger groups will need to self-isolate. If identified controls have been implemented, a school closure should not normally be considered unless advised by the Health Protection Team.

In the event that a staff member or parent/carer tests positive or is contacted by NHS Test and Trace, the school will be prepared to present details of contacts the person has had. To continue monitoring transmission, staff and pupils/students in all settings will be eligible for testing if they become symptomatic, as will members of their households. A negative test will enable children to get back to education, and their parents to get back to work.

In the event of a child or member of staff testing positive for COVID-19, the relevant group of people within the school with whom the child has mixed closely (their cohort) should be sent home and advised to self-isolate for 14 days.

### **Taking pupils/students' temperatures**

We will not take pupils/students' temperatures every morning and parents and carers will not be required to either. Routine testing of an individual's temperature is not a reliable method for identifying COVID-19.

We will reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to COVID-19, and where to get further advice. If anyone in the household develops a fever or a new continuous cough or a high temperature, or has a loss of or change in their normal sense of smell (anosmia), they are advised to follow the government guidance (which states that the ill person should remain in isolation for seven days and the rest of the household for 14 days).

### **Testing**

**Pupils/students:**

All pupils/students eligible to attend our setting, and members of their households, will have access to testing if they display symptoms of COVID-19. This will enable them to get back into education, and their parents or carers to get back to work, if the test proves to be negative. To access testing, parents will be able to use the NHS 111 online service if their child is aged five or over. Parents will be able to call 111 if their child is aged under five.

**Staff:**

Access to testing is already available to all essential workers – this includes anyone involved in education. We will, where necessary, book tests through the online portal. There is also an option for employees to book tests directly on the portal.

We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

### **Supporting pupils/students with complex needs**

We will follow government guidance for special schools, specialist colleges, Local Authorities and any other settings managing pupils/students with education, health and care plans, including those with complex needs where appropriate.

### **Safeguarding**

The school's Child Protection Policy will be reviewed to reflect the new arrangements from the Autumn term to ensure that all necessary measures are being taken. Designated Safeguarding Leads will be provided with time at the start of the term in order to complete this.

**Educational visits**

Overnight domestic and foreign educational visits will not be completed. However, from the start of the Autumn term, domestic non-overnight visits can be completed. This includes trips for pupils/students with SEND connected with their preparation for adulthood. These will be done in line with all protective measures of both the school and the destination, including staying within groups and social distancing. The standard approach to educational visit assessments and Educational Visit Coordinator approval should be followed and should consider all necessary measures.

**School uniform**

We have taken the decision that pupils/students will/will not wear school uniform.

**Extracurricular provision**

In line with government guidance, extracurricular provision will be reinstated, including breakfast clubs and after-school provision. The standard controls will be applied and, at all times possible, attendees will be kept to year groups. Where this is not possible, small consistent groups will be formed within the provision. The school will also implement adequate controls for drop-off and pick-up in line with the general controls.

# Coronavirus (COVID-19) Policy Acknowledgement Form

Please read the notes below and then sign this form.

Clearly, we will do all in our power to ensure the health and safety and welfare of all our staff and we look to our employees to abide by the standards laid down.

We have formulated our Coronavirus (COVID-19) Policy to outline our policy and procedures in relation to COVID-19.

You must read the information contained in this policy and adhere to the requirements at all times.

Please discuss any queries you may have with your line manager and sign this form.

*I have read the Coronavirus (COVID-19) Policy and understand and accept its contents.*

<b>Signature:</b>		<b>Date:</b>	
<b>Print Name:</b>			

