

Covid-19 Policy

Health & Safety Measures protecting all Cidari Academies and premises

Cidari | All Academies | Public

Version 5.0 Published 5th November 2020

Latest update: Changes to shielding advice to CEV

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. Since fully reopening our Cidari Academies in September we have well tested systems and processes which have ensured the safety of all attending our sites, as well as reassuring staff, pupils, parents and the wider community.

Scope

This policy applies to all our employees, pupils/students, contractors and visitors.

COVID-19 Policy Statement

The Trust, (Trustees, Executive and Academy 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;
- Eliminate risks to health and safety, where possible;
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- 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 training and ensure that all employees are competent to do their tasks safely;
- Provide information, instruction, training and supervision for employees; 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.

This document should be read in conjunction with published Government [Guidance for full opening: schools](#), Appendix 1 Local Action Plan, and Local Risk Assessment.

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:


Trust Executive

The Trust Executive will ensure that:

- Academy leaders are fully aware of their responsibilities relating to Covid-19.
- Professional external Health & Safety advice is sought and implemented.
- Academies are appropriately resourced financially and materially to meet their obligations relating to Covid-19.
- Appropriate training and support is in place for all employees.
- No employee, pupil, parent, visitor or contractor is put at unnecessary risk on or travelling to and from Trust premises.
- The latest guidance is applied and documentation prepared and distributed where necessary to Senior Leaders for local implementation.
- Unions are consulted and updated regarding the measures in place, proposed or any changes or variation to prior agreement.
- Effective and clear communication channels are in place for Staff, Parents, Pupils, Trustees, Governors and other stakeholders.
- Trustees are kept updated regularly in relation to the operational status of the Trust.

COVID-19 Supervisor

A COVID-19 Supervisor must be appointed in each of our sites 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;
 - Liaise with and update the Trust Executive on all related Covid-19 matters.
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- They communicate and consult with staff on COVID-19 issues;
- They keep themselves up to date with developments and guidance relating to COVID-19 issued by the Trust;
- That all contractors attending their setting have completed the Contractor Checklist and Visitor Declaration.
- 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/ Trust 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;
- 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.

Staff carrying out cleaning activities

Staff carrying out cleaning activities must:

- Take reasonable care of their own safety;
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- 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

Wider occupation of our Academies and offices.

From 1st September in line with current and any new government guidance, we will be welcoming back all pupils into our Academies.

Through the Action Plan contained in Appendix 1 of this document and Risk Assessment, Academies have put in place local arrangements to minimise the risk of spreading infection through changes to operational, behavioural and environmental factors.

The central team will continue to work remotely from home. There may be limited re occupation of the central office but only if deemed essential for logistical/ operational reasons.

Attendance

No one with symptoms should attend our sites/ settings for any reason, nor should they attend if anyone in their household has symptoms or has tested positive for COVID-19 within the past 14 days. This would be a breach of Government Stay at Home Guidance.

All other staff and pupils will be encouraged to attend, unless they are self-isolating, or they are identified individually by a medical professional as clinically vulnerable (in which case they should follow medical advice).

If someone in their household is clinically extremely vulnerable, they should only attend if we are able to adhere to stringent social distancing, and the pupil is able to understand and follow those instructions. Families will be instructed to notify us as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together. The normal processes surrounding attendance will apply. We will continue to inform social workers where pupils/students with a social worker do not attend.

We will take an attendance register as normal and complete and Local Authority or DFE returns required to report how many pupils/students and staff are attending and related information.



Staff workload and wellbeing

The Trust, Governors and SLT are conscious of the health, safety and wellbeing of all staff and will, where possible, implement flexible working practices in a way that promotes good work-life balance and supports our staff.

Workload will be carefully managed, and we will assess whether staff who are having to stay at home due to either asymptomatic isolation or health conditions are able to support remote education, while those in school continue to focus on face-to-face provision.

Staff are also reminded about the Trusts Health and Wellbeing Policy and Employee Assistance Programme.

Transport

Staff and pupils/students will be encouraged to walk or cycle to and from school/ work 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.

Food

To ensure food is available for pupils/students who attend our educational settings, Mellors will staff all kitchens and ensure that meals are able to be prepared and served safely. Wherever possible, pupils/students will be encouraged to bring a packed lunch (except those who meet the FSM eligibility criteria). For those unable, or who choose not to bring a packed lunch, and those who meet the free school meal (FSM) eligibility criteria, a school meal offer will be available.

We will continue to provide vouchers to FSM eligible children not in school. In some circumstances it may be more appropriate to work with Mellors and other food providers to offer meals or food parcels for benefits-related FSM pupils/students not in the setting. This will be dependent on specific local need and logistics in distribution including staffing resources and safety.

Staff rooms may continue to be used if the local action plan in Appendix 1 states that it is safe to do so, however this will not be possible in all settings due to environmental factors. Where staff rooms are being used, social distancing measures will be in place with limits on the number of staff permitted to use the space at any one time (if necessary). Staff must 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 across our Trust settings.



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 settings;
- Cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly (using disposable hand towels, where possible) or use 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;
- Cleaning frequently-touched surfaces often using standard products, such as detergents; and
- Minimise contact between individuals and maintain social distancing wherever possible.
- Reduce mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) and introducing smaller group sizes (bubbles) in line with Government guidance.
- Where necessary, wear appropriate personal protective equipment (PPE)

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.

Signage and markings supporting social distancing will be installed throughout our sites.

All staff will complete the online training ‘Infection Prevention and Control’ available via the Every Learning Management System

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

The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. If such measures are required these will be contained within the Local Action Plan (Appendix 1) and Risk Assessment. Primary school children will not need to wear a face covering.

In particular, schools that teach years 7 and above may decide to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors. Again this will be described in the Local Action Plan (Appendix 1) and Risk Assessment.

Where face coverings are identified as required, the safe wearing and use of these will be communicated to all staff and pupils. This includes:

- Cleaning of hands before and after touching the face covering
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- Safe storage in individual, sealable plastic bags between use (if reusable)
- Replacing should the face covering become damp

Pupils will be instructed not to touch the front of their face covering during use or when removing it and will dispose of temporary face coverings in general waste, or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. Similarly where there are concerns regarding social distancing between parents and carers at drop off and collection times, a request to wear masks may be issued. Again this will be described in the Local Action Plan (Appendix 1) and Risk Assessment.

Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.

Most of our staff will not require PPE beyond what they would normally need for their work, however this will be readily available to them. 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 becomes unwell with symptoms of COVID-19 while in our settings, a face mask should be worn by the supervising adult, if a distance of two metres cannot be maintained. If contact with the pupil 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 becomes unwell with non-COVID-19 symptoms, they should be treated as normal with no specific additional PPE requirements.

Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

In these instances we expect all our staff to be sensitive to those needs.

Further information regarding Face Coverings in educational settings can be found her

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>



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; 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.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where we can keep pupils/students in small groups two metres away from each other, we will do so. While in general groups will be kept apart, brief, transitory contact, such as passing in a corridor, is deemed to be low risk.

We are following the published [Guidance for full opening: schools](#) (revised 22nd October 2020). Groups or 'Bubbles' have been identified and created to prevent mixing of persons and minimise risk of cross infection. Details of the arrangements can be found in Appendix 1.

Where an academy cannot achieve the measures set out at any point, they will notify the Trust executive (CEO or COO).

Shielding


Shielding advice for all adults and children was **previously** paused on 1 August 2020 which meant that even the small number of adults and pupils who will remain on the shielded patient list could also return to school, as can those who have family members who were shielding.

For the vast majority of people, COVID-19 is a mild illness. In some cases an individual may be classed by a medical practitioner as clinically extremely vulnerable due to pre-existing medical conditions and advised to shield. Therefore, we do not expect these individuals to be attending our settings, and they will continue to be supported at home as much as possible.

Who should shield?

On 4th November 2020 the Government published new guidance for those deemed Clinically Extremely Vulnerable.

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advised to shield. Therefore, we do not expect these individuals to be attending our settings, and they will continue to be supported at home as much as possible.

Details

- This guidance applies to **clinically extremely vulnerable (CEV) individuals only**. Others living in a household with someone who is clinically extremely vulnerable are not advised to follow this guidance. They should instead continue to attend work and school in accordance with the general advice and regulations set out in the [National Restrictions guidance from 5 November](#).
- The Government/ NHS will also write to those CEV individuals with a version of this guidance.
- These new shielding measures will apply nationally for 4 weeks up to 2 December. At the end of the period, the Government will look to return to a regional approach and will issue further guidance at the time.
- Those required to shield will previously have received a letter from the NHS or from their GP telling them this. They may have been advised to shield in the past

Working

CEV persons are strongly advised to work from home. If they cannot work from home, they are advised that they should not attend work for this period of restrictions.

CEV persons should receive (or have previously received) a formal shielding notification. This will act as evidence as evidence that they are advised to follow shielding guidance and should not work outside of their home for the period stated in the letter. As previously, we would endeavor to allow people to work from home in an authentic manner of genuine value which is commensurate with their position. If they are unable to do so, it may be necessary to move them on to contractual sick pay for their absence.

Other people they live with who are not clinically extremely vulnerable themselves can still attend work if they cannot work from home, in line with the wider rules set out in the new [National Restrictions guidance from 5 November](#).

Pupils

The Government has stated that more evidence has emerged that shows there is a very low risk of children becoming very unwell from COVID-19, even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow this advice. Parents who are concerned for their children being clinically extremely vulnerable should be advised to peak to their GP or specialist clinician, if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.

Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school while this advice is in place. Your school will make appropriate arrangements for you to be able to continue your education at home. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.

Current list of Clinically Extremely Vulnerable Conditions

This is the current list of conditions classed as Clinically Extremely Vulnerable by the NHS ([direct link available here](#))



People at high risk from coronavirus include people who:

- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- have a serious heart condition and are pregnant

Those staff members identified as being vulnerable will have their own individual risk assessment.

Living with a shielded person

If a pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend our settings.

If a pupil or staff member lives in a household with someone who is shielding they are reminded that stringent social distancing should be adhered to and, in the case of pupils/students, they are able to understand and follow those instructions. For staff, the Academy will risk assess appropriately to ensure safe working practices. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing.

The staff member/ pupil along with their household will be expected to have appropriate measures in place for when they return from school to minimise any risk of transmission.

Staff who are pregnant

Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice. An individual risk assessment will be carried out for pregnant women with regular reviews and a full reassessment at 26 weeks to arrange any measures or adjustments required post 28 weeks.

Clinically Vulnerable Individuals

Clinically vulnerable individuals have been advised to take extra care in observing social distancing. We will carefully assess and discuss with them whether this involves an acceptable level of risk. If this is not possible within their normal role, they will be offered the safest available on-site roles to ensure that they can stay two metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so.



If due to individual clinical advice a person is directly instructed to shield, we will endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19) such as age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff are able to work in our sites/Academies so long as the system of controls set out in this guidance are in place. Those identified as being of higher risk will have their own individual vulnerable persons risk assessment.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

Planning and organising

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). Also ensure that all health and safety compliance checks have been undertaken before opening.
- Organise small class groups, as described in the 'class or group sizes' section above.
- 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 academy or site;
 - Use technology to deliver assemblies and collective worship, or if unable to do this Stagger groups and maintain social distancing.
 - 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 academies, 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.
- Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.
- Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).
- Consider how pupils/students arrive at our settings, and reduce any unnecessary travel on coaches, buses or public transport where possible.

Communication

We will communicate our plans as follows:

- Telling pupils/students, parents, carers or any visitors, such as suppliers, not to enter our settings if they are displaying any symptoms of COVID-19;
- Telling parents that if their child needs to be accompanied to our settings, 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, engage parents and pupils/students in educational resources/posters such as e-bug and PHE;
- Ensure parents and young people are aware of recommendations on transport to and from our settings (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 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 if they attend on consecutive days.

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, first 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, use 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.
 - Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, we will provide hand sanitiser in classrooms and other learning environments.
 - 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, 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')
 - 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 (See Managed Use Policy relating to fire doors).
 - 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 settings.
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Reduce mixing within our settings by:

- Accessing rooms directly from outside (where possible).
- Considering one-way circulation or placing dividers down the middle of corridors 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.
- Noting that some pupils/students will need additional support to follow these measures (for example, routes round 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.

For shared rooms:

- Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. 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, communal kitchens and offices to limit occupancy.

Reduce the use of shared resources:

- By limiting the amount of shared resources that are taken home, as well as limiting exchange of take-home resources between pupils/students and staff.
- 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.
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- Ensuring that transport arrangements cater for any changes to start and finish times.
- Ensuring that transport providers 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.
- Communicating revised travel plans clearly to contractors, Local Authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).

Ventilation (Including Mechanical and Air Conditioning Systems)

It is important to ensure our academies are well ventilated and a comfortable teaching environment is maintained. Good ventilation can help reduce the risk of spreading coronavirus, so we will implement strategies to improve general ventilation through fresh air or mechanical systems.

This can be achieved by a variety of measures including:

- mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)
- natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

- opening high level windows in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
- providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform
- rearranging furniture where possible to avoid direct drafts

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air.



The risk of air conditioning spreading COVID-19 in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation and the types of air conditioning installed across our Trust has been identified as safe to continue using as normal (units with 100% recirculation). We only have one site with a central ventilation system. In this site, the recirculation is turned off.

Increased ventilation may make buildings cooler than usual over the winter months. While academies will want to maintain the benefits of their uniform, they may wish to consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the academies current uniform. Where this occurs academies will work with the Trust to ensure that no extra financial pressure is placed on parents.

Further guidance relating to air conditioning and ventilation is available from the HSE at <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

What happens if someone becomes unwell at our sites/ settings?

If anyone becomes unwell with a new, continuous cough, high temperature or loss of sense of taste or smell in our settings, they will be sent home and advised to follow government guidance for households with possible COVID-19 infection.

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, high temperature, or loss of sense of taste or smell, they will not need to go home unless they develop symptoms themselves (and in which case, they will be expected to get a test) or the child subsequently tests positive (see 'What happens if there is a confirmed case of COVID-19 in our settings?' below). They 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 sites/ settings?

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



Where the pupil or staff member tests negative, they can return to our setting and the fellow household members can end their self-isolation, unless they have been identified as a close contact of a positive case.

Where a pupil or staff member tests positive the Chief Operating Officer will be informed immediately. Close contacts in school within the 48 hours prior to symptoms or the positive test will be identified and instructed to isolate and letters sent home to all pupils with instructions and guidance. The other household members of that wider class or group do not need to self-isolate unless the pupil or staff member they live with subsequently develops symptoms. The Academy will complete the Minimum Data Set for positive COVID-19 cases and the Trust will liaise with the Local Authority, PHE and other agencies for any additional response requirements.

In some cases, a larger number of other pupils/students may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.

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, even if they subsequently test negative.

Arrangements will be put in place to allow the continuity of reporting and the information flow of positive cases during school holidays.

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, a new continuous cough or loss of sense of taste or smell they are advised to follow the government guidance (which states that the ill person should remain in isolation for ten days and the rest of the household for 14 days).

Testing

Staff and Pupils/ Students

All pupils/students eligible to attend our settings, 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 119 telephone service between 7am and 11pm or book online at <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/condition>

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.



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.

Signature:

Print Name:

Date:

