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| **Novel Coronavirus (COVID-19)** |

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| **Date** | **Review Date** | **Coordinator** | **Nominated Governor** |
| **01/05/2021** | **01/02/2022** | **John Gibson** | **Greg Bolton** |

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

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| * Health and Safety at Work Act 1974 * Occupiers 'Liability Acts 1957 and 1984 * Public Health (Control of Diseases) Act 1984 * Public Health (Infectious Diseases) Act 1988 * Schools Standards and Framework Act 1998 * Equality Act 2010 | * Children and Families Act 2014 * Management of Health and Safety at Work Regulations 1999 * Education (School Premises) Regulations 1999 * School Premises (England) Regulations 2012 * Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 |

The following documentation is also related to this policy:

* School coronavirus (COVID-19) operational guidance (DfE February 2021)
* Managing for Health and Safety (HSE)
* Equality Act 2010: Advice for Schools (DfE)
* Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

Further Information:

* https://www.gov.uk/government/publications/guidance-t-educational-settings-about-covd-19/guidance-toeducational-settings-about-covd-19
* https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response
* DfE Coronavirus helpline 0800 046 8687 or

Email: DfE.coronavirushelpline@education.gov.uk

We understand that Novel Coronavirus (COVID-19):

* is a new type of virus;
* infection is not serious for most people including children;
* has an incubation period between 2 and 14 days;
* has symptoms similar to other respiratory viruses such as the flu which may include cough, shortness of breath or fever;
* can cause more severe symptoms in people with weakened immune systems, older people and those with long-term conditions such as diabetes, cancer and chronic lung disease

We are aware that ‘the main way of spreading coronavirus (COVID-19) is through close contact with an infected person. When someone with coronavirus (COVID-19) breathes, speaks, coughs or sneezes, they release particles (droplets and aerosols) containing the virus that causes coronavirus (COVID-19). These particles can be breathed in by another person.

Surfaces and belongings can also be contaminated with coronavirus (COVID-19) when people who are infected cough or sneeze near them or if they touch them. If someone has coronavirus (COVID-19), there is a risk that they will spread the virus onto surfaces such as furniture, benches or door handles even if they do not touch them directly. The next person to touch that surface may then become infected.’ (Gov.Uk)

We ensure that the following surfaces are cleaned regularly and to a high standard:

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| **Surfaces** | **No. of hours/days that the virus can last** |
| * **Metal** | 5 days |
| * **Wood** | 4 days |
| * **Plastics** | 2-3 days |
| * **Stainless steel** | 2-3 days |
| * **Cardboard** | 1 days |
| * **Copper** | 4 hours |
| * **Aluminium** | 2-8 hours |
| * **Glass** | 5 days |
| * **Paper** | 2-3 hours up to 5 days |
| * **Fabrics** | Not sure at present |

We have in place a thorough cleaning regime in accordance with COVID-19 DfE guidance so that all surfaces and equipment are cleaned by using household products such as detergents, bleach and bacterial wipes. All surfaces that are frequently touched such as door handles, handrails, table-tops, play and learning equipment, toys and electronic equipment are regularly cleaned. All classroom paper bins are with lids and are regularly emptied.

We actively discourage:

* the sharing of equipment such as pens, pencils, rulers and other equipment;
* pupils crowding in corridors as there is a risk of contamination due to poor ventilation

We actively encourage:

* social distancing throughout the school building;
* good hygiene by the regular washing of hands and the regular use hand sanitisers

We have published on the school website and on social media a video that shows measures we have taken in order to reassure parents that the school is clean and safe.

We have a legal duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to report all ill health at work.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practical steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We have in place strategic plans:

* to close the school in the event of a national lockdown;
* to cater for vulnerable children and children of key workers;
* for acting as a hub school;
* for school personnel working at a hub;
* for staying in contact with all stakeholders;
* to provide continuity of learning;
* to maintaining the health and safety of the school building(s) (see School Premises policy)
* to re-open the school after lockdown;
* for staying in contact with vulnerable children who do not attend school during lockdown

We are aware that as from September 2020 the Health and Safety Executive will be conducting spot checks to check whether the school has carried out a suitable and sufficient risk assessment; and have in place measures to make the school COVID-secure in line with the latest government guidance.

We understand that the spot checks will take the form of an initial phone call to review the measures taken for reopening in order to minimise the spread of the virus causing COVID-19.

We have a duty to comply with current government guidance surrounding the Covid-19 pandemic that clearly states that: ‘Schools should avoid large gatherings such as assemblies or collective worship with more than one group.’ (DfE 2020)

We understand that three COVID-19 vaccines have now been authorised for use in the UK by the medicines regulator, the Medicines and Healthcare products Regulatory Agency, after meeting strict standards of safety and effectiveness. The COVID-19 vaccine is the best way to protect people from coronavirus and will save thousands of lives. The vaccines are very safe, very effective and having a vaccination will protect people.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

**Aims**

* To have in place safe systems to prevent the spread of Novel Coronavirus (COVID-19).
* To have in place strategic plans to ensure the school continues to function during the COVID-19 pandemic.
* To ensure compliance with all relevant legislation connected to this policy.
* To work with other schools and the local authority to share good practice in order to improve this policy.

**Responsibility for the Policy and Procedure**

**Role of the Governing Body**

The Governing Body has:

* appointed a member of staff to be responsible for Health and Safety;
* delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
* responsibility for ensuring:
* full compliance with all statutory responsibilities;
* the school complies with all equalities legislation;
* funding is in place to support this policy;
* this policy and all policies are maintained and updated regularly;
* all policies are made available to parents;
* the nomination of a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
* the involvement of the School Council in:
* determining this policy with the Governing Body;
* discussing improvements to this policy during the school year;
* organising surveys to gauge the thoughts of all pupils;
* reviewing the effectiveness of this policy with the Governing Body
* the nomination of a link governor to:
* visit the school regularly;
* work closely with the Headteacher and the coordinator;
* ensure this policy and other linked policies are up to date;
* ensure that everyone connected with the school is aware of this policy;
* attend training related to this policy;
* report to the Governing Body every term;
* annually report to the Governing Body on the success and development of this policy
* the effective implementation, monitoring and evaluation of this policy

**Role of the Headteacher**

The Headteacher will:

* work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
* ensure risk assessments are in place and deal with:
* social distancing measures not being followed;
* social distancing measures not being followed during travel to and from school;
* inadequate cleaning;
* shared resources;
* staffing and spread of virus to staff, pupils, families, visitors and contractors;
* staff, pupils, visitors or contractors becoming unwell on school premises;
* inadequate washing by staff, pupils, families, visitors and contractors;
* inadequate PPE;
* inadequate ventilation;
* school activities on and off-site
* ensure risk assessments are:
* accurate and suitable;
* reviewed annually;
* easily available for all school personnel
* have in place strategic plans:
* to close the school in the event of a national lockdown;
* to cater for vulnerable children and children of key workers;
* for acting as a hub school;
* for school personnel working at a hub;
* for staying in contact with all stakeholders;
* to provide continuity of learning;
* to maintaining the health and safety of the school building(s) (see School Premises policy)
* to re-open the school after lockdown;
* for staying in contact with vulnerable children who do not attend school during lockdown;
* to have in place training to prepare school personnel to help pupils feel emotionally safe and secure about returning to school;
* to have in place stress management e-learning courses for school personnel and senior leaders
* make school personnel aware that if they feel unwell and have symptoms of Novel Coronavirus (COVID-19) then they should:
* call NHS 111 to find out what to do next;
* keep away from others or stay at home to atop the infection spreading;
* avoid public transport;
* inform the Headteacher if they feel unwell in school;
* go home and self isolate for 14 days
* inform parents that if:
* their child is feeling unwell and is displaying symptoms of Novel Coronavirus (COVID-19) they should call NHS 111 to find out what to do next;
* someone in their household has COVID-19 symptoms then they should:
* not send their child to school;
* contact the school;
* self-isolate the whole hold for 14 days;
* ensure the household member displaying COVID-19 symptoms is tested;
* inform the school immediately of the test result
* someone in their household has tested positive for COVD-19 then they should:
* not send their child to school
* contact the school;
* look out for potential symptoms and keep the school updated if their child develops these
* ensure school personnel undertaking the above are safeguarded by:
* ensuring they use only a school mobile or a phone with a withheld number;
* their line manager keeping in regular contact with them
* monitor the school budget in regard to additional costs such as:
* **Equipment**
* Personal Protective Equipment (PPE) including face masks and gloves
* Pedal Bins
* Cleaning Supplies (antiviral sprays, hand gel, sanitisers, disinfectant etc.)
* Infrared thermometers
* **Facilities**
* Additional hand washing stations
* Temporary toilets
* Temporary additional premises for pupils
* Additional staff rooms
* Signage, traffic cones, tape, barriers etc.
* **Additional Staff Costs**
* Supply staff
* Permanent teaching staff
* Teaching Assistants time
* Cleaning staff
* Administrative staff
* Catering staff
* **Staff**
* Cost of COVID tests for staff
* Facilitating remote working for school staff
* **Pupils**
* Facilitating remote learning for pupils
* **Transport**
* Arranging appropriate transport options for pupils
* **Lost Income**
* Loss of rental income from school facilities
* be prepared for a spot check by HSE by having in place answers for the following questions that HSE might ask:
* Are you aware of the guidance available on the government and HSE website?
* Do you keep update with the constantly changing situation?
* Do have a COVID-19 risk assessment in place?
* Did consultation take place with the local authority and the unions?
* Are staff, parents, governors and pupils aware of the risk assessment?
* What measures have been put in place in order to maintain the two metre rule?
* Is sufficient hand washing facilities in place?
* Is anti-bacteria gel with 70% alcohol freely available and strategically placed around the school?
* What measures are in place to deal with a pupil or a member of staff developing symptoms in school?
* What measures are in place to communicate information to staff, parents, pupils and governors about symptoms and the correct course of action if they or their family are symptomatic?
* Do teachers and support staff have access to PPE?
* What measures are in place if resources are touched in any way?
* Please outline your cleaning regime
* ensure a thorough cleaning regime is in place and complies with the latest COVID-19 DfE guidance;
* comply with current government guidance surrounding the Covid-19 pandemic by avoiding large gatherings such as assemblies or collective worship with more than one group;
* look for alternative ways to enrich learning experiences for pupils;
* use the outdoor environment and technology in order to achieve the coming together of the whole school for the delivery of assemblies /collective worship and other whole school events;
* retain the important parts of assemblies /collective worship such as the sharing message, the celebration of good news stories and confidence building that is instilled by the senior leadership team;
* monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
* annually report to the Governing Body on the success and development of this policy

**Role of School Personnel**

School personnel will:

* comply with all aspects of this policy;
* keep contact with their pupils;
* provide online school work for their pupils;
* have due regard to their own health and wellbeing and that of others;
* report any concerns they have on any aspect of the school community

**Role of Pupils**

Pupils will have a duty to help prevent the spread of the disease by following the following guidance:

* If there is a need to cough or sneeze then:
* catch it with a tissue
* bin it
* kill it by washing your hands with soap and water or hand sanitiser
* Hands should be washed with soap and water or hand sanitiser:
* after breaks and sports activities
* before cooking and eating
* before leaving home
* on arrival at school
* after using the toilet
* Eyes, nose, and mouth must not be touched with unwashed hands.
* Items that come into contact with your mouth such as cups or bottles must not be shared.
* If unwell do not share items such as bedding, dishes, pencils and towels.

**Role of Parents/Carers**

Parents/carers will:

* comply with this policy for the benefit of their children;
* keep in contact with the school;
* ensure their children undertake the online school work;
* be aware that if:
* their child is feeling unwell and is displaying symptoms of Novel Coronavirus (COVID-19) they should call NHS 111 to find out what to do next;
* someone in their household has COVID-19 symptoms then they should:
* not send their child to school;
* contact the school;
* self-isolate the whole hold for 14 days;
* ensure the household member displaying COVID-19 symptoms is tested;
* inform the school immediately of the test result
* someone in their household has tested positive for COVD-19 then they should:
* not send their child to school
* contact the school;
* look out for potential symptoms and keep the school updated if their child develops these

**Raising Awareness of this Policy**

We will raise awareness of this policy via:

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| * School Handbook/Prospectus; * School website; * Staff Handbook; * Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops; * School events; * Meetings with school personnel; * Written communications with home such as weekly newsletters and of end of half term newsletters; * Annual report to parents; | * Headteacher reports to the Governing Body; * Information displays in the main school entrance; * Text messages * Email * Social media: * Facebook * Twitter * Virtual pin boards * School blog |

**Training**

We:

* have in place appropriate training for this policy and is undertaken by a registered training provider and covers:
* Communicable Diseases
* Reporting of Injuries, Diseases and Dangerous Occurrences
* Risk Management and Assessment
* Dealing with Critical Incidents
* Equal opportunities
* Inclusion
* ensure all school personnel have received the appropriate training on all health and safety policies;
* ensure the content of all training is correct, delivered well and engages staff as we believe that the more engaging training is, the better the outcomes that we need to measure;
* can provide data that evidences staff understanding by using a simple short multiple-choice test through one of the following applications such as Google Forms, Microsoft Forms, Kahoot or SurveyMonkey;
* have in place evidence for all staff:
* that highlights the knowledge gaps in the training;
* that shows how those knowledge gaps were corrected

**Safeguarding**

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

**Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

**Race Disparity Audit**

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

**Monitoring the Implementation and Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

**Linked Policies**

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| * Health and Safety Parts 1-3 * Risk Management and Risk Assessment * Medical and First Aid * Dealing with Critical Incidents * Remote Learning | * Communicable Diseases * Reporting of Injuries, Diseases and Dangerous Occurrences * Communicating with School Stakeholders * School Crisis Management * New and Expectant Mothers at Work * Collective Worship |

**See Appendices Documents section on Policies for Schools Website**

* Frequency of Policy Monitoring
* Monitoring Implementation and Policy Effectiveness Action Plan
* Initial Equality Impact Assessment
* Policy Evaluation
* Policy Approval Form

We believe this policy:

* has been reviewed thoroughly by the governor responsible for health and safety and the Headteacher has been questioned on it to make sure it stands up to scrutiny;
* flows and is easy to follow;
* is an essential part of the school;
* supports staff in managing certain situations;
* forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
* provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
* provides a roadmap for day-to-day operations;
* ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
* is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
* stems from the school’s vision and objectives which are formed in strategic management meetings;
* has been received by all school personnel via appropriate safeguarding training;
* is provided to all school personnel and a hard copy can be found in the staffroom reference library

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| **Headteacher:** |  | **Date:** |  |
| **Chair of Governing Body:** |  | **Date:** |  |

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| **Addendum** |

We have a duty to minimise the risk of transmission of COVID-19 in this school.

We acknowledge the latest ‘School coronavirus (COVID-19) operational guidance (DfE February 2021)’. We are aware of the specific changes in this document which include the following and we will act on these accordingly:

* use of face coverings in classrooms for secondary age pupils and staff ;
* mandatory attendance expectations in different school phases;
* current expectations for clinically extremely vulnerable pupils and staff ;
* curriculum expectations;
* elective home education;
* exams

We are aware that from 8 March all pupils should attend school and to prepare for this we must:

* review and update risk assessments;
* ensure system of controls to minimise the risk of infection by:
* minimising contact with individuals who are required to self-isolate by ensuring they do not attend the school;
* ensuring face coverings are used in recommended circumstances;
* ensuring everyone is advised to clean their hands thoroughly and more often than usual;
* ensuring good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach;
* maintaining enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents;
* considering how to minimise contact across the site and maintaining social distancing wherever possible;
* keeping occupied spaces well ventilated;
* ensuring individuals wear the appropriate personal protective equipment (PPE) where necessary;
* promoting and engaging in asymptomatic testing, where available
* having in place a contingency plan for outbreaks or changes in restrictions by:
* promoting and engaging with the NHS Test and Trace process;
* managing confirmed cases of coronavirus (COVID-19) amongst the school community;
* containing any outbreak by following PHE local health protection team advice;
* undertaking Coronavirus (COVID-19) asymptomatic testing
* communicating any changes in school processes to parents

**11.05.2021**

We are aware that as from 17 May 2021:

* **pupils** will no longer be required to wear **face coverings** in the classroom or communal areas in schools and colleges as this will improve interaction between teachers and students, ensuring the clearest possible communication to support learning;
* **school personnel** are not required to wear **face coverings** in the classroom but should continue to wear them in communal areas such as the staffroom where social distancing mat not be possible;
* **ventilation and social distancing** where possible will remain in place and regular rapid testing will continue to help find and isolate asymptomatic cases when they do occur;
* that it is recommended for schools and colleges not to plan for **international visits** for the foreseeable future