



## **COVID-19 Policy**

Suffah Primary School

March 2020

This policy has been written to cover the operational procedures necessary for Suffah Primary School to protect its pupils, visitors and staff from the risks presented by coronavirus (Covid-19) infection.

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## **2. What is Coronavirus?**

The World Health Organisation defines coronaviruses as a family of viruses that cause infectious illness ranging from very mild to very severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Covid-19 is a new strain which originated in China at the end of 2019. It has since spread to other countries initiating a global public health pandemic.

## **3. How is Coronavirus Spread?**

It is understood that the virus is highly infectious and moves from person to person in droplets from the nose or mouth which are spread when a person with Covid-19 coughs or exhales. In addition, the virus can survive for up to 72 hours out of the body on surfaces.

People can catch Covid-19 directly if they breathe in the droplets or indirectly if they touch infected surfaces and then touch their eyes, nose or mouth.

It is known that infected individuals who show no symptoms may still be able to pass on the virus, especially in the early stages of infection. This is described as asymptomatic spread.

## **4. What are the Symptoms?**

The NHS recognise the main symptoms of coronavirus Covid-19 infection as fever and high temperature, a new, continuous dry cough and/or loss or change to the sense of smell or taste. Other less common symptoms include aches and pains, nasal congestion, headache, tiredness and fatigue. Symptoms begin gradually and are usually mild.

Most people (about 80%) recover from the disease without needing special treatment. A small percentage can become seriously ill and develop difficulty breathing. This is particularly dangerous for people with weakened immune systems, for older people, and for those with long-term conditions such as diabetes, cancer and chronic lung disease.

## **5. Prevention and Self-isolation**

The following general “handwashing and respiratory hygiene” precautions should be taken to help prevent spreading the virus:

- cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it, Bin it, Kill it)
- put used tissues in the bin straight away
- wash hands with soap and water often — wash for 20 seconds and use hand sanitiser gel if soap and water are not available
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch eyes, nose or mouth if hands are not clean

In addition, the government requires people to “self-isolate” if they have symptoms or if they have been tested and are found to be infected. This means staying at home and not leaving their house for 10 days from when the symptoms started. Those that live in a household with others should stay at home for 14 days from the day when the first person in the house became ill.

## **6. Public Health Information**

The Covid-19 pandemic has presented an unprecedented and fast moving crisis throughout the UK which has placed enormous pressure not only on health and social care systems but also on emergency services and national and local government. The response from public health and from education authorities has been a rapidly evolving one and official guidance has changed repeatedly throughout the pandemic. In addition, conspiracy theories and misinformation have spread.

This school will keep up to date with the latest public health and government information about the risk of coronavirus in the UK. The senior leadership team and Headteacher will maintain close links with local health protection teams and will be responsible for circulating essential information to staff, pupils and parents. Staff will do all they can to combat misinformation.

## **7. Staying Home and Social Distancing**

The government response throughout the Covid-19 pandemic has been to impose a series of public health restrictions designed to limit transmission of the virus. These have included both national and local lockdowns including the closure of places where people gather, such as schools, early years settings, pubs, restaurants, sporting events and shops. A “second wave” of infection exacerbated by more contagious variants of the virus necessitated another national lockdown at the start of 2021 during which schools were instructed to restrict attendance to the children of key workers and vulnerable children. Early years services were allowed to stay open.

In England a “roadmap” has been published to guide the easing of the lockdown. Schools have been told to reopen on 8 March. The plan for reopening is based on extensive testing for infection and the continuing success of an ambitious Covid vaccination programme which seeks to offer vaccination to every adult in the UK by the summer.

This school will keep informed about both national guidance and local transmission rates. It will comply fully with any restrictions imposed or any requirement for mass testing.

## **8. Covid-19 Guidance**

All staff should make themselves familiar with the current guidance from bodies such as the Department for Education (DfE) and Public Health England (PHE) which includes:

- Restricting attendance during the national lockdown: schools
- School’s coronavirus (COVID-19) operational guidance
- Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)
- Face coverings in education

The guidance will be kept under regular review by the school head and leadership team in collaboration with the governing body and staff representatives.

## **9. School Opening and Attendance**

Suffah Primary School will comply fully with the latest DfE guidance regarding opening. It is aware that for the January 2021 lockdown it should remain open but restrict attendance to vulnerable children and young people and the children of critical workers to attend. All other pupils should be instructed to stay at home until further notice.

The following definitions apply:

- critical workers are those whose work is critical to the coronavirus and EU transition response, including those who work in health and social care and in other key sectors
- vulnerable children and young people include those who have a social worker or an education, health and care plan (EHCP) or who may be vulnerable for another reason (such as those who do not have the resources at home to engage with online learning, i.e. a laptop)

### **From 8 March the school will reopen.**

This school will work collaboratively with the local authority and with other local schools to maximise opportunities for face-to face provision for vulnerable children.

## **10. School Safety Measures**

The safety of our pupils, staff and parents is the highest priority of this school. In order to protect them as far as it can, the school will fully implement all official guidance from the DfE and PHE relevant to minimising the risk of transmission of the Covid-19 virus.

Controls will be based upon a risk assessment carried out by the senior leadership team and regularly updated with input from all staff and governors.

**At Suffah Primary School in compliance with DfE/PHE guidance, the following system of controls will be fully implemented:**

- Contact will be minimised with individuals who are required to self-isolate by ensuring they do not attend the school
- Face coverings will be used in recommended circumstances
- Everyone is advised to clean their hands thoroughly and more often than usual
- The “catch it, bin it, kill it” approach to good respiratory hygiene will be promoted
- Enhanced cleaning schedules will be maintained, including cleaning frequently touched surfaces often, using standard products such as detergents
- “Social distancing” will be encouraged across the school site wherever possible
- Occupied spaces will be kept well ventilated

**In specific circumstances the school will:**

- Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- Promote and engage in asymptomatic testing, where available
- In response to infection DfE state the school will:
- Promote and engage with the NHS Test and Trace process

- Manage and report confirmed cases of coronavirus (Covid-19) amongst the school community
- Contain any outbreak by following local health protection team advice

## **11. Risk Assessments**

The school leadership team and governing body will develop a Covid-19 risk assessment and keep it under review. Details of the risk assessment and control measures will be disseminated to all staff. Every effort will be made to ensure that parents and carers of pupils are kept informed of actions taken by the school to keep open and to maintain safety. Where necessary plans should be discussed with local authority public health teams.

## **12. Staff and Pupil Sickness**

**In Suffah Primary School:**

- staff who are unwell with suspected Covid-19 or who have come into contact with an infected individual or who share a household with someone who is unwell should not come to work but must comply with the latest government advice about self-isolating themselves in their home
- pupils who are unwell should stay at home
- pupils or staff who become unwell while on the school site with a new, continuous cough or a high temperature or loss of sense of taste or smell will be sent home
- An unwell pupil will be isolated in the sick room while waiting to be picked up. Parents will be asked if they permit the child to wear a face mask until collected by the parents. Staff looking after them while they wait will wear appropriate personal protective equipment as advised in Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE).

If clinical advice is required, the pupil (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they do not have internet access). In an emergency, 999 should be called if they are seriously ill or injured or their life is at risk.

In the event of an outbreak of Covid-19 (two or more confirmed cases within 10 days or an overall rise in sickness absence where Covid-19 is suspected) the school will work with its local health protection team who will advise of action required.

## **13. Reducing Contact While at School**

Whenever pupils are in attendance Suffah Primary School will make appropriate arrangements, as indicated in the risk assessment, to enable staff and pupils to manage their face-to-face contacts and maintain safe social distancing, wherever possible. The purpose is to reduce transfer of the virus between individuals.

Arrangements to reduce contact will apply at all times during the pandemic, including when the school is subject to restricted attendance during lockdown and when the restrictions are reduced at times of lower virus transmission rates.

**Arrangements will include:**

- grouping pupils together into bubbles
- allocating individual teachers consistently to bubbles wherever possible

- keeping bubbles apart to avoid contact between them
- keeping bubbles in their own classroom as much as possible and reducing movement around the school
- staggering timetables to achieve optimum use of school space
- staff maintaining distance from pupils and other staff as much as possible
- parent/teacher face-to-face contact will be minimised by asking parents to communicate with teachers, where possible, by phone or by email – any face-to-face contacts will be conducted with appropriate social distancing

## **14. Wearing Face Masks in School**

This school will comply fully with the following DfE recommendations on the use of face coverings and masks:

- face coverings will be worn by adults when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained
- face coverings do not need to be worn by pupils, however, parents will be given a choice to allow their children to wear face masks if they so choose
- Staff will be advised not to wear face masks but high-risk staff will be given the choice to wear face masks if they so choose

The policy will be kept under review. DfE guidance, Face coverings in education, will inform any mask use.

Where face coverings are required it is vital that they are worn correctly.

**In Suffah Primary School:**

- a full supply of masks will be kept for staff who are struggling to access one
- no-one will be excluded from education on the grounds that they are not wearing a face covering
- some individuals may be exempt from wearing face coverings, e.g. people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability.

## **15. Supporting Respiratory and Hand-Hygiene**

Effective hand hygiene is known to reduce the chance of the Covid-19 virus being passed on indirectly by touch. Staff and pupils will be encouraged to clean their hands regularly during the day, including when they arrive in school. Hand cleaning “routines” may be introduced.

Respiratory hygiene refers to catching coughs and sneezes in tissues and then disposing of these in an appropriate manner. Tissues and bins will be made available throughout the school. Bins will be regularly emptied.

## **16. Providing a Covid-safe School Environment**

The school will make appropriate adjustments to its premises to enable staff and pupils to maintain social distancing and comply with high standards of respiratory and hand hygiene.

#### Adjustments may include:

- classrooms will be arranged with forward facing desks
- “group” table arrangements will not be used
- “one-way” routes in corridors and stairways
- placement of floor markings and signage to remind pupils, visitors and staff to social distance in areas such as reception and dining area queues
- adequate hand hygiene facilities will be in place for all classes in the form of hand sanitiser
- hand sanitiser use will be supervised to prevent risks related to ingestion
- Staff should comply fully with hand sanitisation policies and procedures.

Premises adaptations will include measures to increase ventilation where possible. Staff should support these modifications by taking action to ventilate areas where they are working. Natural ventilation will include the opening of windows and doors, except for fire exits. Mechanical ventilation systems will be adjusted to increase the ventilation rate using fresh rather than recirculated air.

## 17. Enhanced School Site Cleaning

Enhanced school cleaning schedules will be in place throughout the pandemic. These will be managed in collaboration with both cleaner. Frequently touched surfaces will be cleaned on a more regular basis.

#### Such surfaces will include:

- toilet and handwashing areas
- flush levers and taps
- door handles
- handrails
- table tops

Cleaners will use standard detergents and bleach for routine cleaning. These are known to be effective in removing the Covid-19 virus on surfaces.

Cleaning frequencies will be reviewed during periods of national lockdown or periods of high virus transmission. The reviews will consider the need for enhanced cleaning in occupied areas of the school and the safety of cleaning staff. At such times the school will be open only to restricted numbers of pupils (vulnerable children and children of key workers) and it is anticipated that cleaning can be concentrated on fewer areas.

The school will work closely with providers to ensure that cleaning staff comply with all social distancing and face covering policies.

If a person with suspected or confirmed Covid-19 infection has been present in the school, or in the case of an outbreak, additional “deep clean” arrangements should be implemented using appropriate disinfectant, as advised in COVID-19: cleaning in non-healthcare settings outside the home published by PHE. In an outbreak situation the school will work closely with local public health protection experts and arrange for enhanced cleaning as advised.

## **18. School Drop-off and Pick-up Adjustments**

**In this school:**

- Pupils will stand next to their class named cone when arriving in the mornings
- Each pupils temperature will be taken on entry
- parents will be asked not to gather in the school car park
- arrangements will be in place for pupils to take their face coverings off on arrival at the school and wash their hands
- At the end of the day, pupils will be dismissed from the far end of the car park near the playground
- Under extreme weather conditions, pupils will be dismissed from the glass reception area on the ground floor of the masjid
- Parents will not be allowed to enter the school building to collect pupils

## **19. SEND pupils, Health Plans and Safeguarding**

In Suffah Primary School it is acknowledged that SEND pupils and those with education, health and care plans, may need additional support during all stages of the pandemic. This will be provided by appropriate staff.

**During lockdown periods this may include:**

- support when staying at home due to lockdown restrictions or self-isolation
- support for “high-risk” individuals who may need to be “shielded”
- support for those who may need to attend school as a vulnerable individual or as a child of a key worker

Additional support may also be required during non-lockdown periods to help SEND pupils return to school safely. The school will work closely with parents and carers at such times.

This school is very aware that the pandemic has placed unprecedented pressure on both pupils and parents and that some families may have struggled with problems related to issues such as illness, poverty, bereavement, stress, mental health and domestic violence during the lockdown. They may also have found themselves without their normal support mechanisms. All school staff should therefore be especially vigilant to identify vulnerable pupils who may require additional support through established pastoral and safeguarding arrangements.

## **20. Support for Home Learning**

This school has worked throughout the pandemic to improve its systems for supporting remote learning at home as a contingency for periods of lockdown and to support self-isolating pupils. This has included investment into online digital systems and of pupils digital resources and ability to access learning.

The school is committed to do all that it can to support home learning where pupils cannot attend due to the coronavirus pandemic or for health reasons. This includes periods of national lockdown and at other times when pupils cannot attend because they are “shielding” or self-isolating as an individual or as a family.

The school will comply fully with DfE requirements that, during the January 2021 lockdown, the remote education provided should:

- be equivalent in length to the core teaching pupils would receive in school
- Will be live direct teaching by the class / subject teachers
- Will include time for pupils to complete tasks and assignments independently
- All lessons will be recorded for safeguarding purposes and for allowing pupils who missed the lesson to catch up
- In all cases staff should use secure Google Meets and Google Classroom platforms used by the school and be mindful of online safety requirements set out in the schools ICT policies.
- Pupils who have difficulties in accessing online learning because they lack the skills or resources will be identified and given additional support.
- Siblings will be prioritised and lent a chrome book from school to use during the lock down period

## **21. School Trips**

This school is aware that during the January 2021 national lockdown the DfE have advised against educational visits of any kind.

## **22. School Meals**

This school is aware that, during lockdown periods and at times when pupils cannot attend school because of coronavirus, it is expected to continue supporting pupils who are eligible for free school meals. Examples of assistance are food parcels or with vouchers redeemable at local shops or supermarkets. The school will comply fully with this requirement.

School meals may be suspended until the school risk assessment allows them to restart

## **23. Anti-social Behaviour Associated with Coronavirus**

This school asks its staff, pupils and their parents to comply with its coronavirus safety measures at all times. This is considered the best way to keep everybody safe.

Parents who have concerns and wish to discuss measures will be encouraged to talk to an appropriate member of staff.

## **24. Testing, Tracking and Tracing**

The school will comply fully with government Covid-19 testing requirements.

Staff will be given the test kits to test themselves and follow the instructions

The tests are voluntary

Staff must report the results of their home tests to NHS Test and Trace as soon as a test is completed either online or by telephone as per the instructions in the home test kit

This school will fully support testing and tracing. All staff must make themselves aware of the requirements of the system. Further information can be found from the online document, NHS Test and Trace: how it works.

The school must take swift action if any member of staff becomes aware that someone who has attended has tested positive for coronavirus. The SMT should immediately contact the dedicated Public Health England helpline on 0800 046 8687 for advice.

## **25. Staff Health and Wellbeing**

For Suffah Primary School, the health and wellbeing of staff is a key priority. During the pandemic every effort will be made to consult with staff, and keep people safe, well and informed.

Staff who have ongoing concerns, particularly those who have been considered moderate or high risk, should discuss these with their line manager.

During the national lockdown starting in January 2021 the Government advised that those classified as “extremely vulnerable” and subject to “shielding” arrangements should not attend the workplace and should remain at home. This school will comply fully with this advice and take measures to ensure that a discussion is held with all such staff to ascertain their wishes. Wherever possible they will be facilitated to work from home until the lockdown is eased. Any shielding staff who wish to discuss their situation with occupational health will be referred. Line managers will be expected to keep in contact with shielding staff during lockdown periods to provide support.

## **26. Vaccination**

This school is aware that a vaccine delivery programme has begun in the UK. The programme will initially address vulnerable at risk groups and will continue throughout 2021 to ensure that all adults are offered vaccination. The school will support all staff to attend and obtain a vaccination when they are eligible to do so. The school is aware that, at present, the vaccine is not licensed for use with those under 16 years of age.

## **27. Business Continuity Procedures and Pandemic Recovery Planning**

In addition to the school’s general business continuity and recovery planning policies, the school recognises the need to have a separate pandemic contingency plan and procedure. This is because a general business continuity plan focuses on a short-term recovery programme. In contrast, the effects of the coronavirus pandemic are likely to last many months.

**The following procedure sets out key contingency measures to be introduced in this school:**

The situation will be kept under review by the senior leadership team who will work alongside governors to ensure the safety of staff and pupils as their primary concern.

- a coronavirus communications strategy will be developed to ensure that staff, pupils and parents are provided with up-to-date and accurate information on the status of the pandemic and on the schools response

- information will be provided to staff via e-mail and through team meetings - as well as other important information, employees will be briefed on the symptoms of the virus and who to contact should they believe that they or a pupil may have the virus – unnecessary meetings will be cancelled and greater use made of digital/virtual communication in order to reduce people contacts during any national or local lockdown staff whose role enables them to work from home will be supported to do so
- staff who are required to self-isolate themselves at home if they or a member of their family has the virus will be fully supported by the school – they should inform the school at the earliest opportunity of their status
- school staffing will be reviewed on a daily basis and contingency plans put in place to ensure that the school remains open wherever possible – this will be done whether the school is fully open or running partially closed
- during any national or local lockdown teaching staff will use the school preferred platforms/digital communication systems to support pupils who are at home
- during any local lockdown caused by high virus transmission rates the school will discuss safety with any staff who are classified as extremely clinically vulnerable – the school recognises that additional adaptations may be required to ensure safety in such circumstances
- a similar review will be carried out with parents of any pupils who are similarly classified - health and support plans should be adjusted as necessary

The Head Teacher will be responsible for ensuring that staff understand the schools Covid Policy. Staff should familiarise themselves with the policy and should speak to their line manager if they have any questions or concerns.

School Policies affected by the Covid-19 Pandemic will have an Addendum in a separate document.

## **28. Monitoring and Review**

This policy will be continuously monitored and updated by the Governors and Headteacher to take account of any changes to the official advice provided about coronavirus.

Signed: Asif Ali (Head Teacher)

Last review date: **Monday 8th March 2021**

## **Amendments to Policies**

**The following policies have been updated to include COVID measures.**

### **Child Protection and Safeguarding Policy**

A separate addendum to the Child Protection and Safeguarding Policy has been created.

### **Complaints Policy and Procedure**

The timeline of response to complaints may be doubled due to the disruption caused by the pandemic.

### **Health and Safety Policy**

Pupils take their outdoor shoes off as they enter the building under normal circumstances and carry their shoes up. At the end of the day pupils carry their shoes down and wear them in the glass reception area. Their parents would have collected the pupils from the classrooms and carried their bags for them. As parents are not allowed to enter the building for collection, the risk has been identified for Year 1 and Year 2 pupils who will be carrying their own bags and shoes downstairs. To mitigate this Year 1 & 2 pupils will be allowed to wear their outdoor shoes in the tiles area outside Year 1 so they can walk down the stairs safely.

### **Online Safety Policy**

Pupils and staff will be visible to each other and to those who maybe sharing the room with pupils and staff during online lessons. It is imperative that all are fully dressed and presentable as though they are in the school classroom.

The class teachers will be recording the lesson for safeguarding purposes and for making the learning available to pupils who missed the lesson.

No photographs or recording of the screen can be taken of the screen whilst lessons are taking place. This will be a breach of the Safeguarding Policy.

### **Communicating with Parents**

Class teachers who need to communicate with parents may email parents. They must never use their personal phone to call parents. If they need to speak to the parents, the school office will call the parents and the class teacher using the school mobile's conferencing feature.

### **First Aid Policy**

The first Aider must wear a face mask and use full PPE available to them during the treatment of any pupil or staff.

### **Curriculum Policy**

The school will endeavour to teach pupils the maximum number of subjects during any lockdown. The minimum it will provide education for will be the core subjects plus Quran.

Pupils who are isolating and are join in with their learning online whilst the rest of the class is present in school may find that the class teacher is prioritising the pupils who are present.

The class teacher may not be able to respond to the pupil at home as if he/she were present in class.

### Outdoor Play Policy

Playground Play equipment that is touched frequently by pupils will be taken out of use to minimise the spread of the virus.

### Computing Policy

The school has a set of 30 chrome books sufficient for only one class to use at any one time. During the pandemic the use of the Chrome Books may be stopped to prevent the spread of the virus.

### P.E. Policy

The school will ensure that PE equipment is not used by more than one class. Lesson will be modified to ensure each class is covering a different sport so the same equipment is not needed by two classes.

### Marking and Feedback Policy

During the pandemic, physical marking of pupils' work will no longer take place. Verbal feedback will be used to minimise the spread of virus by exchanging books.

### Extra-Curricular Activities Policy

The school will not be offering any clubs during the pandemic. This will be reviewed each term.

### Volunteers Policy

The school will restrict volunteers from the school site during the pandemic.

### Recruitment Policy

The school may interview potential staff online and not face to face in the school building. This will be reviewed according to how high the virus is spreading in the community.