

Coronavirus (COVID-19) Policy and Procedures

1. The Policy

- 1.1. This policy and procedures document sets out the principles and procedures that will be followed by all of the schools of the Stephen Perse Foundation (the Foundation), in relation to the management of Coronavirus (COVID-19) until further notice to ensure the health, safety and welfare of all students, staff and the wider Foundation community.
- 1.2. It must be read in conjunction with the following:
 - The Foundation's COVID-19 [risk assessment](#)
 - The COVID-19 risk assessments for each site
 - Any personal risk assessments, as required
 - The Foundation's Outbreak Management Plan
 - [DfE Actions for Schools during the coronavirus outbreak](#), as applicable
 - [DfE Actions for early years and childcare providers during the COVID-19 pandemic](#)
 - The Foundation's Health and Safety policy and related policies and procedures
 - The Foundation's remote teaching procedures for 3-11 and 11-18 respectively
- 1.3. It has been drawn up through a collaborative process involving the senior leadership teams of the Foundation, individual site welfare, health and safety committees and the Foundation Health and Safety Committee. It will be reviewed and updated promptly in light of further guidance from the relevant authorities, with any changes notified to parents, staff and students, as appropriate, at the earliest possible opportunity.
- 1.4. This document has been written with particular regard to the following guidance documents issued and updated by the Department for Education (DfE), Public Health England (PHE) and other UK Government departments:
 - The suite of documents contained in [Coronavirus \(COVID-19\): Education, universities and childcare](#)
 - [Schools COVID-19 operational guidance](#) (2020, reviewed August 2021)
 - [Actions for early years and childcare providers during the COVID-19 pandemic](#) (reviewed August 2021)
 - [Actions for schools during the coronavirus outbreak](#) (July 2020, reviewed August 2021)
 - [What parents and carers need to know about early years providers, schools and colleges during COVID-19](#) (2020, reviewed August 2021)

- [Contingency framework: education and childcare settings](#) (reviewed August 2021)
- [Coronavirus \(COVID-19\): advice for pregnant employees](#) (reviewed July 2021)

2. COVID-19 Policy Statement

The Foundation Educational & Operational Executive, Governors and Senior Leadership Teams (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 to the attention of all staff;
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of COVID-19;
- Communicate and consult with our staff on matters affecting their health and safety;
- Comply fully with all relevant legal requirements and government guidance;
- Control risks to health, safety and wellbeing so far as is reasonably practicable;
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- Work with parents, as appropriate, to agree best approaches for our Early Years settings, Schools and boarding houses;
- Ensure that emergency procedures are in place at all locations for dealing with the virus;
- Maintain our premises, and provide and maintain safe plant and equipment;
- Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide adequate information, instruction and training and ensure that all employees are competent to do their tasks safely;
- Make suitable plans for lockdown, reopening, semi and full occupation, to ensure continuity of education;
- Follow our Outbreak Management Plan;
- Regularly monitor and revise policies and procedures as guidance changes; and
- Make suitable arrangements for mass asymptomatic testing at the setting and at home, as appropriate.

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

Signed: J Dix

Dated: 11 October 2021

Name: John Dix
Chair of Governors

3. Guiding Principles

- 3.1. The government continues to manage the risk of serious illness from the spread of the virus. Step 4 of the roadmap marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.
- 3.2. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.
- 3.3. The Foundation's priority is to follow DfE and government guidance to deliver face-to-face, high quality education and childcare to all children, following the governments' evidence that it is clear that being out of education and childcare causes significant harm to educational attainment, life chances, mental and physical health.

4. COVID-19 Responsibilities

- 4.1.1. 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, contractor, visitor and student to co-operate in providing and maintaining a safe place of work.
- 4.1.2. 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.
- 4.1.3. The following positions are identified as having key responsibilities for the implementation of COVID-19 control measures:

4.1.4. Foundation COVID-19 Supervisor

- 4.1.4.1. A Foundation COVID-19 Supervisor (Vice Principal) has been appointed to ensure that on behalf of governors and the Principal, and in coordination with site COVID-19 Supervisors (Heads of Section) and the Health and Safety Manager, they:
 - Implement and follow the Coronavirus (COVID-19) Policy;
 - Supervise their staff to ensure that they work safely, providing increased supervision for new, vulnerable and young workers including the completion of individual risk assessments were appropriate;
 - Communicate and consult with staff on COVID-19 issues including guidance updates;
 - Keep themselves up to date with developments and guidance relating to COVID-19;
 - Encourage rules to be followed by all;
 - Encourage staff to report hazards and raise concerns;

- Ensure that issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff;
- Refer any safety issues that cannot be dealt with to the Education and Operations Executive Committee for action;
- Ensure that safety training for staff is identified, undertaken and recorded to ensure that all staff are competent to carry out their work in a safe manner;
- Ensure that safe systems of work are developed and implemented where needed;
- Ensure that COVID-19 incidents - inside and outside of work - are recorded, investigated and reported where needed;
- Ensure that 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;
- Ensure that hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures; and
- Ensure that regular and effective cleaning takes place.
- Ensure that external reporting where required is completed

4.1.5. COVID-19 Coordinator

4.1.5.1. A COVID-19 Coordinator (PA to Vice Principal) in liaison with the Healthcare Practitioner and Health and Safety Manager and EA to Principal been appointed to support with tasks such as:

- Setting up an Asymptomatic Test Site (ATS) at the setting;
- Communicating with stakeholders;
- Ensuring staff and students have access to test kits;
- Reporting incidents and carrying out risk management;
- Storing and reporting any required data;
- Ensuring that a 'COVID-19 Test Register' is set up to record test results (this must be a separate document to the 'Test Kit Log' for data protection purposes (so that those signing for results cannot see the results of their colleagues);
- Ensuring that adequate records are kept of any safety or quality issues associated with the test kits and, where multiple or similar trends appear (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes, etc.), reporting this to the DfE Coronavirus Helpline on 0800 0468 687;
- Upon request, providing feedback on experiences of the testing programme; and
- Reordering tests when required.

4.1.6. Line managers

4.1.6.1. Line managers must ensure that:

- Good communication is in place between management and employees, particularly where there are organisational and procedural changes;
- Suitable plans for lockdown, reopening, semi- and full occupation are planned, developed, implemented and amended in our setting to ensure continuity of education;

- Employees are fully trained to discharge their duties; and
- Where necessary, they look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. bereavement, illness of family members or anxiety about the general safety of their loved ones.

4.1.7. Employees

4.1.7.1. 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.

4.1.8. Staff and contractors carrying out cleaning activities

4.1.8.1. Staff and contractors carrying out cleaning activities must:

- Take reasonable care of their own safety;
- Take reasonable care of the safety of others affected by their actions;
- Observe the safety rules;
- Submit their health and safety policy and relevant risk assessments to us for approval if not employed by the organisation;
- Comply with and accept our Coronavirus (COVID-19) Policy, including the need for rapid testing;
- 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.

4.1.9. Students, contractors and visitors

4.1.9.1. Children/students, as appropriate to their age, and visitors to the Foundation sites are required to:

- Comply with our Coronavirus (COVID-19) Policy and the arrangements we have put in place which will be appropriately shared.

4.1.10. Hirers

4.1.10.1. Hirers are expected to comply with government guidance and any reasonable instructions provided by the Foundation.

4.2. Prevention

4.2.1. Prevention continues to be the most important principle. Having assessed all relevant risks, the Foundation will work through the following system of controls, adopting measures to the fullest extent possible in a way that addresses each risk identified in the assessment, is workable, and allows the Foundation at all levels to deliver a broad and balanced curriculum for our students, including full educational and appropriate support for those students who have Special Educational Needs and Disabilities (SEND).

4.2.2. Controls

4.2.3. The Foundation will follow government guidance alongside the Foundation's own risk assessments and discussion with each Senior Leadership Team (SLT) and both site and Foundation health and safety committee meetings to provide a broad and balanced education for all students.

4.2.4. The following procedures are based on government guidance and comprise essential actions to reduce the risk in school and further drive down transmission of coronavirus (COVID-19). All nurseries, schools, boarding houses and other departments, within the Foundation will adhere to these requirements and will ensure students, parents and staff are made aware of them:

- The wider Foundation policies and procedures will be updated, wherever necessary ,to include consideration and treatment of COVID specific issues.
- The Foundation will aim to **minimise contact** with individuals who have COVID-19 by ensuring that those who have coronavirus (COVID-19) symptoms are advised to not attend school/Foundation premises.
 - Students, staff and other adults must not come into the school if they have [coronavirus \(COVID-19\) symptoms](#): high temperature; new, continuous cough; loss or change to their sense of smell or taste, *and/or* if they have tested positive in the last 10 days.
 - If anyone on any of the Foundation sites develops **coronavirus symptoms** they will be sent home and will be required to follow the Public Health England [stay at home guidance](#) and will be expected to arrange to have a test. We recognise that for Early Years Foundation Stage (EYFS) children there is specific guidance on high temperatures because of routine vaccinations and teething and we will respond accordingly.
- In accordance with the Government guidelines, rules around **social distancing** have been removed. However, this may be reintroduced should the Foundation's Outbreak

Management Plan be instigated through agreement with the local authority, Public Health England and the DfE.

- Students, staff and the wider Foundation community must ensure that they clean their **hands** thoroughly and more often than usual; students and staff will be required to wash hands or use sanitiser (where washing hands is impractical) when entering the school, when they return from breaks, when they change rooms and before and after eating. Appropriate support and supervision will be given to children who may experience issues cleaning their hands independently. Students will be permitted to bring their own sanitiser bottle with them and may use this if preferred, subject to local restrictions (for example, alcohol-based sanitisers will not be permitted to be used in Science classrooms, though handwashing facilities will be available).
- The Foundation will encourage **good respiratory hygiene** by promoting and enabling the ‘catch it, bin it, kill it’ approach, including the provision of bins and tissues throughout the school site. Bins for tissues will be emptied throughout the day.
- The Foundation will aim to ensure appropriate **ventilation** using either natural ventilation (open windows) or ventilation units. Ventilation units will be adjusted for “fresh air intake” wherever possible. Site safety procedures have been reviewed in light of government recommendations and now include assessment of ventilation across all of the buildings and a system of ventilation monitoring is being introduced.
- **Enhanced cleaning will continue to be implemented** by the Foundation, including cleaning frequently touched surfaces often using standard cleaning products, such as detergents and bleach, as well as instituting more frequent removal and disposal of waste from litter bins. Toilets will be cleaned more frequently than usual and students will be encouraged to use sanitiser before entering and to wash their hands thoroughly after using the toilet. Students briefings and posters will be used to promote effective hand hygiene.
- Where necessary, appropriate **personal protective equipment (PPE)** must be worn and will be provided for.
- **Face coverings** are not required by the government at this time in school, although the Foundation recognises that, in accordance with government guidance, this could change in the case of an outbreak.
 - **Transport:** The government expects and recommends face coverings to be worn on public transport and recommends that children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college on dedicated home to school transport.
 - **Students:** The Government guidance is that staff and students are not recommended to wear face coverings in lessons or in communal areas however, students will be permitted to wear face coverings in class should they wish, though students and parents are asked to consider carefully the possible impact of this on the student’s communication, socialisation and education. If the wearing of a face covering is seen

to be detrimental to learning and social development the student will be asked to review this arrangement with their pastoral leader.

- **Staff:** Staff are not recommended to wear face coverings around the site, but when in the classroom they should wear a transparent visor (if anything), rather than a mask, so that students can see and hear them clearly during lessons if this is identified as part of their risk assessment or supportive measure agreed with their line manager.
- Families and staff walking, cycling and travelling in vehicles or on public **transport** should refer to the Department for Transport's [safer travel guidance for passengers](#).
- The Foundation will follow government guidance for **asymptomatic testing** for students in Year 7 and above and all staff. These students and staff will be recommended to carry out lateral flow tests at home twice a week at the start of the term until the point at which guidance changes.
- Prior to reopening for the autumn term, the Foundation will ensure that all required **building checks** have been undertaken to ensure each site is safe, including fire, water and electrical testing. Until the end of September, in the first instance, weekly management checks are being completed across all sites where children/students are being cared for/educated.
- In accordance with Government guidance, contact tracing will be carried out by **NHS Test and Trace** and the Foundation will support them in this activity where appropriate. The Foundation will continue to provide an overview of positive cases with parents and staff according to site and year group.
- The Foundation will respond to any identified infection by:
 - Engaging with the **NHS Test and Trace** process
 - **Containing any outbreak** by following local health protection team advice and the Foundation's Outbreak Management Plan

4.3. Educational provision

- 4.3.1. The Foundation recognises that returning to school is vital for children's education and for their wellbeing and that time out of school has the potential to be detrimental for children's cognitive and academic development. In line with Government guidance, therefore, the Foundation will arrange on-site provision so that all students receive face-to-face, high quality education and that where a student is required to self isolate that appropriate remote provision will be provided in accordance with statutory requirements.
- 4.3.2. Unless a statutory reason is given, attendance for all students of compulsory school age is compulsory. Potential concerns of students, parents and households regarding returning to school will be addressed, through the Foundation's usual support mechanisms and support will be put in place as far as possible.

- 4.3.3. The **full academic curriculum** will be provided to all students in all year groups. All students receive a high-quality, enjoyable and rewarding education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. The curriculum taught by the schools of the Foundation is broad and ambitious: all students will continue to be taught a wide range of subjects, maintaining their choices for further study and employment.
- 4.3.4. The curriculum will be carefully planned so that a full remote curriculum can be provided in all subject areas, as far as possible, should there be an enforced lockdown and so that **any students required to isolate have ready access to resources, as well as support, assessment and feedback**. Remote education, should this be needed at any point, is high quality and aligns as closely as possible with in-school provision: the schools of the Foundation will continue to build their capability to educate students remotely, where this is needed.
- 4.3.5. **Clubs, lunch and enrichment activities** will be offered in accordance with pre-pandemic arrangements.
- 4.3.6. A full **PE and games curriculum** will be provided.
- 4.3.7. **Music and performances** in schools can take place in front of live audiences, subject to Covid-secure measures being in place. See the Government's [guidance on performing arts](#) (updated August 2021) for more advice and on completion of the Foundation Event Risk Assessment. From the autumn term, there are no restrictions on in-person teaching.
- 4.3.8. **Promoting and educating students about personal wellbeing, both mental and physical, will** be a key focus for PSHE and pastoral care, as well as playing their own part in supporting the wellbeing of others in their community. The pastoral team at each school will work to ensure any student who is experiencing particular difficulties receives appropriate access to support, in accordance with the Foundation's Pastoral Care, Mental Health and Safeguarding and Child Protection policies and procedures.
- 4.3.9. Teachers may continue to issue exercise books and to collect and mark students' work where this is the most effective form of assessment and feedback. Digital curation of resources and feedback will ensure any students unable to submit physical exercise books are able to access support if, for example, they are isolating. Further guidance on teaching and learning as well as assessment and reporting can be found on the Foundations website policy page.
- 4.3.10. Further information about the arrangements for a period of remote teaching can be found in the Foundation's remote teaching procedures, available on the website.

4.4. Flexibility

- 4.4.1. The Foundation recognises that the current situation is unprecedented and that our extant policies and procedures must be adapted to ensure the best possible provision for our students at this time. We also recognise that the situation has the potential to change quickly, unpredictably and without warning, in ways that may require rapid reassessment and

revision of our policies and procedures. To ensure the best possible response to any such changes, the Foundation will systematically:

- monitor developments through ongoing and systematic review of government announcements and education and public health news media and will operate at all times in readiness to revert to digital remote teaching for Key Stage 1 and above in all subjects should a local or widespread lockdown be enforced. Should such a lockdown occur, EYFS will be adapted to meet the ability and needs of the children in these year groups.
- ensure that students unable to return to the Foundation because of FCO identified restrictions or official travel bans initiated in their home country will be supported through a programme of remote education which will be agreed on a case by case basis. Owing to the demands on our teaching staff at this time students who go on holiday where there are known travel restrictions in place at the time of travel will be supported through access to Google Classroom and the resources held here.
- review the effectiveness of the implementation of our own policies and procedures on an ongoing basis, seeking regular feedback from students, parents and staff to inform the review.
- consider examples of best practice from across the education sector, nationally and globally and adapt our practices as and where appropriate to ensure our students receive the best possible support and education.
- evaluate provision and respond to the changing needs of students, parents and staff
- update and share risk assessments, with all relevant parties, as and where appropriate.

4.5. Communication

4.5.1. The Foundation recognises the central importance of timely and effective communication with all members of our community at this time. We further recognise the importance of listening to, taking seriously and, wherever appropriate, acting upon the concerns of students, parents and staff to ensure any issues are identified quickly and resolved without delay.

4.5.2. The Foundation will:

- Inform parents about this policy and our procedures and provide, through the Heads of School, further specific site and age group detail at the beginning of term.
- Provide all necessary information, education and training, in line with government guidance, to enable students, staff, visitors, contractors and the wider Foundation community to keep themselves and others safe when travelling to and from school and while on site.
- Seek to communicate proactively with students, parents and staff about any and all relevant issues or changes to policy or procedures that arise as a result of changes to the situation, as soon as possible, and with as much relevant detail as possible.

- Seek, analyse and respond to regular formal feedback, and engage actively with any informal feedback from among our community that relates to our provision and/or our response to the situation.
- Identify an infection supervisor and infection control champion for each site, who will have a direct line of communication to the Principal of the Foundation to ensure any issues are identified quickly and resolved without delay.

4.6. Safeguarding and Child Protection

4.6.1. Please refer to the Foundation Safeguarding and Child Protection Policy.

Reviewed: September 2021

Version Control

Date of adoption of this policy	September 2021
Date of last review of this policy	September 2021
Date for next review of this policy	Ongoing - in light of any changes to guidance
Policy owner	Vice Principal
Authorised by	Governing Body