



# Hollinsclough CE Academy

## COVID-19 Return to School Policy Sept 2020

### Mission Statement

*To encourage high levels of achievement through the enthusiasm and joy of learning, coupled with a creative curriculum and a holistic approach to education that reflects Christian values and supports our community. We guarantee accessibility and availability to all.'*

*Developing potential*

### Preamble

Coronavirus Disease 2019 (COVID-19) is an infectious disease caused by Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2).

Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to an unusual form of Acute Respiratory Distress Syndrome (ARDS) likely precipitated by further complications. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.

The virus is primarily spread between people during close contact, most often via small droplets produced by coughing, sneezing, and talking. The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face. It is most contagious during the first three days after the onset of symptoms, although spread is possible before symptoms appear, and from people who do not show symptoms.

Taking the above into consideration, we will require children to remain at home if they are showing signs of other illnesses likely to spread COVID-19 in an A-Symptomatic situation. i.e. common cold, sneezing frequently and uncontrollably, excessively runny noses that can spread by touch.

The recommended measures to prevent infection include; frequent hand washing, maintaining physical distance from others (especially from those with symptoms), quarantine (especially for those with symptoms), covering coughs, and keeping unwashed hands away from the face.

The use of a face covering is recommended for those who suspect they have the virus and their caregivers.

### Important Note

The school reserves the right to make and carry out adjustments to arrangements in line with updated directives from the DfE and other agencies etc. These adjustments may take effect immediately and without initially updating policy etc. and in some circumstances without communicating this to parents and other affected users. We will, however, endeavour to communicate changes at the earliest opportunity

### Pupils and Staff

Should a pupil or member of staff be diagnosed with Coronavirus (COVID-19) outside of the normal school day, the individual concerned or nominated third party should contact the school and advise. Accordingly, the individual in question must not attend school and should remain isolated for the duration of the infection/recovery phase; this also applies to siblings registered at the school including relatives working at the school.

Should a suspected Coronavirus (COVID-19) infection present while in school, the pupil, or member of staff concerned, along with any siblings/relatives working in the school; should be isolated away from others as quickly as possible and should return home and get further support from the [111 website](#). Where pupils are involved in this temporary isolation, the provision should be carefully managed by staff and made stress free and comfortable for the child or children concerned.

### Symptoms:

**At the time of writing this policy, the following were the main accepted symptoms of COVID-19**

- **A high temperature** – feeling hot to touch on chest or back and have a core temperature of 100 F (37.8 C) or higher – surface temperatures while not reliable could begin to raise concern if the surface temperature exceeded 36.8C

***\*As part of our Risk Management arrangements all staff and pupils will have their temperature checked on entry to the school\* and if deemed necessary during the day***

- **A new, continuous cough** – this means coughing repeatedly

\* Parents are free to conduct their own test using their own equipment; however, this test **MUST** be carried out in front of a member of staff to have validity.

The above two markers are taken as being the predominant signal for a potential infection. However a range of other symptoms can present, including a loss of smell and taste, and this list evolves daily.

Staff and pupils that suspect they may be at risk of Coronavirus **should not attend** the school until they have gained advice from the [111 website](#) and discussed this with the school.

They **should not go** to a GP surgery, pharmacy or hospital without instruction from the [111 website](#). If a test is conducted, the school must be made aware of the diagnosis so that further action can be taken to support those remaining in school.

### Measures for pupils

Unlike the initial test openings in June and July all pupils will be expected to return to normal school activities during September and to enable this the following will apply;

- The whole school will function as one bubble due to sibling and related party distribution.
- All pupils to be temperature tested on entry to school and if deemed necessary throughout the day – **see note under symptoms**
- Pupils to handwash on entry each morning and throughout the school day – i.e. before and after play, dinnertime and afternoon play where applicable. In addition at any time they have used the toilet or have coughed or sneezed into hands – Alcohol-based handwash gels are freely available throughout the school all-day
- Face masks can be worn if parents request permission for their child or children to do so and that the parent concerned provides the mask or masks. To reduce distraction (and in some cases distress) these masks must be plain in colour with no images printed on them (see our Facemask guide)
- Children with an illness of any type should be kept at home; this will help to reduce or prevent the spread of the virus in situations where a child is **a-symptomatic**.

Examples of illnesses of greatest concern are;

- excessive runny noses and the potential for contact spread,
- coughing uncontrollably, especially a wet cough, likewise with
- sneezing, both of which could create an aerosol transport mechanism.
- Common cold
- Seasonal Flu etc.

Please note that the above list is not exhaustive and that commonsense needs to be applied and can be best interpreted in the following way - if your child is ill keep them at home.

- Access to toilets limited to usable spaces available at any one time and if necessary managed by staff

### Staff

All staff to be temperature tested on arrival and if deemed necessary during the day.

Staffing of the school will be maintained at a level required to conduct normal business. During the day from arrival to departure, staff will maintain social distancing measures.

During activities involving one to one sessions with children, staff are permitted to wear a face shield and face mask of choice if they so choose (see face mask guide).

All staff are expected to follow the basic expected standards of hygiene

### Parents, Visitors and other members of the Public

- Parents are required to maintain a 2-metre distance from other parents and staff during the delivery and collection phase of school activity.
- All visiting adults to be temperature tested on entering the school – if the visit is to be prolonged, i.e. more than 1 hour a further test or test may be applied if deemed necessary
- Parents are required to follow the signs to direct people along a oneway system to maintain social distancing – markings on the footpath, locally produced signage etc. are there to act as a reminder.
  - In relation to the above - Members of school staff will not enforce the physical, social distancing element on the public side of the building (i.e. footpath, gravel path and driveway) unless it directly affects them at the time
- No parents allowed in school without prior agreement, children to be handed over to school staff at the school gate (Mornings ONLY-EY parents and pupils can use the external route around the school on request and will be directed accordingly by the member of staff on duty on the door).

- Parents and other adults attending face to face meetings by appointment will be required to wear a face mask and allow a temperature test – social distancing rules will apply in all cases
- Only contractors dealing with compliance/emergency tasks will be allowed within the school building during the day and with these operations taking place before, after school or at dinnertime. When in school, they will be required to maintain social distancing and other procedures to minimise coronavirus risks.
- Only contractors working on the outside of the building/grounds will be permitted to operate with a greater degree of flexibility, subject to social distancing requirements and the time of day to avoid contact with parents and pupils etc.
- All contractors, visitors and delivery drivers will have access to welfare facilities in line with current legislation.

### **Additional considerations for vulnerable and extremely persons**

Members of Staff and pupils who are considered vulnerable to infection will receive extra support through the implementation of bespoke control measures if they are in school. Pregnant female staff are considered vulnerable, and our Trust has determined that these individuals should remain off work and shielded.

Some pupils and staff members may be in the "extremely vulnerable" category, on account of them;

- Being organ transplant recipients
- Suffering from cancer and/or having had certain cancer treatments
- Having severe respiratory conditions (including cystic fibrosis, severe asthma and severe COPD)
- Having rare diseases and/or conditions that greatly increase the risk of infections
- Receiving immunosuppressant therapy

All extremely vulnerable persons should be subject to "shielding", a control measure aimed at protecting them through minimising their exposure to other people.

The Government advice to extremely vulnerable persons includes that they must strictly avoid contact with anyone who displays symptoms of Coronavirus; that they should not leave their house or attend gatherings; and that they should not travel or go shopping. It follows that as a school/employer, we should only allow extremely vulnerable persons to work only where the work can be done from home.

Consideration of any recent trauma in the family, especially concerning COVID-19 will also be considered on a case by case basis with pupils being supported by our Google Education Platform and live lessons if appropriate.

### **General Hygiene and Cleanliness of the school are vital – staff responsibilities**

The control measures are as follows:

- All staff must familiarise themselves with cleanliness and hygiene recommendations.
- Make sure there are sufficient facilities for everyone to wash their hands through the availability of alcohol-based hand sanitiser
- Instruct and remind pupils and other staff/visitors to cough and sneeze into tissues; and to then wash their hands with soap and water, for at least 20 seconds frequently and always after coughing and sneezing.
- Facemasks will be available if requested
- Provision of and bins for disposal of the tissues.
- Regularly clean and disinfect objects, equipment and surfaces that are touched frequently.
- Any pupil or member of staff must wash their hands thoroughly for 20 seconds, especially after any contact with someone who is unwell with symptoms consistent with Coronavirus.
- Avoid the production/provision of hard copy materials and use digital or remote transfers wherever possible.

### **Sickness Procedure**

It will be important for staff to be able to recognise the symptoms of Coronavirus (i.e. a new continuous cough and/or high temperature).

Comments in this section regarding symptoms, timeframes and contact requirements will follow DfE/Government guidance and or statutory direction.

As a school and an employer, we must not allow anyone to come into school/workplace if they are unwell with a new, continuous cough or a high temperature (a temperature test will be mandatory for all on entry to the school and if deemed necessary during the day).

If a pupil or member of staff lives in a household where someone else has coronavirus symptoms, they must stay at home and isolate in line with current advice.

If the symptoms come on during the school day, the affected person will if a member of staff be instructed to go swiftly and directly home and seek a test/clinical advice via NHS111. If a pupil is affected in the same way the child will be suitably isolated from the other pupils, parents will be called and required to collect or to make arrangements for the child to be collected

We will only insist on staff providing doctors' certificates, NHS 111 isolation notes, or similar if we have a genuine operational/disciplinary requirement for doing so.

Any pupil or member of staff who assisted another pupil or staff member who was becoming unwell does not need to be sent home unless they too develop symptoms.

The school will only close if advised to do so by our Trust, Public Health England or the Government

If clinical advice is needed, go to NHS 111 online or call '111' if there is no internet access. Call '999' only if a worker becomes seriously unwell, is injured or their life appears to be at risk.

### **Stay at Home and Self-Isolate Requirements**

A school, like any other business, must be aware of the "self-isolation" requirements prescribed by PHE/DfE – these requirements and actions change as the landscape around the contagion evolves, and as such listing these here could become worthless in a matter of days if not hours. To ensure that the school remains abreast of the latest information we have subscribed to a range of DfE/PHE/HSE and IOSH outlets, and as such we will fall back on this should the need arise.

Pupils or staff who have symptoms of Coronavirus will not be allowed into the school; instead, they are should be instructed to stay at home and not to travel to work and should be encouraged to speak to NHS 111.

Pupils or staff who live with anyone who has symptoms of Coronavirus must not be allowed into the school; instead, they are should be instructed to stay at home and not to travel to work and isolate as described below.

A self-isolating pupil or member of staff, must not leave their home for any reason and must not have visitors, such as friends and family, in the home.

If the person has coronavirus symptoms, they must self-isolate for 7 days. After 7 days they can stop self-isolating as long as they don't have a high temperature.

If they live with someone who has symptoms, they must in the first instance self-isolate for 14 days from the day the other persons symptoms started. If more than 1 person they live with has symptoms, they must self-isolate for 14 days from the day the first person started having symptoms.

If they get symptoms, they have to self-isolate for a further 7 days from when their symptoms start, even if that means self-isolating for longer than 14 days.

If they do not get symptoms, they can end their self-isolation after 14 days

### **Testing**

The school is in the possession of testing kits - these will be administered in line with prevailing guidance and no other source. Parents cannot insist on the school issuing a kit.

### **Notes**

The provision of information is a significant control measure for risk awareness and infection prevention and control purposes.

The necessary measures are:

- Ensure both that pupils and staff are fully briefed and supported to minimise their anxieties about studying/working in our school.
- To make regular announcements to remind pupils, parents and staff to follow social distancing advice and wash their hands regularly.
- To make sure that those not in school don't miss out on necessary instruction and information.

**This policy should be read in conjunction with the following school, DfE and professional body information and guidance.**

- [COVID-19 Risk Assessment – September 2020 Return update](#)
- [First Aid Policy inc references to COVID-19](#)
- [IOSH Returning Safely to School](#)
- [Hollinsclough RPE Information \(Face Mask Types\)](#)
- [Hollinsclough Return to Work Checklist](#)
- [Dept of Transport – Delivery Drivers and access to welfare](#)
- [Staffordshire CC Local Outbreak Guidance](#)

- [PHE Early Outbreak Management](#)
- [HSE Working Safely during the Coronavirus Outbreak](#)
- [HSE Talking to Workers about preventing Coronavirus](#)
- [Hollinsclough Governors COVID-Committee minutes May 2020](#)

### **Equality Duty**

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

### **British Values**

Children who attend our academy experience an enabling environment in which they will develop self-knowledge, self-esteem, and self-confidence. Coupled with this, they will develop the ability to distinguish right from wrong and to respect the civil and criminal law of England.

Within this enabling environment, your child or children will develop the ability over time to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely.

While with us, our parents can expect their children to acquire a broad general knowledge of and respect for public institutions and services in England, and to develop a personal character that is tolerant and can foster harmony between different cultural traditions, along with respect for their own and other cultures.

We firmly believe and encourage our pupils to show respect for other people; and for democracy and the support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

To be part of our academy, it is unacceptable on the part of any stakeholder to promote discrimination against people or groups based on their belief, opinion, or background.

### **Implementation and review of this policy**

Our academy will manage the implementation of this policy with the support and guidance of the appropriate body/bodies as defined at the time of writing.

This policy is a dynamic document to be reviewed and updated as required following any directives of our Trust, Public Health England and/or the DfE or related body.

**Signed.**

**Designation:** Chair of Governors

**Date.** 25/08/2020

**Signed.**

**Designation:** Principal

**Date.** 25/08/2020

Created May 2020, updated June 2020 and August 2020