



Glendower Preparatory School

# Coronavirus Policy

**1 September 2020**

**Introduction**

Glendower Preparatory School is implementing a phased return to school from 1 June until such time as all staff and pupils are safely returned to school and operating in a fully open, safe and secure environment with no COVID-19 related restrictions.

This may take many months and so a phased return will require patience, resilience and considerable effort to ensure the school environment is safe at all times during transition.

Glendower recognises that during this transition:

- Our core obligation is to ensure 'so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees'.
- We hold the prime responsibility for ensuring the safety of, first and foremost our pupils, but also and as importantly:
  - Staff and volunteers;
  - Parents and guardians;
  - Guests and visitors;
  - Contractors and delivery services.

Ultimately, all need to know that Glendower is a safe environment in which to operate and learn.

### **Planning the phased return and transition to school**

This policy has been drafted in consultation with all stakeholders including insurers, governors, teachers, support staff, parents, pupils and contractors. The policy reflects the procedures identified in the following school documents:

- the School's COVID-19 Risk Assessment,
- the Phased Return of Schools Planning Guide
- the Phased Return FAQs.

These documents have been sent to all staff, who have been asked to ensure the policies are implemented and to report any concerns..

### **COVID-19 points of contact**

The COVID-19 point of contact for the school is the SLT and their main responsibilities are:

- Reading and assessing daily government, DoFE, PHE and ISBA bulletins.
- How information is passed and key messages and issues highlighted. Passing on information and highlighting key messages and issues.
- Ensuring messaging is clear, regularly updated and authorised for communication.
- Maintaining a complete record of all COVID-19 documents, publications and communications.
- Co-ordinating with all staff including support staff and contractors the new and / or revised measures and their implementation.
- Regular lesson-learned debriefs including changes to risk assessments, safety plan, SD and hygiene rules, extra training that may be required and if rules were adhered to and the control measures sufficient.
- The DSL and Deputy DSLs will continue to be the contact for staff or parents who have any well-being concerns.

The SLT will meet at least once a week to review matters or as changes are required.

## **Risk assessment**

The school is required to carry out risk assessments directly addressing hazards associated with COVID-19 and operating safely. As Glendower has more than 50 employees the COVID-19 risk assessment is published on the school website.

The risk assessment will require regular revision and includes but is not limited to:

- Ensuring Social Distancing (SD) and other hygiene rules are communicated, understood and applied.
- Reminding staff and pupils about hygiene and SD rules and checking they are complying.
- Ensuring there are sufficient supplies of hygiene materials and that they are well placed around the school.
- Regularly reassessing the cleaning regime and revising if necessary.
- Identifying precautions for keeping shared equipment (e.g. keyboards, pens, musical instruments) clean.
- Ensuring high-risk areas are being regularly monitored for hygiene.
- Ensuring relevant SD rules for different activities (play, games, drama, music) and locations (classroom, playground, boarding house) and that all have adhered to these SD rules.
- Removing where possible soft toys, furnishings and items that are hard to clean.
- Ensuring all the hazards in the risk assessment are properly mitigated and regularly re-assessed.

Note that the school is responsible, via the SLT, for:

- Updating Safeguarding, medical policies and procedures so staff and pupils feel safe.
- Ensuring government advice is regularly accessed, assessed, recorded, communicated and applied.
- Ensuring changes are regularly reviewed by governors and communicated to staff, pupils and parents.
- Consulting insurers before the school re-opens and amending plans as required.
- Providing guidance for those wearing (or not) PPE.
- Updating emergency procedures, fire drills and assembly points.
- Ensuring that access to school is controlled effectively and details of visitors etc (if allowed) are recorded.
- Reassessing plans for school events including plays, concerts, parent and teacher meetings etc.
- Preparing contingency plans are in place for the transition to full opening (or re-closing).

## **Space management**

The School has implemented the following measures:

- Contact and mixing are minimised.
- Maximum use is made of outdoor spaces.
- Classroom layout has been altered, with desks spaced 2m apart.
- Timetables have been altered so assemblies, breaks, lunch, playtime, drop-off and pick-up times are staggered.

- Small consistent groups (pods) of pupils (no more than 15 at the time of writing) are maintained.
- Pupils remain in 'pods' at all times during the day with their own set of teachers / assistants.
- 'Pods' stay away from other people and groups.
- Separate entrance and exit points are used by different year groups.

A survey has been conducted of parents, pupils and staff to ensure up-to-date information about specialist medical issues, noting the importance of GDPR rules, including:

- A record of pre-existing medical conditions
- A record of vulnerable pupils, parents and staff
- A record of those tested positive for COVID-19
- A record of anyone who has come into contact with anyone tested positive for COVID-19
- A record of anyone sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)
- Annex B of the School's Risk Assessment refers particularly to additional risks affecting vulnerable staff and pupils including members of the BAME community

### **New school rules**

The following additional school rules are now a requirement for all pupils:

- SD must be maintained in classrooms, circulation areas and playground.
- Games, drama and music lessons will be taken in 'pods' in classrooms with SD applied.
- Hygiene rules:
  - 'Catch it, bin it, kill it'.
  - Wash hands for 20 seconds'
    - Before arriving at school and immediately after arriving at home.
    - At every break.
    - After all visits to the toilet and before / after meals.
    - As notified by tannoy at intervals throughout the day
- Pupils will bring their own packed lunch, snacks and water bottle to school, which they must be able to open and close themselves. No nuts must be brought into school and food must not be shared. Any pupils with allergies will be noted on the pod list distributed to staff.
- Pupils will bring in a pencil (not fabric), which will remain at their desk at the end of the day. The contents should not be shared with other pupils.
- Each pod will have an appointed staff member to refill water bottles from designated water fountains. Bottles will be wiped after refill and returned to pupils.
- All pupils and parents are asked to log their travel details (via app or written diary) other than home and school.
- Contact and mixing between pods is kept to a minimum.
- Masks do not need to be worn, but can be to suit staff/parent preference.

The following additional school rules are now a requirement for all staff:

- Staff must take their temperature before leaving home and should not come to school if their temperature is raised. They should record their temperature when they sign in at School (a thermometer will be available at Reception).
- Staff travelling to school on public transport must change their clothes on arrival at school.

- Staff must wear a clean set of clothes every day.
- All staff must immediately wash their hands on arrival.
- Staff must inform the school if they show any symptoms of COVID-19.
- Staff must inform the school of any travel details other than home or school.
- Everyone is responsible for ensuring the School's procedures for COV-19 are implemented.

### **Planning for incidents/ emergencies**

Glendower recognises that plans need to be revised to respond effectively to health and safety incidents and other emergencies that might occur during the COVID-19 era. Where relevant, the SLT have agreed emergency procedures for:

- Fire: the balance of risk in this situation makes fire the priority. Evacuation procedures are as usual. Staff and pupils will be briefed on their return as to exit routes for their new classrooms.
- Accidents and injuries: these will be treated in the usual way but with PPE worn by attending staff if close contact is required.
- Infection during school hours, isolation and return to home procedures: an annex to the School's First Aid Policy gives detail of procedure.
- Other emergency evacuation: evacuation procedures are as usual. Staff and pupils will be briefed on their return as to exit routes for their new classrooms.
- Security no visitors during school hours, otherwise as usual.
- Severe weather that limits pupils' learning, exercising or playing outside.

### **Inclusion for people with a disability**

Glendower will ensure that reasonable adjustments are made where possible to ensure that people with a disability (mobility, visual and hearing impairment, medical conditions and hidden disabilities) are protected in terms of temperature testing, hygiene solutions and emergencies.

### **During school**

Once the School has reopened, emphasis will focus on the implementation, effective management and monitoring of staff, pupils and the environment. This will include:

- Ensuring communication channels and messaging are working and regularly reviewed and updated.
- Systems to communicate with parents and staff that have not returned to school for fear of infection.
- Putting in place a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors: the Office Team are acting as a 'Covid Hub' with a dedicated email address to field staff concerns and forward them to the relevant member of the SLT. The Office Team also ensure regular communications to parents. The Bursar communicates regularly with the governors.
- Ensuring registration throughout the day including temperature / health checks: This will include taking the temperature of all pupils on arrival at School.
- Ensuring SD rules are maintained in transit spaces and playgrounds.
- Maintaining information on pods and where pupils / staff have travelled from (other than home and school), via app or written diary

- Ensuring different age groups and class 'pods' are supervised throughout and that timetabling, length of the school day and exposure to other age groups is monitored and safe.
- Enforcing rules / procedures for hygiene standards for staff and pupils. Regular breaks for washing hands etc.
- Ensuring safe drop-off and pick-up procedures – SD outside gates and entrances.

All staff have been given training in COVID-19 procedures (INSET 22.5.20), including:

- SD and hygiene rules.
- Protocol for anyone showing symptoms of COVID-19.
- Key contacts and locations (including isolation and temperature testing areas).
- Communications protocols and reporting procedures, including the hub email. The DSL and Deputy DSLs will continue to be the contact for staff or parents who have any well-being concerns.
- Emergency arrangements (including contingency plans).

Pupils will also be trained on their first day back at school.

More detail around this policy is set out in the Corona Virus Risk Assessment document which has been approved by Governors. Please contact the School if you would like further information.