

Novel Coronavirus (COVID-19)

Date	Review Date	Coordinator	Nominated Governor
12 October 2020	October 2021	Sean Flood	Paul Mokwenye

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:

- 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:

- 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-covid-19/guidance-to-educational-settings-about-covid-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 with no known vaccine but people will get better with enough rest, water to drink and medicine for pain;
- infection is not serious for most people including children;
- was first identified in Wuhan City, China in January 2020;
- 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;

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- infection usually occurs through close contact (less than 2 metres away) with a person who has the infection;
- infection can also occur by touching contaminated surfaces if people do not wash their hands

We are aware that there is currently no vaccine to prevent Novel Coronavirus (COVID-19). However, the best way to prevent infection is to avoid being exposed to the virus through good hygiene.

We have a duty to help prevent the spread of the disease by ensuring pupils and school personnel are aware of the following:

- 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.

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)

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- to re-open the school after lockdown;
- for staying in contact with vulnerable children who do not attend school during lockdown.

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;

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- 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:

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- 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 stop 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 COVID-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

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- 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
- 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

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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 be aware of and comply with this policy.

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 COVID-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:

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:

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- 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;

Training

All school personnel:

- have equal chances of training, career development and promotion;
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Health and Safety
 - Risk Management and Assessment
 - Communicable Diseases
 - Reporting of Injuries, Diseases and Dangerous Occurrences
 - Dealing with Critical Incidents
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information;
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

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.

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Linked Policies

- Communicable Diseases
- Dealing with Critical Incidents
- Health and Safety Parts 1-3
- Medical and First Aid
- New and Expectant Mothers at Work
- Remote Learning
- Reporting of Injuries, Diseases and Dangerous Occurrences
- Risk Management and Risk Assessments

Headteacher:	Sean Flood	Date:	14 October 2020
Chair of Governing Body:	Paul Mokwenye	Date:	14 October 2020