

# STAINES PREPARATORY SCHOOL



## RETURN TO SCHOOL POLICY

<b>Review Procedure:</b>	<b>Reviewed daily prior to School opening on 1<sup>st</sup> September 2020.</b>
<b>Persons Responsible: Business Manager</b>	<b>Jon Philpott</b>
<b>Reviewed</b>	<b>14.9.20</b>
<b>Approved by: Headmistress</b>	<b>Samantha Sawyer</b>

## **Introduction**

Staines Preparatory School is implementing a full return to school from 1<sup>st</sup> September 2020 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.

Staines Preparatory School 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 Governors
  - Parents and guardians;
  - Guests and visitors;
  - Contractors and delivery services.

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

This Phased Return to School Policy is based on the following school documents:

- School Risk assessments.
- Specific Risk Assessments for Departments, Year Groups, Classes and Activities.
- Analysis and Planning Guidance.
- Reopening booklet following Government guidelines.

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

Good planning and management are fundamental to the success of the phased return. Effective planning and consultation with all stakeholders including unions, insurers, governors, teachers, support staff, parents, pupils and contractors is essential. The level of detail is enormous and will involve all staff in ensuring this policy is implemented and complies with the strict rules set out in the school’s risk assessments.

## **Risk assessments**

The school is required to carry out a series of risk assessments directly addressing hazards associated with COVID-19 and operating safely. As Staines Preparatory School has more than 50 employees the COVID-19 risk assessments will be published on the school website. We have a series of Risk Assessments including the following which are shared on our website:

- Pupil, Parent & Staff Risk Assessment
- Pupils & Staff Safety Risk Assessment
- Social Distancing (SD) H&S Risk Assessment
- Medical Risk Assessment
- Facilities Management Risk Assessment

In addition to the above all classrooms, communal areas have been risk assessed and policies amended to include COVID-19 adjustments.

Assessing COVID-19 is particularly complex as the outcome of the many and varied risk assessments for one group within school e.g. departments, year groups, classes and activities will have an impact on other groups e.g. teaching staff, support staff, visitors and contractors [if these groups are allowed access to school] and pupils of other age groups. Therefore, it is key that each risk assessment complements all the others to ensure risks are identified and properly mitigated across the school.

Each risk assessment may require daily revision and should include but not be limited to:

- Social Distancing (SD) and other hygiene rules communicated, understood and applied.
- Staff and pupils reminded and checked to ensure they are complying with hygiene and SD rules.
- Whether there are sufficient supplies of hygiene materials and are they well placed around the school.
- Has the cleaning regime been regularly re-assessed and, if necessary, revised.
- Identifying precautions for keeping shared equipment (e.g. keyboards, pens, musical instruments) clean.
- High-risk areas being regularly monitored (including boarding areas) for hygiene?
- SD rules may be different for various activities (play, games, drama, and music) and locations (classroom, playground,).
- Reviewing the re-allocation of indoor and outdoor space to ensure working effectively.
- Have all the hazards in the risk assessments been properly mitigated and regularly re-assessed?

Note that the school is responsible, via the COVID-19 officer, for:

- Updating Safeguarding, code of conduct and medical policies and procedures so staff and pupils feel safe.
- Government advice is regularly accessed, assessed, recorded, communicated and applied.
- Being mindful of advice from appropriate unions and professional bodies.
- Changes are regularly reviewed by governors and communicated to staff, pupils and parents.
- Insurers are consulted before the school re-opens and / or plans are amended.
- Updating emergency procedures, fire drills and assembly points.
- Re-assess that access to school is controlled effectively and details of visitors etc. (if allowed) are recorded.

### **Space management**

Departments, year and activities groups must consider the following as part of the planning and risk assessments:

- Contact and mixing are minimised.
- Maximum use of outdoor spaces.
- Altering classroom layout with desks spaced 2m and 2.3m apart.
- Pupils to remain in “bubbles” at all times during the day with a minder or own set of teachers / assistants.
- “Bubbles” stay away from other people and groups.
- Where possible in and out routes are identified in buildings.
- Groups are staggered through the indoor and outdoor spaces.

Some risk assessments should refer to specialist medical issues noting the importance of GDPR rules:

- Who has pre-existing medical conditions and are they fully declared?
- Have all vulnerable pupils, parents and staff been identified and recorded?
- For those tested positive for COVID-19 is it recorded (for elimination purposes)?
- Who has come into contact with anyone tested positive to COVID-19?
- Been sent home with COVID-19 symptoms

### **New school rules**

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

- SD rules (which may be different for various activities) such as play, games, drama, music.
- SD rules (which may again be different) for classroom, playground, etc.
- Hygiene rules (if not already enforced and supervised):
  - “Catch it, bin it, kill it”.
  - Wash hands for 20 seconds”
    - Before arriving at school and immediately after arriving at home.
    - At every break.
    - Before and after meals
    - After all visits to the toilet.

- Rules for breaks, lunch and hydration.
- External socialising rules for shopping; parties; games and play.
- Minimise all contact and mixing outside your class “bubble” during breaks.

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

Staines Preparatory School recognises that plans need to be revised to respond effectively to health and safety incidents and other emergencies that might occur during this phased return. Where relevant, the COVID-19 Officer will ensure that emergency procedures are agreed for:

- Fire.
- Accidents and injuries.
- Infection during school hours, their isolation and return to home procedures.
- Other emergency evacuation.
- Security.
- Severe weather that limits pupil’s learning, exercising or playing outside.

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

Staines Preparatory School 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 documentation and plan have been agreed (including governors and insurers) 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.
- Robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors
- Ensuring different age groups and class “bubbles” are supervised throughout and 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.
- Drop-off and pick-up procedures – in and out routes, temperature checks and SD outside gates and entrances.

All staff, Governors, pupils, parents, visitors and contractors (if allowed) will be provided with access to our risk assessments and supplementary COVID-19 guidance before arriving at school and a verbal induction as they enter school for the first time on:

- Safeguarding, code of conduct, Health and Safety policy and their COVID-19 updates.
- SD and hygiene rules.
- Key contacts and locations (including isolation and temperature testing areas).
- Communications protocols and reporting procedures.
- Pinch points, site hazards and agreed control measures.
- Site specific instructions: speed limits, drop-off and pick-up, parking areas etc.
- Emergency arrangements (including contingency plans).
- Any specific clothing, nametags, PPE for certain groups such as visitors and contractors.