



## **COVID-19 Policy**

<b>Policy reviewed and adopted by Trustees</b>	<b>Sept 2021</b>
<b>Reviewed</b>	<b>Jan 2022</b>
<b>Review frequency</b>	<b>Each Term</b>
<b>Date of next review</b>	<b>February 2022</b>
<b>Responsible Officer</b>	<b>CEO</b>

## **Introduction**

Prosper Learning Trust recognises the unique nature of each of our schools and the wide spectrum of needs of our pupils. Each academy will adapt procedures and assess risks accordingly to minimise the risk to everyone involved.

This document sets out the areas where short-term changes have been made to the Trust's usual policies in order to ensure the safety of all and to minimise the risk of contagion.

All current policies remain in place unless they are specifically referred to in this policy. Where policies are referred to, this policy supersedes any current individual policy for the short-term, time limited period of this policy, after which the current policy will be reverted to.

This policy will be regularly reviewed and updated by the Trust Board Standards Committee to reflect the changing national response to COVID-19.

## **Opening and Closing Settings**

### **Opening Settings**

An academy should stay open in accordance with National Government Guidance and with the approval of their Local Advisory Committee, following a thorough assessment and plan to meet all Health & Safety requirements. This process is overseen by the Health & Safety Officer and the Headteacher of the academy.

### **Closing Settings**

Should the need arise; the Trust reserves the right to close (or partially close) any academy should they deem it necessary to do so.

This could include, but is not exclusively limited to:

- An outbreak of the virus at a school, that requires the whole school closure
- Insufficient staff available to safely teach and safeguard the pupils
- National or Local advice or guidance

In extreme cases, this could be with immediate effect. All parents/carers will be immediately informed of any closures.

## **Health and Safety**

Health & Safety Risk Assessments are regularly conducted at every academy.

The Risk Assessments are published on the academy websites.

Each academy has an Outbreak Management Plan which clearly states the steps to be taken in a localised outbreak.

Any pupil or member of staff who display symptoms of the COVID-19 virus **must not** come into school and should follow current government advice.

## **New Requirements**

During this current period, the Health & Safety of all pupils and school staff is paramount.

Each academy has updated their Risk Assessment and Outbreak Management Plan in accordance with the advice from DfE. Both documents are available on websites.

First Aid will be provided at each academy by trained colleagues. First Aiders will have access to Personal Protective Equipment (PPE) which may be worn when administering First Aid and they will continue to adapt procedures as guidance from regulative authorities is received to protect themselves and the person who requires treatment.

Personal Protective Equipment, including the wearing of face coverings by staff or pupils, has been introduced where appropriate and is available where required, for intimate care and First Aid.

Current guidance states: "From Sunday 2 January, it is recommended that face coverings are worn in classrooms where pupils in year 7 and above are educated. The advice is short term only, to support pupils and teachers as they return to school this term and builds on the existing proportionate guidance that recommends face coverings for all adults in communal areas of all settings. We are updating our guidance to reflect this. The advice on face coverings in classrooms will be in place until Wednesday 26 January, when Plan B regulations are currently scheduled to expire, at which point it will be reviewed"

Some academies have specific requirements relating to their setting. This is made clear to all those who attend those settings.

If a pupil does become unwell, they will be advised to tell an adult, if they are experiencing symptoms of COVID-19 virus.

## **Managing a suspected case of COVID-19 in school**

If anyone within school becomes unwell with suspected COVID-19 symptoms, they will be sent home immediately. Parents/Carers will be contacted if a pupil is unwell and arrangements for travel/collection will be agreed. Arrangements will be made for staff who are too unwell to travel home alone.

Whilst awaiting collection, the member of staff or pupil will be moved to a ventilated room where they can be isolated behind a closed door. Facilities are available within each setting to immediately isolate any staff or pupil who begins to display symptoms whilst at an academy.

Personal Protective Equipment will be available for use by any staff caring for the pupil or staff member with suspected symptoms, if 2 metres distance cannot be maintained (i.e. caring for a very young child or a child with special educational needs).

All affected areas will be thoroughly cleaned, including classrooms, bathrooms and any communal areas to reduce the risk of spreading the virus.

## **Testing and Self Isolation**

Any member of staff or pupil who begins to display symptoms, will be required to immediately self-isolate and arrange testing in accordance with the national testing programme. Staff or

parents/carers must inform the school **immediately** once they receive the outcome of the test.

### **Government Guidelines (updated 30 December)**

The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day.

COVID-19 infection rates are very high and the Omicron variant is spreading rapidly. It is important that we all take steps to reduce the spread of COVID-19 infection in the community to save lives and protect the NHS.

If you have COVID-19 [symptoms](#) you should stay at home and self-isolate immediately. You should [arrange to have a PCR test](#) as soon as possible. If this PCR test result is positive, you must continue to self-isolate.

If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate.

If you live in the same household as someone with COVID-19 you are at significantly higher risk of becoming infected yourself.

If you have been vaccinated with a COVID-19 vaccine, you are less likely to become severely ill if you catch COVID-19. You are also less likely to spread COVID-19 to other people, but it is still possible for this to happen. Therefore:

- if you are aged 18 years 6 months or over and you are not fully vaccinated\*, and you live in the same household as someone with COVID-19, you are legally required to stay at home and self-isolate
- if you are fully vaccinated or aged under 18 years and 6 months, and you live in the same household as someone with COVID-19, you are not legally required to self-isolate. However, you are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results is positive

\*You are fully vaccinated 14 days after having received 2 doses of an approved vaccine (such as Pfizer/BioNTech, AstraZeneca or Moderna/Spikevax) or one dose of the single-dose Janssen vaccine.

LFD tests are very good at identifying people who have high levels of coronavirus and are most likely to pass on infection to others, even if you do not have symptoms.

### **Contact Details**

Parents/Carers must ensure the academy have up to date contact details.

Parents/Carers must be contactable whilst their child is at school as, if the child begins to display symptoms of the virus, they will be required to be collected from school immediately.

## **Trust Health & Safety Policy**

The Prosper Learning Trust Health & Safety Policy details all other health & safety requirements across the trust.

### **Pregnancy**

Pregnant staff members who are in trimesters one or two should follow their school's COVID safe working practices and risk assessment.

Class-based pregnant staff in trimesters one and two will be required to work in alternative locations within school.

Where pregnant staff are in their third trimester (28 weeks) there will be individual risk assessments to determine appropriate work locations until maternity leave commences. This could include working from home. All decisions will continue to be based on most recent government guidance and current Local conditions.

Where pregnant staff have a pre-existing medical condition they must remind SLT at their school of this so that a referral to Occupational Health can be made or advice sought. If you are pregnant and have an underlying health condition (which may have previously defined you as "shielding") we may ask you to work from home from Trimester 1 onwards.

### **Refusal of Entry**

Each Headteacher, on behalf of the Trust, retains the right to refuse entry to any individual if they are considered to pose a risk to the Health & Safety of others. This includes any individual they suspect to be showing symptoms of the COVID-19 virus.

### **Attendance**

Attendance by pupils is now compulsory unless parents are notified otherwise.

Pupils will be risk assessed. If through that Risk Assessment, it is deemed unsafe for the well-being of the child, their peers and/or staff for a child to attend a setting, the Headteacher has the right to refuse admission to the school.

### **Hygiene and Hand Washing**

Pupils and staff are required to wash their hands with running water and soap and dry them thoroughly, or use hand sanitisers on arrival and departure from the school. Wash stations and hand sanitiser are available at all academies.

Pupils and staff are required to wash and dry their hands, or use hand sanitisers more often than usual during their time in school, to reduce the spread of infection.

### **Visitors and Meetings**

Visitors are expected to wear a face covering in communal areas.

There are currently no other COVID 19 restrictions for visitors or meetings unless an Outbreak Management Plan has been implemented.

COVID 19 Visitor Forms are no longer required unless an Outbreak Management Plan has been implemented.

## **Behaviour**

Where appropriate, academies have updated their “Behaviour Policy” which will be shared on the Academy website. Parents and carers will be informed of the increased expectation during the current situation.

## **Rewards**

Pupils will continue to be rewarded for their work, good behaviour and a positive attitude to their learning. This continues for all pupils who are engaging in their school work whether they are attending their academy or not.

## **Coughing or spitting at or towards any other person**

Any deliberate or malicious coughing or spitting towards another pupil or member of staff will not be tolerated. Such actions will be treated with the greatest seriousness and may result in a pupil no longer being admitted to the school.

## **Individual Risk Assessments & Reasonable Adjustments**

Individuals Risk Assessments of pupils are completed where necessary. Where a Risk Assessment of a pupil is completed to support their medical and/or behavioural needs, staff must adhere to the agreed necessary actions to be put in place.

## **Persistent breach**

Deliberate, malicious or repeated transgressions will not be tolerated and may result in significant sanctions. This is to ensure the health & safety of all pupils and staff.

## **Teaching and Learning**

There are no longer COVID 19 restrictions for teaching and learning unless an Outbreak Management Plan has been implemented.

Each Academy Risk Assessment will document any adjustments specific to that academy.

## Appendix 1

### Safeguarding Procedures In The Event Of Full School Closure or Partial Closure (pupils isolating)

#### Aims

- All learners to have contact with staff at least once per week
- Where possible, learning to continue at home through work provided
- Staff continue to have an academic oversight through monitoring via electronic means or work collected and returned by staff at home visits
- All vulnerable families have additional contact and support, with any concerns reported and recorded

#### Support for learners with current Child Protection concerns

- Twice weekly home visits, doorstep contact only. All learners MUST be seen. DSL/one other member of staff to make visits
- Phone contact once per week, in addition to home visits
- Offer of food support through school
- Liaise with all necessary professionals as usual
- Attend any planned review meetings, unless advised otherwise
- Continue to record and report as normal

#### Families with financial difficulties

- Phone contact at least once per week
- Offer of food support through school

#### PLEASE NOTE

- **All support of families during this time to be recorded using CPOMS**
- **No personal details or contact numbers of learners to be taken off premises(paper copies)**
- **DSLs to be available for safeguarding escalation. Work mobile numbers to be shared with staff and families**
- **Staff personal phone numbers are not to be shared with families – use 141 before calling if you are using your own phone**