



COVID-19 Policy 2020

Policy reviewed and adopted by Trustees	June 2020
Reviewed	November 2020
Review frequency	Each Term
Date of next review	March 2021
Responsible Officer	CEO

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 can only 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 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 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 Assessment is published on the academy website.

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 have introduced specific procedures and routines to meet the needs of their pupils. These routines have been clearly communicated to parents/carers, pupils and staff.

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.

Staff will limit their time with other staff, maintaining social distancing wherever possible.

Tolerance will be given to those, who are not able to follow or understand all of these procedures or who accidentally fail to meet these requirements on occasion. However, deliberate, malicious or repeated transgression will not be tolerated and may result in significant sanctions, see Behaviour Section. This is to ensure the health & safety of all pupils and staff.

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

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 a 2-meter 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

Any member of staff who begins to display symptoms, or lives with someone who begins to display symptoms, will be required to immediately self-isolate and arrange testing in accordance with the national testing programme. Staff must inform the school **immediately** once they receive the outcome of the test.

Any pupil who begins to display symptoms, or lives with someone who begins to display symptoms must not attend school and will be asked to immediately self-isolate. Testing will be recommended as part of the national testing programme. Parents/Carers must inform the school **immediately** once they receive the outcome of the test.

If a test is negative, an individual can return to school and the household can end self-isolation.

If a test is positive, all pupils and staff from the class/group/bubble will be sent home immediately and told to self-isolate for 14 days. Other members of the household of the pupils and staff in this wider group (those not showing symptoms) do not need to self-isolate, unless those pupils or staff begin to show 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.

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.

Arrival and Departure

Parents/carers have been informed of any changes to their usual arrangements. Pupils should promptly make their way to their designated entrance or area, where appropriate. Pupils are encouraged not to meet and gather on school premises prior to school and are advised to avoid gatherings on their way to school.

For health & safety reasons and to ensure all pupils can be guided to their place of learning, pupils are encouraged to be punctual.

On completing their session, pupils are immediately guided to the school exits. For health & safety reasons, pupils must immediately disperse and either be picked up promptly by a parent/carer or independently make their way home. Pupils are not encouraged to meet and gather on school premises and are advised to avoid gatherings on their way home.

Where pupils are transported to school in Local Authority transport, the school have informed parents/carers of the procedures that have been put in place for arrival/departure time.

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.

Movement within Academies

Movement of pupils and staff within the school is minimised as far as possible to reduce any risk of infection.

Visitors to Academies

The government is replacing the current tier system with a regionally-differentiated approach from 2 December 2020. The government are imposing these restrictions in the belief that it is right to target the toughest measures only in the areas where the virus is most prevalent or is rapidly rising. PLT are following the government's guidance regarding the tier restrictions within the policy. Please find most recent information at the below link:

<https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>

Prosper are not receiving any non-essential visitors over this period

With regards to recruitment and interviews, if we are regionally in –

Tier 1 - face to face interviews and related assessments/exercises can take place

Tier 2 - all interviews and related assessments/exercises will be online

Tier 3 - all interviews and related assessments/exercises will be online

Any face to face interviews must adhere to strict social distancing protocols.

Meetings

Where possible school and Trust meetings are being held remotely.

In circumstances where this is not possible, face to face meetings must adhere to strict social distancing protocols.

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.

Any pupil who commits serious or persistent breach of the new COVID-19 protection rules may be sanctioned using the full range of sanctions available.

Teaching and Learning

Practical Arrangements

Pupils will be given appropriate equipment by their academy.

Pupils will remain in the same classroom where possible, with the same pupils and the same teacher, for the duration of a session. This minimises the movement of staff and pupils around the building and reduces the risk of spreading the infection.

Class sizes will be responsive to the size of classroom and needs of the pupils – will usually be less than 10 pupils to ensure social distancing is maintained within the classroom.

Air flow in the classrooms will be increase where possible, including opening windows and doors.

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

The Sessions

Each academy will make appropriate decisions regarding lessons/on-line learning and will inform parents/carers/pupils of their school's expectations.

Pupil Progress

Communication with parents will be made via a phone call in line with current school practice.

There will be no parent afternoons/evenings.

Key Staff

A Designated Safeguarding Lead and qualified first aiders are on site at all times.

Where available/appropriate, Teaching Assistants will be in classrooms to assist pupils with their learning and follow the academy's Risk Assessment in relation to social distancing.

Meals and Food

Individual academy arrangements will be implemented and communicated to parents/carers and pupils.

Free School Meals

All pupils who are eligible for free school meals will still receive their voucher entitlement for periods of absence due to COVID19.

Appendix 1

SAFEGUARDING PROCEDURES IN THE EVENT OF FULL SCHOOL CLOSURE

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**