

THE LION WORKS SCHOOL



COVID 19 Management Policy

The Lion Works School

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This policy has been written to cover the operational procedures necessary for this school to protect its pupils, visitors and staff from the risks presented by coronavirus (Covid-19) infection.

What is Coronavirus?

The World Health Organisation defines coronaviruses as a family of viruses that cause infectious illness ranging from very mild to very severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Covid-19 is a new strain which originated in China at the end of 2019. It has since spread to other countries initiating a global public health pandemic.

How is Coronavirus Spread?

It is understood that the virus is highly infectious and moves from person to person in droplets from the nose or mouth which are spread when a person with Covid-19 coughs or exhales. In addition, the virus can survive for up to 72 hours out of the body on surfaces.

People can catch Covid-19 directly if they breathe in the droplets or indirectly if they touch infected surfaces and then touch their eyes, nose or mouth.

It is known that infected individuals who show no symptoms may still be able to pass on the virus, especially in the early stages of infection. This is described as asymptomatic spread.

What are the Symptoms?

The NHS recognise the main symptoms of coronavirus Covid-19 infection as fever and high temperature, a new, continuous dry cough and/or loss or change to the sense of smell or taste. Other less common symptoms include aches and pains, nasal congestion, headache, tiredness and fatigue. Symptoms begin gradually and are usually mild.

Most people (about 80%) recover from the disease without needing special treatment. A small percentage can become seriously ill and develop difficulty breathing. This is particularly dangerous for people with weakened immune systems, for older people, and for those with long-term conditions such as diabetes, cancer and chronic lung disease.

Prevention and Self-Isolation

The following general “handwashing and respiratory hygiene” precautions should be taken to help prevent spreading the virus:

- cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it, Bin it, Kill it).
- put used tissues in the bin straight away.
- wash hands with soap and water often — wash for 20 seconds and use hand sanitiser gel if soap and water are not available.
- try to avoid close contact with people who are unwell.
- clean and disinfect frequently touched objects and surfaces.
- do not touch eyes, nose or mouth if hands are not clean.

In addition, the government requires people to “self-isolate” if they have symptoms or if they have been tested and are found to be infected. This means staying at home and not leaving their house for 10 days from when the symptoms started. Those that live in a household with others should stay at home for 14 days from the day when the first person in the house became ill.

Public Health Information

The Covid-19 pandemic has presented an unprecedented and fast moving crisis throughout the UK which has placed enormous pressure not only on health and social care systems but also on emergency services and national and local government. The response from public health and from education authorities has been a rapidly evolving one and official guidance has changed repeatedly throughout the pandemic. In addition, conspiracy theories and misinformation have spread.

This school will keep up to date with the latest public health and government information about the risk of coronavirus in the UK. The senior leadership team and Headteacher will maintain close links with local health protection teams and

will be responsible for circulating essential information to staff, pupils and parents. Staff will do all they can to combat misinformation. This school will keep informed about both national guidance and local transmission rates. It will comply fully with any restrictions imposed or any requirement for mass testing.

Covid-19 Guidance

All staff should make themselves familiar with the current guidance from bodies such as the Department for Education (DfE) and Public Health England (PHE) which includes:

- Restricting attendance during the national lockdown: schools
- Schools coronavirus (COVID-19) operational guidance
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)
- Face coverings in education

The guidance will be kept under regular review by the school head and leadership team.

School Safety Measures

The safety of our pupils, staff and parents is the highest priority of this school. In order to protect them as far as it can, the school will fully implement all official guidance from the DfE and PHE relevant to minimising the risk of transmission of the Covid-19 virus.

1. Contact will be minimised with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Face coverings will be used in recommended circumstances.
3. Everyone is advised to clean their hands thoroughly and more often than usual.
4. The "catch it, bin it, kill it" approach to good respiratory hygiene will be promoted.
5. Enhanced cleaning schedules will be maintained, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Occupied spaces will be kept well ventilated.
7. All staff and pupils to be tested bi-weekly.

In response to infection DfE state the school will:

1. Promote and engage with the NHS Test and Trace process.
2. Manage and report confirmed cases of coronavirus (Covid-19) amongst the school community.
3. Contain any outbreak by following local health protection team advice.

Risk Assessments

The school leadership team will develop a Covid-19 risk assessment and keep it under review. Details of the risk assessment and control measures will be disseminated to all staff. Every effort will be made to ensure that parents and carers of pupils are kept informed of actions taken by the school to keep open and to maintain safety. Where necessary plans should be discussed with local authority public health teams.

Staff and Pupil Sickness

In this school:

- staff who are unwell with suspected Covid-19 or who have come into contact with an infected individual or who share a household with someone who is unwell should not come to work but must comply with the latest government advice about self-isolating themselves in their home.
- pupils who are unwell should stay at home.
- pupils or staff who become unwell while on the school site with a new, continuous cough or a high temperature or loss of sense of taste or smell should be sent home.

An unwell pupil should be isolated in the sick room while waiting to be picked up. The door should be closed and a window opened for ventilation. Staff looking after them while they wait should wear appropriate personal protective equipment as advised in *Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)*.

If clinical advice is required, the pupil (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they do not have internet access). In an emergency, 999 should be called if they are seriously ill or injured or their life is at risk.

In the event of an outbreak of Covid-19 (two or more confirmed cases within 10 days or an overall rise in sickness absence where Covid-19 is suspected) the school will work with its local health protection team who will advise of action required.

Reducing Contact While in School

Whenever pupils are in attendance this school will make appropriate arrangements, as indicated in the risk assessment, to enable staff and pupils to manage their face-to-face contacts and maintain safe social distancing, wherever possible. The purpose is to reduce transfer of the virus between individuals.

Arrangements to reduce contact will apply at all times during the pandemic.

Arrangements will include:

- small cohorts.
- parent/teacher face-to-face contact will be minimised by asking parents to communicate with teachers, where possible, by phone or by email – any face-to-face contacts will be conducted with appropriate social distancing.
- break times in the outdoor area.

Wearing Face Masks in School

Where face coverings are required it is vital that they are worn correctly. In this school:

- clear instructions must be provided by staff to pupils on how to put on, remove, store and dispose of face coverings to avoid inadvertently increasing the risks of transmission.
- a small contingency supply of masks should be kept for pupils who are struggling to access one.
- no-one will be excluded from education on the grounds that they are not wearing a face covering.

Supporting Respiratory and Hand-Hygiene

Effective hand hygiene is known to reduce the chance of the Covid-19 virus being passed on indirectly by touch. Staff and pupils should be encouraged to clean their hands regularly during the day, including when they arrive in school

Respiratory hygiene refers to catching coughs and sneezes in tissues and then disposing of these in an appropriate manner. Tissues and bins will be made available throughout the school. Bins will be regularly emptied.

Enhanced School Site Cleaning

Enhanced school cleaning schedules will be in place throughout the pandemic. Frequently touched surfaces will be cleaned on a more regular basis. Such surfaces will include:

- toilet and handwashing areas.
- flush levers and taps.
- door handles.
- Handrails.
- table tops.
- computers, mice and computer keyboards.
- electronic devices (such as phones).

Cleaners should use standard detergents and bleach for routine cleaning. These are known to be effective in removing the Covid-19 virus on surfaces.

Cleaning frequencies will be reviewed during periods of national lockdown or periods of high virus transmission. The reviews will consider the need for enhanced cleaning in occupied areas of the school and the safety of cleaning staff. The school will work closely with providers to ensure that cleaning staff comply with all social distancing and face covering policies.

If a person with suspected or confirmed Covid-19 infection has been present in the school, or in the case of an outbreak, additional “deep clean” arrangements should be implemented using appropriate disinfectant, as advised

in *COVID-19: cleaning in non-healthcare settings outside the home* published by PHE. In an outbreak situation the school will work closely with local public health protection experts and arrange for enhanced cleaning as advised.

SEND Pupils, Health Plans and Safeguarding

In this school, all of our pupils have education, health and care plans, and therefore need additional support during all stages of the pandemic. This will be provided by all staff.

During lockdown periods this may include:

- support when staying at home due to lockdown restrictions or self-isolation.
- support for “high-risk” individuals who may need to be “shielded”.

Additional support may also be required during non-lockdown periods to help SEND pupils return to school safely. The school will work closely with parents and carers at such times.

This school is very aware that the pandemic has placed unprecedented pressure on both pupils and parents and that some families may have struggled with problems related to issues such as illness, poverty, bereavement, stress, mental health and domestic violence during the lockdown. They may also have found themselves without their normal support mechanisms. All school staff should therefore be especially vigilant to identify vulnerable pupils who may require additional support through established pastoral and safeguarding arrangements.

Support for Home Learning

This school has worked throughout the pandemic to improve its systems for supporting remote learning at home as a contingency for periods of lockdown and to support self-isolating pupils. This has included investment into online digital systems and audits of pupils digital resources and ability to access learning.

The school is committed to do all that it can to support home learning where pupils cannot attend due to the coronavirus pandemic or for health reasons. This includes periods of national lockdown and at other times when pupils cannot attend because they are “shielding” or self-isolating as an individual or as a family.

The school will comply fully with DfE requirements that, during the January 2021 lockdown, the remote education provided should:

- be equivalent in length to the core teaching pupils would receive in school.
- include both recorded or live direct teaching time.
- should include time for pupils to complete tasks and assignments independently.

In all cases staff should use secure digital learning support platforms supported by the school and be mindful of online safety requirements set out in the schools ICT policies.

Pupils who have difficulties in accessing online learning because they lack the skills or resources will be identified and given additional support. This may include facilitating the provision of a laptop or another suitable digital media device.

School Trips

The school will undertake safe school trips in line with Covid 19 advice.

School Meals

All pupils have access to a free lunch, freshly prepared, daily. There is also a vegetarian option provided.

Anti-Social Behaviour Associated with Coronavirus

This school asks its staff, pupils and their parents to comply with its coronavirus safety measures at all times. This is considered the best way to keep everybody safe.

Parents who have concerns and wish to discuss measures should be encouraged to talk to an appropriate member of staff

The disciplinary policy will be amended to include coronavirus associated anti-social behaviour, such as deliberately coughing over other pupils or staff. This type of behaviour is unacceptable and will not be tolerated.

Testing, Tracking and Tracing

This school will comply fully with government Covid-19 testing requirements.

The school is aware that two types of nasal/throat swab tests are available to confirm the presence of the Covid-19 virus:

- polymerase chain reaction (PCR) tests – a nasal/throat swab is taken which is then tested in a laboratory and results returned usually in 24 – 48 hours
- lateral flow device (LFD) tests – rapid tests designed for those without symptoms (asymptomatic testing) to detect if they are infected

This school will fully support testing and tracing. All staff must make themselves aware of the requirements of the system. Further information can be found from the online document, [NHS Test and Trace: how it works](#).

This school will take swift action if any member of staff becomes aware that someone who has attended has tested positive for coronavirus. The headteacher will immediately contact the dedicated Public Health England helpline on 0800 046 8687 for advice.

Staff Health and Well-Being

For this school the health and wellbeing of staff is a key priority. During the pandemic every effort should be made to consult with staff, and with staff representatives, and keep people safe, well and informed.

Staff who have ongoing concerns should discuss this with the Senior Leadership Team.

During the national lockdown starting in January 2021 the Government advised that those classified as “extremely vulnerable” and subject to “shielding” arrangements should not attend the workplace and should remain at home. This school will comply fully with this advice and take measures to ensure that a discussion is held with all such staff to ascertain their wishes. Wherever possible they will be facilitated to work from home until the lockdown is eased. Any shielding staff who wish to discuss their situation with occupational health will be referred. The Senior Leadership Team will keep in touch with all shielding staff.

Vaccination

The school will make Covid 19 vaccines available to its students in line with DFE advice.

Business continuity procedures

The school recognises the need to have a pandemic contingency plan and procedure.

The following procedure sets out key contingency measures to be introduced in this school:

- the situation will be kept under review by the senior leadership team who will work to ensure the safety of staff and pupils as their primary concern.
- information will be provided to staff via e-mail - as well as other important information, employees will be briefed on the symptoms of the virus and who to contact should they believe that they or a pupil may have the virus – unnecessary meetings will be cancelled and greater use made of digital/virtual communication in order to reduce people contacts.
- during any national or local lockdown staff whose role enables them to work from home will be supported to do so.
- school staffing will be reviewed daily and contingency plans put in place to ensure that the school remains open wherever possible – this will be done whether the school is fully open or running partially closed.

- during any national or local lockdown teaching staff will explore all means of using virtual/digital communication systems to support pupils who are at home.
- during any local lockdown caused by high virus transmission rates the school will discuss safety with any staff who are classified as extremely clinically vulnerable – the school recognises that additional adaptations may be required to ensure safety in such circumstances.
- a similar review will be carried out with parents of any pupils who are similarly classified - health and support plans should be adjusted, as necessary.
- if it becomes impossible for the school to maintain even a reduced service due to staffing constraints the school will work with the local authority to make alternative arrangements – in such an event the school will inform parents at the earliest opportunity.

Staff should familiarise themselves with the plan and should speak to the Senior Leadership Team if they have any questions or concerns.