

COVID-19 Policy

Fairley House School

Date	September 2021
Date for renewal/update/review	As guidance changes with regular review every two months
Named person responsible for review	Bursar

www.fairleyhouse.org.uk

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Introduction
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We are committed to ensuring the health, safety and welfare of all employees, pupils and visitors. This policy describes the measures that we have put in place to protect you from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us.

Scope

This policy applies to all our employees, pupils, contractors and visitors.

COVID-19 Policy Statement

The Governors and Senior Leadership Team (SLT) recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by our activities during the COVID-19 pandemic.

In order to discharge our responsibilities, we will:

- Bring this Policy Statement to the attention of all staff;
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of COVID-19;
- Communicate and consult with our staff on matters affecting their health and safety;
- Comply fully with all relevant legal requirements and government guidance;
- Control risks to health, safety and wellbeing so far as is reasonably practicable;
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- Work with parents and unions to agree best approaches for our school(s);
- Ensure that emergency procedures are in place at all locations for dealing with the virus;
- Maintain our premises, and provide and maintain safe plant and equipment;
- Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide adequate information, instruction and training and ensure that all employees are competent to do their tasks safely;
- Plan for a local lockdown and how we will ensure continuity of education; and
- Regularly monitor and revise policies and procedures as guidance changes.

This policy statement will be reviewed and revised as necessary to reflect changes to the organisation's activities and any changes to legislation or government guidance. Any changes to the policy will be brought to the attention of all employees.

COVID-19 responsibilities

The overall responsibility for health and safety and management of the virus rests at the senior management team. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

It is important that everyone is aware of their responsibilities and has a clear understanding of their areas of accountability in controlling factors that could lead to ill health, injury or loss and the virus being spread. Line managers are required to provide clear direction and accept responsibility.

We recommend that the following positions are identified as having key responsibilities for the implementation of COVID-19 control measures:

COVID-19 Supervisor

A COVID-19 Supervisor has been appointed, this is the Bursar. They will ensure that in their areas of control:

- They implement and follow the Coronavirus (COVID-19) Policy;
- They supervise their staff to ensure that they work safely, providing increased supervision for new, vulnerable and young workers;
- They communicate and consult with staff on COVID-19 issues;
- They keep themselves up to date with developments and guidance relating to COVID-19;
- Rules are followed by all;
- They encourage staff to report hazards and raise concerns;
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff;
- Any safety issues that cannot be dealt with are referred to the SLT for action;
- Safety training for staff is identified, undertaken and recorded to ensure that they are competent to carry out their work in a safe manner;
- Safe systems of work are developed and implemented where needed;
- COVID-19 incidents inside and outside of work are recorded, investigated and reported where needed;
- Personal protective equipment (PPE) is readily available and maintained where appropriate, and relevant staff are aware of the correct use of this and the procedures for cleaning and replacement;
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures; and
- Regular and effective cleaning takes place.

Line managers

Line managers must ensure that:

- Good communication is in place between management and employees, particularly where there are organisational and procedural changes;
- Plans for temporary local lockdown are planned, developed, implemented and amended in our setting to ensure continuity of education;
- Employees are fully trained to discharge their duties; and
- Where necessary, they look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. bereavement, illness of family members or anxiety about the general safety of their loved ones.

Employees

Employees must:

- Follow any information, instruction, training and supervision provided to them regarding looking after their health, safety and wellbeing (including mental health) during the COVID-19 outbreak; and
- Raise any issues or concerns with their line manager or safety representative where applicable.

Visitors

Visitors to site should be avoided where possible. Where this is not possible, the school must ensure that:

- Every visitor completes the visitor declaration form (and an individual risk assessment if required);
- Any parent who enters the school will be required to wear a face covering if appropriate for their visit
- Any contractor/visitor who enters the school will be required to wear a face covering or mask, if appropriate for the duration of their visit
- All visitors are required to inform us if they start to experience COVID-19 symptoms whilst on the premises.

The school will maintain a visitor log for fire evacuation purposes.

Staff carrying out cleaning activities.

Staff carrying out cleaning activities must:

- Take reasonable care of their own safety;
- Take reasonable care of the safety of others affected by their actions;
- Observe the safety rules;
- Submit their health and safety policy and relevant risk assessments to us for approval if not employed by the organisation;
- Comply with and accept our COVID-19 Policy;
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- Dress as appropriate for their work activities;
- Use all equipment, safety equipment, devices and protective clothing as directed;
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others;
- Maintain all equipment in good condition and report defects to their supervisor; and
- Ensure that chemicals are used appropriately and that contact times are followed.

Arrangements

Reoccupation of our setting

From September 2021, in line with current and any new government guidance, there will be a full reoccupation of the facility and resumption of the curriculum.

Attendance

All pupils must attend school unless there is a bona fide reason not to attend.

No one with a positive test should attend school, they must follow the isolation rules and those with symptoms should arrange a test.

We will resume taking an attendance register and continue to complete the online Educational Setting Status form, which gives the Department for Education daily updates on how many pupils and staff are attending.

To encourage attendance at school, the following measures will be considered and implemented:

- Communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) ahead of the school reopening.
- Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic.
- Work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance.

School workforce

The School, Governors and SLT are conscious of the health, safety and wellbeing of all staff and will, where possible, support the staff in the return to work and normal curriculum.

It is recognised that most school staff will not be able to work from home.

Staff are also reminded about the school's Health and Wellbeing Policy and Employee Assistance Programme.

Transport

Staff and pupils will be encouraged to walk or cycle to and from school and avoid public transport wherever possible, but due to our school location appreciate this may prove difficult.

We will work together with all parties and transport providers to put in place arrangements appropriate to our circumstances, including measures to reduce contact.

Wherever possible, we will avoid the use of school minibuses. However, where use is essential, masks to be worn at all times and pupils will travel in their year group bubbles, during the school day. The minibus will be thoroughly cleaned after each use and pupils will wash their hands/sanitise hands before boarding/unboarding.

Outsourced school bus transport - pupils

The bus companies will provide their policy and process on COVID and we shall ensure that these meet the current government guidance.

Food

To ensure food is available for pupils who attend our educational setting, we will reopen our servery kitchen and meals will be served safely. We will provide meals, where required, for all pupils and staff.

Pupils will be served all food, cutlery and beakers will be on tables, pupils should eat and clear rubbish. After each sitting when all pupils leave, the kitchen staff will clean down areas and prepare for the next sitting. This applicable when pupils are dining in the hall.

Staff should ensure that the staff room is kept clean and tidy and dirty dishes are put in the dishwasher in the third floor or first floor kitchen, there are anti bac wipes in the kitchens please ensure that you wipe all surfaces you are going to touch before use, and then wipe again when you finish, the wipes should be disposed of in the bin. Please do not use any crockery or utensils that are left on the side, if you think they are unclean.

The number of staff will be limited to access the kitchen at any one time, please see notices on walls.

Effective infection protection and control

There are important actions that pupils, their parents and our staff can take during the COVID-19 outbreak to help prevent the spread of the virus.

Although it is difficult to put some of these measures in place in practice in schools, particularly with younger children, protective measures are possible. Hygiene will continue to be important in our school.

Preventing the spread of COVID-19 involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions will be employed to do this. These can be seen as a Hierarchy of Controls that, when implemented, create an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- Minimising contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, do not attend our setting;
- Cleaning hands more often than usual – washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly (using disposable hand towels, where possible) or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;
- Ensuring good respiratory hygiene – promoting the 'catch it, bin it, kill it' approach;

- Recognising that some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This will be considered in risk assessments in order to support these pupils and the staff working with them, and they will not be denied face-to-face education on this basis;
- Cleaning frequently-touched surfaces often using standard products, such as detergents and enhancing our cleaning provisions;
- Using personal protective equipment (PPE) where necessary.

Notices and posters promoting infection control best practice will be displayed throughout our buildings. The 'Staying COVID-19 Secure in 2020' poster will be displayed in reception.

Personal protective equipment (PPE), including face coverings and face masks

Wearing a face covering or face mask in educational settings is no longer mandatory, where social distancing cannot be maintained. If staff and pupils wish to wear face coverings where social distancing cannot be maintained, this includes within the common areas and classrooms, they may. Changing our habits, cleaning and hygiene are effective measures in controlling the spread of the virus.

Most of our staff will not require PPE. PPE will only be needed in a very small number of cases, including:

- Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way.
- If a pupil becomes unwell with symptoms of COVID-19 while in our setting, a face mask should be worn by the supervising adult if a distance of two metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- If a pupil becomes unwell with non-COVID-19 symptoms, they should be treated as normal with no specific additional PPE requirements.

Class or group sizes

There are no longer requirements for bubbles therefore pupils will be able to share spaces, we shall encourage:-

- Frequent hand cleaning and good respiratory hygiene practices.
- Regular cleaning of settings, including an enhanced cleaning schedule to include more frequent cleaning of rooms / shared areas that are used by different groups; and
- Minimising contact and mixing between cohorts, if possible.

We appreciate that it is still important to reduce contact between people as much as possible.

Assemblies and worship

Assemblies and worship gatherings have been reinstated. The school will ensure that, the hall windows are open and keep it well ventilated.

Planning and organising

Prior to welcoming our pupils and staff back, we will:

- Refresh our risk assessment and other health and safety advice for pupils and staff considering recent government advice, identifying protective measures (such as the things listed below). We will also ensure that all health and safety compliance checks have been undertaken before opening.
- Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.

- Resources shared between groups, such as sports, science and art equipment, will be cleaned between groups prior to reuse.
- We will consider how pupils arrive at our setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.
- A process will be implemented for pupils to hand sanitise or wash their hands. This will be clearly communicated to them.

Communication

We will communicate our plans as follows:

- Telling pupils, parents, carers or any visitors, such as suppliers, not to enter our setting if they are displaying any symptoms of COVID-19;
- Making it clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, where appropriate, which will be conducted safely);
- Where appropriate, engaging parents and pupils in educational resources/posters through the newsletter and PHE;
- Talking to staff about the plans, for example, safety measures.
- Communicating as early as possible with contractors and suppliers that will need to prepare to support our plans for opening (for example, cleaning, catering, food supplies, hygiene suppliers, etc.); and
- Cleaning contractor will continue with enhanced cleaning of high touch points, along with site staff cleaning the high touch point areas after break time and lunch time.

When open

We will limit pupils mixing when appropriate and if required by our contingency plan:

- Ensure that pupils are generally in the same small groups.
- Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising that at our setting there will be subject specialist and disciplinary rotation of staff.
- Ensure that, where possible, teachers stay at the front of the class and maintain a two-metre distance from each other and from children. Minimal time will be spent within one metre of anyone.
- Pupils will be seated side-by-side and facing forwards.
- Within music lessons, playing of instruments or singing will be restricted to groups of no more than 15, with pupils positioned back-to-back or side-to-side and the room adequately ventilated. Singing, wind and brass playing will not take place in assemblies and sharing of instruments will not take place.
- Ensure that, wherever possible, pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Wherever possible, we will seat pupils at the same desk each day, in each classroom they visit.

For cleaning and hygiene:

- Follow government guidance on cleaning, including:
 - Cleaning an area with normal cleaning products after someone with COVID-19 has left to reduce the risk of passing the infection on to other people;
 - Wearing disposable gloves and aprons for cleaning (these will be double-bagged, stored securely for 72 hours, then thrown away in the regular rubbish after cleaning is finished);
 - Using disposable cloths to clean hard surfaces with warm soapy water, then disinfect these surfaces with normal cleaning products (paying particular attention to frequently-touched areas and surfaces, such as bathrooms, handrails, stairwells and door handles);
 - Where an area has been heavily contaminated, such as with visible bodily fluids, from a person with COVID-19, using protection for the eyes, mouth and nose, as well as wearing gloves and an apron; and

- Washing hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
- Clean surfaces that pupils are touching – such as toys, desks, chairs, doors, sinks, toilets, light switches and bannisters – more regularly than normal.
- Ensure that all adults and pupils:
 - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
 - Wash their hands on arrival at the setting, after breaks, when they enter and leave a room to change rooms, before and after eating, and after sneezing or coughing;
 - Are encouraged not to touch their mouth, eyes and nose; and
 - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- To encourage and ensure hand washing and personal hygiene measures are followed, the following points will be considered:
 - Ensure that sufficient handwashing facilities are available for both staff and pupils. Where a sink is not nearby, we will provide hand sanitiser in classrooms and other learning environments.
 - Adequate supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin-friendly skin cleaning wipes can be used as an alternative.
 - Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.
- Ensure that help is available for pupils who have trouble cleaning their hands independently.
- Consider how to encourage young children to learn and practise these habits through games, songs and repetition.
- Ensure that bins for tissues are emptied throughout the day.
- Where possible, all spaces will be well-ventilated using natural ventilation (opening windows) or ventilation units. Staff will be encouraged to keep windows and doors open to allow air to circulate.
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation.
- Ensure sufficient supplies of soap, anti-bacterial gel and cleaning products available.
- Confirm to staff and parents that there is no need for anything other than normal personal hygiene and washing of clothes following a day in our setting.

Reduce mixing within our setting by:

- Pupils/Staff reminded to "Keep Left" when moving around school and using stairs, at the senior site;
- Ensuring that toilets do not become crowded by limiting the number of pupils who use the toilet facilities at one time. Toilets will be frequently cleaned, and the pupils will be encouraged to maintain good hygiene; and
- Noting that some pupils will need additional support to follow these measures

Use outside space:

- For exercise and breaks.
- For outdoor education, where possible, to limit transmission and more easily allow for distance between pupils and staff.
- Outdoor equipment will not be used unless we are able to ensure that it is appropriately cleaned between groups of pupils using it, and that multiple groups are not allowed to use it simultaneously.

For shared rooms:

- Stagger the use of staff rooms and offices to limit occupancy and with minimal usage. Signage to confirm the number of staff allowed to use rooms at any one time.

Reduce the use of shared resources:

- Shared materials and surfaces will be cleaned and disinfected more frequently.

Adjust transport arrangements where necessary, including:

- Encouraging staff, parents and pupils to walk or cycle to the setting where possible;
- Ensuring that transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers;

What happens if someone becomes unwell in our setting?

If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of or change in their sense of taste or smell (anosmia) in our setting, they will be sent home and advised to follow government guidance and test for COVID-19.

If a pupil is awaiting collection, they will be moved, if possible, to the treatment room where they can be isolated behind a closed door. The window should be opened. Depending on the age and symptoms displayed by the child, appropriate adult supervision may be required. The member of staff caring for the child while they await collection should wear the necessary PPE if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs).

If it is not possible to isolate them, we will move them to an area which is at least two metres away from other people.

If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, or has a loss of or change in their normal sense of taste or smell (anosmia), they will not need to go home unless they develop symptoms themselves (and in which case, they should arrange a test).

Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal cleaning products after someone with symptoms has left to reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of COVID-19 in our setting?

When a pupil or staff member develops symptoms compatible with COVID-19, they will be sent home and encouraged to get tested.

All staff and pupils who are attending our setting will have access to a test available through the NHS Test and Trace service, if they display symptoms of COVID-19.

Where the pupil or staff member tests negative and is symptom-free, they can return to our setting.

Where a pupil or staff member tests positive, the school will follow the Covid contingency plan in place and follow advice from the Local Health Protection team.

In the event that a staff member or parent/carer tests is contacted by NHS Test and Trace, the school will be prepared to present details of contacts the person has had. To continue monitoring transmission, staff and pupils in all settings will be eligible for testing if they become symptomatic, as will members of their households. A negative test will enable children to get back to education, and their parents to get back to work.

Taking pupils/students' temperatures

We will undertake, when appropriate non-invasive temperature testing of pupils, but parents and carers will not be required to submit to testing. It is understood that routine testing of an individual's temperature is not a reliable method for identifying COVID-19.

We will reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to COVID-19, and where to get further advice. If anyone in the household develops a fever or a new continuous cough or a high temperature or has a loss of or change in their normal sense of smell (anosmia), they are advised to follow the government guidance (which states that the ill person should obtain a test and if negative they can return to school. Results of research into child COVID-19 health effects also indicates possible indicators such as headache and loss of appetite.

Testing

Pupils:

All pupils eligible to attend our setting, and members of their households, will have access to testing if they display symptoms of COVID-19. This will enable them to get back into education, and their parents or carers to get back to work, if the test proves to be negative. To access testing, parents will be able to use the NHS 111 online service if their child is aged five or over. Parents will be able to call 111 if their child is aged under five.

Staff:

Access to testing is already available to all, staff can call to arrange.

We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Supporting pupils with complex needs

We will follow government guidance for special schools, specialist colleges, Local Authorities and any other settings managing pupils with education, health and care plans, including those with complex needs where appropriate.

Safeguarding

The school's Child Protection Policy has been reviewed to reflect the new arrangements from the Autumn term to ensure that all necessary measures are being taken. Designated Safeguarding Leads were provided with time at the start of the term in order to complete this.

Educational visits

Overnight domestic and foreign educational visits will be done in line with all protective measures of both the school and the destination, including staying within groups and social distancing, subject to the Head's decision. The standard approach to educational visit assessments and Educational Visit Coordinator approval should be followed and should consider all necessary measures.

School uniform

We have taken the decision that pupils will wear school uniform. On days that they have a PE class they should wear PE kit.

Coronavirus (COVID-19) Policy Acknowledgement Form

Please read the notes below and then sign this form.

Clearly, we will do all in our power to ensure the health and safety and welfare of all our staff and we look to our employees to abide by the standards laid down.

We have formulated our Coronavirus (COVID-19) Policy to outline our policy and procedures in relation to COVID-19.

You must read the information contained in this policy and adhere to the requirements at all times.

Please discuss any queries you may have with your line manager and sign this form.

I have read the Coronavirus (COVID-19) Policy and understand and accept its contents.

Signature:		Date:	
Print Name:			