



# MOUNT

ST MARY'S | BARLBOROUGH HALL

## COVID-19 Policy

<b>Policy written by:</b>	<b>C Chadbourne</b>
<b>Policy authorised by:</b>	<b>K Keeton</b>
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<b>This Policy is for:</b>	<b>Barlborough Hall School</b>
<b>Linked Policies:</b>	<b>Health and Safety, Behaviour, Fire Risk Assessment Safeguarding, COVID-19 Risk Assessment</b>
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### Mount St Mary's College

Educating Men and Women for Others since 1842  
Telephone: 01246 433388  
Email: [headmaster@msmcollege.com](mailto:headmaster@msmcollege.com)  
Address: College Road, Spinkhill, Derbyshire, S21  
3YL

### Barlborough Hall School

Educating Men and Women for Others since 1842  
Telephone: 01246 810511  
Email: [headteacher@barlboroughhallschool.com](mailto:headteacher@barlboroughhallschool.com)  
Address: Barlborough Park, Chesterfield, S43 4ES

## **Aim**

- To minimise the risk to children and staff during the COVID-19 epidemic;
- To carefully consider and implement ongoing Government advice;
- To maintain full awareness of the safety of our staff and pupils

## **Introduction**

This guidance in this Policy will assist staff in addressing coronavirus (COVID-19) in educational settings. The school policy in response to the COVID-19 epidemic and forms part of our Risk Assessment for returning to school.

The COVID-19 (Coronavirus) situation is fluid and advice changes frequently. This document sets out the school policy on actions to be taken in response to keeping safe during this epidemic. It should be noted that any compelling advice issued by central government or the local authority will take precedence over the actions set out in this policy.

We recognise that the safety of our staff and pupils is paramount. We also recognise that for many of the students, the routine and structure of school is extremely important for their wellbeing, so we aim to maintain normal routine as much as possible whilst providing structure and safety for each of the groups in school.

Some of these are additional measures and some are a continuation of our already existing health and safety policy. We intend to limit the risk to children and staff by:

- The introduction of additional personal hygiene requirements for staff and children as they move around the school
- The limitation of pupils and staff interaction by teaching in isolated groups
- Social Distancing in accordance to the latest Government Guidance

## **THIS POLICY MUST BE READ IN CONJUNCTION WITH THE LATEST SCHOOL COVID-19 RISK ASSESSMENT**

## **Responsibilities**

The Head Teacher is to maintain and update all information relating to the development of the epidemic and the current advice from the Government and World Health Organisation

All staff should keep up to date and follow the guidance from the Government (including Public Health England) and the World Health Organisation concerning developments in addressing COVID-19 in Educational Settings.

## **Important websites**

[www.gov.uk](http://www.gov.uk)

[who.int](http://who.int)

Staff will:

- Follow government guidance on self-isolation;
- Report symptoms immediately (to Head Teacher and/or Admin Staff) and leave work to go home and to self-isolate or take action in accordance with the latest government guidance.
- Report any concerns regarding a child displaying relevant symptoms and take action in accordance with the latest government guidance.
- Adhere to new routines in place in school regarding daily routine and hygiene
- Supervise children to ensure safe social distancing and hygiene regulations are adhered to in accordance with the latest government guidance.

### **Vulnerable children and young people**

Staff are responsible for registering all children and following up any absentees.

There is a continuing expectation that vulnerable children and young people of all year groups will attend educational or childcare provision, where it is safe and appropriate for them to do so. As per the current guidance, where these children and young people are currently not attending but attendance is appropriate, we expect providers and local authorities to consider how to encourage their attendance. Vulnerable children and young people in this context include those who:

- Are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child. Attendance is expected, unless their social worker decides that they are at less risk at home or in their placement. The educational provider should notify the social worker in cases where these children or young people do not take up their place at school or college
- Have an education, health and care (EHCP) plan and it is determined, following a risk assessment, carried out with educational providers and parents, that their needs can be as safely or more safely met in the educational environment
- Have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who are therefore in need of continued education provision - this might include children on the edge of receiving support from children's social care services,

### **Safeguarding**

The government published new guidance for schools on safeguarding in the light of the current COVID 19 situation. School produced an addendum to our current safeguarding policy, which covers that guidance. This addendum was shared with all staff on Monday 30<sup>th</sup> March. (See Appendix 1). The September 2021 Safeguarding Policy was shared at INSET in September 2021.

### **Safeguarding Policy update**

The Safeguarding policy has been updated to include remote learning:  
This latest policy is on the school website.

#### *Teaching Remotely*

*There may be occasions when it is necessary to teach via video-conferencing or other devices to allow for remote learning including e-mail and messaging services. If this is the case then this should be done using a*

*device approved for school use and via an agreed channel (Teams, Skype, Sharepoint). This should be done at agreed times (for example according to the school timetable) and every effort should be made to avoid one-to-one teaching. In the limited number of cases where one to one is necessary (for example instrumental music lessons and speaking lessons in modern foreign languages) the following conditions must be met:*

- *Permission sought from the DSL*
- *Permission received in writing from the parent*
- *A timetable of approved lessons to be held by the relevant Head of Department*

*The lesson should be recorded by the teacher and the lesson saved via the school network*

### **Remote teaching parental consent**

A letter was sent to all parents explaining the remote teaching and learning and what the expectations were from the staff and students. The parents had to consent to this via an online signing system. This was completed and collated via the central services on Friday 25<sup>th</sup> April 2021. This letter will continue to be authorisation should the school have to go into lockdown again in this academic year.

### **Fire Safety procedures**

The Fire Safety procedures will remain as per the policy for September 2021.

### **COVID-19 Infection prevention and control**

In all education, childcare and children's social care settings, preventing the spread of coronavirus involves preventing:

- direct transmission, for instance, when in close contact with those sneezing and coughing
- indirect transmission, for instance, touching contaminated surfaces

### **Limiting the spread of coronavirus (COVID-19) in educational settings**

School will help reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice.

Staff, children, pupils, students and families should be reminded to wash their hands for 20 seconds more frequently than normal.

Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products.

Staff should be aware of and responsible for prevention and control measures within the school premises.

Prevention and control measures include:

## **Personal protective equipment (PPE)**

Wearing a face covering or facemask in primary schools is not recommended in the classroom, but is advised in communal areas. The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical facemask 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.

## **Temperature checks**

Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. School 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 coronavirus, and where to get further advice. If anyone in the household develops a fever, or a new continuous cough, or a loss of, or change in, their normal sense of taste or smell (anosmia), they are advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

## **Minimise contact with individuals who are unwell**

If anyone at home is showing symptoms of, coronavirus (a new continuous cough, or fever, or a loss of, or change in, your normal sense of taste or smell (anosmia)), or have someone in their household who is, they should not be in school.

## **Clean your hands often**

All children and staff should clean your hands more often than usual, particularly after arriving at school setting, touching their face, blowing their nose, sneezing or coughing, and before eating or handling food.

To clean your hands everyone should wash your hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered.

## **Respiratory hygiene (catch it, bin it, kill it)**

All staff and children must avoid touching your mouth, eyes and nose. They must cover their mouth and nose with disposable tissues when they cough or sneeze. If a tissue is not available, they must sneeze into the crook of their elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately clean their hands with soap and water or use a hand sanitiser.

To prevent the indirect spread of the virus from person to person, regularly clean frequently touched surfaces, such as:

- door handles
- handrails
- table tops
- play equipment
- toys
- electronic devices (such as phones)

When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces.

School will follow the Public Health England (PHE) guidance on cleaning for non-healthcare settings.

Normal cleaning protective clothing will be worn by staff.

### **What to do if someone develops symptoms of coronavirus (COVID-19) whilst at school**

If anyone develops coronavirus (COVID-19) symptoms at school, they must be sent home and advised to follow the [staying at home guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

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

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. You can find guidance on cleaning in non-healthcare settings.

### **Testing**

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to test and self-isolate in accordance with the latest government guidance.

## **Negative cases**

Where the child, young person or staff member tests negative, they can return to their setting.

## **Positive cases**

Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that most people who receive a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.

Anyone in England who tests positive for COVID-19 is advised that they can leave self-isolation if they:

- Take LFD tests on consecutive days, at least 24 hours apart, with the first test no earlier than the sixth full day of their self-isolation period (not counting the 'onset day', which is counted as Day 0)
- The results obtained from the LFD tests on both days must be negative and the case must not have a high temperature

## **Track and Trace**

We will make sure that the school follows the track and trace process but in place by the government. Visitors to the school will be asked to give their contact details in order to adhere to the track and trace process.

More details about this process can be found by following the link below.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

## **Testing for children**

All those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. Parents will have a number of routes to access testing for them and their children. Visit the guidance on coronavirus testing and how to arrange to have a test.

## **Testing for Teachers**

All staff in school now test twice-weekly using lateral flow tests. The results of these are reported on the government website and collated in school on a central database.

## **Daily Arrangements**

The daily arrangements and procedures follow our school timetable and we are regularly communicating with parents when there are any changes due to COVID 19 government guidance.

The COVID 19 risk assessments are reviewed monthly and show the most up to date changes.

For up to date information regarding COVID-19 refer to the Government Website

