



LITTLEGARTH SCHOOL

POLICY FOR THE MANAGEMENT OF CORONAVIRUS: COVID-19

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| Governors' Committee normally reviewing: | Senior Management Team |
| Date last formally approved by the Governors: | March 2020 |
| Date policy became effective: | March 2020 |

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| Period of Review: | As required |
| Next Review Date: | As required |

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| Person responsible for implementation and monitoring: | Headmaster |
| Other relevant policies: | First Aid Policy COVID-19 Risk Assessment Blended Learning Plan |

Littlegarth School Policy for Management of Coronavirus (COVID-19)

This policy will be regularly updated in line with Public Health England (PHE) and Government advice.

A. Risk Assessment

The risk assessment is the overarching document relating to the School's COVID-19 safety measures. This document is reviewed regularly in line with Government guidance. Please see this document for full details.

B. Pupils and Staff

If anyone becomes unwell with a new, continuous cough, a loss of taste or smell or a high temperature they should be sent home and advised to follow the [staying at home guidance](#).

All staff and pupils should follow the hierarchy of control measures to prevent the spread of COVID-19, including:

- Requirement that people who are ill stay at home
- Robust hand cleaning and good respiratory hygiene practices
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Minimising contact between different pods of children

If a child is awaiting collection, they will be moved to the upstairs of the Corner House, where they can be isolated. The School will remain mindful of individual children's needs – for example it would not be appropriate for younger children to be alone without adult supervision. A window would be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. PPE is available to staff supervising the child.

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

If they need clinical advice, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, 999 would be called if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone who was taken unwell with a new, continuous cough, loss of taste or smell or a high temperature, 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.

Pupils, students, staff and visitors should wash their hands:

- *before leaving home*
- *on arrival at school*
- *after using the toilet*
- *after breaks and sporting activities*
- *before food preparation*
- *before eating any food, including snacks*
- *before leaving school*

C. Visitors to the School

The School will do what is reasonable to make contact in advance to gain reassurance from visitors that they are taking appropriate measures to minimise the risk of any contact with the virus. A face covering is required for those visiting the school. The face covering should be worn in public areas, such as corridors. They can be removed in offices/classrooms as long as a 2 metre distance is maintained. See Appendix 1 for Visitor Protocol.

D. School trips and activities

The School will make an assessment in line with PHE and Government guidance for all trips and activities.

E. Communication

The school will communicate any change to this policy directly to those affected, via the Headmaster or other delegated staff member.

It is essential that any pupil, member of staff or parent contacts the School as soon as possible if they believe that they may have been exposed to the virus.

F. Work

If a pupil has to self-isolate at home, appropriate work will be provided online, together with details relating to how to access this work. Please see the blended learning plan for details.

G. School closure

In the event that the school has to be closed, teachers will continue to provide work online. Pupils who are well enough will be expected to read and respond to that work as normal via Seesaw/Zoom. The instruction to close and the duration of such a closure will be determined by the advice of the Government and Public Health England.

Peter H Jones
29th September
2020

APPENDIX 1

Visitor Protocol: COVID-19

We are monitoring the development of the coronavirus outbreak and associated risk carefully, following guidance from Public Health England (PHE).

Our core responsibility is to heed this advice in order to take every reasonable precaution to protect our staff, pupils, and visitors to the School.

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- New continuous cough
- Loss of taste or smell
- High temperature

We therefore require all visitors to the school: -

1. Not to have either of the above symptoms
2. Not to have come into contact with someone who is displaying either of the above ‘ symptoms in the last 14 days
3. Wear a face covering in public areas, such as in corridors
4. Maintain social distancing (2 metres) from all staff and children
5. To sign and date the declaration below.

I confirm that I have read the School Visitor Protocol regarding COVID-19. I confirm that I do not have either of the above named symptoms and to the best of my knowledge I have not had contact with anyone who displayed either of the above symptoms with the last 14 days.

Name of Visitor.....

Date of Visit.....

Purpose of Visit/Visiting.....

Signed.....