



CORONAVIRUS (COVID-19) POLICY, 18th JANUARY 2021

This Policy is based upon the TLDS Policy for Thomas's Schools, including the EYFS. It has been adapted for the Academy. It was reviewed in the light of Government Guidance issued on 7th January 2021.

This policy should be read in conjunction with other policies including Attendance Policy, Online Safety Policy, Behaviour Policy, Bereavement Policy, Code of Conduct, Confidentiality Policy, Acceptable Use Policy, Safeguarding and Child Protection Policy, Whistleblowing Policy.

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1. INTRODUCTION

Since the start of the academic year, there have been ongoing efforts from leaders, teachers and staff across education and childcare to ensure that settings remain as safe and COVID-secure as possible.

As the virus continues to be prevalent within the community Thomas's Academy will follow the guidance as set out by the Government with regards to the education of children. This guidance is updated regularly in response to ever-changing circumstances so parents are advised to monitor and follow the government guidance given in the web links provided.

[Restricting attendance during the national lockdown: schools.](#)

It is still the view that attending school is vital for children's education and for their well-being. For as long as coronavirus (COVID-19) remains in the community, judgments will need to be made at a school level about how to balance minimising risks from coronavirus (COVID-19), by maximising control measures, with providing a full educational experience for children and young people. In the light of Tier 5 restrictions introduced on

4th January 2021, Thomas's is re-introducing a Remote Schooling programme to maintain this balance as best possible. Since DfE guidance issued on 8th January 2021 states that: *'Early years provision should continue to remain open and should continue to allow all children to attend full time or their usual timetable hours. This includes... nursery classes in schools...'*

(Page 5, Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021)

Our Nursery will therefore be open to all Nursery aged children from 13th January 2021, whilst offering a remote learning package for those Nursery children whose parents/carers would prefer them to remain at home.

2. AIMS

- To re-adopt a remote schooling programme during the period of school closure that continues to offer a range of subjects and breadth of curriculum
- To maintain clear communication between the school and families to support the education, welfare and safeguarding of all pupils and staff
- To acknowledge the needs of particular pupils including those who may be the children of key workers or be in a vulnerable situation
- To provide a safe environment within the school site, acknowledging and responding to the guidance of social distancing and hygiene requirements.

This is revisited regularly, implementing sensible and proportionate control measures that build upon learning to date and practices already adopted, in particular relating to:

- timetabling and consideration of any adjustments needed to the curriculum;
- re-organising classrooms to support social distancing measures;
- movement around the building;
- utilising outdoor space whenever possible;
- staggered arrival and departure times;
- staggered break and lunch arrangements;
- reducing 'pinch points';
- enhanced cleaning regimes.

There are active arrangements in place to monitor that the controls are:

- effective;
- working as planned;
- updated appropriately considering any issues identified and changes in public health advice.

The full Thomas's Academy Coronavirus Risk Assessment, updated 5th January 2021 can be found [here](#).

3. PROCEDURES DURING TIER 5 RESTRICTIONS WHEN PUPILS ARE UNABLE TO ATTEND SCHOOL – JANUARY 2021

In the light of Government guidance issued on 30th December 2020 and 4th January 2021, additional procedures have been put in place for the start of the Spring term. These relate to the time that the school is required to be closed for the majority of pupils.

3.1 Remote Schooling

Our aim at Thomas's Academy is, within reasonable expectations of our members of staff, to provide high-quality remote schooling that delivers a broad and balanced curriculum,

supports pupil wellbeing, secures their engagement and maintains high standards of attainment and progress. **(See Appendix 1).**

- All pupils except for the children of critical workers and vulnerable children should remain at home and follow a remote schooling programme. This programme should be equivalent in length to the core teaching pupils would receive in school and will include both recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently.
- Younger children in Key Stage 1 or Early Years often require high levels of parental involvement to support their engagement with remote education, which makes digital provision a particular challenge for this age group. This being the reason why our Nursery is open to all our 3-4 year olds whose families would like them to attend. The expectation is that these younger children will complete a mixture of digital and first hand investigative approaches.
- The amount of remote education provided should be, as a minimum:
 - Key Stage 1: 3 hours a day on average across the cohort, with less for younger children
 - Key Stage 2: 4 hours a day
- Activities will include work set on Tapestry (EY), Seesaw, Google classroom, Edshed, Lexia and Busy Things. It may also include the use of CGP books. Where possible, children will receive feedback on their work.
- Daily Zoom sessions will occur to support informed engagement with lessons and allow for social interaction. This is also useful for Safeguarding where staff can check in with pupils.
- Pupils who are children of critical workers ([defined here](#)) are able to attend school. Parents who are designated critical workers should inform the school if they wish their child/children to attend during the Spring school closure
- Children who are deemed vulnerable ([defined here](#)) are expected to attend school. Where a parent wishes for their child, deemed vulnerable, to not attend school, the school will follow this up with families and social workers where appropriate. On the school attendance register, code C can be used in the case of granted leave of absence.
- Other pupils may also be able to attend school on a discretionary basis if they are felt to be vulnerable or there are concerns about their ability to access the curriculum remotely.
- Those pupils prioritised for on-site provision should be kept in consistent pods in the weeks commencing 4th January until the rest of the school returns. Outside of school, they should continue to adhere to local tier restrictions.
<https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>
- All pupils who are following the remote learning programme should be recorded on the school attendance register as code X. (not attending because of Public Health Advice).
- Pupils for whom on-site provision is being provided should be recorded in line with normal school attendance.
- Any concerns over lack of participation or any other safeguarding concerns will be flagged with the pupil's Head of School or Designated Safeguarding Lead.
- Members of staff who are pregnant are classified as extremely clinically vulnerable under Tier 5 restrictions. As such, it is advised that they should work from home where possible.
- Members of staff who are living with an extremely clinically vulnerable person in their household are able to attend work if so required during lockdown restrictions.

4. PROCEDURES WHEN PUPILS ARE ABLE TO ATTEND SCHOOL

4.1 Attendance

In the aftermath of Tier 5 restrictions, where local restrictions allow, all pupils will be expected to attend school to minimise, as far as possible, the longer-term impact of the pandemic on their education, wellbeing and wider development. As such the usual rules on school attendance will apply, including:

- the parents' duty to ensure that their child attends regularly
- the schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Pupils remaining at home

- Pupils who are self-isolating or in quarantine will be marked as "X" in the attendance codes. This will not count as an absence in the school census.
- Pupils who have a positive test result will be marked as "I" (for illness) in the attendance codes
- In the case of Tier 4 restrictions being implemented once the schools reopen any pupils who are classed as extremely critically vulnerable should remain at home to shield.

The engagement of pupils unable to attend school will continue to be monitored by class teachers, where they are unable to do this, the job would be part of the class team. Any concerns over lack of participation or any other safeguarding concerns will be flagged to a member of SLT.

4.2 Awareness to minimise risk (Risk Assessment Point 1)

Pupils, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and anyone developing those symptoms during the school day should be sent home. All staff will be made aware of this process. The school will adopt the following measures:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace, including the possible use of [NHS COVID-19 App](#)
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

Government legislation with regards to quarantine is currently that anyone returning from countries not currently under the UK's air bridge scheme will be required to quarantine for 10 days. A test can be taken after 5 full days in the UK, and if a negative result is the outcome, the person may return. Should this directive change at any time the school will adopt any updated measures. Parents of pupils and members of staff should employ best endeavours to allow time to quarantine prior to their return to school in time for the

specified start of term. Pupils who have been abroad and are eligible to attend the on-site provision should follow the remote schooling programme at home until their quarantine period is completed.

4.3 Supporting those who are clinically vulnerable in line with PH Advice (see Risk Assessment Point 3)

Pupils who are clinically vulnerable

During period of Tier 5 lockdown restriction it is expected that all clinically vulnerable pupils will stay at home to shield and follow the remote learning programme offered to all pupils.

Staff who are clinically extremely vulnerable

Staff who are extremely clinically vulnerable are advised to shield in line with government guidance. As such they should work from home and not attend the on-site provision.

Staff who are clinically vulnerable

Clinically vulnerable staff can be in school if they are required to. They should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace if so required.

Staff who are pregnant

Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. Thomas's Academy will conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).

The Royal College of Obstetrics and Gynaecology (RCOG) has published [occupational health advice for employers and pregnant women](#). This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. During Tier 5 these members of staff should be classified as 'clinically extremely vulnerable' and should not attend the school site provision.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](#). These staff can be in school if required to attend. and Thomas's Academy will implement the system of controls outlined in this document to support their needs.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace if so required.

4.4 Staff Wellbeing

Thomas's Academy will have regard to staff work-life and balance and wellbeing. The school has a duty of care to its employees and has put in mechanisms to support staff wellbeing.

4.5 Staff Deployment

Thomas's Academy may need to alter the way in which staff are deployed and use existing staff more flexibly. These will be discussed with members of staff and will build in the need to avoid increases in unnecessary and unmanageable workload burdens.

Recruitment of staff will continue as usual although it may be necessary to consider a flexible approach to interviews, with alternatives to face to face interviews offered where possible.

Teacher Training recruits are able to attend the onsite provision and support the remote learning provision.

4.6 System of controls to minimise coronavirus (COVID-19) (Risk Assessment Point 4)

Thomas's Academy plans to adopt the following physical arrangements for persons attending the on-site provision. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention

In order to prevent the spread of coronavirus (COVID-19) as far as possible Thomas's Academy will:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. clean hands thoroughly and more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. ensure fresh air can enter a room where people are present
5. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
6. minimise contact between individuals and maintain social distancing wherever possible
7. Staff should wear masks in shared areas including outside
8. All staff will be encouraged to take part in the use of twice weekly Covid lateral flow tests from 25th January 2021.
9. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 8 will be in place, all the time.

Numbers 9 will be put in place to suit circumstances.

Response

In response to any case of coronavirus (COVID-19) Thomas's Academy will:

10. engage with the NHS Test and Trace process
11. manage confirmed cases of coronavirus (COVID-19) amongst the school community

12. contain any outbreak by following local health protection team advice

Numbers 10-12 will be followed in every case where they are relevant.

4.7 Arrival at and Departure from School (Risk Assessment Point 5)

Thomas's Academy will follow the following procedures at the on-site provision at the start and end of the school day.

- Arrival and departure times will be staggered by year groups where felt to be beneficial
- For families with more than one child, arrangements will be made to ensure that no-one is unnecessarily waiting in pinch-point areas
- Parents should not gather at the school gates or come into school without an appointment
- All staff in the general vicinity of numerous pods and parents/ carers should wear face coverings
- All staff and pupils must wash or sanitise their hands immediately on arrival

4.8 Testing onsite

- Lateral flow tests are available at a number of venues nearby. The Sands End Arts and Community Centre, Fulham, SW6 3EZ is our closest test centre. School staff and families who have children attending the school are encouraged to make use of these.
- From 25th January 2021, members of staff in Thomas's Academy will be supplied with lateral flow tests (home test kit).

4.9 Supply Teachers and Visitors (Risk Assessment Point 6)

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual where this is possible, using online methods such as Zoom. They should not attend the school building. Permission for visits will be granted on an individual case basis.

- Thomas's Academy will address and accommodate the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups.
- Site guidance on physical distancing and hygiene will be explained to visitors on or before arrival.
- Visitors should not attend the site. A record will be kept of any visitors who arrive in order to support contact tracing if needed.

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4.10 Contact within school (Risk Assessment Point 7)

Within school Thomas's Academy will aim to reduce contact as much as possible by adopting the following procedures:

- grouping children together
- assigning rooms to specific groups only

- specialist rooms (computing, Spanish, music, library) will be used by one class only with the exception of the computing room for after-school tuition
- avoiding too much movement around the school (staff rather than pupils can move)
- avoiding contact between groups including through staggered play and lunch times
- staff maintaining distance from pupils and other staff as much as possible

4.11 Hand Hygiene at school (Risk Assessment Point 8)

- All pupils and adults should clean hands thoroughly more often than usual
- Teachers will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future
- The school will set up increased hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly
- Teachers will ensure supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs will be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative
- The School will build these routines into school culture and help ensure younger children and those with complex needs understand the need to follow them
- All adults will be responsible for ensuring pupil hand hygiene, (including catering staff/bus drivers etc)

4.12 Respiratory Hygiene at school (Risk Assessment Point 9)

- All adults will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- The school will ensure that enough tissues and bins are available in the school to support pupils and staff to follow this routine. As with hand cleaning, staff will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how the school operates.
- The World Health Organisation (WHO) [Guidance](#) published on 18th September states that:
 - Children aged 5 years and under should not be required to wear masks
 - For children between six and 11 years of age a risk-based approach should be applied considering a range of criteria
 - Anyone aged 12 years or older should follow national mask guidelines
- As such Thomas's Academy pupils and adults are not required to wear masks in classrooms. However, anyone who wishes to wear a mask in school may do so
- All visitors, contractors and parents are required to wear masks in communal areas indoors where social distancing is difficult to maintain.
- All staff must wear face masks in communal areas including the lunch hall, staircases and corridors.
- Classrooms will be well-ventilated at all times.

4.13 Cleaning at the school (Risk Assessment Point 10)

Thomas's Academy has introduced enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. These include:

- more frequent cleaning of rooms / shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal

- regular cleaning of loos and encouraging pupils to clean their hands thoroughly after using the loo. NB: Different groups don't need to be allocated their own toilets.
- an additional full-time cleaner to be on site throughout the day

Public Health England has published revised [guidance for cleaning non-healthcare settings](#) to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.

4.14 Social distancing within school (Risk Assessment Point 11)

The school aims to do everything possible to minimise contacts and mixing during the Tier 5 restrictions, whilst delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'pods') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:

- children's ability to distance
- the lay out of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum

For younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

During the Tier 5 restrictions when pupils on site following the remote learning programme, there will be emphasis on remaining in consistent small pods and reducing movement around the school as much as possible. While there are lower numbers of pupils attending the school, additional space can be used to maximise distancing.

Teachers in school to support the learning should remain with one pod only where possible. However, it is recognised that it may be needed for them to operate across different groups on occasions.

These measures should help to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. It also makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, dining halls, and loos, and the provision of specialist teaching.

Large gatherings such as Whole School assemblies will be avoided.

Staggered break times and lunch times will be adopted (and time for cleaning surfaces in the dining hall between groups).

Staff rooms and shared staff places will be adapted to help staff to distance from each other. Use of staff rooms should be minimised and alternative rooms will be provided to

enable staff to have a break during the day without congregating in a group of anyone outside their pod.

4.15 Social Distancing within the classroom (Risk Assessment Point 12)

Thomas's Academy will adopt the following measures within the classroom to support social distancing:

- Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact
- Ideally, adults should maintain 2 metre distance from each other, and from children, although this is not always possible, especially with younger children.
- Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.
- For pupils who have complex needs or who need close contact care, educational and care support should be provided as normal.
- For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and may not be feasible in some areas of the school where space does not allow. However, the school acknowledges that doing this where they can, and even doing this some of the time, will help.
- When staff or children cannot maintain distance, particularly within younger year groups, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above.
- Where possible Thomas's Academy has made small adaptations to the classroom to support distancing where possible. This includes moving unnecessary furniture out of classrooms to make more space.

4.16 Physical activity at the on-site provision (Risk Assessment Point 13)

Thomas's Academy recognises the benefit of physical activity for pupils and aims to incorporate this into the school day as normal, whilst following the measures in their system of controls.

- Pupils will be kept in consistent groups (classes/class pods)
- Sports equipment will be thoroughly cleaned between each use by different individual pods
- Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.
- All activities outside year group Pods will be put on hold.

Further information can be found in the [guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroot sport

4.17 Music and Dance at the school site (Risk Assessment Point 14)

- Careful consideration will be given to ensure that pupils remain socially distanced while following remote Ballet lessons
- All individual music lessons have had to be cancelled.

4.18 Other activities during Tier 5 Lockdown (Risk Assessment Point 15)

Thomas's Academy has considered a number of other activities that normally form part of the broad curriculum and, subject to any changes in Government guidance, aims to adopt the following measures:

- All day trips, residential trips, clubs (including Aktiva and class pod tuition), drama productions and community involvement activities will be put on hold
- Parent meetings and meetings between staff members to be held on Zoom
- PTA meetings and other events to be held on Zoom
- Class Assemblies will be put on hold

4.19 Equipment and Resources (Risk Assessment Point 16)

It is recommended that staff and pupils have their own stationery items that are not shared.

- Classroom-based resources, such as books and games, can be used and shared within the pod; these should be cleaned regularly, along with all frequently touched surfaces.
- Resources that are shared between pods, such as sports, art and science equipment will be cleaned frequently and meticulously and always between pods, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different pods.
- Classes will be given their own set of outdoor playground equipment which will be cleaned regularly
- Pupils are recommended to limit the amount of equipment they bring into school each day, to essentials such as coats, books and mobile phones (Y5 and 6 only). Bags are allowed.
- Pupils and teachers will not take books and other shared resources home and unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.
- Catering staff to serve food to pupils to reduce long contact
- Water fountains are not to be used and pupils should bring in reusable water bottles

4.20 Uniform at the on-site provision (Risk Assessment Point 17)

Pupils are expected to wear their usual uniform

- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- On days when pupils have PE or sports activities they should come to school in PE kit and remain in it for the day to lessen the need for changing
- Pupils should bring their coats/jumpers to school daily as the weather becomes colder and the need continues for classrooms to be well-ventilated

4.21 PPE Equipment at the on-site provision (Risk Assessment Point 18)

The majority of staff will not require PPE beyond what they would normally need for their work. Disposable face masks are available for staff if needed and if staff would like to wear PPE in the classroom they can do if they wish. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Further guidance can be found in [safe working in education, childcare and children's social care](#) including preventing and controlling infection, how PPE should be used, what type of PPE to use, and how to source it.

4.22 Keeping occupied spaces well ventilated (Risk Assessment Point)

Thomas's Academy will aim to strike a balance between keeping the school well-ventilated whilst maintaining a comfortable teaching environment. Measures adopted will include:

- opening windows to provide natural ventilation. (In cooler weather this may be just enough to provide background ventilation and then the windows opened more fully during break times to purge the air in the space.)
- opening internal doors to assist with the throughput of air
- opening external doors where they are not fire doors or there is no safety risk

Public Transport

Parents, staff and pupils are encouraged to walk or cycle to school if at all possible. Families using public transport should refer to the [safer travel guidance for passengers](#).

4.23 Behaviour Expectations at on-site provision

During the Tier 5 restrictions and the unusual nature of operating the on-site provision, the aim is to provide as near normal education as possible whilst acknowledging the changes and new rules to be followed. Members of staff will work with pupils to ensure that new behaviour expectations are clearly understood and consistently followed.

4.24 Additional Pastoral and Safeguarding Awareness

The School recognises that many pupils will have been affected by aspects of the pandemic and the lockdown and may require additional support. Some pupils may have experienced bereavements of close family members, others may have suffered abuse or neglect which they have not been able to disclose. Many pupils will have experienced anxiety or distress due to the overall situation, things they have seen on social media or been told, been impacted on by difficulties their families have experienced in relation to financial matters or other family issues.

Researchers have identified five key losses (routine, structure, friendship, opportunity and freedom) that may have occurred as a result of this pandemic and these have the potential to hugely impact the mental health of children, potentially triggering the emergence of increased anxiety. Some pupils may find it difficult to settle back into the academic structure of school and some may experience difficulties with peer relationships after a lengthy period of isolation from others their own age.

All staff will be alert to signs of stress in pupils and enable pupils to talk about how they are feeling. Any safeguarding concerns will be passed to the DSL (or deputy DSLs) promptly and any necessary referrals made to the relevant agencies or services. Additional support will be provided for pupils in school where appropriate and available.

All parents / carers will be asked to inform the school if their child has experienced any key family changes (eg bereavements, changes in contact with key adults, significant events, health difficulties etc) so that school staff can ensure they can be effectively supported.

Any emerging concerns will be discussed with parents in the usual way, unless the information known, leads the DSL to believe this could place a pupil at risk of immediate and further harm in which case the Safeguarding policy will be followed.

5. PROCEDURES TO MANAGE SUSPECTED OR CONFIRMED CASES OF CORONAVIRUS (COVID-19)

5.1 Initial response to a suspected case of coronavirus (COVID-19) on site (Risk Assessment Point 20)

The symptoms of COVID-19 are a new, continuous cough or a HIGH temperature, or a loss of, or change in normal sense of taste or smell (anosmia).

In the case of anyone (member of staff or pupil) displaying these symptoms they must:

- go home as soon as possible to self-isolate and book a PCR test. These can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119. Essential workers have priority access to testing. (The school has a limited supply of PCR tests that may be used in exceptional circumstances where it is believed the symptomatic individual may have barriers to access testing elsewhere.)
- provide details of anyone they have been in close contact with, in case the test result is positive. Details will be shared of anyone the symptomatic person has been in close contact with in case the test result is positive
- follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should [arrange to have a test \(www.coronatestcentre.com\)](#) to see if they have coronavirus (COVID-19).
- While a pupil is awaiting collection, they should be moved, if possible, to an isolated room, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they should remain in an area which is at least 2 metres away from other people.
- Staff caring for a pupil while they are awaiting collection should maintain a distance of 2 metres. If this cannot be maintained, (for example with a young child or a child with complex needs) they should wear suitable PPE:
 - If a 2 metre distance cannot be maintained a face mask should be worn
 - If contact is necessary, gloves, an apron and a face mask should be worn
 - If there is a risk of fluids entering the eye (eg from coughing, spitting or vomiting) eye protection should also be worn
- More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.
- If the pupil needs to go to the loo while waiting to be collected, they should use a separate loo if possible. The loo must be cleaned and disinfected using standard cleaning products before being used by anyone else.

- As is usual practice, in an emergency, if someone is seriously ill or injured or their life is at risk. 999 should be called immediately.
- Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

5.2 Follow up to treating a suspected case of coronavirus (COVID-19) amongst the school community (Risk Assessment Point 21)

- Everyone who has had contact with the symptomatic pupil/adult must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.
- The area around the person with symptoms must be cleaned with normal household detergent after they have left to reduce the risk of passing the infection on to other people.
- The pupil or member of staff with symptoms should arrange to have a test as soon as possible and inform the school of the result immediately. Admin staff will follow up if a test result is not received.
 - All members of the symptomatic person's household should self-isolate until the result of the test is received.
 - If the test result is negative the person feels well and no longer has symptoms they can return to school if they are eligible to attend the on-site provision.
 - If the test result is negative but the person still feels unwell or has symptoms, they should not return to school until they are better

5.3 Managing a confirmed case of coronavirus (COVID-19) amongst the school community (Risk Assessment Point 22)

- In the case of a member of the school community testing positive for coronavirus (COVID-19) they should inform the school immediately.
- The school will contact the DfE helpline on 0800 046 8687 and follow the advice of the local health protection team (HPT).
 - Members of the household of the infected person should self-isolate for at least 14 days
 - Pupils and staff who have been in close contact (class or year group pod) with the infected person should be sent home and self-isolate for 14 days. To facilitate this the school will keep a record of pupils and staff in each group as far as is possible and proportionate.
 - Other household members of those contacts who are sent home do not need to self-isolate themselves unless the contact in their household who is self-isolating subsequently develops symptoms
 - If someone who is self-isolating has a test and gets a negative test result they must still remain in isolation for the 14 day period in case they develop symptoms subsequently
 - If someone has no symptoms but gets a positive test result they must self-isolate for 10 days. If they subsequently develop symptoms they should restart their self-isolation from the day the symptoms started
 - In this case other household members should self-isolate for 14 days from the day the person develops symptoms or received the positive test result

- There is no need for households to start their isolation again if a second member falls ill.
- Isolation rules
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>:
- Testing is available for all staff, pupils who are eligible to return to school, and their households.
- Pupils and members of staff should only be tested if they have one of the three main coronavirus (COVID-19) symptoms, or unless instructed by their local authority or GP. There is no need to have a test if they are generally unwell with, for example a sore throat
- The school will complete a record of any confirmed coronavirus (COVID-19) cases.
- Parents will be informed if there is a confirmed case of coronavirus (COVID-19) in the school. However, the name of the person will not be shared unless essential to protect others
- If a pupil following the remote schooling programme tests positive for COVID-19 their parents should inform the school and follow the isolation rules:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- In the majority of cases the parents and the School will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent/carer insists on a child attending school Thomas's Academy may take the decision to refuse the child if, in their reasonable judgement, it is necessary to protect the other children and staff from possible infection from COVID-19. Any such decision would be carefully considered in the light of all circumstances and current public health advice.

5.4 Managing a suspected case of coronavirus (COVID-19) by association (Risk Assessment Point 23)

If a member of the Thomas's Academy community (pupil or member of staff) attending the on-site provision is advised that they have been in contact with someone (family or household member/friend/other individual) who has become 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) the following procedure should be followed:

- The school should be informed and the Thomas's Academy member should go home immediately to self-isolate for 14 days from the day the contact displayed symptoms. They should not wait for any test results.
- If the Thomas's Academy member then develops coronavirus (COVID-19) symptoms, they should arrange to get a test.
- If the contact's test result is negative the pupil/member of staff may return to school as long as they are well
- If a pupil is following the remote schooling programme when a contact has symptoms of COVID-19 their parents should inform the school and follow the isolation rules:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

5.5 Managing a confirmed case of coronavirus (COVID-19) by association (Risk Assessment Point 24)

If a member of the school community (pupil or staff member) attending the on-site provision is advised they have been in contact with someone who has tested positive for coronavirus (COVID-19) they must do the following:

- Inform the school and go home immediately to self-isolate for 14 days
- Arrange to have a coronavirus (COVID-19) test

- If the test result is positive the individual must self-isolate for 10 days
- If the test result is negative the individual should continue to self-isolate for the 14 day period in case symptoms develop subsequently
- If a pupil is following the remote schooling programme when a contact has symptoms of COVID-19 their parents should inform the school and follow the isolation rules:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

5.6 Managing a confirmed case of coronavirus (COVID-19) by SECONDARY association (Risk Assessment Point 25)

If a member of the school community (pupil or staff member) is advised that a member of their household has been in contact with someone who has tested positive for coronavirus (COVID-19) the following procedure should be followed:

- The household member should self-isolate for at least 10 days
- The member of the school community does not need to self-isolate unless their household member goes on to develop symptoms, in which case the paragraph above applies
- Arrange to have a coronavirus (COVID-19) test
 - If the test result is positive the individual must self-isolate for 10 days
 - If the test result is negative the individual may return to school if they are eligible to attend the on-site provision.

A summary of procedures can be found in **Appendix 1** of this Policy.

REFERENCES

This policy has been informed by and complies with:

DfE Guidance 'Rapid asymptomatic testing for staff in primary schools' (18th January 2021)

DfE Guidance 'Restricting attendance during the national lockdown: schools' (January 2021)

DfE Guidance 'Schools and childcare settings; return in January 2021' (30th Dec 2020)

DfE Guidance 'Guidance for full opening: schools' (30th December 2020)

DfE Guidance 'Coronavirus (COVID-19) asymptomatic testing in schools and colleges' (15th December 2020)

DfE Guidance 'Coronavirus (COVID-19); test kits for schools and FE providers' (14th December 2020)

DfE statutory guidance 'Keeping children safe in education' (September 2020)

DfE 'Letter from PHE and NHS Test and Trace to school and college leaders (3rd September 2020)

DfE guidance 'Coronavirus, Education and Childcare' (August 2020)

DfE guidance 'Coronavirus: safeguarding in schools, colleges and other providers' (May 2020)

Wandsworth 'Covid-19 Child Protection and Safeguarding Guidance' (March 2020)

Safer Recruitment Consortium 'Guidance for safe working practice for those working with children and young people in education settings' (May 2019)

6. LEGISLATION AND GUIDANCE

This Policy bears due regard to the following statutory guidance and other advice.

7. POLICY REVIEW RECORD

This policy will be reviewed every two years unless there is a change in legislation		
Created: March 2020	By:	Joanna Copland, Vice Principal
Latest Review: January 2021	By:	Joanna Copland, Vice Principal
Approved: January 2021	By:	Tobyn Thomas, Ben Thomas, Principals Simon O'Malley, Headmaster, Battersea Phil Ward, Headmaster, Clapham Annette Dobson, Headmistress, Fulham Jo Ebner, Headmistress, Kensington Ben Thomas, Head, Battersea Square
Adapted: 2nd January 2021	By	Suzanne Kelly, Associate Head Teacher
Adapted: 5th January, 18th January 2021	By	Clare James, Deputy Head teacher, Thomas's Academy
Next Review: March 2021	By:	Joanna Copland, Vice Principal Heads and Principals

8. APPENDICES

Appendix 1: coronavirus (COVID-19) Flowchart for managing cases

Appendix 2: Six Steps

Appendix 3: Staying Safe Guidance

Appendix 4: Zoom Guidance and expectations

CORONAVIRUS POLICY APPENDIX 2:

How to protect ourselves & others

Six important steps for all:



01 Do the basics

- Hands
- Face
- Space



02 Daily screening for symptoms

Protect the community. Do not come to school if there are any signs of:

- A new continuous cough
- A high temperature
- A loss of, or change in, normal sense of taste or smell (anosmia)



05 Ventilation

- Open windows and doors for natural ventilation
- Maximise fresh air
- "Up to 100% of outdoor air where possible"



04 Hygiene

- Continuous cleaning of surfaces
- Regular hand-washing
- Cover nose and mouth if coughing or sneezing ('Catch it, bin it, kill it')



03 Don't be a close contact!

- Within 1m - being coughed on, face-to-face conversation, skin-to-skin contact
- Within 2m for more than 15 mins
- Travel in a small vehicle, or near a positive case in a large vehicle or plane



06 Face coverings

- In all communal areas
- For pupils in Y7 & 8 and all adults
- In all schools



CORONAVIRUS POLICY APPENDIX 3:

Staying Safe at School

A large, colorful 3D letter 'S' with a blue shadow, positioned to the left of the first rule.

Sanitise: Remember to sanitise or wash your hands every time you arrive at or leave school, go in and out of your classroom, before snack and lunch and when you go to the loo

A large, colorful 3D letter 'A' with a blue shadow, positioned to the left of the second rule.

Always stay with your class or year group Pod: these are the friends you will spend your time with

A large, colorful 3D letter 'F' with a blue shadow, positioned to the left of the third rule.

Follow instructions and signs to make sure that you are staying within your Pod and in your designated area

A large, colorful 3D letter 'E' with a blue shadow, positioned to the left of the fourth rule.

Equipment: You are responsible for looking after your own equipment. Remember we can't share our things

A large, colorful 3D letter 'T' with a blue shadow, positioned to the left of the fifth rule.

Touch: Avoid touching things where possible - and try not to touch other people! Keep your distance!

A large, colorful 3D letter 'Y' with a blue shadow, positioned to the left of the sixth rule.

Your health and wellbeing are the most important things, so help us to look after you and everybody else

CORONAVIRUS POLICY APPENDIX 4

zoom expectations

<p>Be on time</p> 	<p>Be Respectful</p> 	<p>Use Mute when not speaking</p> 	<p>Raise your hand to speak</p> 	<p>Find a quiet, appropriate work space</p> 
<p>Use your name when logging into Zoom</p> 	<p>Use the chat feature when given permission by your teacher</p> 	<p>Use reactions to show your understanding</p> 	<p>Demonstrate Thomas's Values</p>  <p>Be Kind</p>	<p>Would your parents be proud of the choices you are making?</p> 