



**COVID-19 school phased reopening
arrangements for Safeguarding and Child
Protection at
Ashton West End Primary Academy**

School Name: Ashton West End Primary Academy

Policy owner: Miss. Pizuti

Date: 27 .05.2020

Date shared with staff:

1. Introduction

Ashton West End Primary Academy will follow advice from DfE and Public Health England with regards to COVID-19.

2. Scope of the policy

This policy applies to all employees working at school, as well as pupils attending the school.

3. Principles

- The school will follow all advice in the DfE guidance documents relating to COVID-19 (referred to hereafter as "DfE guidance") where it is able to do so whilst maintaining the safety of pupils and staff. The DfE guidance is reviewed daily and any updates will be considered to determine whether schools need to take any additional action.
- The school will also take into consideration advice from Trade Unions and Local Authority.
- In addition to following the DfE guidance, the school will take additional steps to protect its most vulnerable staff and pupils.

4. Roles and Responsibilities

- The Governing Body of the School will be responsible for decision-making in relation to school closure and school reopening. Decisions will be taken in consultation with key stakeholders.
- The Principal will be responsible for reviewing the Coronavirus policy on a regular basis and making amendments in light of changes to DfE guidance, or updates from Public Health England or the Local Authority.
- The Principal is responsible for ensuring advice contained within the DfE guidance is understood and followed by employees and pupils.
- The Principal is responsible for ensuring the policy is implemented with immediate effect and in its entirety.

5. Schools reopening

From the week beginning 8th June 2020, Ashton West End Primary Academy will plan to reopen to some of its pupils.

In order to determine whether it is safe for schools to reopen, a detailed risk assessment has been undertaken to determine the local arrangements. Whilst this has been undertaken at a local level, several common principles have been applied:

- Staff who are in the “shielded” category, or live with someone in the shielded category, or who are “clinically vulnerable” will be asked to work from home rather than have direct contact with pupils (see Appendix 1)
- Staff who are not pupil-facing, or critical to the operational running of the school when it is open, will be given the opportunity to work from home where possible
- Contact between staff and pupils will be kept to a minimum by ensuring class sizes are small and taught by the same adults across the course of the week where possible.
- Staff and pupils will eat a packed lunch in the classroom where dining hall capacity does not allow safe use and spend any time outdoors without mixing with other groups
- Cleaning practices at school will be significantly increased. There will be a cleaner on site during the school day and three at the end of each school day. Deep cleans will be undertaken when required. Additional cleaning will be undertaken during lunchtimes.
- Staff and pupils will be encouraged to wash hands regularly and hand sanitisers will also be available outside each classroom
- There will be at least one isolation room in school; this will be the meeting room near the main reception. Staff dealing with a pupil who becomes unwell with symptoms of coronavirus will be provided with PPE
- School days will be staggered to reduce the numbers of parents gathering at the beginning or the end of the school day. The school day may also be shortened to take into account any revisions to the length of break times and lunchtimes
- Pupils will enter and leave school using different entrances to minimize mixing and gathering of parents

Provision at Ashton West End Academy

Year	Staff/Number children		Start	Lunch	End	Cleaning	Room	Entrance
N AM	LM / SS (6)		08:45	N/A	11.30	11:30	Nursery	Howarth Timber Gate
N PM	LM/SS (5)		12:45	N/A	15:15	15:30	Nursery	Howarth Timber Gate
R	CW (9)	HP (9)	09:00	11:30-12:30	15:00	12:00 and 15:30	RW/RP	Reception Gate
1	AC (8)	PM (7)	09:10	12:00-13:00	15:10	12:30 and 15:30	1C/1M	PM fire door AC red fire door
6	LG (12)	ST (12)	08:50	12:30-13:30	15:15	13:00 and 15:30	6G/6T	KS2 playground
KW/V	Rota (10)		08:50	12:00-13:00	15:15	12:30 and 15:30	3H	KS2 main gate via drive

6. Provision for children not in school

- School will continue to provide support for home learning for those pupils not in school.
- School will continue to monitor vulnerable pupils not coming to school (See Appendix 2)
- School will continue to contact children not in school on a weekly basis via phone calls

7. Illness

If a pupil or member of staff displays general cold-like symptoms, they will be expected to stay in school, unless they are not well-enough to work.

However, if a pupil or member of staff develops symptoms compatible with coronavirus as designated by Public Health England e.g.

- A high temperature and/or
- A new, continuous cough
- Loss of smell and taste

They should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.

If a pupil develops the above symptoms, staff must follow the procedure outlined in Appendix 3.

All staff and pupils who are attending school will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in these circumstances.

Where the member of staff or pupil tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the member of staff or pupil tests positive, the rest of their group in school should be sent home and advised to self-isolate for 14 days. The other household members of that wider group do so not need to self-isolate unless someone they live with who is part of that group subsequently develops symptoms.

8. Employees

Staff who are in the "shielded" category, or live with someone in the shielded category, or who are "clinically vulnerable" will be asked to work from home rather than have direct contact with pupils (see Appendix 1). This will be subject to the provision of appropriate medical evidence (where this has not previously been provided to the school).

Staff who are self-isolating may be directed to work from home, as long as they remain well enough to do so.

In all cases outlined above, the staff member will continue to receive full pay and the leave will not be classed as "sickness absence".

The school recognises that this is an incredibly worrying time for everyone within our community. If employees are anxious about their own situation, they should be directed to contact the appropriate body, who will then make contact in order to provide support.

9. Pupils

Pupils who are in the "shielded" category, or live with someone in the shielded category will be asked to stay at home. Pupils who are "clinically vulnerable" will be asked to stay at home unless their parents are able to provide a GP letter that it is safe for them to return to school.

A risk assessment will be undertaken in relation to those pupils who have a higher level of physical needs to determine whether school is able to meet those needs whilst ensuring the safety of all pupils and staff. If this is not possible, the school will contact the parent and request the pupil stays at home.

If parents request that a pupil stays at home as a precaution because there is a risk to someone in the family who belongs to the group of people who are "clinically vulnerable" the school will agree to their request.

In all cases outlined above, the pupil absence will be recorded as "Y".

Where a child is kept out of school by their parent/carer as a precautionary measure through fear of contracting the virus, and the circumstances outlined above do not apply, the absence will be recorded as "O". However, parents will not be fined for non-attendance at this time.

The school recognises that this is also an incredibly worrying time for pupils. If pupils are feeling anxious, the Principal should ensure that appropriate support is provided by pastoral members of staff.

Appendix 1

“Shielded” people at high risk from coronavirus include those who:

- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor that they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids)
- were born with a serious heart condition and are pregnant

NB: If you're at high risk from coronavirus, you should have received a letter from the NHS.

Clinically vulnerable people at moderate risk from coronavirus include those who:

- are 70 or older
- are pregnant
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)

Appendix 2 - Vulnerable Pupil Procedure

This procedure applies to any vulnerable pupil not attending school during the current Coronavirus outbreak.

Staff responsible for monitoring vulnerable pupils

The school has identified the following staff as responsible for monitoring vulnerable pupils during the school closure period and the period during which schools begin to reopen:

- Principal
- Members of the Senior Leadership Team

Contact

During term time, school will maintain contact with all families at least once a week and will ensure that communication channels with school remain open (i.e. via the school email address and main school number).

During the published school holidays, school will maintain weekly contact with pupils not attending including those who they believe are particularly vulnerable during this period. These pupils will be identified by the Principal and arrangements for contact will be agreed with staff responsible for monitoring vulnerable pupils.

Method of contact

1. For doorstep visits, staff will remain 2 metres apart from any household members and ask to speak directly to the child or young person
2. If the child or young person has symptoms of Coronavirus, or is in isolation, contact can instead be made over the phone
3. Staff undertaking doorstep visits should do so in pairs and avoid any situation where they feel as though they could be placing themselves at risk and, maintain social distancing as far as possible
4. Staff should always use the school phone to make a call to families and never their personal phone

Record-Keeping

1. Where possible, a record of the contact should be made on the Student List Excel document stored on OneDrive on the same working day.
2. In cases where there are concerns, the school's Child Protection Policy and Procedure will be followed.

Appendix 3 – Procedure for dealing with pupils who develop symptoms compatible with Coronavirus

- If anyone becomes unwell with symptoms of Covid-19 in an education or childcare setting, they must be sent home and advised to follow the

[COVID-19: guidance for households with possible coronavirus infection guidance](#)

- If a child is awaiting collection, they should be moved to the isolation 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 and immediately inform the parents/ carers.
- If a member of staff has helped someone who was unwell with Covid-19 symptoms new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available)
- They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

Tests can be applied for online at:

<https://self-referral.test-for-coronavirus.service.gov.uk/test-type>

It is important that tests are carried out within the first 5 days of symptoms. Therefore, a test should be requested as soon as possible and within 3 days at the latest.