



## Ashton West End Primary Academy

### Covid-19 Business and Learning Continuity Policy (How to Manage Coronavirus)

#### **Aim**

The aim of this policy is to advise about the precautions needed when dealing with a coronavirus outbreak. This policy also takes into account the guidance given from both Public Health England and our Local Educational Authority. This policy should be read alongside the risk assessment for the safe return of children to schools.

#### **Scope**

This policy contains guidelines, which will be adapted as necessary, for members of staff, parents and pupils.

Central Government has overall responsibility for contingency planning and for national policy decisions. Local Authorities will communicate information from Central Government to all schools. Depending on the nature of the virus, children's vulnerability to it and the regions it has reached, schools may be advised to close. It is the Principal's responsibility to respond appropriately to the advice received. Schools have been advised to plan for remaining open and for possible closure during a pandemic. If there is no advice to close the school, it would remain open as long as there are sufficient staff available for the school to function.

Plans that are guiding our response

- National Covid-19 plan and guidance

<https://www.gov.uk/government/publications/coronavirus-action-plan>

- GM and Tameside Borough Outbreak Plan
- Pandemic Flu Plans

Coronavirus helpline

Staff, parents and young people can contact the helpline as follows:

Phone: 0800 046 8687

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Opening hours: 8am to 6pm (Monday to Friday)

The following plans will provide a basis for the school's response to the coronavirus. Should the Local Authority inform the school that a pandemic is imminent, the Principal would revisit the plans alter as appropriate and according to the latest advice.

## Emergency Management plan.

### KEY AREAS:

- A. Health & Safety
- B. Communication
- C. Continuity of Educational Provision

#### A. Health & Safety

Coronavirus is a viral infection. It is spread by breathing in air containing the virus or by contact of contaminated hands and infected surfaces, and is highly infectious.

- It mainly affects the nose, throat and lungs.
- The infection is not serious for most people *including children*
- There is currently no vaccine
- Most people make a full recovery with enough rest, water to drink and medicine for pain
- It can cause flu-like symptoms, including fever, cough and difficulty breathing and in some cases loss of taste and smell.

**All staff and families need to self-isolate for 14 days if anyone in the household shows Coronavirus symptoms of a persistent dry cough and/or temperature of 37.8 or higher**

#### *Reducing spread of virus would involve and include:*

- Covering nose and mouth when coughing or sneezing (preferably with a tissue or if need be coughing into the crook of the elbow).
- Dispose of dirty tissues promptly and carefully and in line with Public Health England guidance
- Maintain good basic hygiene (frequent hand washing with soap and water for 20 seconds).
- Avoid non-essential trips that involve using public transport and those that would involve staff and students coming into contact with large crowds. (So all school trips cancelled.)
- Cleaning all hard surfaces frequently (work surfaces, door handles)
- Limiting access to school to essential visitors only
- Use of any contractors would be held in abeyance unless deemed essential and if so with control measures being put in place i.e. contractors risk assessment / checklist

#### ***Those in school who start to have flu like symptoms would be instructed as follows:***

- Pupils should inform an adult
- Staff should inform line manager
- The requirement to go/be taken home as soon as possible

*Please see **appendix 1** for chart of vulnerable people.*

#### **General Hygiene at school:**

- Teaching staff should ensure that pupils follow the hygiene guidelines described above with regular daily reminders about routines and keeping safe
- The site team must ensure that there are adequate supplies of tissues, soap, hand cleaning gel and hot water and that bins are emptied regularly.
- The school cleaning team will be carefully directed to priority areas e.g. door handles, computer keyboards toilet flushers and photocopiers and door frames.
- Children will continue to use their school water bottle, clearly marks with their name which will be wash in the dishwasher each night.

### **Communication**

When necessary, parents will be contacted with important updates via text/letter /emails on the school app. This information will also be available on our school website. Regular communication will be held with the chair of governors (*or vice chair if the chair is not available*) who will liaise with all governors as appropriate and where necessary formulate a governor action plan.

### **Continuity of Education**

- It is the schools' intention to provide educational continuity wherever possible.
- If there is no advice to close the school, it would remain open as long as there are sufficient staff available for the school to function.
- Should the school be advised to close, governors would be consulted and kept up to date and we will inform parents/carers immediately
- In the case of closure staff will be directed to work from home with regular contact maintained with the school / school head teacher with staff workload being monitored by senior leadership
- The school opening times may differ to meet the needs of children/staff and a reduced timetable put in place. Key staff roles will be identified as may be required to establish suitable availability for on and off site
- Individual Risk Assessments will be conducted for any children/staff who may be deemed as 'vulnerable'/have underlying medical issues
- We will undertake a deep clean as and when directed to do so
- If school should close or there is a partial closure pupil will be set work via Class Dojo, our school website and Microsoft SharePoint to support home schooling as appropriate.
- Consideration will be given, if necessary, to the use of an alternative site with the relevant feasibility studies/risk assessment being conducted to support such a move

This policy is subject to constant review and amendment as necessary.

Approved by: The Full Governing Body

Date: December 2020

## Appendix 1

Group/ Action	Wash hands more often	Household isolation for 14 days*	Self - isolation for 7 days**	Social mixing in the community***	Having friends and family to the house	Use remote access to NHS and essential services****	Vary daily commute and use less public transport	Home working
0 – 69	Yes	Yes	Yes	Advised against	Advised against	Advised	Advised	Advised
70+	Yes	Yes	Yes	Strongly advised against	Strongly advised against	Strongly advised	Strongly advised	Strongly advised
Any age Member of vulnerable group with an underlying health condition†	Yes	Yes	Yes	Strongly advised against	Strongly advised against	Strongly advised	Strongly advised	Strongly advised
Pregnant women	Yes	Yes	Yes	Strongly advised against	Strongly advised against	Strongly advised	Strongly advised	Strongly advised
Those with serious underlying health conditions	As above, but further bespoke guidance will be provided by the NHS next week							

