



The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

Trust Coronavirus (COVID-19) Policy & Procedures



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POLICY DOCUMENT	Trust Coronavirus (COVID-19) Policy & Procedures
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Version	Date	Author	Changes
1.2	December 2021	Trust Business & Compliance Manager	Omicron variant – review of control measures. To reflect current Government & DfE guidance.
1.1	March 2021	Trust Business & Compliance Manager	To reflect current Government & DfE guidance.
1.0	May 2020	Trust Business & Compliance Manager	Starting Document and Layout.

All policies are written in line with our ethos:

All policies are written in line with our Trust Mission statement: With Jesus Christ at the centre of the life of the Trust, we seek to provide learning communities offering the highest possible standards of education. We are committed to working in partnership and trust for the common good. We strive to encourage and empower children and young people to recognise and realise their God-given potential and to discern their vocation in life. As learning communities inspired by faith, we celebrate achievement, offering each other challenge and support, as together we follow Christ in self-giving love and service.



TRUST CORONAVIRUS (COVID-19) POLICY & PROCEDURE

Introduction

The Trustees of the Bishop Konstant Catholic Academy Trust (hereafter referred to as the Trust) take overall responsibility to provide and maintain safe and healthy conditions for all pupils, staff, visitors, contractors and any other parties that may be affected by our work activities.

This policy describes the measures that we have put in place and additional controls that may be implemented to protect you from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us.

This policy is derived from a model provided by Ellis Whittham, legal experts in health and safety and other matters. It is based on current Government guidelines issued from May 2020 and will be updated in line with changes to legislation and new guidance.

Scope

This policy applies to all our employees, pupils/students, contractors and visitors. It takes precedent over related policies at the present time.

COVID-19 Policy Statement

The Trust, Governors and Senior Leadership Team (SLT) recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by our activities during the COVID-19 pandemic.

In order to discharge our responsibilities, we will:

- Bring this Policy Statement to the attention of all staff;
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of COVID-19;
- Communicate and consult with our staff on matters affecting their health and safety and wellbeing;
- Comply fully with all relevant legal requirements and government guidance;
- Manage risks to health and safety, where possible;
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- Ensure that emergency procedures are in place at all locations for dealing with the virus;



- Maintain our premises, and provide and maintain safe plant and equipment;
- Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide adequate training and ensure that all employees are competent to do their tasks safely;
- Provide information, instruction, training and supervision for employees; and
- Regularly monitor and revise policies and procedures as guidance changes.

This policy statement will be reviewed and revised as necessary to reflect changes to the organisation's activities and any changes to legislation or government guidance. Any changes to the policy will be brought to the attention of all employees.

Signed:

Dated:

Name:

Chair of Governors

Signed:

Dated:

Name:

Headteacher



COVID-19 Responsibilities

The overall responsibility for health and safety and management of the virus rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

It is important that everyone is aware of their responsibilities and has a clear understanding of their area in controlling factors that could lead to ill health, injury or loss and the virus being spread. Line managers are required to support and provide clear direction.

We recommend that the following positions are identified as having key responsibilities for the implementation of COVID-19 control measures:

Headteacher/Senior Leader

The Headteacher/Senior Leader must ensure that within their school:

- They implement and follow the Coronavirus (COVID-19) Policy;
- They supervise their staff to ensure that they work safely, providing increased supervision for new, vulnerable and young workers;
- They communicate and consult with staff on COVID-19 issues;
- They keep themselves up to date with developments and guidance relating to COVID-19;
- Rules are followed by all;
- They encourage staff to report hazards and raise concerns;
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff;
- Any safety issues that cannot be dealt with are referred to the SLT for action;
- Safety training for staff is identified, undertaken and recorded to ensure that they are competent to carry out their work in a safe manner;
- Safe systems of work are developed and implemented where needed;
- COVID-19 incidents inside and outside of work are recorded, investigated and reported where needed;
- Personal protective equipment (PPE) is readily available and maintained where appropriate and relevant staff are aware of the correct use of this and the procedures for replacement;
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures; and
- Regular and effective cleaning takes place.

Line Managers

Line managers must ensure that:

- Good communication is in place between management and employees, particularly where there are organisational and procedural changes;
- Employees are fully trained to discharge their duties; and



- Where necessary, they look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. bereavement, illness of family members or anxiety about the general safety of their loved ones.

Employees

Employees must:

- Follow any information, instruction, training and supervision provided to them regarding looking after their health, safety and wellbeing (including mental health) during the COVID-19 outbreak; and
- Raise any issues or concerns with their line manager or safety representative where applicable.

Staff carrying out cleaning activities

Staff carrying out cleaning activities must:

- Take reasonable care of their own safety;
- Take reasonable care of the safety of others affected by their actions;
- Observe the safety rules;
- Submit their health and safety policy and relevant risk assessments to us for approval if not employed by the organisation;
- Comply with and accept our COVID-19 Policy;
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- Dress as appropriate for their work activities;
- Use all equipment, safety equipment, devices and protective clothing as directed;
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others;
- Maintain all equipment in good condition and report defects to their supervisor; and
- Ensure that chemicals are used appropriately and that contact times are followed.

Attendance

No one with symptoms should attend our setting for any reason. Pupils/students will be encouraged to attend, unless current guidance advises self-isolating, or they are clinically vulnerable (in which case they should follow medical advice).

Staff workload and wellbeing

The Trust, Governors and SLT are conscious of the health, safety and wellbeing of all staff and will, where possible, implement flexible working practices in a way that promotes good work-life balance and supports our staff.

Workload will be carefully managed, and we will assess whether staff who are having to stay at home due to health conditions are able to support education remotely, while others focus on face-to-face provision.

Transport

Staff and pupils/students will be encouraged to walk or cycle to and from school and avoid public transport wherever possible.

We will work together with all parties and transport providers to put in place arrangements appropriate to our circumstances, including measures to reduce contact.

Wherever possible, we will avoid the use of school minibuses. However, where use is essential, social distancing will be maintained (see example below). The minibus will be thoroughly cleaned after each use.



Food

To ensure food is available for pupils/students who attend our educational setting, we will open all of our kitchen(s) to ensure that meals are able to be prepared and served safely. We will provide meals, where required, for all pupils/students, including those who meet the free school meal (FSM) eligibility criteria.

Pupils/students may choose to bring a packed lunch.

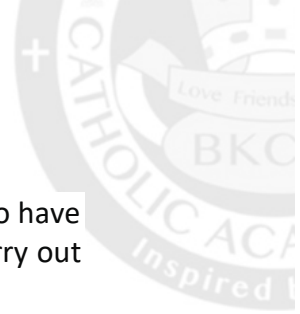
Staff should bring their own lunch. If the staff room is in use, it must be kept clean and tidy and dirty dishes are put in the dishwasher (where applicable). Staff must always wash their hands thoroughly before and immediately after use of any shared appliance eg fridge, kettle, dishwasher.

Effective infection protection and control

There are important actions that pupils/students, their parents and our staff can take during the COVID-19 outbreak to help prevent the spread of the virus.

Although it is difficult to put some of these measures in place in practice in schools, particularly with younger children, protective measures are possible. Hygiene will continue to be important in our schools.

Preventing the spread of COVID-19 involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions will be employed to do this. These can be seen as a 'Hierarchy of Controls' that, when implemented, create an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:



- Minimising contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, carry out daily testing;
- Cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly (using disposable hand towels, where possible) or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;
- Ensuring good respiratory hygiene – promoting the ‘catch it, bin it, kill it’ approach;
- Cleaning frequently-touched surfaces often using standard products, such as detergents; and
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

Notices and posters promoting infection control best practice will be displayed throughout our buildings.

Personal protective equipment (PPE), including face coverings and face masks

The wearing of a face covering or face mask in educational settings will be in accordance with government guidelines. Changing our habits, cleaning and hygiene are effective measures in controlling the spread of the virus.

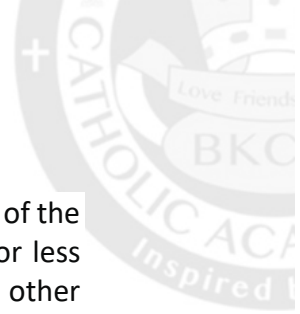
Most of our staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of two metres from others. PPE will only be needed in a very small number of cases, including:

- Pupils/students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way.
- If a pupil becomes unwell with symptoms of COVID-19 while in our setting, a face mask should be worn by the supervising adult, if a distance of two metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask 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.
- If a pupil becomes unwell with non-COVID-19 symptoms, they should be treated as normal with no specific additional PPE requirements.

Shielded and clinically extremely vulnerable (CEV)

In accordance with the Government’s guidance dated 3 November 2021, the shielding programme has now ended in England. This means that people who were previously considered clinically extremely vulnerable (CEV) will not be advised to shield in the future or follow specific national guidance.

If this applies to you, you will receive a letter informing you of these changes in more detail and providing further information on available support.



The situation is now very different to when shielding was first introduced at the start of the pandemic. We know a lot more about the virus and what makes someone more or less vulnerable to COVID-19, the vaccine continues to be successfully rolled out, and other treatments and interventions are becoming available.

The government will continue to assess the situation and the risks posed by COVID-19 and, based on clinical advice, will respond accordingly to keep the most vulnerable safe.

As a minimum, you should continue to follow the same guidance on staying safe and preventing the spread of COVID-19. You should consider advice from your health professional on whether additional precautions are right for you. However, as someone with a health condition, you may want to consider, alongside any advice from your clinician, if additional precautions are right for you. These could include:

- considering whether you and those you are meeting have been vaccinated – you might want to wait until 14 days after everyone’s second dose of a COVID-19 vaccine before being in close contact with others
- considering continuing to practice social distancing if that feels right for you and your friends
- asking friends and family to take a rapid lateral flow antigen test before visiting you
- asking home visitors to wear face coverings
- avoiding crowded spaces

Class or group sizes

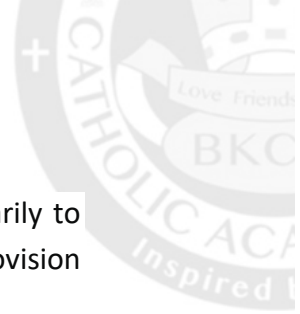
We know that, unlike older children and adults, early years and primary-age children cannot be expected to remain two metres apart from each other and staff. We will therefore work through the hierarchy of measures set out above which, in summary, includes:

- Avoiding contact with anyone with symptoms;
- Frequent hand cleaning and good respiratory hygiene practices;
- Regular cleaning of settings; and
- Minimising contact and mixing between cohorts.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Planning and organising

The continuity of teaching and learning remains our key priority, therefore, operational activities may be subject to change in accordance with guidance issued by DfE or recommendations by Public Health England.



If Public Health England advises that face-to-face education should cease temporarily to control an outbreak in school, learning for those affected will be moved to remote provision in line with the Trust's Remote Learning Policy.

If teacher absence cannot be covered safely, either internally or through agency staff, schools may have to temporarily cease fact-to-face education and move to remote provision in line with the Trust's Remote Learning Policy.

The Trust's Remote Learning Policy is available via school websites.

Control Measures

- We will monitor and review our risk assessment and other health and safety advice for pupils/students and staff considering recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken.
- Organise classrooms and other learning environments to maximise ventilation.
- Following DfE guidance or recommendations by Public Health England, we may refresh the timetable and the school may implement the following measures as deemed necessary:
 - Decide which lessons or activities will be delivered;
 - Consider which lessons or classroom activities could take place outdoors;
 - Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building;
 - Stagger assembly groups;
 - Stagger break times (including lunch) so that all pupils/students are not moving around the setting at the same time;
 - Stagger drop-off and collection times;
 - Plan parents' drop-off and pick-up protocols in a way that minimises adult-to-adult contact; and
- In addition, where there are childcare or early years groups in the setting, we will:
 - Consider how to keep small groups of pupils/students together throughout the day and avoid larger groups of pupils/students mixing; and
 - Consider how play equipment is used, ensuring that it is appropriately cleaned between groups of pupils/students using it and that multiple groups do not use it simultaneously.
- Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.
- Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).



- Consider how pupils/students arrive at our setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.

Communication

We will communicate our plans as follows:

- Telling pupils/students, staff, parents, carers or any visitors, such as suppliers, not to enter our setting if they are displaying any symptoms of COVID-19;
- Telling parents that if their child needs to be accompanied to our setting, only one parent should attend;
- Where appropriate, engage parents and pupils/students in educational resources/posters such as e-bug and PHE;
- Ensure parents and young people are aware of recommendations on transport to and from our setting (including avoiding peak times);
- Talking to staff about the plans (for example, safety measures, timetable changes);
- Communicating as early as possible with contractors and suppliers that will need to prepare to support our operational plans (for example, cleaning, catering, food supplies, hygiene suppliers, etc.); and
- Discussing with cleaning contractors or staff the additional cleaning requirements and agreeing additional hours to allow for this as appropriate.

Any changes to the current arrangements will be clearly communicated to pupils/students, staff, parents, carers or any visitors and suppliers.

For cleaning and hygiene:

- Follow government guidance on cleaning, including:
 - Cleaning an area with normal cleaning products after someone with suspected COVID-19 has left to reduce the risk of passing the infection on to other people;
 - Wearing disposable gloves and aprons for cleaning (these will be double-bagged, stored securely for 72 hours, then thrown away in the regular rubbish after cleaning is finished);
 - Using disposable cloths, first clean hard surfaces with warm soapy water, then disinfect these surfaces with normal cleaning products (paying particular attention to frequently-touched areas and surfaces, such as bathrooms, handrails, stairwells and door handles);
 - Where an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected COVID-19, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron; and
 - Washing hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
- Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, we will provide hand sanitiser in classrooms and other learning environments.



- Clean surfaces that pupils/students are touching – such as toys, desks, chairs, doors, sinks, toilets, light switches and bannisters – more regularly than normal.
- Ensure that all adults and pupils/students:
 - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
 - Wash their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
 - Are encouraged not to touch their mouth, eyes and nose; and
 - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Ensure that help is available for pupils/students who have trouble cleaning their hands independently.
- Consider how to encourage young children to learn and practise these habits through games, songs and repetition.
- Ensure that bins for tissues are emptied throughout the day.
- Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units.
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation.
- Get in touch with public sector buying organisation partners about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed.
- Confirm to staff and parents that there is no need for anything other than normal personal hygiene and washing of clothes following a day in our setting.

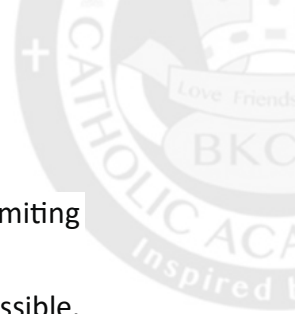
Use outside space:

- For exercise and breaks.
- For outdoor education, where possible, to limit transmission and more easily allow for distance between pupils/students and staff.
- Outdoor equipment will not be used unless we are able to ensure that it is appropriately cleaned between groups of pupils/students using it, and that multiple groups are not allowed to use it simultaneously.

For shared rooms:

- Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared whereby adequate cleaning between groups is in place.
- Stagger the use of staff rooms and offices to limit occupancy.

Reduce the use of shared resources:



- By limiting the amount of shared resources that are taken home, as well as limiting exchange of take-home resources between pupils/students and staff.
- By seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces will be cleaned and disinfected more frequently.
- Practical lessons will go ahead where equipment can be cleaned thoroughly, and the classroom or other learning environment will be occupied by the same pupils/students in one day or properly cleaned between cohorts.

Adjust transport arrangements where necessary, including:

- Encouraging staff, parents and pupils/students to walk or cycle to the setting where possible.
- Ensuring that transport arrangements cater for any changes to any start and finish times.
- Ensuring that transport providers do not work if they or a member of their household are displaying any symptoms of COVID-19.
- Ensuring that transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.
- Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting pupils/students with complex needs who need support to access the vehicle or fasten seatbelts.
- Communicating revised travel plans clearly to contractors, Local Authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).

What happens if someone becomes unwell at our setting?

If anyone becomes unwell with a new, continuous cough or a high temperature in our setting, they will be sent home and advised to follow government guidance for households with possible COVID-19 infection.

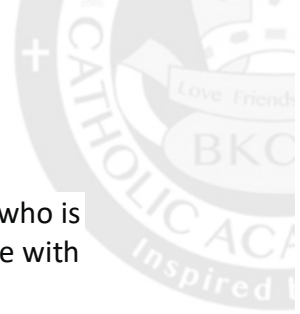
If a pupil is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them,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

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

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

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they will not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a suspected case of COVID-19 in our setting?' below). They



should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal cleaning products after someone with symptoms has left to reduce the risk of passing the infection on to other people.

What happens if there is a suspected case of COVID-19 in our setting?

When a pupil or staff member develops symptoms compatible with COVID-19, they will be sent home and advised to obtain a PCR test. Their fellow household members should follow current government guidance on testing.

All staff and pupils/students who are attending our setting are encouraged to carry out regular testing in accordance with current government guidance.

Taking pupils/students' temperatures

We will not take pupils/students' temperatures every morning and parents and carers will not be required to either. Routine testing of an individual's temperature is not a reliable method for identifying COVID-19.

We 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 COVID-19, and where to get further advice. If anyone in the household develops a fever or a new continuous cough, they are advised to follow the government guidance.

Supporting pupils/students with complex needs

We will follow government guidance for special schools, specialist colleges, Local Authorities and any other settings managing pupils/students with education, health and care plans, including those with complex needs where appropriate.

Monitoring and Review of this Policy

The Trust shall be responsible for reviewing this policy from time to time to ensure that it meets legal requirements and reflects best practice.