



Policy on Safe Working and Learning at Goodwyn School during the COVID-19 pandemic

Introduction

As the coronavirus (COVID-19) rate of infection has reduced, we recognise that our School needs to return to normal operations where possible and adapt to new ways of working where required. This policy explains the changes to our working environment and new ways of working. We continue to follow the Public Health advice which makes up a PHE-endorsed 'system of controls'

These adaptations have been informed by our COVID-19 risk assessment, which has been shared with staff and parents.

We encourage you to let us know if you have any concerns, have identified any potential risks, or have any suggestions for further adaptations we can make - you can do this by raising concerns or making suggestions to any of SMT.

All staff and children will be returning to school as set out in Government Guidance 7.8.20 and will read this policy.

Overriding Essential measures

Below summarises our measures:

- We require that people who are ill stay at home (below details symptoms of concern)
- Everyone must develop robust hand and respiratory hygiene (covering mouth or nose when coughing or sneezing)
- We have organised enhanced cleaning arrangements with our cleaning contractors
- We will commit to active engagement with NHS Test and Trace
- We have reduced contacts and maximised distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable by grouping children together in four groups (EYFS, KS1, Lower KS2 and Upper KS2)
- We are avoiding contact between groups
- We have arranged KS1 and KS2 classrooms with forward facing desks
- Staff are maintaining distance from pupils and other staff as much as possible and wearing masks in communal areas including staff room, photo copier room and in staff room

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal

If a child is displaying one or more of the symptoms above, they need to stay at home and book a test. They will be sent home from school if they develop these symptoms whilst in our care. They cannot return to school until the result of the test is negative and they feel better. We will discuss individual cases with you by phone as stomach complaints are also symptoms of coronavirus in children though this is not confirmed on the NHS list at present.

What should parents do if children develop colds, a cough, flu, hayfever, an upset stomach/tummy ache or a general sickness bug?

COLD OR FLU? Signs and Symptoms

	Cold	Flu	Coronavirus
	Onset Gradual	Symptoms Abrupt	Symptoms Abrupt
Fever	Rare	Usual	Common
Aches	Slight	Usual	Sometimes
Fatigue/Weakness	Sometimes	Usual	Sometimes
Sneezing	Common	Sometimes	Rare
Chest Discomfort	Mild to Moderate	Common	Breathlessness Common
Sore Throat	Common	Sometimes	Sometimes
Cough	Mild	Common	Common
Loss of taste and smell	Sometimes	Rare	Sudden
Headaches	Rare	Common	Sometimes
Runny nose/ Stuffy Nose	Common	Sometimes	Rare
Diarrhoea	No	Sometimes especially children	Sometimes for children

If your child is displaying any signs of a cold or any of the above please consider others in your class. If your child has a constantly running nose or is generally feeling under the weather it might be advisable to keep your child at home until their symptoms have cleared, thus reducing the spread of germs. If s/he is displaying symptoms in the coronavirus column, a test will be required.

It is still mandatory to keep a child at home for 48 hours if your child has been sick or has diarrhoea.

Prevention: The following measures are in place:-

- 1) We are minimising 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) We are cleaning hands thoroughly more often than usual (hourly including at the end of the day)
- 3) We are ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) We have introduced enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) We are minimising contact between individuals and maintain social distancing wherever possible
- 6) We are wearing appropriate personal protective equipment (PPE) where necessary
- 7) We are ventilating rooms effectively by opening windows and propping open doors.

Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). We will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle is that by reducing the number of contacts between children and staff in 'bubbles' and through maintaining distance between individuals will reduce the spread of infection.

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

Grouping children and staff

Maintaining distinct groups or 'bubbles' that do not mix 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.

- 4 bubbles have been created- EYFS, KS1, Lower KS2 and Upper KS2 (no more than 60 children)
- No group gatherings larger than this will take place including lunchtimes and assemblies. At present, assemblies are virtual.

Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Large staff meetings will take place remotely. (Maximum staff meeting numbers of 15 will take place with social distancing)

Records are kept of staff movements around the school. Timetables are available and personal notes from staff who have had to cover in an emergency for more than 15 minutes.

We encourage staff to wear masks in communal areas at school, which is especially important for specialist teachers who are in contact with a variety of bubbles. Sanitisation will take place at the beginning of specialist lessons and when children move to a shared room in the school (and movement in this way will be minimised).

NB Staff with serious underlying health conditions who were previously advised to shield against coronavirus should take extra protective measures in line with advice from their medical practitioners. Staff in other vulnerable groups, such as pregnant workers and those aged 70 or over will continue to take medical advice individually about potential adaptations to their role.

Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser (only to be used where washing is not available). Staff must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms before and after eating and before they go home (hourly). Regular and thorough **supervised** hand cleaning is going to be needed for the foreseeable future.

Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

The ‘catch it, bin it, kill it’ approach continues to be very important. As with hand cleaning, schools must 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 school operates. The [e-Bug coronavirus \(COVID-19\) website](#) contains free resources for schools, including materials to encourage good hand and respiratory hygiene. Each classroom has a foot operated pedal bin which is exclusively used for spent tissues to control germs.

Introduction of enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

This includes:

- more frequent cleaning of rooms and shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet

Measures within the classroom

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow it is advisable. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.

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. Adaptations have been made to our classrooms including seating pupils side by side and facing forwards, rather than face to face or side on, and moving unnecessary furniture out of classrooms to make more space.

- Children will face forwards in KS1 and KS2 classrooms
- Classrooms will be clutter free and soft furnishings will be removed
- Carpet time has been removed.

Distancing Measures

Movement around the school site is kept to a minimum. While passing briefly in the corridor or playground is low risk, staggered break times and lunch times as well as staggered arrival and departure times will be in place to reduce numbers in corridors and the playground.

While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.

The staff room can be used for making drinks by two staff at a time and the kettle, fridge handle and surface must be wiped after use. Meals can be eaten at the table by 2 people from the same bubble. Gathering in this space and eating on soft chairs cannot take place.

Based on our latest risk assessment for COVID-19 and the Government's guidance on returning to a range of different types of work in <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>, while on site, staff must maintain social distancing of two metres wherever possible between adults and to assist with this, we have introduced the following measures:

- having floor markings to help staff to maintain social distancing;
- installing screens or barriers to separate workers from each other in the office;
- working back to back or side to side (rather than face to face) or outside where possible for any essential meetings;
- removing non-essential objects that anyone could touch from communal areas including brochures, stationery etc;
- staggered timetables preventing crossing in corridors and the basement and
- having signage and posters advising on limits to numbers entering specific areas such as staff room and toilets.
- The school kitchen can continue to operate, but must comply with the food for business during covid-19.

Measures for arriving at and leaving school

Staggered arrival times will be based on surname. Departure times will be based on key stage. Parent are reminded about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.

Face coverings worn into the building by staff must be removed without touching one's face and hands must be washed immediately. Reusable face coverings must be placed in a plastic bag

so that they can be taken home and then hands must be washed again before heading to their classroom.

Other considerations

Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.

Visitors to the site, such as contractors, will be minimised and the school's control measures will be fully communicated. This includes wearing masks and sanitising hands. Where visits can happen outside of school hours, they should. A record will be kept of all visitors in the Visitors Book.

Resources

For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Children will be asked to bring an empty pencil case which we will stock with writing equipment. Parents may need to replenish this.

Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Books chosen from the class bookshelf cannot be shared and will remain in the child's tray or desk until finished and then placed in baskets for 72 hours before being handed on. When reading books are returned to school they will be placed in a basket for 72 hours before being returned to the shelf. The library will not be used at present.

Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 72 hours between use by different bubbles.

Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by Breakfast and After School Club.

It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as water bottles, snack boxes, coats and books. Bags are allowed. Pupils and teachers can take books and other shared resources home on occasions, although 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.

Response to any infection

If a child is awaiting collection due to suspected symptoms, they should be moved, if possible, to a room where they can be isolated behind a closed door, 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, move them to an area which is at least 2 metres

away from other people. PPE should be worn. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet must be cleaned and disinfected using standard cleaning products before being used by anyone else and all touch surfaces must be sanitised.

NB 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.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

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).

If we have a suspected case of covid-19 we expect staff or parents to:

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)
- Parents and staff need to inform SMT immediately of the results of a test:

*if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

*if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Goodwyn will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19) by contacting the local health protection team. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact

with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. We will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups

A template letter will be provided, on the advice of the health protection team, to send to parents and staff if needed. We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

Contain any outbreak by following local health protection team advice

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with our local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and will only be considered on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Attendance

Attendance is now mandatory. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer access to remote education and their teacher will be in regular communication with them. Whilst waiting for test results, we will offer some work on Seesaw which is appropriate and accessible to the child without extra help from the teacher. Children in this category, where they miss up to 5 school days, will have help catching up on their return to school. If a positive covid test is received or a child has to isolate for a long time, we will provide live lessons on Teams with a member of staff regularly for the duration of their time at home.

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Wellbeing of staff and pupils

This is of the utmost importance in current times and will be addressed in insets and through our PHSE programme. The provision of activities to address the following has been added to our programme:

- support the rebuilding of friendships and social engagement
- address and equip pupils to respond to issues linked to coronavirus (COVID-19)
- support pupils with approaches to improving their physical and mental wellbeing

Uniforms

We return to our usual uniform policies in the autumn term. Fresh clothes will be worn each day.

The Curriculum

- The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects

- Remote education, where needed, will be high quality and aligns as closely as possible with in-school provision: we continue to build our capability to educate pupils remotely, where this is needed
- Teachers will assess children early in the Autumn term so that they are fully aware of starting points and adjust their teaching to cover the most important missed content: and gaps
- Teaching time will be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.
- Specialist lessons can take place. Specialist teachers will maintain a 2 metre distance, sanitise on arrival as well as the children and wear masks in communal areas.

Music

Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. We consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.

PE

Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Outdoor sports should be prioritised where possible, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Lessons at Copthall pool and Hendon Leisure Centre are postponed and will be replaced by a second PE session in school for KS2 and a High Intensity exercise session.

Travel to and from School

We encourage staff and parents to minimise their use of public transport, including by walking or cycling where possible. If travelling by car, it is advised that you do not car-share with anyone outside your household.

Where car sharing is necessary, this should be where possible with people in your household or support bubble. If not possible, transport should be shared with the same people each time- open windows for ventilation, face away from each other, maximise distance, clean car between journeys especially handles and ask everyone in the car to wear a mask and use a soft furnishing disinfectant spray. We collate the information of children being collected or dropped off by anyone outside their household.

Where you need to use public transport, please think about social distancing, where possible staying two metres away from others and avoiding touching surfaces. You must wear a face

covering on public transport. You should also vary your route and timing of your journey to reduce the number of people you may come into contact with.

Wash your hands thoroughly when you arrive at work, using the handwashing facilities or hand sanitisers provided. You should also wash your hands thoroughly as soon as you get home from work.

We are keeping our working arrangements under constant review, based on the latest government advice, operational needs, ongoing risk assessments, and how the safeguards are working in practice.

When travelling abroad we expect people to disclose their destination by signing a form to confirm with us and follow government advice on quarantining where necessary.

Written by	SMT
Date	18.8.20, reviewed 30.8.20, reviewed 14.9.20
Review date	Weekly following latest government guidance

Further information about coronavirus can be found here:

https://informationisbeautiful.net/visualizations/covid-19-coronavirus-infographic-datapack/?utm_content=buffer85a82&utm_medium=social&utm_source=facebook.com&utm_campaign=buffer&fbclid=IwAR3S4s4IyaHDMWYdnL1A7vWkMjUOWyWJW0vCOuaN4hBwZzCFNICEMPMBzqk#activities

Appendix I

Remote Learning Variations Explained!

Closure of bubbles or whole school

If any of our bubbles or the whole school is closed due to Covid-19, remote learning will return with the following criteria:-

- Each day the children will experience a live Maths and a live English lesson. This will include a 20 minute starter, a chance to go and complete the work independently or stay on screen if struggling and a 5-10 minute plenary with all children returning to the screen.
- Teachers will be available on screen muted each morning 9am-1pm or 10am-2pm for questions and help in between lessons. Obviously comfort breaks are fine and half hour coffee break.
- The lessons will be timetable for the same time every day, using the same link.
- Times have been set to avoid sibling clashes.
- A topic lesson will be available on 3x3 links to be carried out independently each day in addition.
- Resources for all lesson will be available on 3x3 links.
- Submission of work and feedback will continue through Seesaw/Tapestry (until we are ready to introduce Teams folders for KS2).
- In the case of a class teacher being ill, cover will be provided. Please prepare a week's work in all areas of the curriculum and place in the U drive folder called Covid Cover Work by November 2nd. This should be 5 maths and English sessions, and one RE/PHSE, science, history/geography and art/DT lesson which will not be taught in class.
- If a teacher is well but in Self Isolation they will provide live lessons for Maths and English each day.

9am	10am	11am	12pm	1pm	2pm
Prep	Remove	Transition W	Prep	Remove	Transition W
Lower Prep	UKGCM	UKGW	Lower Prep	UKGCM	UKGW
Nursery K	Transition LM	Lower Remove	Nursery K	Transition LM	Lower Remove
Nursery SG	LKGM		Nursery SG	LKGM	
LKGR			LKGR		

Individual Pupil/Family Isolation

If children are absent due to Covid-19 the following work experience is required:-

- For the first 5 working days, work will be sent via Seesaw/Tapestry if required by parent and where appropriate (including homework).
- When Covid-19 dictates that a family are self isolating for more than 5 working days, work will be sent via Seesaw/Tapestry. Pupils will be allocated a 1:1 timetable for half an hour per day of support on Teams.
- If more than 3 pupils are absent, Teams links will be sent to those absent to join the beginning of the Maths and English lessons each day so that they can be introduced to the work they need to complete at home.
- Please liaise with class teachers of sibling so that the experience is consistent.
- Specialist teachers have provided lessons (available in the Covid Cover Work folder on the U drive).