

drb Ignite Multi Academy Trust

COVID-19 POLICY

Trust Vision

drb Ignite Multi Academy Trust has been established through a shared belief that lives can be transformed by what goes on in schools. We believe that the process of teaching and learning shapes futures. To this end, our vision is to give every child learning experiences that excite them and give them the power to begin to shape their own lives.

All pupils achieve the highest standard of educational outcomes regardless of circumstances or background.

Policy Purpose

This coronavirus (COVID-19) policy sets out the measures the Trust is actively taking to:

- keep pupils, staff and families as safe as possible through the Covid-19 pandemic
- mitigate the spread of coronavirus
- sustain healthy and safe school workplaces in this unprecedented situation
- respond responsibly and transparently in implementing all health and safety precautions
- ensure Trust policies, procedures and protocols are effective in the current situation
- ensure pupil and staff private health and personal data is treated with high confidentiality and sensitivity.

The policy is susceptible to regular changes with the receipt of additional governmental guidance. If so, it will be updated as soon as practicably possible.

Scope

The policy applies to all Trust staff working in schools, the central office or working from home for whatever reason. All staff are required to read through the policy to ensure the Trust collectively and uniformly responds to the challenges the pandemic presents.

Policy elements

Key health and safety measures

A SAFE ENVIRONMENT – SAFE CHILDREN AND FAMILIES – A SAFE WORKFORCE

Protecting the health and safety of children, staff and families is the Trust's paramount and overarching concern. Two testing principles have been set for all decision making during the pandemic period:

- the safety and welfare of pupils, staff and families will always be the paramount principle for all planning
- Trust schools will organise themselves in ways that are compatible with minimising spread of the virus.

Throughout all planning processes the Trust will adopt a **TEST-LEARN-REVIEW** approach to ensure changes or adaptations to processes and arrangements can be made quickly.

Here are the main steps the Trust will take:

- continue to follow relevant **national and local guidance**, including from government, Public Health England, local authorities and unions.
- before any wider re-opening of schools, carry out detailed and appropriate **risk assessments**. These will cover risks posed by premises, working/learning conditions e.g. physical distancing and the safe composition and staffing of groups of children. Advance planning on how to implement arrangements will take account of the most recent government guidance in order to draw out potential issues and help minimise risk.
- early and transparent **communication with all staff** on plans, providing guidance and establishing protocols on the measures that have been agreed and adopted. Information will be communicated to staff before the pupils re-enter school and by the most appropriate means e.g. email, video conference, online training with regular updates provided afterwards e.g. notices, further emails, verbal briefings. Through these communications Trust leaders will encourage staff to raise questions or concerns and to share helpful ideas and feedback.
- teacher/workforce **unions will be advised** of the Trust's Re-Opening Strategy and Risk Assessment. The Trust recognises the importance of union engagement, particularly when planning requires any changes to terms and conditions and demonstrating that health and safety requirements have been met under the Trust's statutory duty of care
- **respond to all statutory duties of care**. These duties arise under the following legislation:
 - Sections 2 and 3 of the Health & Safety Act 1974

- Regulations 3 and 8 of the Management of Health & Safety at Work Regulations 1999
 - Regulation 4 of the Personal Protective Equipment at Work Regulations 1992
 - Regulation 4 of the Workplace (Health, Safety & Welfare) Regulations 1992
 - Regulation 7 of the Control of Substances Hazardous to Health Regulations 2002
- Trustees will engage with all planning and will sign off finalised arrangements. This engagement will help ensure understanding, enable valuable trustee input on proposals and ensure **effective governance continues** throughout the pandemic period.
 - consider staff **working hours, workload and personal circumstances** for example, childcare arrangements, dropping own children at school, caring responsibilities, health considerations.
 - encourage pupils, families and staff to use modes of transport that **reduce exposure to others** e.g. walking or cycling, where possible. Prohibit all non-essential work travel.
 - where the national/local **Test-Track-Tracing system/local data** suggests a potential spike of cases within the proximity of a Trust school, the Trust will consider the safety of keeping the school open and may consider a temporary closure. Any school closure will be signed off by the Trust CEO.

Assessing the work/learning place

A wide range of specific measures will be put in place to minimise the risk of cross-contamination in the work/learning place:

- **Entry/exit to school** - as children enter school a number of entry screening checks and processes will be followed by all schools and physical distancing will be maintained by both children and parents.
- **Ventilation** - where security and safety allow, doors and windows will be left open so there is less touching of handles etc. and greater ventilation.
- **Systems for moving around school** - depending on the assessment of individual school buildings, one-way systems may be utilised for moving around the building.
- **Staggered start and end times** will be adopted to take pressure off peak entry/exit to school buildings.

- **Re-organisation of timetable** – this will enable pupil groups to remain discrete and avoid the mixing of pupils across groups
- **Access to site** - staff will be requested to stay on the school site for the day in order to avoid exit and re-entry during the day. All non-essential visitor entry to the school site will be prohibited
- **Enhanced cleaning regimes** across all areas including outdoor areas and equipment.

The general work/learning space. Careful consideration will be given in ongoing risk assessments to ensure, as far as reasonably possible, that physical distancing is achieved. Desks and work-tables will be at least two metres apart and not face-to-face. Assessment of learning/work spaces will consider how this impacts the maximum number of children/adults that designated spaces can accommodate. The learning activities planned will aim to ensure children are out of doors as much as is possible.

Toilets and kitchens. Limits will be imposed on the number of children/adults allowed to enter these spaces at the same time e.g. by staggering lunch times. Staff will be encouraged to bring their own food and the safe use of coffee machines, fridges etc will be an ongoing consideration.

Meetings between staff. The risks around time spent in more confined spaces mean that staff will not be encouraged to meet together unless this is essential. If meetings are deemed essential, rooms will be arranged to respect the physical distancing guidance. Travel for non-critical school business will be prohibited.

Third party visitors to school sites. Visitors to school sites will not be allowed without the prior authorisation of the headteacher. The headteacher is responsible for assessing the risks around third parties entering the school site, and aware of the Trust's obligation to ensure their health and safety. Visitors will be requested to comply with the school's Covid-19 entry protocols e.g. hygiene requirements, seating, social distancing, no hand-shaking etc.. Appropriate protocols for deliveries and collections will be established by each school to reflect individual context e.g. location on entry points and school office etc..

First aiders/fire/evacuation/lock down marshals. Before schools re-open and following re-opening, arrangements for first aid provision and fire/evacuation/lockdown will be kept under review and new arrangements made as required. Training will be provided for staff if necessary to ensure safety, cover and confidence around any new arrangements.

Cleaning regimes and focus on personal hygiene

Clearly, there will be many different children and adults potentially touching the same equipment, handles, buttons, switches etc. Enhanced personal hygiene and cleaning protocols will be introduced to minimise the risk of cross-contamination. These include:

- adequate volumes and positioning of hand washing and sanitiser facilities
- good hygiene routines encouraged and promoted at all times
- effective, regular cleaning of all resources including keyboards and phones
- work/learning spaces regularly deep cleaned, particularly hard surfaces that are frequently touched
- PPE equipment provided as appropriate e.g. in isolation rooms, for intimate care

Amendments to Trust policies and procedures

The Trust has considered whether amendments to Trust policies and procedures are required to cater for this new situation. **A formal Covid-19 Codicil has been added to the Trust's Safeguarding and Child Protection Policy and Procedures.** Other policies have been reviewed with associated Covid 19 protocols developed as necessary. The original policies have not be changed as the associated protocols cover off any changes to policy and procedures. Protocols have been established to cover:

- Health and Safety (Duty of Care)
- Pupil Behaviour
- Risk Assessment for identified pupils e.g. SEND, pupils with medical conditions
- Staff homeworking arrangements
- Managing Covid-19 symptoms at school protocols for staff and pupils
- Absence and attendance
- Arranging meetings with parents/carers
- Recruitment and induction of new staff
- Staff CPD
- Staff Code of Conduct

Assessing whether identified *at risk* staff can return and when

The Trust is committed to ensuring that all staff feel safe and confident to return to work. The personal health and situation of individual staff will be sensitively considered and kept under review as the pandemic progresses. All staff are encouraged to raise any concerns they may have with their headteacher in the first instance.

As the Trust has a high number of BAME staff and pupils, separate risk assessments have been created for individualised use. Risk assessments will be carried out for all staff and pupils where there is a particular concern about a safe return. Staff who are unable to return to school will be expected to work from home at the direction of their headteacher/line manager.

If there are insufficient staff available to attend for work and this is considered to be a significant risk to the provision of a safe environment for children, the Trust will make the decision to temporarily close the school and will advise parents accordingly. Such a decision will be signed off by the Trust CEO.

Staff Health and Safety - the legal landscape

The Health and Safety at Work etc Act 1974 sets out the Trust's main obligations. The Trust takes these requirements very seriously. These are summarised in the following table and are overseen by the Trust's Director of Estates and reported regularly to the Trust Board.

Trust Obligations for Staff Health and Safety
<p>Obligations:</p> <ul style="list-style-type: none">• ensure staff are provided with training, information, instructions and supervision which allows them to work safely and keep themselves safe• keep all places of work under the Trust's control well maintained to ensure they are safe to work in and have safe routes for access and exit• provide safe working environments with adequate facilities for welfare at work• provide and maintain safe equipment and systems of work• ensure that equipment and substances are safely used, handled, stored and transported• prepare and regularly revise the Trust's health and safety policy, and inform staff of its existence and of any changes to it

There are also a number of regulations and approved codes of practice the Trust follows which cover specific aspects of workplace health and safety including:

- obligations to carry out risk assessments to identify health and safety risks to staff/others and take steps to remove or minimise any risks
- obligations to provide staff with information on any identified risks, the preventive/protective measures taken, and procedures in the event of an imminent danger to those at work and who is responsible for implementing them
- the requirement for and use of protective equipment

Additionally, the Trust owes a common law duty to staff to safeguard their health, safety and wellbeing. This encompasses obligations to provide:

- a safe place of work
- safe resources and equipment
- competent staff
- safe systems of work
- appointment of an officer responsible for assisting with compliance with health and safety legislation. This is the Trust's Director of Estates.

Homeworking

The Trust is aware it has the same health and safety obligations to those who may need to work from home during the Covid-19 pandemic. In order to fulfil these obligations, the Trust will:

- implement measures for keeping in touch and monitoring wellbeing
- monitor the type of work being undertaken and working hours
- consider whether the work can be done at home safely
- consider whether any control measures should be put in place in order to protect homeworkers
- ensure home workers have the appropriate equipment

The longer homeworking continues the more risks will require monitoring. It will be important that in the event of prolonged periods of homeworking, if the Trust requires staff to use display screen equipment it will:

- ask staff to undertake display-screen and desk-risk assessments
- ensure staff take breaks from their display screens
- provide guidance and/or training on best practice and how to identify risks within their own environment

All policies and procedures with regard to health and safety issues have been fully reviewed and highlighted in the Trust's/Schools Re-Opening Strategy and Risk Assessments. Furthermore, the Trust has considered that it may also become vicariously liable for the wrongful acts of its staff if committed in the course of their employment – meaning the Trust may be liable if the health of a member of staff is damaged due to a colleague's disregard of health and safety rules. The health and safety risks arising from Covid-19 primarily arise from person to person contact, transmission through close proximity to infected individuals and surface transmission. This means it is vital that the Trust ensures all staff are well briefed and trained on new arrangements for health and safety and that the Trust continues to monitor and review what steps it is taking to minimise the risk of the virus entering its premises and infecting its people and visitors and, if it does, having a quick response protocol to stop it spreading.

The process of managing the Trust's Re-Opening Strategy and Risk Assessment

The Trust's process for reviewing Covid-19 planning follows the **Test-Learn-Review approach referred to earlier**. This involves a repetitive stepped monitoring cycle

Step 1 – Ongoing risk assessment

The Trust and its schools have carried out thorough Covid-19 risk assessments prior to re-opening for wider groups of children. The risk assessments have given consideration to the risks posed by bespoke features of school buildings/Trust offices and daily school routines and then taken measures to minimise those risks. Every possible measure has been taken to eliminate the risk of the spread of Covid-19.

In relation to school sites the following measures will remain under constant weekly review and reported weekly (by exception) to the CEO and Trust Board through Situation Reports.

- **Cleaning** – increased regularity and focus on high touch points such as door handles, equipment etc. Where health and safety regulations allow, doors, windows left open.

- **Hygiene facilities and routines** – hand sanitiser, hand-washing facilities, anti-bacterial wipes for surfaces and equipment, guidance for using toilets so physical distancing can be maintained
- **Physical distancing** – 2-metre physical distancing by using markers, barriers, screens, signage etc.
- **Signage clear** - demonstrating that most recent government guidance has been followed
- **Disposal of waste** meets government guidance requirements
- **Site entry (staff)** -the number of times staff can enter and exit premises established and, where practicable, one entry and one exit point designated and used
- **Staff only spaces** - limiting the number of people who are able to enter confined spaces within school premises (e.g. stockrooms, copying rooms, toilets, kitchens, staff rooms). Consideration give to whether it would be appropriate to close off spaces which are too small to accommodate physical distancing measures (e.g. small meeting rooms)
- **Site entry (visitors)** - prohibiting non-essential visitors to school premises – ensuring protocols are explained before entry, limiting visiting times, maintaining records of visitors. Headteacher approval sought for entry of any external visitor
- **Mimimising risk** – considering how operations which involve pupils/adults can be undertaken in a way which minimises risk, e.g. postal/courier deliveries and collections, catering
- **Avoiding cross-contamination** e.g. implementing a one-way system to minimise cross-contamination as appropriate

In relation to children and staff the following measures will remain under constant weekly review and reported weekly (by exception) to the CEO and Trust Board through Situation Reports.:

- **Use of space** to support physical distancing e.g. proximity of tables, desks, work-stations, staggering of break/lunchtimes
- **Use of PPE** - provision and continued availability/resourcing of personal protective equipment (PPE) to be used where required
- **Face to face contact** - minimising of in-person meetings. If they are necessary, measures implemented so that physical distancing can be

maintained. Ensuring meeting rooms are well ventilated equipment is not shared.

- **Safe handling of documents** - minimal handling of hard-copy documents including post and parcels
- **Use of shared staff facilities** – regular consideration of whether use of certain facilities should be limited, e.g. kitchens, fridges, beverage machines, crockery
- **Implementing protocols for permitted visitors** to school premises, e.g. handwashing, no-contact greetings and physical distancing at all times
- **Support for vulnerable staff** – vulnerable staff identified and personalised with bespoke arrangements put in place in response to assessed risk (two week review). Clinically extremely vulnerable individuals are strongly advised and supported not to return to work. This include staff members who are pregnant.

Step 2 – Devise, revise or update appropriate policies and practices

Trust policies and practices have been reviewed and will remain under constant review going forwards. New operating protocols have been and will continue to be established to ensure policies meet Covid-19 requirements. For example,

- where new staff/pupil data is collected e.g testing data, all GDPR/data protection issues will be considered
- reviewed expectations of individual pupil behaviour will ensure a clear process for supporting pupils who find physical distancing difficult and whose resultant behaviour creates a personal risk and risk to others
- Teacher unions will be engaged and advised of the Trust’s Re-Opening Strategy and Risk Assessments and ongoing communication will be established
- A register will be set up by each school to record pupils/staff who have contracted or think they may have contracted the Covid-19 virus. It will be important to identify if any individuals who perform health and safety, safeguarding functions (e.g. first-aider, fire warden, DSL) are absent and need temporary replacement. Support and advice re:testing arrangements will be made available to parents and staff
- Clear mechanisms through which employees can raise questions or make suggestions are established and staff are aware of these mechanisms.

Step 3 – Consult, train and communicate with staff

The Trust is aware of its statutory obligation to consult with staff about the health and safety measures proposed. The Trust takes this obligation seriously and recognises that it is ongoing. The Trust will work closely with school leaders to:

- devise appropriate training for staff as the situation develops
- deliver this to staff before pupils return and as arrangements change to accommodate more pupils
- hold return to work briefings for individual staff, particularly those who may be returning after illness, shielding etc. to ensure health and safety measures are covered
- display health and safety communications and reminders in key places, e.g. at hand-washing points, at entrances and exits, in toilets

Step 4 – Monitoring and evaluation

All plans will be continually monitored and evaluated, particularly in light of updated government guidance. This will take place at a range of leadership levels i.e. headteacher, Trust leadership team, Trust Board.

Senior leaders will continue to monitor the effectiveness of Trust policies and procedures and adapt them through added protocols as necessary. A Trust process will be used through which staff can make suggestions for improvements and/or raise concerns at any point in the monitoring cycle .

New staff joiners travelling to the UK

Special consideration will be given to any new staff joining the Trust from overseas. Other countries are at different stages in curtailing the spread of the virus and some have taken a different approach from the UK to tackling its spread. The UK borders currently require a period of self isolation of 14 days. Any school in this position, is required to refer to the Trust CEO for further guidance.

Policy review

The CEO and Trustees will review this Policy at every meeting during the Covid-19 Pandemic to ensure it reflects the Trust’s current situation and that any new or changed government guidance is adhered to.

Monitoring and review	CEO Trust Board
Links	Re-opening Strategy and Risk Assessment Covid-19 – Principles for action Staff Code of Conduct Policy Risk Management Policy Health and Safety Policy Safeguarding and Child Protection Policy and Procedures Behaviour Policy
Staff responsible	CEO, Director of School Improvement, School Leaders
Committee responsible	Trust Board
Date approved	June 2020
Review date	Ongoing throughout Covid-19 pandemic
Sign off by Chair of Trust	 Date: June 2020

Change Management

Issue No.:	Change date:	Change description:
1.0	June 20	Initial release