

SEPTEMBER 2020 WIDER SCHOOL RE-OPENING PLAN

The following document outlines the government expectations on the management of schools moving forward and HLC response.



July 2020



Hadley Learning Community (Secondary) Reopening Process

Introduction

The release of the secondary specific Government guidance has provided us with a plan to reopen our school to all students from September 2020. HLC shares the Trust view that whilst the priority is keeping all stakeholders safe, we must drive towards the 'new normal' ensuring that our staff deliver to our children a broad, full and exciting curriculum.

We know the deep impact of Covid and lockdown has had on our community has faced and we fully understand the important role we need to play in supporting our community both pastorally and academically. Our 'recovery curriculum' will draw upon our understanding of our community and wider research to ensure we close the gap in knowledge and social concerns.

The following document outlines how the school is meeting the needs of the government guidance for full reopening in September 20. The key actions outlined in the document for schools are:

Link: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:



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- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

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National & Trust Staff Guidelines

This document provides generic Trust guidance to LCT staff that are preparing to return to work in line with Government publications 'Planning Guide for Secondary Schools': <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

Trust Principles for staff

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> and access a test as soon as possible <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces and resources often using standard products that will be provided. Cleaners are in place to routinely clean common areas throughout the day (e.g. toilets and corridors, classrooms will be cleaned at the end of each day).
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you have read the school's updated risk assessment, behaviour policy and know what role in it you're being asked to take.
14. All staff **MUST** model best practice and role model social distancing to support effective student social distancing

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To understand the following risk assessments, the below school timetable restructure needs to be reviewed

Year Group	Arrival		08:40/50 - 09:50	09:40-0:50	09:50 - 10:45	10:45-11:00	11:00-11:15	11:15-11:30		11:30 - 12:25		12:25-12:40	12:40-12:55	12:55-13:10	13:10-13:25	13:25-13:40	13:40-13:55		13:55-14:50 / 15:00	Dismissal	
7	08:50	Secondary Gates - Technology	Lesson 1	Move to canopys	Lesson 2 - move at 10:40 to break	Break	Tutor	Reading / Well Being		Lesson 3 - move to lunch at 12:15		Lunch (I)	Lunch (O)	Lesson 4 - move to line up outside rooms at 13:50				Lesson 5	14:50	Secondary Gates - Technology corridor	
8	08:50	Basketball - Secondary Entrance	Lesson 1	Move to canopys	Lesson 2	Tutor	Break	Reading / Well Being		Lesson 3		Lesson 4		Lunch (I)	Lunch (O)	Lesson 4 - move to line up outside rooms at 13:50			Lesson 5	14:50	Basketball - Secondary Entrance
9	08:50	Sports Corridor	Lesson 1	Move to canopys	Lesson 2 - move at 10:40 to break	Break	Tutor	Reading / Well Being		Lesson 3 - move to lunch at 12:20		Lunch (O)	Lunch (I)	Lesson 4 - move to line up outside rooms at 13:50				Lesson 5	14:50	Sports Corridor	
10	08:40	Secondary Gates - Technology	Lesson 1		Lesson 2	Tutor	Reading / Well Being	Break - do not move until corridors clear		Lesson 3		Lesson 4			Lunch (O)	Lunch (I) - do not move until KS3 in classes		Lesson 5	15:00	Secondary Entrance	
11	08:40	Basketball / Secondary Entrance	Lesson 1		Lesson 2	Tutor	Reading / Well Being	Break - do not move until corridors clear		Lesson 3		Lesson 4			Lunch (I)	Lunch (O) - do not move until KS3 in classes		Lesson 5	15:10	Basketball / Intervention	

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HLC Specific Risk Assessment

Communication

Theme	Control Measures (What precautions are in place)	Additional Actions
Before school (Home)	<ul style="list-style-type: none"> • Up to date guidance to be uploaded to school website informing families on protection from Covid 19 • Parents to receive a protocol for their child to follow, stating that the child should be mindful of social distancing at all times during commute to and from school. • HLC Behavioural Policy and First Aid policy to be revised and shared with staff • Parents to supply their child with antibacterial sanitiser (If possible) • Parents to supply their child with equipment for lessons as detailed on the website • All pupils to follow our code of conduct 	<ul style="list-style-type: none"> • Updated guidance to be uploaded by 1st September 2020
Attendance protocol	<ul style="list-style-type: none"> • All students are expected to attend school unless they are unwell. • Parents/carers must call each day if their child is off school • MH to liaise with Attendance Officer and EWO regarding students who have absences as a result of COVID-19 and will be reviewed on a case by case basis 	<ul style="list-style-type: none"> • Protocol updated by MH
Staff, Governors and LCT	<ul style="list-style-type: none"> • Reopening plan and LCT wide risk assessment shared with staff and Governors 	

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	<ul style="list-style-type: none"> All staff to receive a “tool box talk” on Tuesday 1st September in small groups delivered by DR in preparation for students return. 	
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Social Distancing - Minimise risk of parents/adults and pupils coming into close contact with each other

Theme	Control Measures (What precautions are in place)	Additional Actions
Movement to and from school	<ul style="list-style-type: none"> Students to be informed to walk or cycle to school if possible If car drop off is required, the two drop off zones will be used but parents are not to park on site and not to leave the vehicle Place new road layout on website Parents should not enter the HLC building unless they have an arranged meeting (Phone contact will be the prioritised contact). Parents must wear a face mask if coming into the building for a face to face meeting. Students to walk to school individually (where safe). Should this not be possible follow social distancing advice Staggered starts for each year group: 8.40 for years 10/11 	<ul style="list-style-type: none"> 2nd - 4th September all teaching and identified support staff to be on duty from 8:30am to support entry of students to school. Parents and pupils to observe social distancing guidelines when dropping off and collecting their children. Signs at Drop off Points to identify Parents cannot get out of cars Parents to be punctual and leave child swiftly. No parents or unauthorised adults to enter the building at any time.

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<p>Entrance/exit</p>	<p>8.50 for years 7,8,9</p> <ul style="list-style-type: none"> • SLT to monitor extended school grounds to stop social gathering • Students to enter through different doors in school: Year 7 – Secondary gates then through technology Year 8 – Basketball gates then through student entrance Year 9 – Enter through sports corridor Year 10 – Secondary gates then through technology Year 11 – Basketball gates then through student entrance • Students entrance to be monitored by SLT – hand sanitising provision at gates • Children will wash their hands/use sanitiser dispenser when they enter the site, during the class time and at end of day. In addition, they will wash their hands anytime they have been outside (Teacher led). 	<ul style="list-style-type: none"> • Parents to telephone with any queries or email • Students / Parents to made aware of Entrance time as it will be communicated on their timetable – • Sanitiser stations at secondary entrance available • Banner fitted to fence next to Secondary Entrance
<p>Break Protocol</p>	<ul style="list-style-type: none"> • Newly introduced staggered break period of 15 minutes. Students remain within their KS3 & KS4 bubbles. • Maximum of 2x year groups on break at any one time • When 2x year groups are on break at the same time, the younger year group will have the Muga and the other year group the playground area <p>Year 7 – 10.45 dining area then Muga (Technology exit) Year 8 – 11.00 dining area then Muga (Technology Corridor)</p>	<ul style="list-style-type: none"> • Canopy allocation to year groups • Pod allocation for set year groups • Cashless Catering thumb printer cleaning signs • Sanitiser for pod queues to be placed at least 2m away from pod • No contact sports (ball games) to be played at break times

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	<p>Year 9 – 10.45 dining area then playground area (Student exit) Year 10 – 10.15 dining area then Muga (Technology exit) Year 11 – 10.15 dining area then playground (Student exit)</p> <ul style="list-style-type: none"> • Students divided into groups and allocated to a serving pod • Sanitiser station to be placed at the front of pod queue with poster that focuses on thumb cleaning ready for payment sensor • Staff to control queue to ensure spacing • Students to sanitiser on their return into the building 	
<p>Lunch Protocol</p>	<ul style="list-style-type: none"> • Staff to release classes at allocated time using computer clock. • Newly introduced staggered lunch period that separates all year groups <p>Year 7 - 12.25 - Muga area Year 8 – 12.55 – Muga area Year 9 – 12.40 – Playground area Year 10 – 1.40 - Playground area Year 11 – 1.25 - Muga area</p> <ul style="list-style-type: none"> • All groups to enter and exit through student entrance and use sanitiser when returning into school • Staff to monitor release of individual classes to ensure social distancing is maintained on corridors with KS4 classes not to be released for lunch until KS3 in classes • Students to sanitise hands in lunch queues prior to using cashless catering system with poster that focuses on thumbs. 	<ul style="list-style-type: none"> • Minimum of 3 SLT on duty for entire lunch period • Students to be monitored to ensure that all rubbish is removed from their table and placed in the bin • Bins provided in canteen area • Tables to be cleaned before next year group lunch session starts • Dining room layout and signage: adjust for lunchtimes and departure route for Science and Maths corridors • PE cannot use Muga during Autumn term sessions lesson 4

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	<ul style="list-style-type: none"> Duty staff to manage area – release into outdoor areas on SLT discretion Staggered return to lessons managed by duty team & SLT 	
Staff Entrance & Exit	<ul style="list-style-type: none"> Staff enter and leave by the normal staff car park – not the front of school Enter and exit through staff entrance. Staff must arrive no later than 08:30am because the secondary carpark is to be used as a holding zone for The Bridge buses and will require access that will block parking spaces. 	<ul style="list-style-type: none"> Hand sanitiser to be available at staff entrance and should be used on entrance and prior to exit – Signage identifies that sanitiser must be used before entering Signage at Secondary Staff entrance clearly identifies rules and expectations

Operations

Theme	Control Measures (What precautions are in place)	Additional Actions
Building organisation	<ul style="list-style-type: none"> All internal doors and windows will remain propped open wherever possible to minimise the requirement to touch handles and doors and aid ventilation. Air conditioning units which are single ventilation can be used Movement around the building will follow a “keep left” policy at all times. 	<ul style="list-style-type: none"> Cleaning provisions in each classroom to disinfect resources. Resources to be cleaned between use Staff should not use textbooks with students in lessons where other students will use the same resources within 48 hours (72 hours for plastics)

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	<ul style="list-style-type: none"> • Students and staff should walk on the left through corridors to enable social distancing • Teacher area is clearly marked (2m): to include teaching space in front of IWBs • Desks are clear apart from resources required for the lesson • Teacher to follow “meet & greet” strategy (see Behaviour Policy) and manage student entry to classroom • Students to use hand sanitiser on entry to classroom. • Students to have allocated seating plan in classrooms • There will be minimal opportunity for mixing of year group bubbles • Ventilation plant to run continuously in rooms with no window • Lifts – The lift should only be used by staff and students with agreement from SLT (e.g. for accessibility needs). Staff and students must wash hands or use hand sanitiser before and after using the lift • Students must not use photocopiers 	<ul style="list-style-type: none"> • Textbooks can be shared within bubbles • See classroom organisation section. • Use classroom screens to display resources where possible • Once students are in the room, leave the door open to allow air flow and ventilation
<p>Lesson change over</p>	<ul style="list-style-type: none"> • Lesson change over is a key area of the risk assessment and needs to be led by proactive staff • Staggered start of day to reduce morning rush hours/school site management • Lesson 1 to 2 transition requires years 7,8,9 to exit the building using nearest exit to line up under canopies. This allows for year 10,11 to move to next lesson internally <ul style="list-style-type: none"> ○ Year 7: canopy by Technology 	

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	<ul style="list-style-type: none"> ○ Year 8: canopy by PE ○ Year 9: canopy by Maths & Science (staff carpark) ● Condensing of Reading, tutor and break to create less movement ● Staggered end of day: Years 7,8,9 – 2.50 Years 10 - 3pm Year 11 – 3:10pm (unless intervention is in place) ● Movement around the building will follow a “keep left” policy at all times. Effective corridor management negates the need for a one-way system. (One-way system can add to more high touch areas and face to face contact increasing risks) ● 10.45 to 11.30 to be managed by subject leaders ● One-way system is ready to be introduced if corridor management is not effective ● We are promoting student use of face coverings and have advised parents of this. 	
<p>Classroom Organisation</p>	<p>Teaching staff are responsible for the layout of their teaching room. This needs to include the following:</p> <ul style="list-style-type: none"> ● Students should be front-facing unless permanent furniture prevents this. ● Students must come to school with all resources needed in class (pens, pencil, rulers, glue, scientific calculator) 	<ul style="list-style-type: none"> ● Catch it, bin it, kill it posters displayed ● Staff are welcome to bring in personal supplies of antibacterial steriliser and wipes if they choose as an addition to cleaning programme

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	<ul style="list-style-type: none"> • Teacher will have a marked safe zone for teacher only • To support the cleaning process, remove all non-essential items out of each room – particularly at working desk level • Students are required to bring their own equipment. If teacher has to provide equipment the students are to keep it for future use • Children will keep their water bottles on their own desk at all times. • Children to bring coat and it must be kept on back of their chair when not being worn – NO LOCKERS WILL BE IN USE • There will be a supply of tissues in each classroom. Children will be encouraged to follow the ‘catch it, bin it, kill it’ approach. • Students will sanitiser hands at the start of every lesson so cleaning of desks is to be managed by the teacher at end of lesson if required – must be completed by teacher not students cleaning their desk / work area / equipment • Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. 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. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned 	<p>completed by dedicated cleaning team.</p> <ul style="list-style-type: none"> • Provide paper towels, cleaning spray, wipes in IT rooms • Teacher area to be re-taped – 2m from seat NOT wall • Teachers have the cleaning equipment available to wipe down tables at their discretion. • Students should not use the cleaning spray • Additional cleaning requirements – log an FM call for replenishment of sanitiser, wipes, desk cleaning spray and blue rolls • CK to ensure Impero (or equivalent) is running in all computer suites.
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	<p>regularly, along with all frequently touched surfaces. 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 48 hours (72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> • Impero or equivalent – supporting students on computers should be completed via remote access rather than physically going to student and computer. If this is not possible staff should wear a visor/mask. <p>Clothing: Staff to wear smart work clothes. As with students, there is no requirement for staff to wash their clothes more frequently than normal. The usual staff dress code will be reimplemented. Staff footwear should be appropriate for school use.</p> <p>Hygiene: All staff should use hand sanitiser on arrival and before departure from school and wash hands thoroughly for 20 seconds with running water and soap before and after lessons.</p>	
Specialist lessons	<ul style="list-style-type: none"> • Subject leaders should be up to date about specific requirements for their subjects 	<ul style="list-style-type: none"> • Subject Leaders should brief teaching staff and amend existing risk assessments.
PE lessons	<ul style="list-style-type: none"> • Students should be kept in consistent groups 	<ul style="list-style-type: none"> • Wipes to be provided to aid the cleaning of sports equipment

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	<ul style="list-style-type: none"> • Students who have forgotten kit will not be able to borrow kit from school. • Sports equipment should be cleaned between use by different groups • Contact sports should be delivered in line with sports specific governing body guidance • Outdoor sports prioritised where appropriate or large indoor spaces where outdoor is not possible, maximising distance between students <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport <p>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p>	
Staff Bases	<ul style="list-style-type: none"> • Staff bases should be cleared of all non-essential items in order to support cleaning process. • No sharing of towels • No sharing of crockery and utensils • Fridges, Microwaves & Hot Water Dispenser: wipe down after use • Staff should not congregate socially in staff bases • All staff to wear face coverings when in staff bases, apart from when eating or drinking. • Staff using bases for work should do so following socially distanced guidelines. • Staff should use their allocated subject staff base and should not enter other departments areas. 	Subject leaders to monitor tidying of staff bases prior to September

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Breakfast Club	<ul style="list-style-type: none"> • No Breakfast club in week 1 and 2 • Plans for breakfast club from W/C 14th September TBC 	
Enrichment/ Intervention	<ul style="list-style-type: none"> • Intervention and enrichment can be conducted within government guidance and constraints of risk assessment principles: • Where possible keep to school bubbles • If not smaller consistent groups • Limit number of wraparound providers • No contact sports • All interventions and enrichment to be agreed by headteacher 	<p>Creation of year group specific timetable of extra-curricular activities. Dependent on numbers Exit strategy may be required</p>
Bathroom facilities	<ul style="list-style-type: none"> • Students informed that they are to toilet at the start of the day, lunch and at the end of the day if possible • Children must wash their hands • Correct hand washing poster in all toilets • Individual cubicle toilets allocated by year group 	<ul style="list-style-type: none"> • All staff toilets should be cleaned at least once AM, once PM, during lunch and at the end of the school day to reduce risk of contamination of surfaces. • Lunchtime duty member needed for upstairs?
Cleaning	<ul style="list-style-type: none"> • Interserve cleaning programme signed off by Executive Principal • Use of toilets will be monitored by Interserve and HLC staff • Taps and door in toilets will be cleaned at regular intervals throughout the day by the day time cleaning team. • Staff to use their closest toilet to their classroom – take an antibacterial wipe with you to clean taps + handles / door handles • Toilets will receive a full cleaning part-way through the day. 	<ul style="list-style-type: none"> • Toilet Cleaning rota signage sheet on each toilet door to confirm time of cleaning and who by

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	<ul style="list-style-type: none"> • Door handles and common touch points will be cleaned regularly during the day • All classrooms/areas used will be cleaned thoroughly each evening 	
Face Coverings and visors	<ul style="list-style-type: none"> • Wearing of face masks is strongly recommended for students but required for staff on duty and in busy areas such as corridors and communal areas. • In the event of a local lockdown HLC will be following all Government recommendations and making face coverings compulsory as specified in the guidance. • All staff must wear a visor in lessons in the event of them moving outside of their 2-meter teaching zone. 	<ul style="list-style-type: none"> • Behaviour policy updated to include the wearing of face masks • Visors arranged for all staff.

Staff and Pupils

Theme	Control Measures (What precautions are in place)	Additional Actions
Teaching Assistants	<ul style="list-style-type: none"> • TA “toolkits” to be created including wipe boards and pens to support learning. • TAs must wear a visor during lessons where social distancing is not possible. 	

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Hygiene	<ul style="list-style-type: none"> • Staff and Pupils will wash their hands on a regular basis throughout the day, washing hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. • Pupils will wash their hands when they enter building and at end of day and thereafter whenever possible to ensure good hygiene. 	<ul style="list-style-type: none"> • Hand sanitiser • Soap and hot water available throughout the day • Hand washing to be encouraged by staff. • PHE Hand washing posters displayed
Pupil Clothing	<ul style="list-style-type: none"> • Uniform, including sports kit, must be washed regularly 	
PPE	<p>Personal Protective Equipment will be provided to staff following a Personal Risk Assessment. PPE available includes face visor, face mask, disposable gloves, disposable aprons</p>	

What happens if someone becomes unwell at school?

- If anyone becomes unwell with a new, continuous cough or a high temperature 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.

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- If a child is awaiting collection, they should be moved to and be isolated in the Secondary Conference Room 2 (Opposite PR Office), with appropriate adult supervision with PPE. The door will be opened and the fresh air ventilation system adding fresh and removing internal air. Signage identifies that the room can only be entered if wearing full PPE
- The toilet next to lift / black sofas will be for first aid only and will be locked and clearly signposted for First Aid use only
- If they need to go to the bathroom while waiting to be collected, they will use the toilet next to the library entrance. This will be cleaned and disinfected using standard cleaning products before being used by anyone else. Signage will be added to prevent entrance and will be locked when not in use
- Appropriate PPE will be worn by staff caring for the child while they await collection.
- The Secondary Conference Room 2 will be thoroughly cleaned with normal household disinfectant after the child with symptoms has left to reduce the risk of passing the infection on to other people.
- Additional first aid room to be used for non-Covid related illness/injury

What happens if there is a confirmed case of coronavirus in a setting?

Staff members and parents/carers must be ready and willing to:

- book a test if they are displaying symptoms. Staff and students 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 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 develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

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Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

All schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them 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

School will contact the local health protection team, as soon as there is a confirmed positive test result. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

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.

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The health protection team will work with the school to guide us through the actions we 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. Staff must keep a record of students in each group, by taking the Bromcom register for each lesson, and record any close contact that takes place between children and staff in different groups, for example if in nurture provision or the ISR.

A letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. We must 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 school immediately, and must isolate for at least 10 days from the onset of their symptoms. Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.



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We are not allowed to request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Containing an outbreak

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 to seek advice if additional action is required.

We may be advised that a larger number of other students self-isolate at home as a precautionary measure – this could be the whole site or additional year groups.

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.

Approval:

Principal/Headteacher:

Name: Paul Roberts

Signature:

A handwritten signature in black ink, appearing to read "Paul Roberts", is written over a large, light grey, diagonal watermark that says "APPROVED".

Date: 28/8/20

Trust Approval



Hadley Learning Community (Secondary) Reopening Process

Name:.....Paul Jones....

Position:.....COO.....

Signature:.....

A handwritten signature in black ink, appearing to read "Paul Jones", is written over the signature line.

..... Date:.....4.9.2020.....

APPROVED